

# Public Document Pack



**Cherwell**

DISTRICT COUNCIL  
NORTH OXFORDSHIRE

**Committee:** Overview and Scrutiny Committee  
**Date:** Tuesday 29 November 2022  
**Time:** 6.30 pm  
**Venue:** Bodicote House, Bodicote, Banbury, Oxon OX15 4AA

## Membership

<b>Councillor Sandy Dallimore (Chairman)</b>	<b>Councillor Douglas Webb (Vice-Chairman)</b>
Councillor Maurice Billington	Councillor Mike Bishop
Councillor John Broad	Councillor Ian Harwood
Councillor David Hingley	Councillor Matt Hodgson
Councillor Ian Middleton	Councillor Perran Moon
Councillor Dr Chukwudi Okeke	Councillor Bryn Williams

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

## AGENDA

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

### 1. Apologies for Absence and Notification of Substitute Members

### 2. Declarations of Interest

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

### 3. Minutes

The previous meeting of the Committee was a Special Overview and Scrutiny Committee held on 22 November 2022, the day after the publication of the agenda for this meeting. The Minutes of the 22 November 2022 meeting will be submitted to

the Special Overview and Scrutiny Committee being held on Monday 12 December 2022.

**4. Chairman's Announcements**

To receive communications from the Chairman.

**5. Urgent Business**

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

**6. October 2022 Performance Monitoring Report (Pages 5 - 22)**

Report of Assistant Director - Customer Focus

**Purpose of report**

To give the Committee an update on the council's progress towards delivering its Business Plan priorities for 2022/23 up to October 2022.

**Recommendations**

The meeting is recommended:

- 1.1 To note the monthly Performance Report for October 2022 and provide any comments for the Executive Committee to consider on the 5 December meeting.

**7. Equalities, Diversity and Inclusion (EDI) Action Plan (Pages 23 - 46)**

Report of Assistant Director - Customer Focus

**Purpose of report**

To seek the Committee's views on the approach officers are proposing for the council's EDI action plan and a councillor EDI working group.

**Recommendations**

The meeting is recommended:

- 1.1 To considers the approach being proposed for the council's Equalities, Diversity and Inclusion (EDI) action plan and councillor working group and provides comments on both.
- 1.2 To review the draft action plans for Inclusive Communities and Inclusive Services and provides comments for the Executive Committee to consider at its February meeting.

## **8. Food Action Plan**

The Assistant Director Wellbeing & Housing will present details of the Cherwell District Council Food Plan.

CDC was required to produce a local food plan following endorsement of the Oxfordshire Food Strategy by Executive at their meeting in June 2022. The Food Insecurity Working Group have assisted officers in production of the plan.

### **Recommendation**

The meeting is recommended:

- 1.1 To consider the update and comment on progress so far.

## **9. Safeguarding Annual Audit**

The Assistant Director Wellbeing & Housing and the Safeguarding Officer will give a presentation detailing the annual Safeguarding Audit.

### **Recommendation**

The meeting is recommended:

- 1.1 To consider and endorse the audit prior to its submission to Oxfordshire County Council.

## **10. Working Groups Update (Pages 47 - 48)**

A written update on work undertaken so far by the Food Insecurity and Climate Action working groups.

Both groups are scheduled to meet between before Overview & Scrutiny on 29 November, further updates will be given at the meeting.

### **Recommendation**

The meeting is recommended:

- 1.1 To consider and comment on the work undertaken to date.

## **11. Work Programme 2022/23 (Pages 49 - 56)**

There are two documents for the Committee to consider:

Appendix 1 – indicative work programme 2022/23.

Appendix 2 – update on items previously considered.

### **Recommendations**

The meeting is recommended:

- 1.1 To consider and agree the indicative work programme 2022/23
- 1.2 To consider and comment on the items previously considered by the Committee.

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

## **Information about this Meeting**

### **Apologies for Absence**

Apologies for absence should be notified to [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk) or 01295 221953 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 Emma Faulkner, Democratic and Elections [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk), 01295 221953

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

Published on Monday 21 November 2022



## **Cherwell District Council**

### **Overview and Scrutiny Committee**

**29 November 2022**

### **October 2022 Performance Monitoring Report**

#### **Report of Assistant Director - Customer Focus**

This report is public.

#### **Purpose of report**

To give the committee an update on the council's progress towards delivering its Business Plan priorities for 2022/23 up to October 2022.

### **1.0 Recommendations**

The meeting is recommended:

- 1.1 To note the monthly Performance Report for October 2022 and provide any comments for the Executive Committee to consider on the 5 December meeting.

### **2.0 Introduction**

- 2.1 The Council actively and regularly monitors its performance and risk positions to ensure it can deliver its corporate priorities and key services to residents but also respond effectively to new issues arising in the district.
- 2.2 The Council does this on a monthly basis so it can identify potential issues at the earliest opportunity and put measures in place for mitigating and addressing them.
- 2.3 The framework used to monitor performance sets out the key actions, projects and programmes of work that contribute to the delivery of the 2022-23 Business Plan and the priorities of the Council, highlighting progress, identifying areas of good performance and actions that have been taken to address underperformance or delays.
- 2.4 This report provides a summary of the council's performance up to October this year.
- 2.5 There are two appendices to this report:
  - Appendix 1 – 2022/23 Business Plan
  - Appendix 2– Monthly Performance October 2022

### 3.0 Report Details

3.1 This report is split into three areas:

**Performance summary** – to give an overview of the councils performance against each strategic priority.

**Performance exceptions** – to highlight any measures rated amber (slightly behind the target - worse than target by up to 10%), and Red (off target - worse than target by more than 10%). From this report onwards this section will also include information on the actions services are taking to address any performance issues that are within the council’s control.

**Performance highlights** – to give an overview of the council’s key achievements for the month.

### 4.0 Performance Summary

4.1 The Council reports its performance against 16 Business Plan Measures monthly, 33 quarterly and 35 every six months. For the full details and commentary against each measure see Appendix 2.

4.2 During October 2022, 12 of the 16 monthly measures were rated green, two amber and two red.

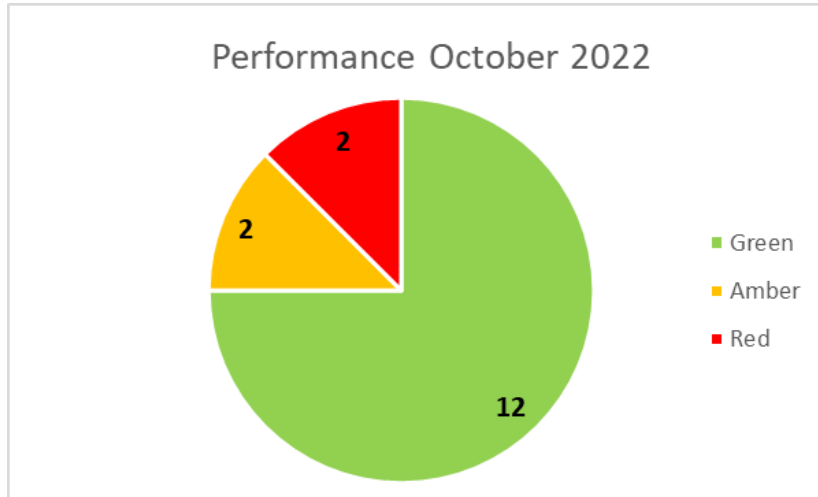


Figure 1: Performance Summary October 2022, 12 measures Green, 2 Amber and 2 Red

### 4.3 Performance Exceptions

#### Number of Homeless Households living in Temporary Accommodation (TA)

**Priority:** Housing that meets your needs

**Service:** Wellbeing and Housing Services

**Assistant Director:** Nicola Riley

Reporting Red for October and Green for Year to date (39 against a target of 35 – less is better).

**Comments from service:** The number of people in emergency and temporary accommodation has reduced this month in comparison with September. The team have worked, and continue to do so, with clients and providers to ensure more moves are achieved.

**Mitigating Actions:** The number of homelessness presentations is linked to many external factors out of our control. We are working with registered providers and anticipate that reducing the length of time homes stand empty before being re-let will not change materially over the next quarter.

Financial Year to date performance		
April (Green)	May (Green)	June (Green)
July (Green)	August (Green)	September (Red)
October (Red)	November	December
January	February	March

#### Number of Housing Standards interventions

**Priority:** Housing that meets your needs

**Service:** Wellbeing and Housing Services

**Assistant Director:** Nicola Riley

Reporting Amber for October and Green for Year to date (52 against a target of 55).

**Comments from service:** Performance is slightly below target due to lower-than-expected number of incoming service requests. However, this does allow the team to focus more of their efforts on pro-active enforcement work.

**Mitigating Actions:** This indicator is running ahead of target for the year to date, with 487 interventions so far (monthly average = 70). Therefore, no mitigations are required at this stage. Please note this measure is under review, as per the commentary, because it is entirely dependent on the number of requests received.

