

# Public Document Pack



**Cherwell**

DISTRICT COUNCIL  
NORTH OXFORDSHIRE

**Committee: Executive**

**Date: Monday 5 February 2024**

**Time: 6.30 pm**

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

## **Membership**

**Councillor Barry Wood  
(Chairman)**

Councillor Phil Chapman  
Councillor Donna Ford  
Councillor Andrew McHugh  
Councillor Dan Sames

**Councillor Adam Nell (Vice-Chairman)**

Councillor Sandy Dallimore  
Councillor Nicholas Mawer  
Councillor Eddie Reeves  
Councillor Nigel Simpson

## **AGENDA**

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

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

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

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

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

### **4. Minutes (Pages 9 - 14)**

To confirm as a correct record the Minutes of the meeting held on 8 January 2024.

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

To receive communications from the Chairman.

## 6. **Budget Setting for 2024/25 and the Medium-Term Financial Strategy up to 2028/29** (Pages 15 - 216)

(Please note Appendix 3 is not used in this report)

Report of the Assistant Director of Finance (S151)

### **Purpose of report**

To consider and approve the Budget Setting for 2024/25 and MTFs 2028/29 as per the recommendations.

### **Executive Summary**

This report is the culmination of the Budget and Business Planning process for 2024/25 to 2028/29 and sets out the Executive's proposed Business Plan, Annual Delivery Plan and related revenue budget for 2024/25, medium term financial strategy to 2028/29, capital programme to 2028/29 and all supporting policies, strategies, and information to recommend to Council.

The Council adopts a forward looking and anticipatory approach to its financial management, with the Peer Review acknowledging the Council is in a "strong position" regards its 2024/25 budget in the September 2023 Progress Review. 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 2023. 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 £26.9m, which is a decrease of £1.4m from 2023/24. The council plans to fund £0.6m of budget pressures and will deliver £1.8m of savings proposals and operational efficiencies as part of the 2024/25 budget. A Band D Council Tax of £153.50 is proposed for the year which is an increase of £5 compared to 2023/24. The Capital Programme for the period 2024/25 – 2028/29 is proposed to be £40.4m.

### **Recommendations**

#### **The Executive is recommended to:**

- 1.1 Delegate authority to the Section 151 Officer (S151), following consultation with the Leader of the Council and Portfolio Member for Finance, to complete the legal Council Tax calculations once all the information required has been received and submit a separate report to Council.
- 1.2 Delegate authority to the S151, following consultation with the Leader of the Council and Portfolio Member for Finance, to make appropriate changes to the Executive's proposed budget to Council including policies and plans.

**The Executive recommends to Council as follows:**

- 1.3 Approve the proposed Fees and Charges schedule for 2024/25 (Appendix 7) and statutory notices be placed where required.
- 1.4 Consider and note the Equality Impact Assessments of the Budget (Appendix 8 and 8b)
- 1.5 In relation to the Business Plan (Section 3.1) to approve:
  - 1.5.1 The Business Plan set out in Appendix 1.
- 1.6 In relation to the Revenue Budget Strategy (Section 3.2) and Medium-Term Financial Strategy (MTFS) (Section 3.5) to approve:
  - 1.6.1 The net revenue budget for the financial year commencing on 1 April 2024, as set out in Table 3.2.1, and further analysed in the Budget Book provided at Appendix 12.
  - 1.6.2 The MTFS and Revenue Budget 2024/25 (Sections 3.5 and 3.2 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 2024 of £5, resulting in a Band D charge of £153.50 per annum.
- 1.8 In relation to the Capital Programme and related strategies (Section 3.3) to approve:
  - 1.8.1 The Capital Bids and Capital Programme at Appendix 17 and 18 respectively.
  - 1.8.2 The Capital and Investment Strategy 2024/25 (Appendix 19), including the Minimum Revenue Provision (MRP) Policy, and the revised 2023/24 MRP Policy (Appendix 20).
  - 1.8.3 The Treasury Management Strategy, including the Prudential Indicators, and Affordable Borrowing Limit for 2024/25 (Appendix 21).
- 1.9 In relation to reserves (Section 3.4) to approve:
  - 1.9.1 A minimum level of General Balances of £6.1m 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.

**7. Annual Delivery Plan 2024/25 (Pages 217 - 228)**

Report of Assistant Director of Finance and Assistant Director – Customer Focus

**Purpose of report**

This report presents the proposed Annual Delivery Plan for 2024/25, aspiring to be a tool to achieve the vision, aims and ambitions of our Council as contained in our Council’s Business Plan on behalf of the local communities and businesses we are here to serve.

**Recommendations**

The meeting is recommended:

1.1 To approve the Annual Delivery Plan 2024/25.

**8. Homelessness and Rough Sleeping Strategy 2024-2029 (Pages 229 - 296)**

Report of Assistant Director – Wellbeing and Housing

**Purpose of report**

To consider and approve the Council’s new Homelessness and Rough Sleeping Strategy 2024-2029.

**Recommendations**

The meeting is recommended:

1.1 To approve the new Homelessness and Rough Sleeping Strategy 2024-2029 and accompanying Action Plan.

**9. Developing a Kidlington Infrastructure and Community Asset Strategy (Pages 297 - 302)**

Report of Corporate Director Communities

**Purpose of report**

To respond to the question raised at council in December 2023 to provide resource and budget to enable the development of a new vision for Kidlington cognisant of the growth allocated in the 2020 Local Plan Partial Review and to provide ongoing oversight of development.

**Recommendations**

The Executive recommends:

- 1.1 To develop a Kidlington Infrastructure Strategy in 2024/25 and resource to provide oversight to its ongoing delivery.

**10. Researching Solar Energy Requirements (Pages 303 - 308)**

Report of Corporate Director Communities

**Purpose of report**

To seek funding support for the 2024/25 budget to provide resource and budget to better understand the requirements for solar energy within Cherwell District

**Recommendations**

The Executive recommends:

- 1.1 To plan in the 2024/25 budget for the undertaking of research into the requirements for solar energy within Cherwell.

**11. Performance, Risk and Finance Monitoring Report Quarter 3 2023 (Pages 309 - 384)**

Report of Assistant Director of Finance and Assistant Director – Customer Focus

**Purpose of report**

To give Executive an update on how well the council is performing in delivering its priorities, managing potential risks, and balancing its finances for 2023/24 up to the end of Quarter 3 2023.

**Recommendations**

The meeting is recommended:

- 1.1 To note the Council's Performance, Risk and Financial report for the current financial year up to the end of Quarter 3 2023 and its contents.
- 1.2 To approve the reserve requests in Appendix 5.
- 1.3 To approve the use of Policy Contingency of £1.476m to mitigate the lower than budgeted in-year income of S31 grant.
- 1.4 To note the repurposing of £0.030m from the Fairway Flats Refurbishment project for the works at Cope Road Banbury approved by S151 under delegation powers.

**12. Deddington Neighbourhood Plan (Pages 385 - 480)**

Report of Assistant Director – Planning and Development

**Purpose of report**

To consider the Examiner's report on the draft Deddington Neighbourhood Plan (the "Draft Neighbourhood Plan") to determine whether the Draft Neighbourhood Plan, incorporating modifications should proceed to referendum.

### **Recommendations**

The meeting is recommended:

- 1.1 To approve all the Examiner's recommendations and modifications (Appendices 1 and 2) to enable the Plan, incorporating the recommended modifications (Appendix 3), to proceed to a referendum.
- 1.2 To authorise the issue of a 'decision statement' confirming the Executive's decision including that the Plan will now proceed to a referendum.
- 1.3 To authorise the Assistant Director – Planning and Development to make any minor presentational changes and corrections necessary to ready the Plan for referendum.

### **13. Sale of Bodicote House Site, White Post Road, Bodicote, OX15 4AA (Pages 481 - 490)**

Report of Corporate Director of Resources

#### **Purpose of Report**

Bodicote House site has been marketed for sale, to facilitate the Council moving to new offices. The report seeks delegated authority and approval to proceed with the Heads of Terms attached to the Exempt part of this report and enter negotiations for the sale contract.

Parts of this report contain commercially sensitive information relating to the financial and business affairs of the Council and others. That information is exempt from publication and included in the exempt version of this report.

#### **Recommendations**

Executive recommends:

- 1.1 To delegate authority to the Corporate Director of Resources in consultation with the Portfolio Holder for Property and the S151 Officer, to proceed with the Heads of Terms attached to the Exempt part and enter into negotiations for the sale contract with Lucy Developments Ltd.
- 1.2 To delegate authority to the Assistant Director Law & Governance to enter into Heads of Terms.

### **14. Exclusion of the Press and Public**

The following report contains exempt information as defined in the following paragraph of Part 1, Schedule 12A of Local Government Act 1972.

3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Members are reminded that whilst the following item has been marked as exempt, it is for the meeting to decide whether or not to consider it in private or in public. In making the decision, members should balance the interests of individuals or the Council itself in having access to the information. In considering their discretion members should also be mindful of the advice of Council Officers.

No representations have been received from the public requesting that this item be considered in public.

Should Members decide not to make a decision in public, they are recommended to pass the following recommendation:

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

**15. Sale of Bodicote House, White Post Road, Bodicote, OX15 4AA** (Pages 491 - 530)

\*\* Please note exempt Appendix 5 will follow \*\*

Exempt report of Corporate Director Resources

(This report is exempt from publication by virtue of Paragraph 3 Schedule 12A of Local Government Act 1972. This report contains commercially sensitive information relating to the financial and business affairs of the Council and others.)

**16. Readmittance of the Press and Public**

The meeting to resolve to readmit the press and public to the meeting.

**17. Urgent Business**

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

## **Information about this Agenda**

### **Apologies for Absence**

Apologies for absence should be notified to [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk) or 01295 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.

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

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

### **Evacuation Procedure**

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

### **Access to Meetings**

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

### **Mobile Phones**

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

### **Webcasting and Broadcasting Notice**

The meeting will be recorded by the council for live and/or subsequent broadcast on the council's website. The whole of the meeting will be recorded, except when confidential or exempt items are being considered. The webcast will be retained on the website for 6 months.

If you make a representation to the meeting, you will be deemed by the council to have consented to being recorded. By entering the Council Chamber, you are consenting to being recorded and to the possible use of those images for and sound recordings for webcasting and/or training purposes.

The council is obliged, by law, to allow members of the public to take photographs, film, audio-record, and report on proceedings. The council will only seek to prevent this should it be undertaken in a disruptive or otherwise inappropriate manner.

### **Queries Regarding this Agenda**

Please contact Natasha Clark, Democratic and Elections [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk), 01295 221534

**Shiraz Sheikh**  
**Monitoring Officer**

Published on Friday 26 January 2024



## **Cherwell District Council**

### **Executive**

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 8 January 2024 at 6.30 pm

#### Present:

Councillor Barry Wood (Leader and Portfolio Holder for Policy and Strategy) (Chairman)  
Councillor Adam Nell (Deputy Leader and Portfolio Holder for Finance) (Vice-Chairman)  
Councillor Phil Chapman, Portfolio Holder for Healthy and Safe Communities  
Councillor Donna Ford, Portfolio Holder for Regeneration  
Councillor Nicholas Mawer, Portfolio Holder for Housing  
Councillor Andrew McHugh, Portfolio Holder for Cleaner and Greener Communities  
Councillor Eddie Reeves, Portfolio Holder for Property  
Councillor Nigel Simpson, Portfolio Holder for Sport and Leisure

#### Apologies for absence:

Councillor Sandy Dallimore, Portfolio Holder for Corporate Services  
Councillor Dan Sames, Portfolio Holder for Planning and Development

#### Also Present Virtually:

Councillor David Hingley, Leader of the Opposition, Progressive Oxfordshire Group  
Councillor Sean Woodcock, Leader of the Labour Group  
Councillor John Broad, Chairman, Overview and Scrutiny Committee

#### Officers:

Gordon Stewart, Chief Executive  
Ian Boll, Corporate Director Communities  
Stephen Hinds, Corporate Director Resources  
Michael Furness, Assistant Director Finance & S151 Officer  
Shiraz Sheikh, Assistant Director Law & Governance and Monitoring Officer  
Shona Ware, Assistant Director Customer Focus  
Natasha Clark, Governance and Elections Manager

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### **Declarations of Interest**

There were no declarations of interest.

79 **Welcome to Chief Executive**

On behalf of Executive, the Chairman welcomed the new Chief Executive to his first Executive meeting on his first day at the council.

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

There were no petitions or requests to address the meeting.

The Chairman welcomed Councillor Hingley, Leader of the Opposition Group (Progressive Oxfordshire), Councillor Woodcock, Leader of the Labour Group and Councillor Broad, Chairman of the Overview and Scrutiny Committee to the meeting.

The Overview and Scrutiny Committee had considered item 6, the performance aspects of the Performance, Finance and Risk Monitoring Report November 2023 but made no specific recommendations to Executive.

81 **Minutes**

The minutes of the meeting held on 4 December 2023 were agreed as a correct record and signed by the Chairman.

82 **Chairman's Announcements**

The Chairman invited the Corporate Director Communities to give an update on the recent flooding.

On behalf of Executive, the Chairman thanked officers, highlighting the Duty Director, David Peckford, for their hard work and keeping Members updated.

83 **Performance, Risk and Finance Monitoring Report November 2023**

The Assistant Director of Finance and Assistant Director – Customer Focus submitted a report to update Executive on how well the council was performing in delivering its priorities, managing potential risks, and balancing its finances during November 2023.

**Resolved**

- (1) That the Council's Performance, Risk and Financial report for the month of November 2023 be noted.
- (2) That the following reserve request be approved:
  - Directorate: Resources
  - Type: Earmarked
  - Description: Market Risk Reserve

- Reason: Over-recovery of Treasury Income
  - Amount £m: (0.130)
  - Total Earmarked Reserves £m: (0.13)
- (3) That the addition of £1.6m capital spend in relation to Grant agreements that have been concluded with two registered providers of social housing, Sanctuary Housing and South Oxfordshire Housing Association (SOHA) to bring homes forward under the central government resettlement scheme Local Authority Housing Fund Round 2 allocation received by Cherwell be approved.
- (4) That authority be delegated to Assistant Director Wellbeing and Housing to award grants from the Local Authority Housing Fund Round 2 allocation, in consultation with the Monitoring Officer and s151 Officer, to secure additional social housing in the district with the intention that first let is to refugee families.

### **Reasons**

This report provides an update on progress made during November, to deliver the council's priorities, manage potential risks and remain within the agreed budget

### **Alternative options**

This report summarises the council's performance, risk, and financial positions for November, therefore there are no alternative options to consider. However, members may wish to request further information from officers for inclusion.

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### **Council Tax Support Fund Payment Policy 2023/2024**

The Assistant Director of Finance and Section 151 Officer submitted a report to consider and approve the Council Tax Support fund payments policy. The policy covered the mandatory payments made to Local Council Tax Support (LCTS) customers of £25.00 or less and the additional discretionary amount of £25.00 also paid to LCTS customers with the eligibility criteria mirroring the Governments scheme.

A one off discretionary payment of £85.00 would also be made to those customers in receipt of LCTS on 16 November 2023 this would be credited to the customers 2023 -24 council tax account.

### **Resolved**

- (1) That the Council Tax Support Fund Payment Policy 2023/2024 for distributing the Council Tax Support fund received from Department for Levelling Up and the additional funds to be paid from Oxfordshire County Council be approved.

- (2) That it be noted that a one off discretionary payment of £85.00 will also be made to those customers in receipt of Local Council Tax Support on 16 November 2023.

### Reasons

This scheme is recommended as it will ensure the majority of the funds are dispersed quickly to the council tax accounts of those households that are vulnerable whilst also maximising the allocations therefore reducing any unspent funding.

### Alternative options

Option 1: Invite applications for the funds based a means tested application regarding income and expenditure. This option has discounted due to the additional work this would add and also delay in dispersing the funds.

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### Council Tax Base 2024-2025

The Assistant Director of Finance and S151 Officer submitted a report to provide the Council Tax Base for 2024-2025.

### Resolved

- (1) That the report of the Assistant Director of Finance for the calculation of the Council's Tax Base for 2024-2025 be approved.
- (2) That it be agreed that, in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, the amount calculated by Cherwell District Council as its Council Tax Base for the year 2024-2025 shall be **59,027.2**.
- (3) That it be agreed that for the parishes which form part of its area shown in the Annex to the Minutes (as set out in the Minute Book), the amount calculated as the Council Tax Base for the year 2024-2025 in respect of special items shall be as indicated in the column titled Tax Base 2024-2025.
- (4) That it be agreed that for the Flood Defence Areas which form part of its area, the amount calculated as the Council Tax Base for the year 2024-2025 for the purposes of levies on Oxfordshire County Council by River Authorities, shall be:

Thames Flood Defence Area	56,667.7
Anglian (Great Ouse) Flood Defence Area	1,913.9
Severn Regional Flood Defence Area	445.6
TOTAL	59,027.2

### Reasons

The Council must legally set a tax base for the following year by 31 January. This will allow the Council to notify its preceptors of the taxbase in order for them (and the Council) to set their budgets for 2024/25.

### **Alternative options**

There are no alternative options. The Council has to set a tax base in order to set its council tax for 2024-2025.

### 86 **Urgent Business**

There were no items of urgent business.

The meeting ended at 6.53 pm

Chairman:

Date:

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## **Cherwell District Council**

### **Executive**

**5 February 2024**

### **Budget Setting for 2024/25 and the Medium-Term Financial Strategy up to 2028/29**

#### **Report of the Assistant Director of Finance (S151)**

This report is public.

#### **Purpose of report**

To consider and approve the Budget Setting for 2024/25 and MTFS 2089/29 as per the recommendations.

#### **Executive Summary**

This report is the culmination of the Budget and Business Planning process for 2024/25 to 2028/29 and sets out the Executive's proposed Business Plan, Annual Delivery Plan and related revenue budget for 2024/25, medium term financial strategy to 2028/29, capital programme to 2028/29 and all supporting policies, strategies, and information to recommend to Council.

The Council adopts a forward looking and anticipatory approach to its financial management, with the Peer Review acknowledging the Council is in a "strong position" regards its 2024/25 budget in the September 2023 Progress Review. 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 2023. 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 £26.9m, which is a decrease of £1.4m from 2023/24. The council plans to fund £0.6m of budget pressures and will deliver £1.8m of savings proposals and operational efficiencies as part of the 2024/25 budget. A Band D Council Tax of £153.50 is proposed for the year which is an increase of £5 compared to 2023/24. The Capital Programme for the period 2024/25 – 2028/29 is proposed to be £40.4m.

## 1.0 Recommendations

### The Executive is recommended to:

- 1.1 Delegate authority to the Section 151 Officer (S151), following consultation with the Leader of the Council and Portfolio Member for Finance, to complete the legal Council Tax calculations once all the information required has been received and submit a separate report to Council.
- 1.2 Delegate authority to the S151, following consultation with the Leader of the Council and Portfolio Member for Finance, to make appropriate changes to the Executive's proposed budget to Council including policies and plans.

### The Executive recommends to Council as follows:

- 1.3 Approve the proposed Fees and Charges schedule for 2024/25 (Appendix 7) and statutory notices be placed where required.
- 1.4 Consider and note the Equality Impact Assessments of the Budget (Appendix 8 and 8b)
- 1.5 In relation to the Business Plan (Section 3.1) to approve:
  - 1.5.1 The Business Plan set out in Appendix 1.
- 1.6 In relation to the Revenue Budget Strategy (Section 3.2) and Medium-Term Financial Strategy (MTFS) (Section 3.5) to approve:
  - 1.6.1 The net revenue budget for the financial year commencing on 1 April 2024, as set out in Table 3.2.1, and further analysed in the Budget Book provided at Appendix 12.
  - 1.6.2 The MTFS and Revenue Budget 2024/25 (Sections 3.5 and 3.2 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 2024 of £5, resulting in a Band D charge of £153.50 per annum.
- 1.8 In relation to the Capital Programme and related strategies (Section 3.3) to approve:
  - 1.8.1 The Capital Bids and Capital Programme at Appendix 17 and 18 respectively.
  - 1.8.2 The Capital and Investment Strategy 2024/25 (Appendix 19), including the Minimum Revenue Provision (MRP) Policy, and the revised 2023/24 MRP Policy (Appendix 20).
  - 1.8.3 The Treasury Management Strategy, including the Prudential Indicators, and Affordable Borrowing Limit for 2024/25 (Appendix 21).
- 1.9 In relation to reserves (Section 3.4) to approve:



- 1.9.1 A minimum level of General Balances of £6.1m 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 26 February 2024 will be set out in four sections:
  - 1. Business Plan
  - 2. S151 Officer's Statutory Report
  - 3. Revenue Budget Strategy
  - 4. Capital & Investment Strategy
  - 5. Reserves
  - 6. Medium-Term Financial Strategy
  - 7. Climate Action
- 2.2 This report sets out Executive's proposed Business Plan, Annual Delivery Plan, Revenue Budget Strategy, the Capital & Investment Strategy, Reserves and how it intends to address the Medium-Term and Climate Action. Alongside this, the report also sets out the Review of Fees and Charges for 2024/25.
- 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 5 December 2023. In finalising the proposals, the Executive has also taken into consideration feedback from the public consultation on the revenue budget proposals and Council Tax increase.
- 2.4 The Government's "Local Government Finance Policy Statement 2024 to 2025" reconfirmed that now is not the time for fundamental reform of the local government funding system, including business rates resets. New Homes Bonus will continue to be allocated on the same basis as 2023/24 with a 1-year allocation in 2024/25. All local authorities will continue to receive an increase in their Core Spending Power of at least 3%. The Government has said that it is, "committed to improving the local government finance landscape in the next Parliament." The statement can be found here:  
  
<https://www.gov.uk/government/publications/local-government-finance-policy-statement-2024-to-2025/local-government-finance-policy-statement-2024-to-2025>
- 2.5 On Monday 18 December 2023, the government published a provisional one-year settlement for Local Government which can be found here:

2.6 The impact for the Council 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 up to 3 percent or £5, whichever is greater (for the council this is £5)
- That a one-year only New Homes Bonus award for 2023/24 has been allocated to the council
- An additional year of Funding Guarantee grant of £3.281m to ensure that the Council’s core spending power increased by a minimum of 3 percent before assumptions about changes in council tax.