Financial Year to date performance		
April (Green)	May (Green)	June (Red)
July (Red)	August (Green)	September (Red)
October (Amber)	November	December
January	February	March

#### % of Business Rates collected, increasing NNDR Base

**Priority:** An Enterprising Economy with strong and vibrant local centres

**Service:** Finance – Revenues and Benefits

**Assistant Director:** Michael Furness

Reporting Red for October and Green for Year to date (8.14% against a target of 10.80%).

**Comments from service:** In-month collection rates were lower than target, however, the cumulative collection for 2022/23 is 67.37% which exceeded the year-to-date target of 67%

**Mitigating Actions:** Recovery action has continued throughout October with outbound calls taking place and issuing reminders and summonses to prompt payment when necessary.

Financial Year to date performance		
April (Amber)	May (Green)	June (Amber)
July (Green)	August (Red)	September (Green)
October (Red)	November	December
January	February	March

## % of Waste Recycled and Composted

**Priority:** Supporting Environmental Sustainability

**Service:** Environmental Services

**Assistant Director:** Ed Potter

Reporting Amber for October and Year to date (8.14% against a target of 10.80%).

**Comments from service:** The recycling rate is currently down 3.2% and will mean an end of year recycling rate of 52%. The main reasons for this are: reduction in dry recycling caused by the cost-of-living crisis and recession, which is being reported nationally; and particularly dry spring and summer, reducing the amount of garden waste collected year to date.

**Mitigation Actions:** On dry recycling we have limited control on tonnages recycled, we are always promoting, encouraging and providing guidance to our residents on recycling through news and events.

Financial Year to date performance		
April (Amber)	May (Green)	June (Green)
July (Amber)	August (Amber)	September (Amber)
October (Amber)	November	December
January	February	March

## 4.4 Performance Highlights

- **Housing that meets your needs**
  - ✓ Homelessness and Domestic Abuse help – The number of people in emergency and temporary accommodation reduced during October in comparison with September. We continue offering support to prevent people needing to move out of their homes. We also, where relevant, help people move into alternative accommodation, provide them advice if they are victims of domestic abuse, and help them overcome problems paying the rent.
  - ✓ Cost-of-living crisis – We are continuing our work addressing the cost-of-living crisis. We know that many of our residents are affected by this, and our support includes helping them access grants, benefits and debt advice. We have instigated a warm welcome network of community venues willing to offer local residents an opportunity to meet others and enjoy the warmth of the welcome. Food Vouchers have been made available to 3542 residents who were in receipt of Housing benefit on 5th October. The Overview and Scrutiny Committee Food Insecurity Group meet regularly and will report back to the main committee at the end of November to enumerate the steps taken to support the Community food Network members and consequently residents who struggle to make ends meet
- **Support Environmental Sustainability**
  - ✓ Recycle your electrics – During October we have been informing our residents about how to recycle electronic gadgets that are beyond repair, which can be left out for recycling in a carrier bag on top of any bin on people's normal collection day. The same goes for used batteries which residents can leave in a clear bag on top of the bins. The waste and recycling crew will store them in a cage on the side of their lorry on their rounds before returning them to the depot.



We have been advising people not to leave batteries and electronics on top of their silver food waste caddies. The vehicles that collect food waste don't have the side cage and items left on top of silver caddies can slow our food waste crews down.

- ✓ What happens to waste collected from silver caddies? – It is taken to an anaerobic digester where it's broken down by bacteria. This process turns food waste into two valuable resources:
  - Bio-fertilisers that help our farmers enrich the UK's soils
  - Green electricity to power local homes and businesses, which could power a TV in every household in the district for 15 hours a week.

- **An enterprising economy with strong and vibrant local centres**

- ✓ Successful litter prosecution – A landowner in Banbury has been landed with a £10,000 bill after the council prosecuted his company for failing to keep the prominent town centre walkway tidy. Oxford Magistrates' Court heard our case on Friday 7 October. The owner pleaded guilty on his behalf to five offences and the magistrates ordered the company to pay fines and costs. The company was also fined £1,000 per offence for five breaches of community protection notices and needs to pay a £500 victim surcharge. Cherwell's street cleansing service covers publicly owned areas of Banbury town centre and empties bins on behalf of Banbury Town Council. But private landowners are in charge of emptying bins and clearing waste on their land. The council can step in and take action when this responsibility is not met.



- **Healthy, resilient and engaged communities**

- ✓ Success of continued partnership with British Cycling – We have a new British Cycling community developer based in our leisure and sport team. She will be working with local schools to help develop their resources and make cycling more accessible for children and young people. She is also delivering inclusive activities like Breeze Rides for women. Research shows that participation in cycling amongst women and people from minority ethnic backgrounds in cycling is not as high as it could be and one of the aims of our partnership with British Cycling is to help overcome the barriers to participation in the sport.
- ✓ Banbury Michaelmas Fair – The fair ran from 19th – 21st October and was declared officially open by our chairman Councillor Les Sibley and Banbury town mayor Councillor Jayne Strangwood. Ever year the fair counts on the support of our street scene team, who supports road closures and the set-up of the fair; and our street cleansing team who clean up overnight, leaving the town centre spotless by the Saturday morning.



## 5.0 Conclusion and Reasons for Recommendations

This report provides an update on the council's progress towards delivering its strategic priorities for 2022/23 up to October 2022. It also highlights areas of underperformance, and the steps services are taking to address these – where they are in the Council's control. It will be discussed at the next Executive meeting hence the recommendation to provide any comments for the committee to consider when it meets.

## **6.0 Consultation**

6.1 N/A

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

7.1 This report illustrates the Council's corporate performance against the 2022-23 Business Plan for the month of October. These monthly reports ensure the council stays on track to deliver its priorities for the year by taking any corrective action at the earliest opportunity to address any slippage. Therefore, there is no alternative option. However, members can ask officers to provide additional information that is considered helpful into these standard reports.

## **8.0 Implications**

### **Financial and Resource Implications**

8.1 The Financial and Resource implications are detailed within the Executive Report for October 2022.

Comments checked by:

Michael Furness, Assistant Director of Finance / Section 151, Tel: 01295 221845  
[Michael.Furness@cherwell-dc.gov.uk](mailto:Michael.Furness@cherwell-dc.gov.uk)

### **Legal Implications**

8.2 There are no legal implications arising as a consequence of this report.

Comments checked by:

Shiraz Sheikh, Assistant Director Law & Governance,  
[Shiraz.Sheikh@cherwell-dc.gov.uk](mailto:Shiraz.Sheikh@cherwell-dc.gov.uk)

### **Risk Implications**

8.3 The Risk Implications are detailed within the Executive and AARC Report for October 2022.

Comments checked by:

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

### **Equalities and Inclusion Implications**

8.4 There are no direct equalities and inclusion implications as a consequence of this report.

Comments checked by:

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

## 9.0 Decision Information

**Key Decision**            **N/A as not an Executive report**

**Financial Threshold Met:**                            N/A

**Community Impact Threshold Met:**            N/A

### **Wards Affected:**

All

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

This report supports all Corporate Priorities

### **Lead Councillor**

Councillor Richard Mould, Portfolio Holder for Corporate Services

## **Document Information**

### **Appendix number and title**

- Appendix 1 – 2022/23 Business Plan
- Appendix 2 – Monthly Performance October 2022

### **Background papers**

None

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

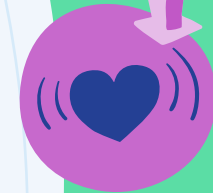
Celia Prado-Teeling, Performance and Insight Team Leader, Tel: 01295 221556,  
[Celia.prado-teeling@Cherwell-dc.gov.uk](mailto:Celia.prado-teeling@Cherwell-dc.gov.uk)

Shona Ware, Assistant Director – Customer Focus  
[Shona.Ware@Cherwell-dc.gov.uk](mailto:Shona.Ware@Cherwell-dc.gov.uk)

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# Cherwell District Business Plan 2021-2022



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

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

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

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

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

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

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

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



Councillor Barry Wood  
Leader of Cherwell District Council



**Cherwell**

DISTRICT COUNCIL  
NORTH OXFORDSHIRE

# Our priorities:

## Housing that meets your needs



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



## Leading on environmental sustainability



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

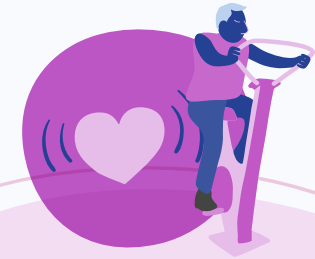
## An enterprising economy with strong and vibrant local centres



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



## Healthy, resilient and engaged communities



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



## Delivery themes:

### Customers

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



### Healthy Places

Work collaboratively to create sustainable, thriving communities that support good lifestyle choices.



### Climate Action

Transform our organisation to deliver its carbon neutral commitments.



### Continuous Improvement

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



### Partnerships

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



### Covid-19 Recovery

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



### Including Everyone

Our Equalities, Diversity and Inclusion framework outlines how we plan to create an inclusive community and workplace in Cherwell, through fair and equitable services.