2.7 The provisional settlement was broadly as expected following announcements in the 5 December 2023 Policy Statement. The council 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 2024/25 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 2023/24
- 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 (Appendix 1) and Annual Delivery Plan (Appendix 2) for 2024/25. It will demonstrate how each of the above elements support the delivery of the plan by setting a budget for 2024/25 and a forecast of the longer term MTFS. Finally, it 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 The Council’s Business Plan (Appendix 1) sets out its overarching strategic priorities:

- **Housing that meets your needs**

- **Supporting on environmental sustainability**
- **An enterprising economy with strong and vibrant local centres**
- **Healthy, resilient, and engaged communities**

3.1.2 These priorities are underpinned by an Annual Delivery Plan, which sets out the specific priorities and objectives for the year ahead. The Annual Delivery Plan informs the development of the annual budget and operational Service Plans for delivering council services. The Service Plans will set out the activities that each service will undertake to deliver against the annual delivery priorities. 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.

## **3.2 Revenue Budget Strategy**

### **Forecast Financial Outturn 2023/24**

3.2.1 The Budget Planning Committee and the Executive regularly review the forecast outturn as part of the Performance, Risk and Finance report. The financial year 2023/24 has been a challenging year in continuing to deal with the ongoing impact of the Cost-of-Living Crisis whilst continuing to deliver council services.

3.2.2 The forecast outturn position as at 31 December 2023 is a balanced position after forecasting a number of transfers to reserves. The council anticipates that it will remain in a balanced position at the year end and so the 2023/24 outturn should not impact on the council’s reserves position. There are a number of savings proposals from 2023/24 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 2024/25.

3.2.3 Managers have considered their current operational and financial performance when developing their future 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 2024/25**

3.2.4 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 3.2.1 summarises the draft budget for 2024/25 by directorate.

Table 3.2.1: Net Cost of Services

<b>Directorate</b>	<b>Net budget 2024/25 £m</b>
Communities	8.917
Resources	4.314
Chief Executive	5.355
<b>Service Sub-total</b>	<b>18.586</b>
Corporate Costs	4.475
Policy Contingency	3.872
<b>Net Cost of Services</b>	<b>26.933</b>

- 3.2.5 The largest proportion of the expenditure budget, excluding benefits payments, is spent on staffing (33 percent of gross expenditure).
- 3.2.6 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.
- 3.2.7 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 2024/25. Full monitoring of the savings programme will take place throughout 2024/25.

### **Budget Proposals (Pressures, and Savings)**

#### **Directorate Budget Pressures**

- 3.2.8 The Council has identified new budget pressures of £0.794m for 2024/25 and a further £0.016m of savings non-delivery. Budget Pressures funded on a one-off basis in 2023/24 have fallen by (£0.222m) resulting in an overall increase in budget pressures of £0.588m. The full schedule of existing and new pressures can be seen at Appendix 5. Table 3.2.2 summarises the Pressures which have been included within the Net Cost of Services.

Table 3.2.2: Pressures

Directorate	2024/25 £m	2025/26 £m	2026/27 £m	2027/28 £m	2028/29 £m	Ongoing Impact £m
Communities	0.462	(0.163)	0.172	(0.093)	0.001	0.379
Resources	0.287	(0.063)	0.000	0.000	0.000	0.224
Chief Executive	(0.161)	(0.066)	0.000	0.000	0.000	(0.227)
<b>Total New Pressures</b>	<b>0.588</b>	<b>(0.292)</b>	<b>0.172</b>	<b>(0.093)</b>	<b>0.001</b>	<b>0.376</b>
Prior Year Pressures	(0.222)	0.013	0.171	0.001	0.000	(0.037)
Savings Non-delivery	0.016	0.001	0.001	0.001	0.001	0.020
New Pressures	0.794	(0.306)	0.000	(0.095)	0.000	0.393
<b>Total Pressures</b>	<b>0.588</b>	<b>(0.292)</b>	<b>0.172</b>	<b>(0.093)</b>	<b>0.001</b>	<b>0.376</b>

### Savings Proposals

- 3.2.9 In total, savings of £1.807m are proposed for 2024/25, of which £0.286m were previously planned and £0.300m are new savings proposals. As part of the council's commitment to fulfil its best value duty by delivering value for money, and through a process of continuous improvement and service transformation, operational efficiencies of £1.221m have been identified for 2024/25. These do not have an impact on service delivery or impact Cherwell residents and so were not included in the public consultation. In December 2023, the council consulted on £0.300m 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 not amended its savings proposals. The full schedule of savings can be seen at Appendix 4.
- 3.2.10 The council invited residents and local businesses to give their views on its budget saving proposals for 2024/25 between 24 November 2023 and 24 December 2023. This opportunity was widely promoted through a multifaceted communications campaign. During the consultation period 202 respondents took the time to give us their views (165 more than last year). 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 no changes are proposed to the savings proposals.
- 3.2.11 Table 3.2.3 provides a breakdown of how the total savings of £1.807m for 2024/25 are allocated across the Directorates.

Table 3.2.3: Total Efficiencies and Savings Proposals

Directorate	2024/25 £m	2025/26 £m	2026/27 £m	2027/28 £m	2028/29 £m	Ongoing Impact £m
Communities	(1.141)	0.173	(0.002)	(0.002)	(0.002)	(0.974)
Resources	(0.400)	(0.160)	(0.137)	(0.101)	(0.100)	(0.898)
Chief Executive	(0.266)	(0.055)	(0.065)	(0.010)	0.010	(0.386)
<b>Total Savings Proposals</b>	<b>(1.807)</b>	<b>(0.042)</b>	<b>(0.204)</b>	<b>(0.113)</b>	<b>(0.092)</b>	<b>(2.258)</b>
Prior Year Savings	(0.286)	(0.226)	(0.203)	(0.112)	(0.091)	(0.918)
New Efficiency Savings	(1.221)	0.184	(0.001)	(0.001)	(0.001)	(1.040)
New Savings	(0.300)	0.000	0.000	0.000	0.000	(0.300)
<b>Total Efficiency and Savings Proposals</b>	<b>(1.807)</b>	<b>(0.042)</b>	<b>(0.204)</b>	<b>(0.113)</b>	<b>(0.092)</b>	<b>(2.258)</b>

- 3.2.12 All of the pressures and savings proposals are included in the proposed budget for 2024/25 which would allow a balanced and legal budget to be set.

### Corporate Updates

#### Inflation

- 3.2.13 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 two years to 2025/26. In the remaining three 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 2024/25 in the February 2023 MTFS with ongoing provision in future years at 2 percent. Fees and charges have been reviewed and increased by around 10% for 2024/25 (where the fee is set by the council) 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

- 3.2.14 Castle Quay development was part of a long-term wider Banbury regeneration project approved by the Executive on 4 December 2017. The Castle Quay development forecasts income generation across the MTFS period. The latest MTFS forecast takes into consideration:
- The current outturn forecasts for 2023/24
  - The post pandemic economic climate
- 3.2.15 As a result, the 2024/25 budget remains in line with the 2023/24 MTFS. This is a prudent assumption as the Council does not want to include forecasts about new lease agreements being put in place prior to them being agreed; they can be difficult to accurately estimate both when they will be put in place and the value of the rental income that will be agreed.

- 3.2.16 Despite the prudent assumptions around Castle Quay and the finances, the Council does have exciting new plans around the development of Castle Quay. The Council has agreed plans to move its main administrative base from Bodicote and into Castle Quay. It is envisaged that this move will bring significant benefits to the Council, Castle Quay and Banbury Town Centre itself including:
- Anticipated reduction in annual running costs of the main administrative headquarters
  - Creation of a modern work environment
  - A central location improves access for staff and residents
  - Increased footfall from staff and visitors throughout Castle Quay and Banbury town centre, helping to encourage other businesses to locate in Banbury town centre and Castle Quay.
- 3.2.17 Additionally, the Council continues to be in discussions with a number of organisations around letting vacant spaces within Castle Quay at commercial rates. These potential tenants would help to further the Council’s vision to use Castle Quay as a mixed-use facility to help with the ongoing regeneration of Banbury town centre, leading to additional footfall within Banbury.

**Executive matters**

- 3.2.18 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.
- 3.2.19 The impact of the cost-of-living crisis has continued to have a significant impact on the finances and services of the council in 2023/24. As it is unclear what the impacts of the economy will be in 2024/25 the council has continued with a Policy Contingency in 2024/25 of £1.1m linked to market 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.
- 3.2.20 In addition, the council has set aside an inflation contingency and a general contingency. Table 3.2.4 shows the provisions that have been made in the Policy Contingency budget:

Table 3.2.4: Contingencies

<b>Policy Contingency</b>	<b>2024/25 £m</b>
Inflation Contingency	2.172
Market Risk	1.100
General Contingency	0.600
<b>Total</b>	<b>3.872</b>

- 3.2.21 Table 3.2.5 below shows the movement from the approved 2023/24 budget to the draft budget for 2024/25.

Table 3.2.5: Budget Movement from 2022/23 to 2023/24

Directorate	2023/24 Budget	Pressures	Savings Proposals	Capital Impact	Corporate Changes	Use of Reserves	Grants	Inflation	2024/25 Budget	Change %
	£m	£m	£m	£m	£m	£m	£m	£m	£m	
Chief Executive	5.647	(0.161)	(0.266)	0.010	(0.013)	(0.066)	0.000	0.204	5.355	-5%
Communities	9.931	0.462	(1.141)	(0.020)	(0.205)	(0.189)	0.000	0.124	8.917	-10%
Resources	4.669*	0.287	(0.400)	(0.045)	(0.167)	(0.090)	0.000	0.015	4.314	-8%
Exec Matters	3.695	0.000	0.000	0.178	0.452	0.462	(0.312)	0.000	4.475	21%
Policy Contingency	4.341	0.000	0.000	(0.072)	(1.661)	0.000	0.000	1.264	3.872	-11%
<b>2024/25 Budget</b>	<b>28.283*</b>	<b>0.588</b>	<b>(1.807)</b>	<b>0.051</b>	<b>(1.594)</b>	<b>0.117</b>	<b>(0.312)</b>	<b>1.607</b>	<b>26.933</b>	<b>-5%</b>
<b>% Increase</b>		<b>+2.1%</b>	<b>-6.4%</b>	<b>+0.2%</b>	<b>-5.6%</b>	<b>+0.4%</b>	<b>-1.1%</b>	<b>+5.7%</b>	<b>-4.8%</b>	

\*Adjusted by £0.110m of grant which is now rolled up in Revenue Support Grant which had been budgeted as income to the service. This has the effect of increasing the net budget requirement but is matched by a corresponding increase to Funding, maintaining a balanced position.

3.2.22 Corporate Changes reflect policy changes which have already been approved by the Executive, such as increasing the fees for Garden Waste which will result in savings in 2024/25. As decisions have already been taken these did not need to be consulted on.

### Council Financing

3.2.23 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

3.2.24 Under the business rates retention scheme, 50 percent of the business rates collected is retained locally and shared between the council (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.

3.2.25 The council, as the billing authority, is required to notify the Secretary of State and major precepting authorities the forecast amount of business rates collectable during the year before the beginning of a financial year.

3.2.26 The council sets its business rates income budget based on the following:

- The Government deducts a tariff on business rates collected by the council as a way to nationally redistribute business rates collected based on need.
- A levy is also deducted by the Government on growth in business rates above the baseline set in 2013/14 determined by the Government.



- The council has entered a pooling arrangement with the other councils in Oxfordshire to ensure that the majority of this growth is retained within the county. The council is able to retain an element of this “pooling benefit”.
- The council must also take account of the estimated surplus/deficit on its business rates income in 2023/24. This compares the level of business rates expected to be collected in 2023/24 with the estimate it made when setting the budget for 2023/24.
- Section 31 Grants are paid to compensate the council for government changes to the business rates policy which has resulted in the council generating lower business rates income than it otherwise would have done.

3.2.27 The resources retained by the council from business rates are summarised in Table 3.2.6.

Table 3.2.6: Resources retained from business rates related income

<b>Business Rates Breakdown</b>	<b>2024/25 £m</b>	<b>2025/26 £m</b>	<b>2026/27 £m</b>	<b>2027/28 £m</b>	<b>2028/29 £m</b>
Business Rates	(45.458)	0.631	(7.539)	(2.688)	(2.914)
Business Rates Deductions	40.835	5.694	1.512	1.766	1.922
Business Rates Pooling Gain	(1.800)	1.800	0.000	0.000	0.000
Business Rates Collection Fund (Surplus) / Deficit	(0.350)	0.350	0.000	0.000	0.000
S31 grants	(9.140)	2.117	5.332	(0.030)	(0.034)
Business Rates Reset – Adjustment for 3-year transition period	0.000	(7.199)	3.599	3.599	0.000
<b>Grand Total</b>	<b>(15.913)</b>	<b>3.393</b>	<b>2.904</b>	<b>2.647</b>	<b>(1.026)</b>

Movements from 2025/26 onwards are annual incremental changes from the previous year

3.2.28 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.

3.2.29 It is estimated that there will be a Collection Fund surplus on business rates of (£0.350m) which has been taken account of in setting the business rates income budget which is summarised in Table 3.2.7 below.

Table 3.2.7: Business Rates (Surplus)/Deficit Calculation

<b>Business Rates (Surplus)/Deficit</b>	<b>2024/25 £m</b>
2022/23 deficit	1.408
2023/24 (surplus)	(3.578)
Contribution to Business Rates Equalisation Reserve	1.819
<b>Business Rates (Surplus)/Deficit</b>	<b>(0.350)</b>

## Other Grants

Grants supporting the Net Cost of Services:

3.2.30 New Homes Bonus (NHB): The council expects to receive £1.4m in 2024/25 comprising a payment for 2023/24, but all legacy payments from the scheme are complete. It is not known how the Government intends to replace this regime; a consultation on the future of NHB is expected, but it is not yet clear when this will be issued. With the Business Rates reset expected to be delayed until 2025/26, this payment is currently forecast to drop out in 2025/26.

3.2.31 Revenue Support Grant (RSG): Due to the roll forward of funding, the council expects to receive £0.3m in 2024/25 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:**

3.2.32 The Government announced that they would continue the Funding Guarantee Grant for 2024/25 to ensure that the council did not suffer a reduction in the allocations of funding received from Government. The council will receive £3.3m from this grant.

3.2.33 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**

3.2.34 The council tax requirement of the council for 2024/25 is £9.061m and the tax base has been set at 59,027.2. A £5 increase to the rate of council Tax has been assumed: from £148.50 to £153.50. This is the maximum increase the council can propose, without the need to hold a referendum.

3.2.35 The council has considered the amount of council tax that it anticipates it will collect in 2023/24 compared to the estimate it made when setting the 2023/24 budget. The council expects there to be a surplus to be taken into account of (£0.257m).

Table 3.2.8: Breakdown of Council Tax Income

	£m
Council Tax (Surplus)/Deficit	(0.257)
Council Tax Requirement	(9.061)
<b>Council Tax Income</b>	<b>(9.318)</b>

3.2.36 The budget for 2024/25 therefore is balanced by these sources of funding as demonstrated in Table 3.2.9.

Table 3.2.9: Financing of Net Cost of Services 2024/25

<b>Full Budget</b>	<b>£m</b>
Net Cost of Services	26.933
<b>Financed by:</b>	
Revenue Support Grant	(0.328)
Council Tax	(9.318)
Business Rates	(15.913)
New Homes Bonus	(1.375)
<b>Balance</b>	<b>0.000</b>

### 3.3 Capital and Investment Strategy

- 3.3.1 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.
- 3.3.2 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.
- 3.3.3 A review of the Minimum Revenue Provision policy has been completed in 2023/24, and as a result the policy for 2024/25 changes the method used for calculation of MRP. The Council has been using a straight-line approach where MRP is charged in equal instalments over the useful life of the asset. The new method would instead charge on an annuity approach, which aims to profile the MRP charge in a way that the present value of all future payments is equal. This approach distributes the charge more fairly over the charging period by considering the time value of money. For the full details of the new approach and the reasons the Council is changing approach please see the MRP policy at Annex A of the Capital and Investment Strategy in Appendix 19.
- 3.3.4 It is proposed that the MRP policy for 2023/24, which was agreed in February 2023, also be amended to reflect the revised method (Appendix 20).
- 3.3.5 Within the Investment strategy upper limits are set on the loans and share capital with subsidiaries that the council can hold. Since the strategies were scrutinised by the Account, Audit & Risk and Budget Planning committees, the limit on share capital has been increased by £10m to allow for a potential increase in the equity investment in Crown House, subject to the approval of a business case.

#### Capital Programme

- 3.3.6 The capital programme sets out a plan for expenditure between 2024/25 and 2028/29. It forms an integral part of the council's core activity and is an important part of the MTFS.
- 3.3.7 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 2024/25 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 17 January 2023.

- 3.3.8 Table 3.3.1 below details the new capital expenditure proposed for 2024/25 (detailed proposals can be found in Appendix 17). Where these result in a revenue cost or saving, these have been adjusted for in the Net Cost of Services. A list of all projects in the full capital programme (£24.3m in 2024/25, including £5.7m of forecast reprofiling from 2023/24) is set out in Appendix 18. The financial implications of these are incorporated into the MTFs.

Table 3.3.1 – Capital Bids 2024/25 through to 2028/29

Directorate	2024/25 Total	2025/26 £m	2026/27 £m	2027/28 £m	2028/29 £m	Total Project Cost £m	External Funding £m	Balance to be funded by borrowing £m
Chief Executive	2.280	0.000	0.000	0.000	0.000	2.280	(2.248)	0.032
Communities	0.175	0.125	0.125	0.125	0.125	0.675	0.000	0.675
Resources	0.430	0.000	0.000	0.000	0.000	0.430	0.000	0.430
<b>Total Capital Programme</b>	<b>2.885</b>	<b>0.125</b>	<b>0.125</b>	<b>0.125</b>	<b>0.125</b>	<b>3.385</b>	<b>(2.248)</b>	<b>1.137</b>

- 3.3.9 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.

- 3.3.10 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 and the extent to which the value of these assets could clear the debt through asset disposals, if this became necessary. Capital asset values and the CFR are shown in Table 3.3.2

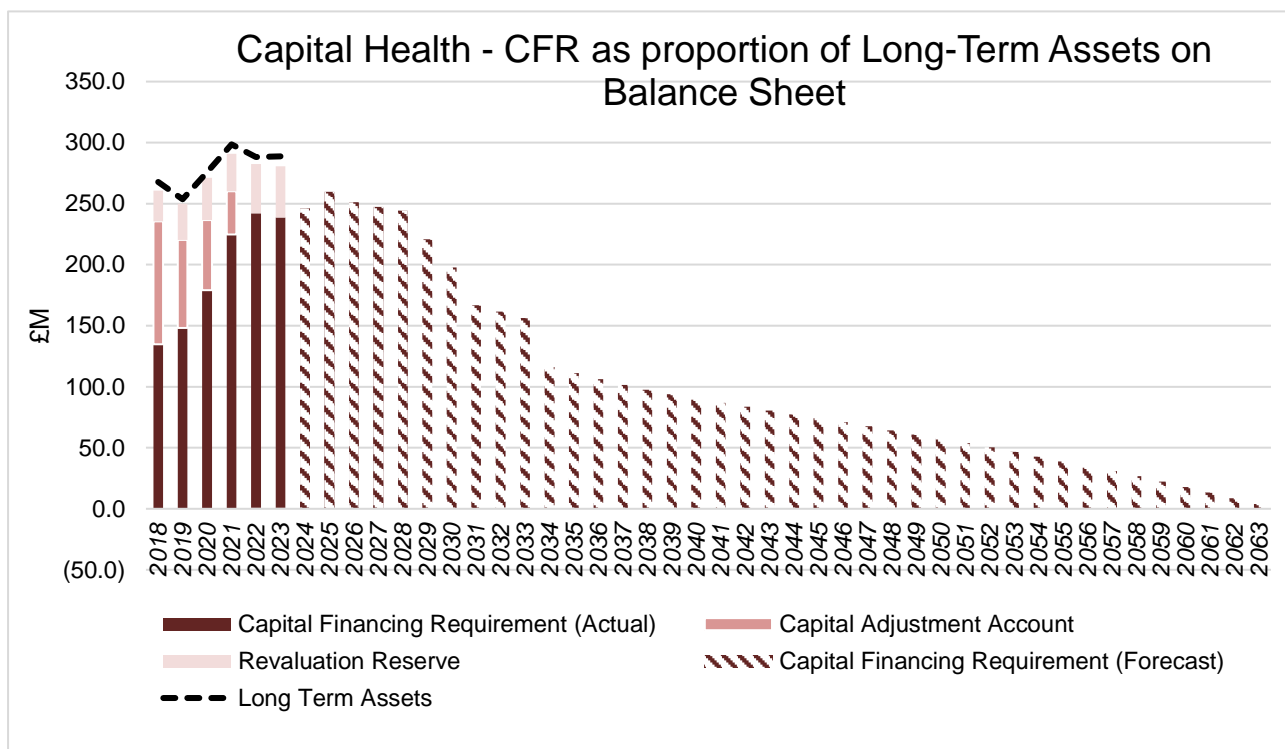
Table 3.3.2 – Capital Health Overall in £ millions

Capital Health (£m)	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Capital Financing Requirement	134.9	148.2	179.2	224.8	242.1	238.6
Long-Term Assets <i>(as per statement of accounts)</i>	267.8	253.6	275.8	298.6	288.2	288.8
<b>CFR to Long-Term Asset Ratio</b>	<b>50%</b>	<b>58%</b>	<b>65%</b>	<b>75%</b>	<b>84%</b>	<b>83%</b>

3.3.11 As of 31st March 2023, the council's CFR amounted to 83 percent of the value of its total capital worth. Figure 3.3.3 shows how this has changed since the council began borrowing to fund its capital programme and a forecast of how the CFR reduces to 2064.