## Performance Management Framework

Cherwell District Council's performance management framework sets out the key actions, projects and programmes of work that contribute to the delivery of the 2021 business plan and the priorities of the council. These targets, measures and key performance indicators are reported on a monthly basis to highlight progress, identify areas of good performance and actions that have been taken to address underperformance or delay.

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

The monthly performance cycle also includes the management and reporting of risk and financial information; providing an holistic overview of the councils' progress against it's strategic priorities and delivery themes as set out earlier in this business plan.



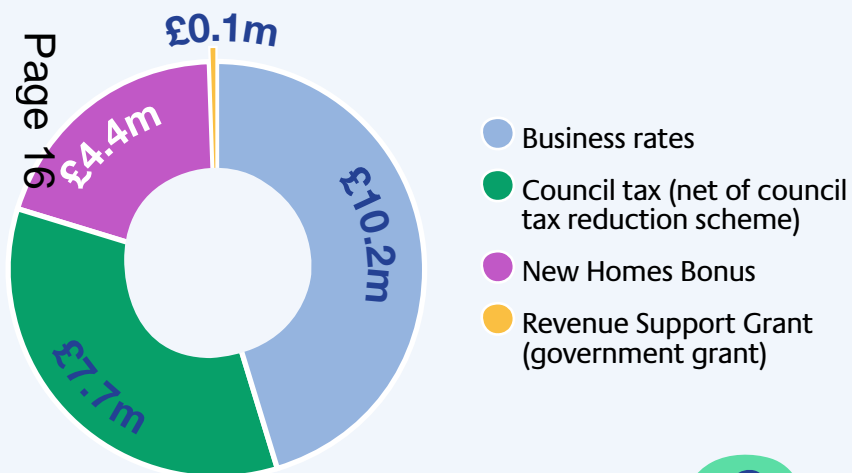
# Council funding



## Where our money comes from

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

## 2021/22 funding sources



## How we generate income

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



# Contact us



## Get in touch

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

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

Phone: 01295 227001




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



**Cherwell**  
DISTRICT COUNCIL  
NORTH OXFORDSHIRE

## Appendix 2 - Performance Report October 2022

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

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

Housing that meets your needs - KPI's & Programme Measures 22-23

	Portfolio Holder	Director/Lead Officer▲	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
BP1.2.06 Average time taken to process Housing Benefit New Claims	Cllr A Nell	<ul style="list-style-type: none"> <li>■ Michael Furness</li> <li>■ Stephen Hinds</li> </ul>	11.93	18.00	★	Performance still within target, with a slight improvement on last month. We will continue to monitor the workload accordingly	14.02	18.00	★
BP1.2.07 Average time taken to process Housing Benefit Change Events	Cllr A Nell	<ul style="list-style-type: none"> <li>■ Michael Furness</li> <li>■ Stephen Hinds</li> </ul>	4.40	8.00	★	Performance remains within target although a slight decrease from last month. We will continue to monitor the workload accordingly	2.98	7.57	★
BP1.1.01 Homelessness Prevention	Cllr N Mawer	<ul style="list-style-type: none"> <li>■ Nicola Riley</li> <li>■ Yvonne Rees</li> </ul>	Delivering to plan	Delivering to plan	★	The Housing Options Team offer advice and support at the earliest opportunity. 50% of cases are still being resolved prior to any statutory duties being imposed. Given national economic forecasts it is likely that the number of households reaching crisis point will increase.	Slightly behind schedule	Delivering to plan	★
BP1.2.01 Number of Homeless Households living in Temporary Accommodation (TA)	Cllr N Mawer	<ul style="list-style-type: none"> <li>■ Nicola Riley</li> <li>■ Yvonne Rees</li> </ul>	39	35	▲	The number of people in emergency and temporary accommodation has reduced this month in comparison with September. The team have worked, and continue to do so, with clients and providers to ensure more moves are achieved.	33	35	★
BP1.2.02 Number of people helped to live independently through use of DFG & other grants/loans	Cllr N Mawer	<ul style="list-style-type: none"> <li>■ Nicola Riley</li> <li>■ Yvonne Rees</li> </ul>	61.00	45.00	★	The team keeps delivering above target during October for the month and year to date	379.00	315.00	★
BP1.2.03 Homes improved through enforcement action	Cllr N Mawer	<ul style="list-style-type: none"> <li>■ Nicola Riley</li> <li>■ Yvonne Rees</li> </ul>	18.00	9.00	★	The team keeps delivering above target during October for the month and year to date	90.00	63.00	★
BP1.2.04 Number of affordable homes delivered including CDC and Growth Deal targets	Cllr N Mawer	<ul style="list-style-type: none"> <li>■ Nicola Riley</li> <li>■ Yvonne Rees</li> </ul>	26.00	12.00	★	This figure includes some completions from June and September not previously recorded. Overall, this puts us back to track to hit the annual target, but the position is still vulnerable due to supply chain issues.	87.00	84.00	★
BP1.2.05 Number of Housing Standards interventions	Cllr N Mawer	<ul style="list-style-type: none"> <li>■ Nicola Riley</li> <li>■ Yvonne Rees</li> </ul>	52.00	55.00	●	Performance is slightly below target this month due to a lower than expected number of incoming service requests. However, this does allow the team to focus more of their efforts on pro-active enforcement work.	487.00	385.00	★

Supporting Environmental Sustainability - KPI's & Programme Measures 22-23

	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
BP2.2.01 % Waste Recycled & Composted	Cllr D Sames	<ul style="list-style-type: none"> <li>■ Ed Potter</li> <li>■ Ian Boll</li> </ul>	53.3%	56.0%	●	<p>The recycling rate is currently down 3.2% and will mean a end of year recycling rate of 52%. The two main reasons for this is are:</p> <p>1) Reduction in dry recycling caused by the cost of living crisis and a pending recession, this is being reported nationally.</p> <p>2) Dry Spring and Summer reducing the amount of garden waste collected, this is comparable to other local authorities.</p>	54.6%	56.0%	●
BP2.2.02 Reduction of fuel consumption used by fleet	Cllr D Sames	<ul style="list-style-type: none"> <li>■ Ed Potter</li> <li>■ Ian Boll</li> </ul>	38,532	42,290	★	<p>Good reduction on estimated usage, in part due to training and use of telematics to promote fuel efficient driving.</p>	41,778	45,123	★



An Enterprising Economy with Strong and Vibrant Local Centres - KPI's & Programme Measures 22-23

	Portfolio Holder	Director/Lead Officer*	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
BP3.1.01 Proactively manage the Cherwell workstreams of the Oxfordshire Housing and Growth Deal	Cllr B Wood	<ul style="list-style-type: none"> <li>■ Ian Boll</li> <li>■ Robert Jolley</li> </ul>	Delivering to plan	Delivering to plan	★	Cherwell District Council continues to be an engaged and active participant within the Oxfordshire Housing and Growth Deal. This is a five year programme and the Council entered Year Five at the start of April 2022. The Council's officer Programme Board reviews, on a regular basis, the remaining workstreams involved - Infrastructure and Homes from Infrastructure; and locally, Productivity (the OxLEP Local Industrial Strategy having already been completed). The Affordable Housing workstream was also previously completed. In August 2022, the Oxfordshire Plan 2050 ceased.	Delivering to plan	Delivering to plan	★
BP3.2.01 % of Council Tax collected, increase Council Tax Base	Cllr A Nell	<ul style="list-style-type: none"> <li>■ Michael Furness</li> <li>■ Stephen Hinds</li> </ul>	8.88%	8.20%	★	The in-month collection rates was 8.88% against a target of 8.2%. The cumulative collection rates for 2022/23 are 65.86% against a target of 64.50%. Recovery action has continued throughout October with the issuing of reminders and summons to prompt payment.	65.86%	64.50%	★
BP3.2.02 % of Business Rates collected, increasing NNDR Base.	Cllr A Nell	<ul style="list-style-type: none"> <li>■ Michael Furness</li> <li>■ Stephen Hinds</li> </ul>	8.14%	10.80%	▲	The in-month collection rates was 8.14% against a target of 10.8% however the cumulative collection rates for 2022/23 are 67.37% which as exceeded the year to date target of 67%. Recovery action has continued throughout October with outbound calls taking place and the issuing of reminders and summonses to prompt payment.	67.38%	67.10%	★