3.3.12 It is important to recognise that Local Government capital investments are a long-term commitment and the extent to which future revenue budgets and taxpayers contribute to the financing of the investments depend on the useful lives of the assets invested in.

Figure 3.3.3 – Capital Health



3.3.13 The Council's capital assets are comprised of fixed assets, such as property, and financial assets, such as loan and share capital. Fixed assets and long-term financial assets are less liquid than treasury management investments, as loans and share capital have contractual arrangements and agreed repayment profiles in place, whilst property is utilised in the delivery of corporate priorities. It is important that the council continues to monitor the repayment profiles of loans and valuation of its property assets to ensure that the council can cover its debt obligations through asset sales if required to do so (e.g., in the unlikely event that PWLB refinancing of loans becomes unavailable).

3.3.14 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 the CFR to long-term asset ratio to consider appropriate next steps if the council's need to borrow (CFR) exceeds the total value of its capital assets. Table 3.3.2 demonstrates that as at 2022/23 the overall value of the council's

assets exceeds the capital financing requirement of the council.

- 3.3.15 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. Based on current forecasts, the CFR is expected to reduce by 30% by 2031 and be cleared by 2064 assuming no further additions to the programme are made. This is mainly due to the effects of MRP in reducing the Council's need to borrow, and principal repayment of capital loans and share capital investments by the Council's subsidiary company Graven Hill.
- 3.3.16 Where borrowing for 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. Projects financed by borrowing 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.
- 3.3.17 Prudential Indicators are set each year to evaluate the affordability of the capital programme and assist the council in consideration of whether the levels of debt taken to support its capital ambitions are also prudent and sustainable. More details on this can be found in the Council's Capital Strategy and Treasury Management Strategy appended to this budget report.
- 3.3.18 A summary of these indicators is provided in table 3.3.4 below. It is important the council continues to monitor these indicators such that it can identify when its capital plans may become unsustainable, e.g., because of unaffordable rises in the cost of borrowing or a loss of service investment income.

Table 3.3.4 – Prudential Indicators Summary

Prudential Indicator	2022/23	2023/24	2024/25	2025/26	2026/27
	Actual	Forecast	Forecast	Forecast	Forecast
Capital Financing Requirement	£238.6m	£246.1m	£254.0m	£248.7m	£246.4m
Annual Minimum Revenue Provision	£4.9m	£3.7m	£5.5m	£4.7m	£4.9m
Financing Costs as a proportion of the Net Expenditure Budget (A)	37%	27%	38%	45%	54%
Service Investment Income as a proportion of the Net Revenue Stream (B)	40%	36%	39%	60%	70%
Affordability Ratio (A-B)	-3%	-9%	-1%	-15%	-16%

- 3.3.19 The final ratio, the Affordability Ratio, indicates the extent that the taxpayer will be impacted by the revenue cost of capital as a proportion of the Council's core funding. While the financing costs are significant, the council generates income within its services to support them. Budgeted interest and MRP represents 38 percent of the £26.9m net council Funding for 2024/25. 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 £10.0m, the result is 17 percent. This demonstrates that the funding of interest payable and MRP is not entirely from Council Tax.

### 3.4 Reserves

3.4.1 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 2024/25.

3.4.2 Table 3.4.1 below shows a summary of the forecast reserves position for 2024/25 to 2028/29. The final outturn position for 2023/24 will be reported to the Executive in June 2024 and the Accounts, Audit and Risk Committee in May 2024, as part of the council's Statement of Accounts. Appendix 16 provides a breakdown of the proposed use of reserves for 2024/25 and an estimate of how reserves are currently expected to be used to 2028/29.

Table 3.4.1 – Forecast Use of Reserves

Reserve Category	Forecast Balance 1 April 2024 £m	2024/25 £m	2025/26 £m	2026/27 £m	2027/28 £m	2028/29 £m	Expected Balance 1 April 2029 £m
General Balances	(6.150)	0.000	0.000	0.000	0.000	0.000	(6.150)
Earmarked Reserves	(26.681)	(0.776)	(0.674)	(1.176)	(1.226)	(1.226)	(31.759)
Revenue Grants	(2.297)	0.898	0.007	0.007	0.007	0.007	(1.371)
<b>Sub-total Revenue Reserves</b>	<b>(35.128)</b>	<b>0.122</b>	<b>(0.667)</b>	<b>(1.169)</b>	<b>(1.219)</b>	<b>(1.219)</b>	<b>(39.280)</b>
Capital Reserves	(7.389)	3.250	0.000	0.000	0.000	0.000	(4.139)
<b>TOTAL RESERVES</b>	<b>(42.516)</b>	<b>3.372</b>	<b>(0.667)</b>	<b>(1.169)</b>	<b>(1.219)</b>	<b>(1.219)</b>	<b>(43.419)</b>

3.4.3 A risk assessment has been carried out on the level of general balances that the council holds which is detailed in Appendix 15. This sets out that the council should hold general balances of at least £6.129m.

3.4.4 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 2024/25 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.

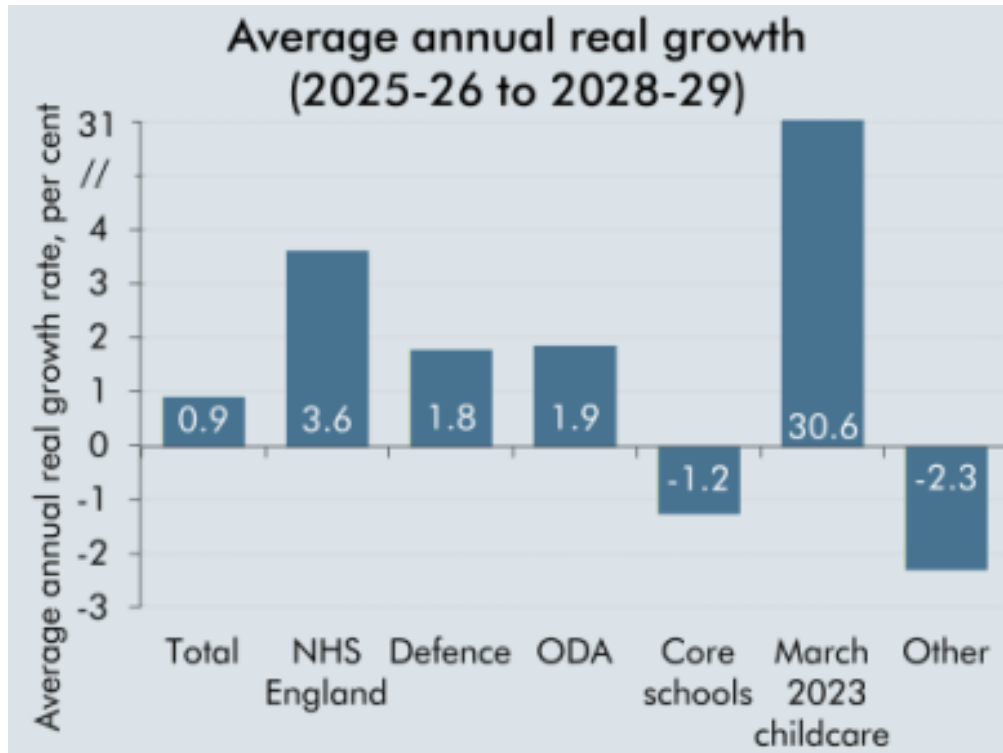
## **3.5 Medium Term Financial Strategy**

### **Funding Reforms**

- 3.5.1 The council expects that local government funding reforms will be implemented in the next Parliament as announced in the Local Government Finance Policy Statement on 5 December 2023. The final year of the 2021 Spending Review is 2024/25 so the Council is expecting a new Spending Review to be prepared in 2024 to indicate sector-wide spending levels in future years and in particular 2025/26.
- 3.5.2 As part of funding reforms, a reset of the Business Rates baseline is expected. This would impact the council significantly as the council has been consistently collecting income above the baseline and retaining 40 percent of that growth under the current retention scheme. The council is assuming a full reset (whereby all growth above the baseline is redistributed nationally) is introduced in 2025/26, but phased over a period of three years, which will significantly reduce the level of resource available to the council over that period. There are alternative options for how a reset could be implemented, e.g. partial or rolling, so the planning assumption is for a “realistic worst case” scenario.
- 3.5.3 Government funding of local authorities is based on an assessment of need. This assessment of need has not been fundamentally reviewed since 2013/14. 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.
- 3.5.4 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 (assumed to be within “other”) will reduce in real terms as demonstrated by the chart below.



Chart 3.5.1 – Analysis of Autumn Statement



Source: Office for Budget Responsibility, Economic and fiscal outlook, November 2023

### MTFS Funding Gap

- 3.5.5 The MTFS, as presented in Table 3.5.1 below, represents the scenario where the business rates reset is introduced in 2025/26, but the impact is phased over three years rather than the entire impact be felt in 2025/26. The Council has reviewed previous consultations on business rates resets and believes this to be an appropriate “realistic worst case” planning assumption. Previous consultations have stated that the Government is not in favour of “cliff edge” reductions in funding. Additionally, informal conversations have indicated that the Government continues not to favour “cliff edge” reductions in funding. Planning on this basis is both prudent and sensible, without being overly optimistic, and ensures that the council can respond to any changes coming forward and remain financially sustainable.
- 3.5.6 Previously the Government has consulted on “rolling resets” as its preferred approach. This could result in one year’s growth being taken centrally, but resources available to the Council being replaced by a future year’s growth. Whilst this is a model that the Council can continue to lobby the Government on introducing but is not certain enough for it to be the main planning assumption of the Council.
- 3.5.7 It is important to note that 2024/25 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 2024/25 is shown above in Table 3.4.1 (£3.4m including use of capital reserves). A full schedule of the use of reserves can be found in Appendix 16. For 2025/26 an ongoing funding gap has been identified, which increases through to 2027/28, 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 2025/26 and future years.

3.5.8 Table 3.5.1 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 equivalent to a 41 percent reduction in net funding. This is a result of:

- The assumption that the business rates baseline is reset in 2025/26, phased over three years, 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 retained growth)
- the phasing out of New Homes Bonus, with a one-off payment in relation to growth in 2023/24 payable in 2024/25; the Government has previously said it will consult on a replacement NHB scheme, but it is unclear what the financial benefit will be for the council at this stage. Therefore, to be prudent the Council is not assuming any resources in future years from NHB.
- Time limited grants announced by the Government for the 2024/25 financial year of Services Grant and Funding Guarantee Grant will not be received in 2025/26 or beyond. This is the prudent assumption as no commitment has been made to these (or similar/replacement) funding streams continuing in the future.
- the cessation of core Revenue Support Grant (RSG), Council Tax increases of £5 per annum with on average 1.2 percent annual growth of the Council Tax base from 2024/25.
- Other than in relation to the business rates reset, no assumptions have been made that the council will receive any transitional finance support.
- Taken together, the fallout of New Homes Bonus and Time Limited grant funding identified above is assumed to approximate the annual 2.3% real terms reduction in funding that will be required on average by non-protected services as well as any implications from the Fair Funding Review.

3.5.9 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 3.5.1 below. This is further analysed by gross and net budget by directorate in Appendix 11. It should be noted that other than the high-level analysis of funding in Chart 3.5.1 there is no other information available from Government announcements to give an indication of funding levels for 2025/26 and beyond. Therefore, the future resource levels in the MTFs are best estimates but have been developed within significant levels of uncertainty.

3.5.10 Table 3.5.1 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. The council, along with our peers across all tiers of local government, will need to provide evidence and arguments about the totality of funding for the council services. The council 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 3.5.1: MTFS 2023/24 – 2027/28 (year on year change)

MTFS Movements	2024/25	2025/26	2026/27	2027/28	2028/29
	£m	£m	£m	£m	£m
Base budget b/f	28.284	0.000	0.000	0.000	0.000
Service Pressures	0.588	(0.292)	0.172	(0.093)	0.001
Service Savings	(1.807)	(0.042)	(0.204)	(0.113)	(0.092)
Capital Impact	0.051	0.097	0.035	0.118	0.116
Corporate changes	(1.594)	(3.081)	0.778	0.469	0.066
Inflation	1.607	1.226	0.541	0.560	0.525
Use of reserves	0.117	0.749	0.472	0.050	0.000
Additional government grants	(0.312)	3.305	0.000	0.000	0.000
<b>Net Budget Requirement</b>	<b>26.934</b>	<b>1.962</b>	<b>1.794</b>	<b>0.991</b>	<b>0.616</b>
Revenue Support Grant	(0.328)	0.328	0.000	0.000	0.000
Council Tax	(9.318)	(0.149)	(0.404)	(0.440)	(0.452)
Business Rates	(15.913)	3.393	2.904	2.647	(1.026)
New Homes Bonus	(1.375)	1.375	0.000	0.000	0.000
<b>Total Income</b>	<b>(26.934)</b>	<b>4.947</b>	<b>2.500</b>	<b>2.207</b>	<b>(1.478)</b>
<b>Funding Gap / (Surplus)</b>	<b>0.000</b>	<b>6.909</b>	<b>4.294</b>	<b>3.198</b>	<b>(0.862)</b>

### How the MTFS gap is planned to be addressed

3.5.11 The council has developed a strategy to meet the challenges highlighted in the MTFS if funding reductions are implemented as described in paragraph 3.5.8. Whilst the council will develop plans for scenarios that include a full business rates reset phased over three years, it will continue to lobby the Government for a rolling reset to be introduced. It will put forward the case that council's such as Cherwell that have embrace the Government's Business Rates Retention reward scheme should not be disadvantaged following its success in delivering business growth and associated benefits to service delivery. 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

3.5.12 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 2024/25 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.

3.5.13 Services will be prioritised according to the level of contribution each has to the delivery of the priorities of the Council. Those services that have the highest level of contribution will be transformed initially to identify what level of savings

can be generated without impacting significantly on service levels. Transformational savings identified in the higher priority services will then be able to minimise the service reductions that will be required in the services that contribute less to the delivery of the priorities of the Council. The intention of the Transformation Programme is to maximise the number of services that the Council is able to provide to our residents and businesses.

- 3.5.14 As the Council transforms and understand the future size and shape that it will become, the support services will also need to be assessed so that they are “right sized” for the functions the Council provides.

### **Transformation**

- 3.5.15 Cherwell has developed a Transformation Strategy, which is summarised below, to help the council redesign its services to deliver them in a more efficient way within the resources available to the council. The vision of the Transformation Strategy is:

“To be the best version of ourselves possible – modern, agile, lean, financially future proof and providing the services that matter most and add the most value in delivering better outcomes for our communities.”

- 3.5.16 The objectives of transformation have been identified as:

- To embed the foundations necessary to create a sustainable future for the council and its communities.
- To protect the services that can significantly improve the health and wellbeing of our communities and support our most vulnerable residents.
- To unlock the potential of our services to become the best versions of themselves possible and to make the best use of the resources and technology available to them.
- To create the capacity needed to continue delivering our future aspirations and better outcomes for our communities through removing inefficiencies and providing value for money services.
- To empower and inspire our staff to lead their service transformations as people will own what they create.

- 3.5.17 Transformation will be applied across all services of the council. This will ensure that in the future they are provided in a joined-up way that maximises the delivery of the council’s priorities within the resources available to the council.

### **Strategic cross-cutting themes**

- 3.5.18 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.

- 3.5.19 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.
- 3.5.20 The strategic cross cutting themes that the council will operate its transformation programme within are:
- Staffing – to ensure that our workforce have the skills and capabilities to deliver the services to our communities.
  - Property Assets – considering the best way to deliver services and when it is effective to use property assets – this will link to the council’s Asset Management Strategy.
  - Finance – ensure services are maximising income generation, are economically viable and delivering value for money.
  - Customers and Inclusion – ensure that services are designed around the needs and preferences of the customers we serve, with an aim of making self-service the preferred choice.
  - Partnerships – work in partnership that deliver advantages to all and align with the council’s strategic objectives and priorities.
  - Digital – prioritise automation of repetitive tasks and make services accessible to all.
  - Climate Action – focus on reducing waste, reusing resources where possible and always looking for ways to reduce carbon emissions.

### **Savings Targets**

- 3.5.21 If it is looking unlikely that all of the savings required will be identified, then services may be issued with a target number of savings to deliver from 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**

- 3.5.22 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.
- 3.5.23 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.
- 3.5.24 The publication of the Financial Resilience Index based on 2022/23 outturn data was shared with Chief Finance Officers in December 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.

## **3.6 Climate Action**

- 3.6.1 In 2019, the council declared a climate emergency and committed to prioritising climate action in decision making. More recently, a climate action plan was approved that sets out what CDC needs to do to become a carbon net zero council by 2030, as well as to support the borough to reduce its emissions.
- 3.6.2 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.
- 3.6.3 All of the proposals put forward were deemed by services to not impact the council's ability to meet our climate action.
- 3.6.4 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 2024/25 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 2024/25 and the MTFS up to 2028/29.

## **5.0 Consultation**

- 5.1 The council sought the views of residents and businesses during the period of 24 November 2023 until 24 December 2023.
- 5.2 The Budget Planning Committee considered the revenue budget pressures, savings proposals, capital bids and fees and charges in a report on 5 December 2023. Budget Planning Committee had no comments to feed back to the Executive. Budget Planning Committee also considered and recommended the 2024/25 planned reserves levels and Capital and Investment Strategy at its meeting on 23 January 2024.
- 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 17 January 2024.

## **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](mailto: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.
- 7.3 Section 65 of the Local Government Finance Act 1992 requires that the Council must consult persons or bodies appearing to it to be representative of persons subject to non-domestic rates in its area about the Council's proposals for expenditure (including capital expenditure) in the financial year. The Council must do this each year and do so before the budget decision making meeting (makes its calculations for the council tax requirement) in relation to the financial year.
- 7.4 The statutory consultation outlined above has taken place alongside a more general consultation with the wider public on the draft budget and budget priorities. The savings proposals have been consulted upon as appropriate, and further consultations may be required prior to implementing certain proposals.

Members must have regard to the s25 report of the s151 officer as to the robustness of the estimates made for the purposes of the calculations and the adequacy of the proposed financial reserves.

- 7.5 **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:  
Shiraz Sheikh, Assistant Director Law, Governance and Procurement,  
01295 221651 [Shiraz.sheikh@cherwell-dc.gov.uk](mailto:Shiraz.sheikh@cherwell-dc.gov.uk),

### **Risk Implications**

- 7.6 The risk of Executive recommending the budget proposals contained in this report is that Council will not approve the proposed budget. This has been mitigated by the Executive having consulted with Budget Planning Committee and the Accounts Audit and Risk Committee on the specific budget proposals, policies, and strategies. This and any further arising risks are being managed and monitored through the service operational risk and the leadership risk register.

Comments checked by:  
Shona Ware, Assistant Director Customer Focus, 01295 221652  
[Shona.ware@cherwell-dc.gov.uk](mailto:Shona.ware@cherwell-dc.gov.uk)

### **Equality and Inclusion Implications**

- 7.7 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”.
- 7.8 In line with the council’s Equalities framework; Including Everyone services have carried out Equalities Impact Assessments (EIAs) to ensure budget savings proposals will not discriminate or disadvantage the any of the district’s diverse communities. The overarching EIA, taking into account the overall impact of the budget proposals, is published as Appendix 8. One saving proposal was identified as potentially having an impact and so a detailed assessment was prepared to ensure appropriate mitigations to minimise any impact were in place. This can be found at Appendix 8b.

Comments checked by:  
Shona Ware, Assistant Director Customer Focus, 01295 221652  
[Shona.ware@cherwell-dc.gov.uk](mailto:Shona.ware@cherwell-dc.gov.uk)

### **Sustainability Implications**

- 7.9 Sustainability implications are included in Section 3.6 of this report.

Comments checked by:  
Jo Miskin, Climate Action Manager, 07900 227103  
[Jo.Miskin@cherwell-dc.gov.uk](mailto: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, Executive Member for Finance

**Document Information**

**Appendix number and title**

- Appendix 1 – Business Plan
- Appendix 2 – Annual Delivery Plan
- Appendix 3 – Not used
- Appendix 4 – Savings Proposals
- Appendix 5 – Revenue Pressures
- Appendix 6 – Budget Summary
- Appendix 7 – Fees and Charges Schedule
- Appendix 8 – Overarching Equality Impact Assessment
- Appendix 8b - Equality Impact Assessment – Environmental Services Bin Charges
- Appendix 9 – Pay Policy Statement
- Appendix 10 – Consultation Report
- 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, Head of Finance, 01295 221545, [joanne.kaye@cherwell-dc.gov.uk](mailto:joanne.kaye@cherwell-dc.gov.uk)

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### 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.
- Prepare 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.