Healthy, Resilient and Engaged Communities - KPI's & Programme Measures 22-23

	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
BP4.1.01 Tackle Environmental Crime	Cllr E Reeves	<ul style="list-style-type: none"> <li>■ Ian Boll</li> <li>■ Richard Webb</li> </ul>	Delivering to plan	Delivering to plan	★	86 fly tips were reported in October and 75 were investigated. Nine warning letters were sent, five interviews under caution were carried out (two face to face and three by letter), three fixed penalty notices were served for duty of care offences, and three notices served requesting copies of waste transfer notes (to demonstrate that waste was disposed of legally).	Delivering to plan	Delivering to plan	★
BP4.1.02 Support Community Safety and Reduce Anti-Social Behaviour	Cllr E Reeves	<ul style="list-style-type: none"> <li>■ Ian Boll</li> <li>■ Richard Webb</li> </ul>	Delivering to plan	Delivering to plan	★	<p>Through October the community safety related activity of the council included:</p> <ul style="list-style-type: none"> <li>● Anti-social behaviour problem solving including agreeing 3 acceptable behaviour contracts with residents in Bicester in relation to behaviours having a negative impact on the local community and supporting the Police in a prosecution relating to anti-social behaviour in Bicester Town Centre.</li> <li>● Providing a presentation to year 7 and 8 pupils regarding personal safety and social responsibility.</li> <li>● Supporting 3 residents in Banbury to set up Neighbourhood Watch schemes.</li> <li>● Working with the Police to relaunch the "Nominated Neighbour Scheme". This allows vulnerable residents to nominate an able and trusted neighbour to act as their "Eyes and ears" and speak to any visitors to their property.</li> <li>● Attending the Banbury Michaelmas fair to support the event.</li> <li>● Attending a Neighbourhood Policing Conference to learn about problem solving approaches used successfully in other local areas.</li> </ul> <p>In November the 3 new Community Wardens will be joining the Community Safety team.</p>	Delivering to plan	Delivering to plan	★
BP4.2.01 Number of Visits/Usage to District Leisure Centres	Cllr P Chapman	<ul style="list-style-type: none"> <li>■ Nicola Riley</li> <li>■ Yvonne Rees</li> </ul>	114,625.00	40,000.00	★	Usage figures at Bicester, Spiceball and Kidlington continue to be on an upward curve taking regard for the increased competition particularly at Bicester. Spiceball figures were around 4,000 up on the same period last year and 2,000 up on September 2022. Kidlington Leisure Centre increased by 7,000 visits on the same period last year and around 1,000 up on the preceding month this year. Bicester usage figures are up by circa 3,000 compared to the same period last year and the preceding month.	828,649.00	310,000.00	★

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## **Cherwell District Council**

### **Overview and Scrutiny Committee**

**29 November 2022**

### **Equalities, Diversity and Inclusion (EDI) Action Plan**

### **Report of Assistant Director - Customer Focus**

This report is public

#### **Purpose of report**

To seek the Committee's views on the approach officers are proposing for the council's EDI action plan and a councillor EDI working group.

#### **1.0 Recommendations**

The meeting is recommended:

- 1.1 To considers the approach being proposed for the council's Equalities, Diversity and Inclusion (EDI) action plan and councillor working group and provides comments on both.
- 1.2 To review the draft action plans for Inclusive Communities and Inclusive Services and provides comments for the Executive Committee to consider at its February meeting.

#### **2. Background and Report Details**

- 2.1 The Equality Act 2010 requires all public bodies including councils to take extra steps to stop discrimination. This is known as the Public Sector Equality Duty.
- 2.2 The duty means having to consider equality as part of our daily business and sets out specific requirements for achieving this, which are:
  - Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,
  - Advance equality of opportunity between people who share a protected characteristic and those who do not,
  - Foster good relationships between people who share protected characteristics and those who do not,
  - Set and publish equality objectives at least every four years and,

- Publish information at least annually, to show how we comply with the Equality Duty including information about employees and to people who are affected by our policies and procedures.

2.3 Earlier this year, the council agreed an equalities framework, 'Including Everyone' to capture these statutory obligations but also its commitments to going beyond what the law expects, to deliver inclusive communities, services and an inclusive workforce.

2.4 The action plan for delivering this framework was co-produced with Oxfordshire County Council during our partnership arrangement.

2.5 Following the decoupling officers have taken a fresh look at the action plan from a Cherwell only perspective and what that has highlighted is that many of the actions assume we have the data and infrastructure needed to deliver them.

2.6 Officers therefore recommend reshaping the action plan so it continues to capture the spirit and intentions of the original one but with a focus on ensuring we have the necessary foundations in place to deliver our EDI commitments. The updated version will then provide the platform from which we can develop annual action plans, which are focussed on delivering improvements.

2.7 The intention is to produce action plans to underpin the three themes in our equalities framework:

Inclusive Communities  
Inclusive Services  
Inclusive Workforce.

2.8 Given the clear interdependencies between these themes officers have suggested establishing a councillor working group that is made up of representatives from both Overview and Scrutiny and Personnel Committees.

2.9 The group's first task will be to review the action plans before they are considered by the relevant committee. The group will then oversee the implementation of these plans and help shape the annual improvement plans.

2.10 Officers have prepared draft action plans for Inclusive Communities and Inclusive Services (Appendix 2) for the Executive to consider at their February meeting.

2.11 The Inclusive Workforce action plan is currently being drafted and will be shared with the EDI working group when its ready for feeding in any comments before the Personnel Committee considers it in the spring.

### **3. Conclusion**

3.1 The council is committed to going above and beyond our statutory responsibilities in creating inclusive communities and services and an inclusive workforce. To do this effectively we need to have the right resources and infrastructure in place to:

- capture the latest EDI data and trends

- use the data available to identify and address any barriers
- ensure EDI implications are identified and considered at the earliest opportunities through our service planning and decision making processes.

3.2 The approach officers are recommending for the EDI action would ensure we are delivering all of the above, however we are keen to hear the committee's thoughts on this and the draft action plans for Inclusive Communities and Inclusive Services.

## 4.0 Consultation

N/A

## 5.0 Alternative Options and Reasons for Rejection

5.1 The alternative would be to continue to deliver the original action plan. This option has been rejected as its prudent to ensure we have the right infrastructure in place to deliver the desired outcomes for our communities, services and workforce, following the end of our partnership with Oxfordshire County Council.

## 6.0 Implications

### Financial and Resource Implications

6.1 They are no financial implications arising from this report. Any budget that is needed to deliver any of the action plans will be considered and identified during the approval process for them.

Comments checked by:

Joanne Kaye, Strategic Finance Business Partner/Deputy S.151 Officer. Tel: 01295 221545, email [joanne.kaye@cherwell-dc.gov.uk](mailto:joanne.kaye@cherwell-dc.gov.uk)

### Legal Implications

6.2 The Council has a statutory duty under the Equality Act 2010 and the Public Sector Equality Duty (PSED) as outlined in the report.

6.3 Specific duties for the Council also include the requirement to develop and publish equality objectives and to annually publish actions under way or planned to meet the requirements of the PSED.

6.4 Risks associated with the delivery of the action plan should be monitored and managed through the governance arrangements.

Comments checked by:

Shiraz Sheikh, Monitoring Officer and Assistant Director for Law and Governance, Tel: 01295 221651, [shiraz.sheikh@cherwell-dc.gov.uk](mailto:shiraz.sheikh@cherwell-dc.gov.uk)

### Risk Implications

- 6.5 There is a reputational risk that the council could be perceived as having abandoned work on its EDI action plan during decoupling. However, there is a lot of excellent work happening across the council already to demonstrate we are going above and beyond our statutory responsibilities to create inclusive communities and services and an inclusive workforce. This and any other arising risks will be managed through the relevant service risk register and escalated to the leadership register as and when necessary.

Comments checked by:

Celia Prado-Teeling, Performance Team Leader, Tel: 01295 221556. Email: Celia.Prado-Teeling@Cherwell-dc.gov.uk

### **Equalities and Inclusion Implications**

- 6.6 The council is already meeting its statutory responsibilities under the Equality Act 2010, so these actions plans will demonstrate how we plan to deliver our commitment to go above and beyond our legal obligations.

Comments checked by:

Celia Prado-Teeling, Performance Team Leader Tel: 01295 221556. Email: Celia.Prado-Teeling@Cherwell-dc.gov.uk

## **7.0 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**

Including Everyone Framework

**Lead Councillor**

Councillor Richard Mould, Portfolio Holder for Corporate Services

**Document Information**

- Appendix 1 – Including Everyone framework
- Appendix 2 – Draft Inclusive Communities and Inclusive Services Action Plans

**Background papers**

None

**Report Author and contact details**

Shona Ware, Assistant Director – Customer Focus

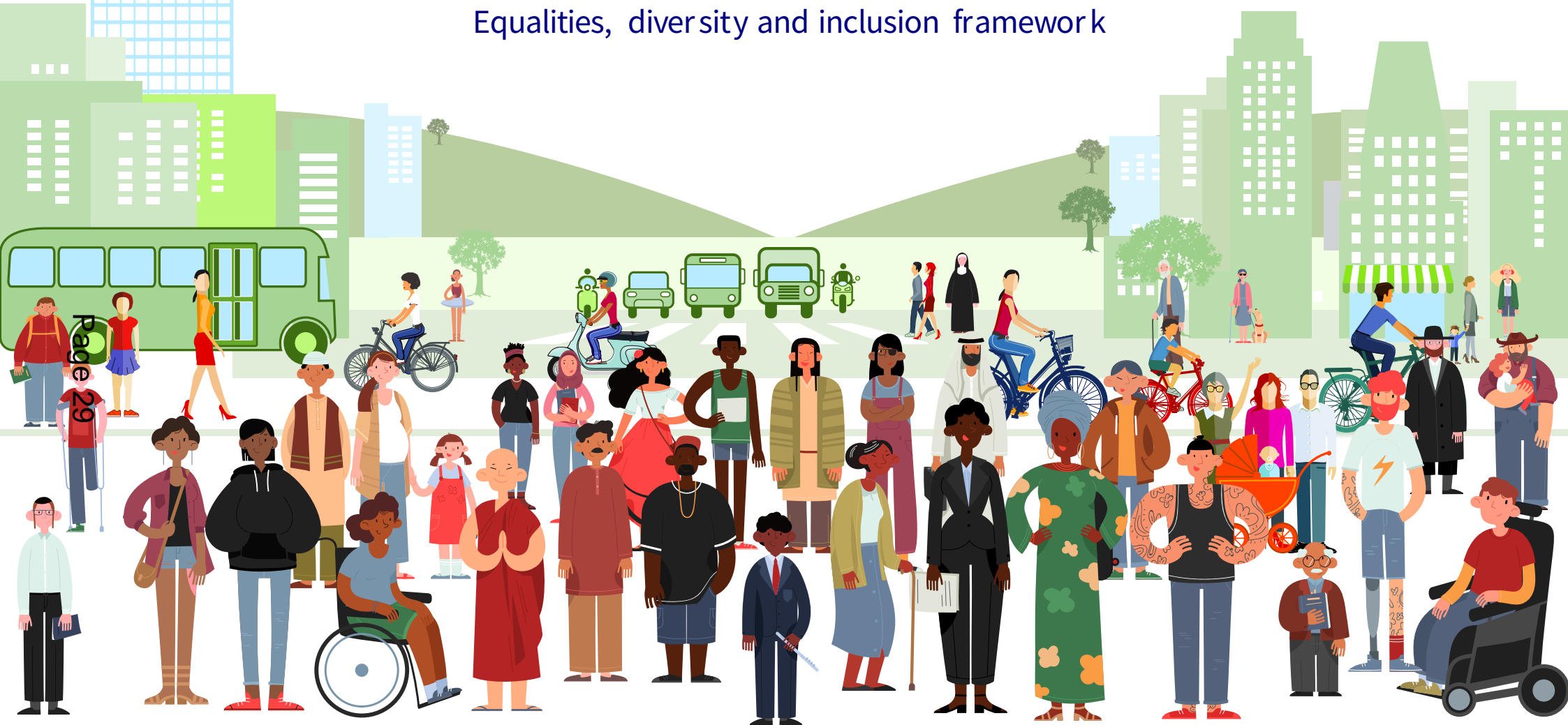
[Shona.ware@cherwell-dc.gov.uk](mailto:Shona.ware@cherwell-dc.gov.uk)

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# Including Everyone

Equalities, diversity and inclusion framework



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**Cherwell**

DISTRICT COUNCIL  
NORTH OXFORDSHIRE

# Including Everyone

There is enormous strength in diversity. Bringing people together from across a wide range of social and cultural experiences and backgrounds enables us to broaden our perspectives, enhance our understanding and enrich our way of life. It fosters an inclusive and supportive environment, which lends strength and vitality to communities and this enables individuals to meet their potential. In 2020 we introduced our Including Everyone Framework which outlines our approach to equalities, diversity and inclusion and sets out our vision to be leaders in our field; providing inclusive services, workplaces and communities, equitable access to services and equality of opportunity.

We have heard how painful exclusion can be for people and how negatively this can impact people's lives. We take our obligations and commitments to equalities, diversity and inclusion extremely seriously. We recognise the need to listen and learn as we tackle inequalities through our policies but most importantly through our concrete actions.

We are working hard to ensure our workplaces, services and communities are inclusive, so they are places where diversity is protected, honoured and celebrated. We know we don't have all the answers, but we keep listening to and learning from our staff and residents, so we can identify inequality and tackle disadvantage, recognising the need to redouble efforts to tackle racism and all forms of discrimination.

We keep developing this framework because to be able to have further understanding of what is important to our residents and members of staff and we will keep working to achieve those goals. How this is expressed for our communities, services and staff will differ according to their unique circumstances, and this will be reflected in an action plan for the organisation which will sit underneath this framework. These plans describe the local actions we will take to deliver on the goals and commitments outlined in this document; they are reviewed and updated annually, and are used to track and measure our progress.



Cllr Barry Wood  
Leader of Cherwell  
District Council

## Our **Including** Everyone Framework

Leading the field in equality and diversity in our workplace, inclusive service delivery and tackling disadvantage in the communities we serve



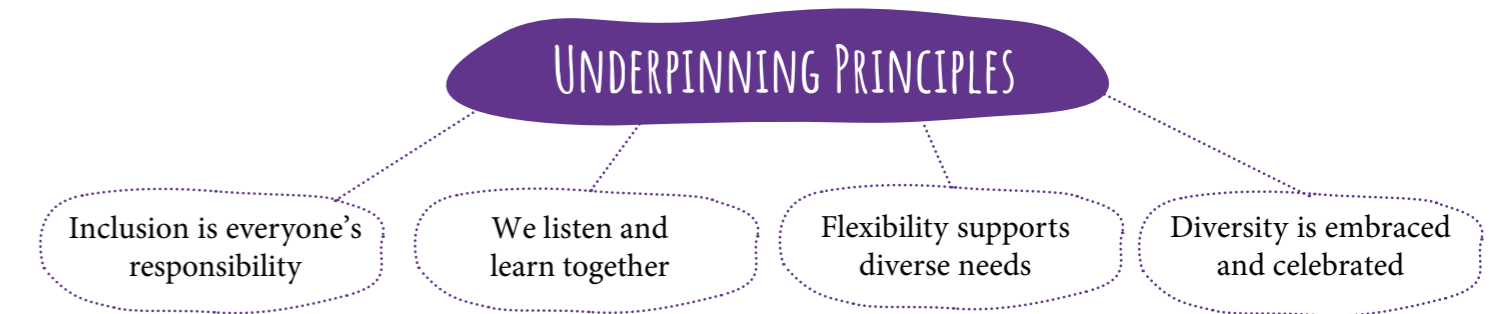
- We work with communities to help them thrive
- We work with partners to tackle disadvantage in our communities.



- Our information and buildings are accessible for all
- Our services use good data and engage with users to plan and meet their different needs.



- Our workforce is inclusive, reflecting the diversity of the communities we serve
- Our staff have the values, skills and knowledge to be inclusive.



# Why Including Everyone is important

This Framework is important for us in honouring and protecting the diverse strengths of individuals and in building inclusive communities; we go beyond what the law expects of us to achieve this. The Equality Act (2010) states that public bodies, including Councils need to take extra steps to stop discrimination: this is known as the Public Sector Equality Duty. The Act defines discrimination as the less favourable treatment of a person, because of a protected characteristic, as compared to others who do not share that characteristic. The legislation also applies where there is a belief that the person who is disadvantaged has a particular protected characteristic, even if that is not the case.

The Public Sector Equality Duty means that we must consider equality as part of our daily business, in particular:

- We need to eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,
- We need to advance equality of opportunity between people who share a protected characteristic and those who do not,
- Foster good relations between people who share protected characteristics and those who do not,
- Set and publish equality objectives at least every four years and,
- Publish information, at least annually, to show how we comply with the Equality Duty including information about employees and to people who are affected by the public body's policies and procedures.

There are nine protected characteristics: age; disability (including invisible disabilities); gender reassignment; marriage and civil partnership; pregnancy and maternity; race including ethnic or national origins, colour or nationality; religion or belief; sex; sexual orientation.

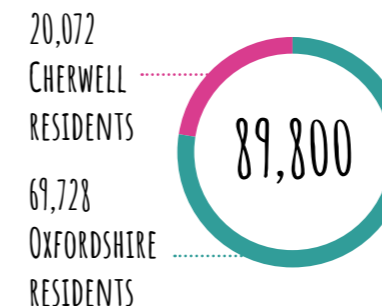
We go further than the protected characteristics in our decision-making process. To do this we consider the impact that our decisions have on people living with social deprivation, in rural communities, those leaving care, carers, and those in our armed forces community. For us inclusion applies to the 'communities' where we live and work, but also communities of shared understanding, such as faith, heritage and sexuality. We want to support every community to be the best it can and we work to remove or reduce obstacles which get in the way; this includes tackling unconscious bias which occurs when people favour others who look like them, share their values or experiences.