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Business plan priority	Plan Ref	Annual Delivery Plan priorities	Milestones			
			Q1	Q2	Q3	Q4
Healthy, resilient, and engaged communities	HRE1	To develop a framework that determines the effectiveness and positive impact of the Wellbeing Strategy on our communities	Draft impact framework based on current data capture	Consult stakeholders on their contributions	Present for sign off and disseminate	Capture impact of the actions delivered from the strategy action plan, including annual surveys and partner contributions. Report on it
	HRE2	To respond to the Food Insecurity Emergency and improve outcomes for our residents through delivery of the Cherwell Food Action Plan	Develop an annual delivery plan Report to O&S	Hold stakeholder event to generate interest and encourage new delivery partners involvement	Consider future budget and funding need beyond our own resources	Reset Yr2 targets and report on achievements
	HRE3	To work with partners on delivering against agreed actions to protect women and girls from violence	To review and report on partner activity as agreed in delivery plan for Q1.	To review and report on partner activity as agreed in delivery plan for Q2	Review and report on Q3 milestones as set out in delivery plan	Review success and outcomes and explore opportunities to sustainably continue the work
	HRE4	To consider and deliver actions that will improve the experience of residents in relation to the cost of living by enabling Voluntary and community groups to deliver services through the redistribution of central government grants	Refresh the Cost-of-Living action Plan based on the delivery of the 23/24 plan. Search for and secure external Funding for this area of work	Undertake stakeholder engagement to help reflect on good practice and degrees of success and replicability in current programme.  Search for and secure external Funding for this area of work	Develop a winter impact strategy and deliver. Search for and secure external Funding for this area of work	Monitor and evaluation to coincide with the work of the FIWG. Search for and secure external Funding for this area of work

Business plan priority	Plan Ref	Annual Delivery Plan priorities	Milestones			
			Q1	Q2	Q3	Q4
Housing that meets your needs	HMN1	Work with partners and landlords to settle refugees into suitable accommodation in Cherwell through a “Migration moving plan”	Deliver properties identified through LAHF 2	Extend Community liaison and settlement support provided for new residents to capture newly settled families from Afghanistan	Continue to identify hosts and work across the Oxfordshire system to identify suitable properties and protocols for dealing with PRS Landlords	Re-let accommodation in Town Centre House following successful completion of restoration work funded through LAHF1
	HMN2	To continue delivering on our “housing that meets your needs” priority, through the development of a new Housing Strategy	Review existing strategy and develop evidence base for new strategy and its goals	Identify key themes and objectives, feeding into Local plan consultations	Deliver draft strategy for consultation with stakeholders and residents	Launch new strategy and communicate with widest stakeholder group
	HMN3	Identify the housing and infrastructure our communities need in the future to create a healthy, thriving and sustainable Cherwell, through developing our new Local Plan	Evidence gathering and preparation	Evidence gathering and preparation	Present the Proposed Plan (Reg.19) to the Council’s Executive for approval and then consult on the Proposed Plan	Consider response to consultation and present Submission Plan to Council for approval.

Business plan priority	Plan Ref	Annual Delivery Plan priorities	Milestones			
			Q1	Q2	Q3	Q4
Enterprising economy with strong & vibrant local centres	EEV1	To deliver key projects within the third year of the UK Prosperity Fund and Rural England Prosperity Fund.	Implement, review and report on progress of projects in Q1.	Implement, review and report on progress of projects in Q2.	Implement, review and report on progress of projects in Q3.	Implement, review and report on progress of projects in Q4, and report on the conclusion of the three-year programme.
	EEV2	To continue the development of the Banbury Vision 2050, which will identify short and long term measures to regenerate the town centre	Master planners appointed to prepare non-statutory Banbury 2050 masterplan	Masterplan engagement completed	Draft masterplan prepared and consultation completed	Banbury 2050 masterplan approved and endorsed by partners
	EEV3	To develop a plan for Reimagining Bicester and ensure existing and new communities benefit from short and long-term measures of the Garden Town principles.	Procurement of Design Consultants for Market Square Project Q4 2023/4 Programme of stakeholder consultation events/surveys Q1 2024/5  Master planners appointed to prepare non-statutory Bicester masterplan	Market Square Consultation continues  Masterplan engagement completed	Market Square Final scheme design fix  Draft masterplan prepared and consultation completed	Market Square approval of plans and Planning App/construction phase  Bicester masterplan approved and endorsed by partners
	EEV4	Developing a Kidlington Vision	Establish oversight board for Kidlington Vision	Commence engagement with communities and stakeholders	Develop draft Kidlington Vision	Consult on draft Kidlington

Business plan priority	Plan Ref	Annual Delivery Plan priorities	Milestones			
			Q1	Q2	Q3	Q4
Supporting environmental sustainability	SES1	As part of our climate action commitments, we will review and update our Air Quality Management Action plan to ensure its effectiveness and suitability.	To produce report for Exec. to provide update on air quality monitoring for 2023. To approve the draft revised existing air quality action plan. To consider revocation of a number of Air Quality Management Areas (AQMAS).	Follow-up actions from Exec. decisions – i.e. revoke the Air Quality Management Areas (AQMAS)	Review and produce new Air Quality Management Action Plan and submit to DEFRA.	Engage with partners on the revised actions arising as a result of the new plan.
	SES2	To progress activity within the Climate Action Plan to support communities to develop and implement plans to make all of the district a more sustainable place to live and work.	Implement, review and report on progress of projects in Q1.	Implement, review and report on progress of projects in Q2.	Implement, review and report on progress of projects in Q3.	Implement, review and report on progress of projects in Q4, and report on the conclusion of the three-year programme.
	SES3	Move to a smaller, greener HQ with better public transport and walking and cycling opportunities to reduce costs and reliance on cars	Appoint Contractor to undertake Castle Quay fit-out / refurbishment works	Carry out Castle Quay fit-out / refurbishment works	Office preparation and relocation works to enable transfer of staff to new accommodation	Bodicote House Cleared
	SES4	Move to a smaller, greener HQ with better public transport and walking and cycling opportunities to reduce costs and reliance on cars	Appoint Contractor to undertake Castle Quay fit-out / refurbishment works	Carry out Castle Quay fit-out / refurbishment works	Office preparation and relocation works to enable transfer of staff to new accommodation	Bodicote House Cleared



Business plan priority	Plan Ref	Annual Delivery Plan priorities	Milestones			
			Q1	Q2	Q3	Q4
Corporate	COR1	Identifying future service delivery options, to ensure efficiency, best use of resources and continuous improvement through Transformation Programme and Balanced MTFS	Agree transformation and budget process/ complete current transformation reviews	Develop draft transformation and savings proposals	Consultation on Savings and Transformation Proposals	Agree Budget and MTFS

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Appendix 4 - Savings Proposals 2024/25

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

Chief Executive											
Reference	Existing, New or Efficiency	Service	Title	Description	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	2027/28 (£m)	2028/29 (£m)	Total MTF5 (£m)	
SHUMR233	Existing	Human Resources	Back office efficiencies in HR	Full year impact of reviewing our back-office HR processes in 2023/24.	(0.050)	-	-	-	-	(0.050)	
SPERF231	Existing	Performance	Performance System Contract	Our performance system contract needs to be renewed every other year	0.010	(0.010)	0.010	(0.010)	0.010	0.010	
SMUSE221	Existing	Banbury Museum	Reduction in Banbury Museum grant	Reduce the grant funding to the Banbury Museum Trust - delayed by 1 year to 2025/26	(0.012)	(0.025)	(0.050)	-	-	(0.087)	
SMUSE231	Existing	Banbury Museum	Gradual reduction in support to Banbury Museum	We are proposing a gradual reduction in the funding we give to Banbury Museum - delayed by 1 year to 2025/26	(0.013)	(0.020)	(0.025)	-	-	(0.058)	
SAFFH232	Existing	Affordable Housing	Bringing Rent Collection in house	Savings by collecting the rent from council properties ourselves, instead of through a housing association.	(0.015)	-	-	-	-	(0.015)	
SHOSD241	New	Housing Standards	Housing Standards additional income	To better reflect the service we provide, and changes in the housing market, increase the license fees for Houses in Multiple Occupation by 10%	(0.002)	-	-	-	-	(0.002)	
SAFFH241	Efficiency Savings	Housing Assets	Bringing aspects of responsive repairs in house	The existing small repairs service within the Grants Team, which completes private works as part of the Home Improvement Agency, is going to be used to carry out some minor repairs within the small housing stock portfolio of the Council. These are currently all contracted out to outside suppliers.	(0.007)	-	-	-	-	(0.007)	
SHIA241	Efficiency Savings	Home Improvement Agency	Changing the administration process for Discretionary Grants	Changing the administration process for Discretionary Grants	(0.062)	-	-	-	-	(0.062)	
SHIA242	Efficiency Savings	Home Improvement Agency	Reducing consultancy budget	The grants team use specialist outside consultants for complex works, such as architects for house extensions. The nature of works completed by the team and the surveying skills within the team has meant a reduction in reliance on consultancy.	(0.012)	-	-	-	-	(0.012)	
SHIA243	Efficiency Savings	Home Improvement Agency	Increased grant contribution from Oxfordshire County Council for the Home Improvement Agency	Oxfordshire County Council have agreed to pay a grant contribution to Cherwell DC for the delivery of this service. A inflationary increase was not factored in, which is part of the contract terms	(0.009)	-	-	-	-	(0.009)	
SHOAD241	Efficiency Savings	Housing Advice	Reduction in cost of Housing Advice contract	The amount in budget was set on a year one contract cost, this cost is not reflective of the ongoing years costs within the contract. The year one cost was higher than the remaining years. The budget can be profiled accordingly	(0.015)	-	-	-	-	(0.015)	
SLEIS241	Efficiency Savings	Contracts and Community Sp	Insure our Leisure Centres through a group insurance policy	Make use of the contractors group insurance on all sites in the contract rather than procuring independently for each Leisure Centre	(0.060)	-	-	-	-	(0.060)	
SPERF241	Efficiency Savings	Customer Focus	Non renewal of Performance System	As part of the transformation programme is possible that we would not renew our current performance system, which is due to be renew next year (two-year contract until Nov 2024). This proposal will depend on the proof of concept currently being undertaken as part of the digital transformation programme.	(0.009)	-	-	-	-	(0.009)	
SWAST249	Efficiency Savings	Waste & Recycling	Further development of digitilisation of key service areas	Increasing level of services available online to residents to reduce quantity of offline administration required.	(0.010)	-	-	-	-	(0.010)	
<b>Total</b>					<b>(0.266)</b>	<b>(0.055)</b>	<b>(0.065)</b>	<b>(0.010)</b>	<b>0.010</b>	<b>(0.386)</b>	