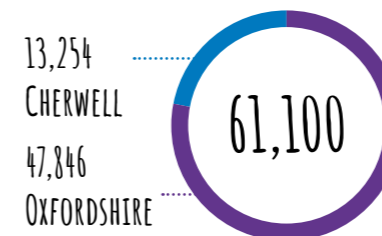
# Not everyone is included

Data about the district tells us that the population we serve is relatively affluent; we also know that this level of data masks some stark inequalities within our communities which we find when we dig beneath the surface. The diversity in our communities is a strength and does not result in disadvantage by itself, but we know we need to tackle inequalities because not everyone has the same life opportunities. The following illustrates examples of some of the inequalities in our communities:

## People live with a long term illness or disability in Oxfordshire (2011)



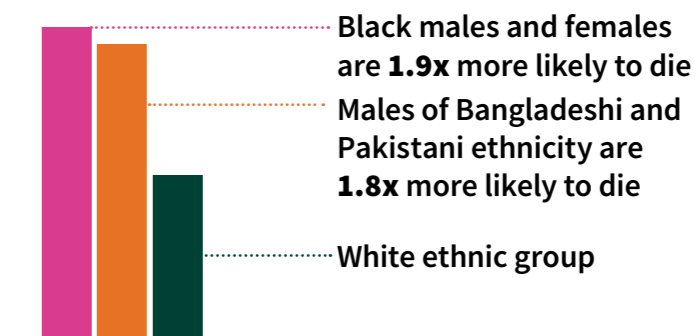
## Unpaid carers in Oxfordshire (2011)



Research shows carers are more likely to report symptoms of mental ill-health, and struggle financially

Public Health England, information shows ethnic identity influences mental and physical health outcomes via multiple routes, such as experiences of discrimination and fear of negative incidents

## Ethnic groups risk of death from COVID-19



## Average pay for men in Oxfordshire

Average pay for men in Cherwell  
Average pay for women in Oxfordshire

Men earn on average **£6,800** more than women in the Oxfordshire area. Men in the Cherwell area earn on average **£6,200** more

In 2020, **10%** of children across the county live in low income families; thats almost

**12,000**  
CHILDREN LIVING IN POVERTY

Life expectancy between the most and least deprived wards in Oxfordshire is

**13.7 YEARS**

In 2019, there were

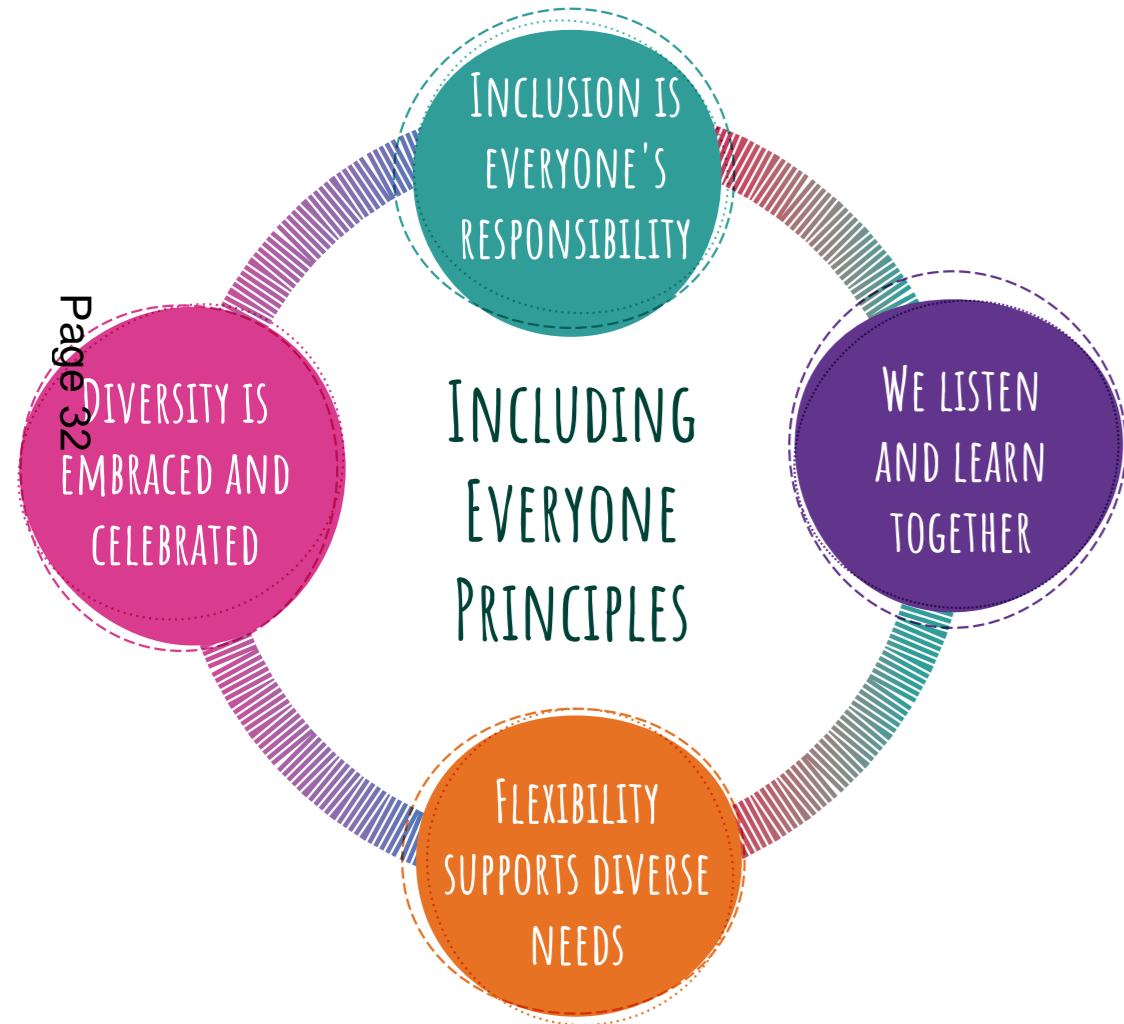
**6,464**  
PUPILS

with learning difficulties in Oxfordshire schools



# Principles

Our equality, diversity and inclusion Framework is underpinned by the following key principles:



**Inclusion is everyone's responsibility.** Including everyone means that we all need to work together, in the workplace and in communities to remove seen and unseen barriers to opportunities.

**We listen and learn together.** People have unique experiences and perspectives which can enrich our collective understanding, so by creating a culture of curiosity we can learn how to best focus our efforts.

**Flexibility supports diverse needs.** Recognising and responding well to diverse needs, ensures we deliver an inclusive communities, services and workplaces.

**Diversity is embraced and celebrated.** There is enormous strength in diversity; we celebrate this and embrace it in our learning, service delivery and community leadership.

We have three inter-connected strands that help us organise our work: inclusive communities, inclusive service delivery and inclusive workplaces. The following section sets out our goals and commitments against each strand. The goals will be tracked and measured in an annual action plan for each council, which sit underneath this framework.

# INCLUSIVE COMMUNITIES

## GOAL 1

We work with communities to help them thrive

## COMMITMENTS

- Engage with, and support, local community groups and organisations
- Promote inclusive behaviour with residents and those using services
- Work directly with communities to identify inequality and tackle disadvantage.

## GOAL 2

We work with partners to tackle disadvantage in our communities

## COMMITMENTS

- Promote equality, diversity and inclusion through our supply chain and strategic partnerships
- Promote and encourage inclusive behaviour for future generations
- Work with all partner organisations to understand diverse needs and create inclusive communities.



# INCLUSIVE SERVICE DELIVERY

## GOAL 3

Our information and buildings are accessible for all

### COMMITMENTS

- Ensure our information, website and digital services are accessible for all; including those digitally excluded
- Take action to make our buildings accessible to all residents and staff.

## GOAL 4

Our services use good data and engage with users to plan and meet their diverse needs

### COMMITMENTS

- Better understand those using services and their needs by collecting their information and feedback
- Engage residents, those using services users and community groups when planning and delivering services
- Plan and deliver services that promote inclusion.

# INCLUSIVE WORKPLACE

## GOAL 5

Our workforce is inclusive, reflecting the diversity of the communities we serve

### COMMITMENTS

- Improve the diversity of our organisation at all levels to be representative of our communities
- Celebrate and promote diversity in our workforce
- Provide a supportive environment so all staff can reach their potential.

## GOAL 6

Our staff have the values, skills and knowledge to be inclusive

### COMMITMENTS

- Identify and tackle discrimination in all its forms
- Provide managers with the skills to support employees with different needs and plan inclusive services
- Train our staff to identify and avoid unconscious bias and deliver inclusive services.



# Responsibility for delivering **Including** Everyone Framework

An underpinning principle of our Framework is that inclusion is everyone's responsibility; we need a collective effort to realise our vision. The following sets out the roles and responsibilities for delivering the Including Everyone Framework:



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## Monitoring and reporting progress

The goals and commitments of our Including Everyone Framework are set every four years and are shared between Cherwell District Council and Oxfordshire County Council.

Sitting beneath this Framework will be an annual action plan for each organisation, that reflect the different ways in which

we are working to make our respective organisations, services and communities more inclusive. The action plans will have indicators to help us measure progress against our goals. Implementation will be overseen by the Inclusion Steering Group and reporting will align with business monitoring.

We will engage in the development of our action plans each year and will produce an annual report to outline our progress. We will seek feedback on how others see and experience our progress as part of the annual reporting process.

## References and resources

- Oxfordshire Joint Strategy Needs Assessment
- 'Some are more equal than others: hidden inequalities in a prospering Oxfordshire' 2019/20 Director of Public Health Annual Report
- Equalities and Human Rights Commission
- Stonewall (LGBT+) specific information
- My Life, My Choice
- Age UK Oxfordshire
- Oxfordshire Youth
- Disability Rights UK




# Alternative formats


If you require this document in an alternative format, ie easy read, large text, audio, Braille or a community language, please get in touch.

## Contact us

 [cherwell-dc.gov.uk/contact-us](https://cherwell-dc.gov.uk/contact-us)

 Cherwell District Council,  
Bodicote House, Bodicote  
Banbury, OX15 4AA

## Stay in touch

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## Appendix 2

Inclusive Communities Action Plan					
Commitment	Desired outcome	Progress to date	Action	Lead officer	Timescale
EDI1.01 Engage with, and support local community groups and organisations	Positive and effective working relationships in place with the community groups and organisations that are supporting our underrepresented communities to understand and co-produce solutions to any barriers	TBC	<ul style="list-style-type: none"> <li>Review the process for gathering equality data on the district to ensure we have an accurate picture of our underrepresented communities so we can continually direct our resources where they are needed most.</li> </ul>	X	X
			<ul style="list-style-type: none"> <li>Create a central database of our stakeholders to identify any community groups or organisations that we don't already have established links with but who are supporting our underrepresented communities.</li> </ul>	X	X
			<ul style="list-style-type: none"> <li>Review existing relations with community groups and organisations to ensure they remain effective in being able to listen, learn and understand the barriers facing our underrepresented communities.</li> </ul>	X	X

			<ul style="list-style-type: none"> <li>• Agree an action plan for establishing links with any community groups and organisations we need to connect with and for improving the effectiveness of existing partnership arrangements.</li> </ul>	EDI working group	X
EDI1.02 Promote inclusive behaviour with residents and service users	Visible leadership in demonstrating and promoting inclusivity	We agreed our equalities framework 'Including Everyone' at a public meeting in x, which sets out our EDI principles and commitments and this is available on our website and ?	<ul style="list-style-type: none"> <li>• Produce an EDI calendar that celebrates and promotes diversity and inclusion, is representative of our communities and demonstrates solidarity in supporting significant events such as Black History Month, LGBT+pride etc.</li> <li>• Raise awareness of the standards we expect from ourselves and others by publicising our EDI principles and commitments.</li> </ul>	EDI working group  Comms	X  X

<p>EDI1.03 Work directly with communities to identify inequality and tackle disadvantage</p>	<p>Visibility in taking a hands on approach to tackling issues of inequality</p>	<p>We have introduced community development workers for major new developments to help new and existing communities connect</p> <p>We have introduced three community liaison officers to support our Syrian, Afghan and Ukrainian refugees.</p> <p>We have launched our Warm Welcome scheme of places people can go to stay warm if they're worried about the cost of heating their homes.</p> <p>We offer a range of grants and support to adapt homes to enable residents to remain in their home and more independent for as long as possible.</p>	<ul style="list-style-type: none"> <li>• Review our community development scheme to ensure it remains effective in creating community cohesion and tackling inequality</li> <li>• Review our approach to supporting refugees in the district to ensure it remains effective in raising diversity and inclusivity issues and in supporting refugees to feel a part of their local community</li> <li>• Continue to work with SE migration partnership to ensure support is directed effectively to help asylum seekers.</li> <li>• Provide food vouchers to those in receipt of housing benefit to help them through the COL crisis.</li> <li>• Review the processes we have in place for gathering information on inequality to ensure we are continually directing our resources effectively towards tackling disadvantage and unacceptable treatment.</li> </ul>	<p>EDI lead</p>	<p>X</p>
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<p>EDI1.04 Promote equality, diversity and inclusion through our supply chain and strategic partnerships</p>	<p>Contractors and suppliers actively contributing to and supporting our EDI and safeguarding principles and commitments in addition to fulfilling their statutory obligations</p>	<p>TBC</p>	<ul style="list-style-type: none"> <li>• Review our commissioning, procurement and contract monitoring processes to identify any improvements needed for fulfilling our commitments.</li> <li>• Review the processes in place for ensuring EID implications are considered in partnership plans and projects</li> <li>• Agree an action plan for improving any processes.</li> </ul>	<p>X</p> <p>X</p> <p>EDI working group</p>	<p>X</p> <p>X</p> <p>X</p>
<p>EDI1.05 Promote and encourage inclusive behaviour for future generations</p>	<p>Inclusivity becomes normalised i.e. it just happens with few if any prompts or reminders to be inclusive</p>	<p>TBC</p>	<ul style="list-style-type: none"> <li>• To be considered by the EDI working group including how to engage young people in the process</li> <li>• Launch a campaign to encourage those from underrepresented communities to stand for election</li> </ul>	<p>EDI working group</p> <p>Comms</p>	<p>X</p> <p>X</p>
<p>EDI1.06 Work with all partner organisations to understand diverse needs and create inclusive communities</p>	<p>Achieve a greater impact through sharing knowledge and resources</p>	<p>We are part of a partnership group called 'Brighter Futures in Banbury' that works specifically with wards with the highest levels of deprivation to co-produce solutions. This group reports into our LSP.</p>	<ul style="list-style-type: none"> <li>• Review the membership and effectiveness of our strategic partnerships to ensure they are equipped with the right resources plans and processes to identify and tackle the issues and barriers affecting and concerning our communities</li> </ul>	<p>X</p>	<p>X</p>

		We are an active member of the Oxfordshire System, which is currently focussing on the support it can provide Ukrainian refugees to feel part of their local communities.	<ul style="list-style-type: none"><li>• Continue to work positively with the Oxfordshire System to ensure the right support is in place for Ukrainian families settling in our district</li></ul>	X	X
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## Inclusive Services Action Plan

Commitment	Desired outcome	Progress to date	Action	Lead officer	Timescale
EDI2.01 Ensure information, website and digital services are accessible to all incl. digitally excluded	Residents can access the services and support they need without having to seek help	TBC	<ul style="list-style-type: none"> <li>• Review our website against the Government’s accessibility standards to identify any improvements needed</li> <li>• Introduce a guide for staff on writing clearly, in plain English and with the audience in mind</li> <li>• Introduce/review our translation and alternative formats policy and its current application to identify any improvements needed</li> <li>• Review all our digital services to identify any improvements needed to address any accessibility or inclusivity issues</li> </ul>	X  X  X  X	X  X  X  X

<p>ED12.02 Take action to make our buildings accessible to all residents and staff</p>	<p>Accessible council buildings now and in the future</p>		<ul style="list-style-type: none"> <li>• Review our current assets to identify any improvements needed to make them accessible and inclusive</li> <li>• Ensure the requirement to create accessible spaces is included in our emerging Property Strategy</li> </ul>	<p>X</p> <p>X</p>	<p>X</p> <p>X</p>
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<p>ED12.03 Better understand those using services and their needs by collecting information and feedback</p>	<p>Existing services are meeting the needs of our users</p>		<ul style="list-style-type: none"> <li>• Review what equality monitoring takes place across our customer facing services to identify any data gaps and ensure consistency in approach</li> <li>• Review how services use any data collected to inform and shape service delivery and ensure best practice</li> <li>• Review the processes we have in place for customers to provide us with feedback on our services to identify any improvements needed</li> <li>• Ensure there is an effective process in place for monitoring complaints against protected characteristics</li> <li>• Agree an action plan for delivering improvements in the data we collect and how we use it to shape services and respond proactively to any emerging trends</li> </ul>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>
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<p>ED12.04 Engage residents, those using services and community groups when planning services</p>	<p>Future services meet the needs of our users</p>	<p>TBC</p>	<ul style="list-style-type: none"> <li>To be considered by the EDI working group</li> </ul>	<p>X</p>	<p>X</p>
<p>ED12.05 Plan and deliver services that promote inclusion</p>	<p>Future services and policies are inclusive</p>	<p>TBC</p>	<ul style="list-style-type: none"> <li>Ensure EDI is built into the service planning, decision and budget making processes.</li> <li>Ensure staff and members have received up-to-date EDI training</li> </ul>	<p>X</p>	<p>X</p>

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## **Overview and Scrutiny Committee Briefing Paper**

### **Subject: Working Groups update**

Assistant Director/Corporate Director:

Food Insecurity - Nicola Riley, Assistant Director Wellbeing and Housing & Steve Hinds, Corporate Director Resources.

Climate Action – Ed Potter, Assistant Director Environmental Service & Ian Boll, Corporate Director Communities

### **Background and Reason for Briefing note:**

#### **Food Insecurity Working Group**

The working group have held two further meetings since the last O&S committee on 11 October, a third meeting is scheduled for 23 November.

The group have received updates regarding development and implementation of the food voucher scheme, and assisted officers with the CDC Food Action Plan, as detailed on the earlier agenda item.

The group will continue work on promotional campaigns for healthy living schemes and promotions.

#### **Climate Action Working Group**

The working group have a meeting scheduled for 28 November, where they will be discussing the three key areas previously agreed:

- Aligning policies, such as in the Local Plan, to accommodate the climate emergency declared in 2019
- Identifying priorities to get to net zero by 2030
- How to measure success of the above points

Terms of Reference for the Climate Action group will also be reviewed.

The Chairman of the Climate Action working group Councillor John Broad will give a further update on 29 November.

**Completed by: Emma Faulkner, Democratic and Elections Officer**

**Date: 21 November 2022**

**Presented to Overview and Scrutiny Committee: 29 November 2022**

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## Overview and Scrutiny Work Programme 2022-23

(Updated: 21 November 2022)

Item	Description	Contact Officer
<b>Monday 12 December 2022 (special meeting)</b>		
Draft Cherwell Local Plan 2040	Pre-decision scrutiny: Committee to consider the draft local plan ahead of consideration by Executive at a special meeting on 19 December 2022	David Peckford, Assistant Director Planning and Development
<b>Tuesday 24 January 2023</b>		
Attendance of TVP Chief Constable and PCC	External Scrutiny: To meet the Council's requirement regarding crime and disorder committee. All Members will be invited to attend the meeting.	Yvonne Rees, Chief Executive
Performance Report	Performance Monitoring.	Shona Ware, Assistant Director – Customer Focus/Celia Prado-Teeling
Working Groups update	Standing item: Progress update relating to established working groups.	Emma Faulkner, Democratic and Elections Officer
Work Programme 2022-23 (standing item at each meeting)	Standing item: Review of work programme, update on topics suggested for consideration, update on items previously considered	Emma Faulkner, Democratic and Elections Officer
<b>Tuesday 14 March 2023</b>		
District Council and Parish Engagement Working Group and	To consider the final reports and recommendations of the working groups	Emma Faulkner, Democratic and Elections Officer



Item	Description	Contact Officer
Members Education and Training Final reports		
Overview and Scrutiny Committee Annual Report 2022-23	The Constitution requires that the Overview and Scrutiny Committee submit an annual report to Council. This is an opportunity for the Committee to review the report.	Emma Faulkner, Democratic and Elections Officer
Outcomes Framework 2023-24	Performance Monitoring	Shona Ware, Assistant Director – Customer Focus/Celia Prado-Teeling
Working Groups update	Standing item: Progress update relating to established working groups.	Emma Faulkner, Democratic and Elections Officer
Work Programme 2022-23 (standing item at each meeting)	Standing item: Review of work programme, update on topics suggested for consideration, update on items previously considered	Emma Faulkner, Democratic and Elections Officer
<b>Items to be allocated for 2022/23 municipal year</b>		
Housing Matters (date TBC)	Referral from Council following question to the Leader and query raised at informal OSC session on 30.06.22	Yvonne Rees, Chief Executive & Nicola Riley, Assistant Director – Wellbeing and Housing
Wellbeing Strategy	Policy Development/Pre-decision scrutiny: consideration of draft strategy	Yvonne Rees, Chief Executive and Nicola Riley & Assistant Director – Wellbeing and Housing
Climate Change (to be scheduled as the work progresses)	Policy Development/Policy Review	Ian Boll, Corporate Director Communities & Ed Potter, Assistant Director Environmental Services



Item	Description	Contact Officer
Food Insecurity Working Group final report	To consider the final report and recommendations of the working group	Chief Executive Yvonne Rees & Stephen Hinds, Corporate Director Resources & Nicola Riley, Assistant Director Wellbeing and Housing
Climate Activity Working Group final report	To consider the final report and recommendations of the working group	Ian Boll, Corporate Director Communities & Ed Potter, Assistant Director Environmental Services

**Meeting Dates 2022/23 (All Tuesday, 6.30pm unless indicated)**

Wednesday 1 June 2022; 5 July 2022; 6 September 2022; 11 October 2022; 29 November 2022; 24 January 2023; 14 March 2023  
Training for Overview & Scrutiny Committee members was held on Thursday 26 May 2022.

**Meeting Dates 2023/24 (All Tuesday, 6.30pm unless indicated)**

23 May 2023 7:30pm; 27 June 2023; 1 August 2023; 19 September 2023; 24 October 2023; 28 November 2023; 30 January 2023; 12 March 2023

Training for Overview & Scrutiny Committee members to be scheduled immediately prior to formal meeting on 23 May.

**Work Programme Items:**

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

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

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## Update on items previously submitted to Overview and Scrutiny Committee

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

Item Description	Resolution from Overview & Scrutiny	Outcome
<p><b>**NEW**</b>                      Cherwell Playing Pitch Strategy                      (Considered <a href="#">11 October 2022</a>,                      Minute 30 refers).</p>	<ol style="list-style-type: none"> <li>1. That the Sports Studies be recognised as influential strategic documents, and it be agreed that they should be used to seek developer contributions / influence capital bids / seek external funding.</li> <li>2. That it be agreed that the documents be shared with partners to ensure wider understanding / influence.</li> <li>3. That it be agreed that the documents are reviewed annually, and Members kept abreast of key changes.</li> </ol>	<p>The report was submitted to Executive on <a href="#">7 November 2022</a> (agenda item 10 refers), and comments of the Overview &amp; Scrutiny Committee were given as feedback from the Chairman.</p> <p><b>Resolved</b></p> <ol style="list-style-type: none"> <li>(1) That the 2022 Sports Studies be recognised as influential strategic documents and it be agreed they should be used to seek developer contributions / influence capital bids / seek external funding.</li> <li>(2) That it be agreed that the documents are shared with partners to ensure wider understanding and influence.</li> <li>(3) That officers, Sport England and National Governing Body representatives be requested to annually review the documents and Members be kept abreast of</li> </ol>

		key changes.
<p>Cost of Living Update (Considered <a href="#">6 September 2022</a>, Minute 24 refers).</p>	<ol style="list-style-type: none"> <li>1. That the establishment of a Food Insecurity Working Group be approved.</li> <li>2. That authority be delegated to the Assistant Director Law, Governance and Democratic Services (Interim), in consultation with the Working Group Chairman and Overview and Scrutiny Committee Chairman, to finalise the scoping document.</li> </ol>	<p>The report was submitted to Executive on <a href="#">3 October 2022</a> (minute 42 refers), and feedback from the first meeting of the Food Insecurity Working Group was given.</p> <p><b>Resolved</b></p> <ol style="list-style-type: none"> <li>(1) That the work that the Council is undertaking be noted.</li> <li>(2) That the Council’s Food Champion and the work of the Food Insecurity Working Group be supported.</li> <li>(3) That the allocation of £250k from the COVID fund to support the Food Voucher Scheme be supported and authority to approve further expenditure be delegated to the Corporate Director Resources, in consultation with the Section 151 Officer and Portfolio Holder for Healthy Communities.</li> <li>(4) That it be agreed to successfully deliver new Central Government funding initiatives that support our communities.</li> </ol>

<p>Air Quality Update (Considered <a href="#">6 September 2022</a>, Minute 23 refers).</p>	<ol style="list-style-type: none"> <li>1. That the work undertaken by the Council and its partners in relation to air quality in the District and the 2021/22 air quality monitoring area be noted.</li> </ol>	<p>The report was submitted to Executive on <a href="#">3 October 2022</a> (minute 43 refers), and the comments of the Overview &amp; Scrutiny Committee were given as feedback.</p> <p><b>Resolved</b></p> <p>(1) That the work undertaken by the Council its partners in relation to air quality in the District and the 2021/22 air quality monitoring data be noted.</p>
<p>Attendance of the Leader of the Council (Considered <a href="#">28 July 2022</a>, Minute 13 refers).</p>	<ol style="list-style-type: none"> <li>1. That the overview of current Executive work be noted.</li> <li>2. That an item on the activity Cherwell District Council is undertaking to support residents with the cost of living crisis be added to the work programme for the September meeting of the committee.</li> <li>3. That information on the Buckinghamshire, Oxfordshire and Berkshire West Integrated Care System ('BOB') be circulated to all members via the Chief Executive's weekly update.</li> </ol>	<p>Information on the BOB Integrated Care System was included in the 29 July 2022 Chief Executive's update.</p>
<p>Overview and Scrutiny Committee Annual Report 2021/22</p>	<ol style="list-style-type: none"> <li>1. That the Overview and Scrutiny Committee Annual report for 2021/22 be noted.</li> <li>2. That authority be delegated to the Director – Law and Governance, in consultation with</li> </ol>	<p>The report was submitted to the <a href="#">18 July 2022 Full Council</a> (item 10 refers).</p> <p><b>Resolved</b></p>

Appendix 2, Updated 21 November 2022

<p>(Considered <a href="#">15 March 2022</a>, Minute 49 refers).</p>	<p>the Chairman of the Overview and Scrutiny Committee, to finalise the areas highlighted in the report following the final meeting of the municipal year, prior to its submission to Council.</p>	<p>(1) That the Overview and Scrutiny Committee Annual Report 2021-22 be noted.</p>
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