Appendix 4 - Savings Proposals 2024/25

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

Communities										
Reference	Existing, New or Efficiency	Service	Title	Description	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	2027/28 (£m)	2028/29 (£m)	Total MTF5 (£m)
SAV2145	Existing	Waste & Recycling	Garden Waste 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.	(0.077)	-	-	-	-	(0.077)
SBCON221	Existing	Building Control	Building Control fees	Increase Building Control fees	(0.001)	(0.001)	(0.001)	(0.001)	(0.001)	(0.005)
SBICR231	Existing	Bicester Regeneration	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	Existing	Economic Growth	Cutting grant to Experience Oxfordshire	Continuation of phased reduction of grant to Experience Oxfordshire.	(0.006)	(0.005)	-	-	-	(0.011)
SCLEA242	New	Street Cleansing	Street Cleansing Service	Changing the working pattern of our street cleansing service to ensure we maintain high standards but reduce operational costs.	(0.070)	-	-	-	-	(0.070)
SCSAF241	New	Community Safety	Reducing CCTV coverage to reduce costs with the maintenance and monitoring of the CCTV network.	Reducing expenditure on CCTV across Cherwell District by reducing number of cameras, monitoring and maintenance costs.	(0.030)	-	-	-	-	(0.030)
SPCON242	New	Public Conveniences	Public Conveniences	Only retain and maintain CDC owned public conveniences that are fully accessible. This would mean keeping the Changing Places facilities in Bicester, Banbury and Kidlington and closing the public conveniences at Banbury Bus Station and Pioneer Square that do not meet these standards.	(0.043)	-	-	-	-	(0.043)
SSEEN241	New	Environmental Services	Street Scene	Providing playground inspections internally	(0.025)	-	-	-	-	(0.025)
SVEHM241	New	Vehicle Maintenance	Vehicle Maintenance	Generate additional income from inspecting Taxis by widening the MOT offer	(0.010)	-	-	-	-	(0.010)
SWAST241	New	Waste & Recycling	Bulky Waste Service	To introduce a range of different charges for collecting bulky waste items such as mattresses and furniture to better reflect the actual cost of providing this service rather than one fixed cost and to introduce a premium service for urgent collections.	(0.010)	-	-	-	-	(0.010)
SWAST243	New	Waste & Recycling	Waste Collection Service	Introduction of charge for replacing wheeled bins and food caddies that are lost or damaged (except for any damage caused by the crews when emptying them). This is also in line with other councils. £40 for a wheeled bin £10 for a large food caddy £5 for a small food caddy	(0.075)	-	-	-	-	(0.075)
SWAST248	New	Waste & Recycling	Waste Collection Service	Ensuring those currently receiving weekly waste collections have the appropriate containers to move to fortnightly collections and in line with the rest of the district. This would reduce our operational costs, improve overall efficiency, and also encourage households to reduce the amount of waste they produce.	(0.035)	-	-	-	-	-0.035
SADGE241	Efficiency Savings	Growth & Economy	Recharge staff time to projects	A proportion of staff time will be recharged, for the relevant financial year, to externally funded projects.	(0.017)	0.017	-	-	-	-
SCLEA241	Efficiency Savings	Street Cleansing	Street Cleansing and Street Scene alignment	Bring the two teams under one manager.	(0.040)	-	-	-	-	(0.040)
SCLEA244	Efficiency Savings	Street Cleansing	Removal of Banksman role at Banbury Bus Station	Removal of need for Banksman role at Banbury Bus Station by encouraging bus companies to use mirrors and in built cameras and increased signage.	(0.026)	-	-	-	-	(0.026)
SDMAN242	Efficiency Savings	Development Management	National agreed increase in planning fees	National agreed increase in planning fees	(0.300)	(0.001)	(0.001)	(0.001)	(0.001)	(0.304)
SDMAN243	Efficiency Savings	Development Management	Removal of vacant Technical Support Officer post from establishment	Removal of vacant Technical Support Officer post from the establishment as no longer needed	(0.021)	-	-	-	-	(0.021)
SSAFE241	Efficiency Savings	Public Safety	Regulatory Services and Community Safety Restructure post-decoupling from Oxfordshire County Council	A new management structure for the department following the end of the shared working arrangements with Oxfordshire County Council.	(0.038)	-	-	-	-	(0.038)
SECON241	Efficiency Savings	Economic Growth	One Year delay of Economic Prosperity Strategy	The proposal is to delay the Economic Prosperity Strategy for one year.	(0.042)	0.041	-	-	-	-0.001
SECON242	Efficiency Savings	Economic Growth	Officer time recharged to projects	Selected and proportionate recharging of revenue costs to one off grants (Bicester Garden Town Capacity fund and UKSPF)	(0.127)	0.127	-	-	-	-
SWAST242	Efficiency Savings	Waste & Recycling	Rebalancing Food Waste Rounds	To direct deliver more food waste from the Banbury area to the processing plant at Cassington rather than utilising the transfer station in Banbury.	(0.028)	-	-	-	-	(0.028)

**Appendix 4 - Savings Proposals 2024/25**

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

SWAST244	Efficiency Savings	Waste & Recycling	Contracts & Inflation	Generating savings as contracts are renewed	(0.050)	-	-	-	-	(0.050)
SWAST246	Efficiency Savings	Waste & Recycling	Increasing Marketing & Promotion on side of Waste Collection collection vehicles	Utilising the panels on the side of our Waste Collection Vehicles for advertising for third parties.	(0.010)	-	-	-	-	(0.010)
SWAST247	Efficiency Savings	Waste & Recycling	Development of inhouse pool of staff to reduce reliance on agency staff	Increase the number of staff on the establishment to reduce the need for agency staff	(0.035)	-	-	-	-	(0.035)
SWAST249	Efficiency Savings	Waste & Recycling	Further development of digitilisation of key service areas	Increasing level of services available online to residents to reduce quantity of offline administration required.	(0.015)	-	-	-	-	(0.015)
<b>Total</b>					<b>(1.141)</b>	<b>0.173</b>	<b>(0.002)</b>	<b>(0.002)</b>	<b>(0.002)</b>	<b>(0.974)</b>

Appendix 4 - Savings Proposals 2024/25

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

Resources							2024/25	2025/26	2026/27	2027/28	2028/29	Total MTFS
Reference	Existing, New or Efficiency		Title	Description	(£m)	(£m)	(£m)	(£m)	(£m)	(£m)		
SAV025 & SCARP222	Existing	Car Parking	Car park fees	Increase annual car parking charge of no more than 10p per hour	(0.145)	(0.100)	(0.100)	(0.100)	(0.100)	(0.545)		
SELEC221	Existing	Elections	Parish Election Charges	Review of recharges to Parishes for CDC running Parish Elections	(0.001)	-	(0.002)	(0.001)		(0.004)		
SFCOS231	Existing	Finance	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)	(0.080)	-	-		(0.120)		
SINVP221	Existing	Property	Commercial Rents	Change in rental income from commercial council properties through contractual lease reviews	0.074	0.020	(0.035)	-		0.059		
SFSUP241	Efficiency Savings	Finance - Corporate Support	Staff Budget Realignment	Realignment in staffing budgets following a review	(0.008)	-	-	-		(0.008)		
SFREV241	Efficiency Savings	Finance - Revenues & Benefits	Increase overall court costs for Council Tax recovery action	We will increase the overall court costs incurred by the customer for the issuing of Council Tax Summons and Liability Orders	(0.161)	-	-	-		(0.161)		
SFREV242	Efficiency Savings	Finance - Revenues & Benefits	Vacant Inspections Officer post deleted from establishment	Removing a vacant inspection officer post from the structure	(0.033)	-	-	-		(0.033)		
SFREV247	Efficiency Savings	Finance - Revenues & Benefits	Increase overall court costs for Non-Domestic Rates recovery action	We will increase the overall court costs incurred by the business for the issue of Non Domestic Rates summons and Liability Orders.	(0.016)	-	-	-		(0.016)		
SITBS241	Efficiency Savings	IT - Business Systems , Support & Infrastructure	Operational Efficiencies	By leveraging automation and enhancing vendor support, we can deliver revenue savings associated with back-end IT operations.	(0.070)	-	-	-		(0.070)		
			<b>Total</b>		<b>(0.400)</b>	<b>(0.160)</b>	<b>(0.137)</b>	<b>(0.101)</b>	<b>(0.100)</b>	<b>(0.898)</b>		
			<b>Total Existing Savings</b>		<b>(0.286)</b>	<b>(0.226)</b>	<b>(0.203)</b>	<b>(0.112)</b>	<b>(0.091)</b>	<b>(0.918)</b>		
			<b>Total New Savings</b>		<b>(0.300)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(0.300)</b>		
			<b>Total Efficiency Savings</b>		<b>(1.221)</b>	<b>0.184</b>	<b>(0.001)</b>	<b>(0.001)</b>	<b>(0.001)</b>	<b>(1.040)</b>		
			<b>Total Savings</b>		<b>(1.807)</b>	<b>(0.042)</b>	<b>(0.204)</b>	<b>(0.113)</b>	<b>(0.092)</b>	<b>(2.258)</b>		

Chief Executive										
Reference	Existing, Savings Non-Delivery, or New	Service	Title	Description	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	2027/28 (£m)	2028/29 (£m)	Total MTF5 (£m)
PCOMM221	Existing	Community Engagement	Community engagement business system	Change in contract value for community engagement business system	(0.001)	-	-	-	-	(0.001)
PPERF221	Existing	Performance	Performance Management System	Funding for the council's performance management business system	0.010	-	-	-	-	0.010
PAFFH231	Existing	Affordable Housing	Repairs and Maintenance	Inflation costs mean we need a further £15k for essential repairs and maintenance	0.015	-	-	-	-	0.015
PAFFH232	Existing	Affordable Housing	Change in income	Revised profile of income due to the building being vacant whilst roof is repaired	(0.266)	-	-	-	-	(0.266)
PAFFH242	New	Affordable Housing	Change in income	Revised profile of income due to the building being vacant whilst roof is repaired	0.066	(0.066)	-	-	-	-
SAFFH232	Savings Non-Delivery	Affordable Housing	Bringing Rent Collection in house	Savings by collecting the rent from council properties ourselves, instead of through a housing association.	0.015	-	-	-	-	0.015
				<b>Total</b>	<b>(0.161)</b>	<b>(0.066)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(0.227)</b>

Communities										
Reference	Existing, Savings Non-Delivery, or New	Service	Title	Description	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	2027/28 (£m)	2028/29 (£m)	Total MTFS (£m)
PEMPL231	Existing	Emergency Planning	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	-	0.004
PWAST231	Existing	Waste & Recycling	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
SBCON221	Savings Non-Delivery	Building Control	Building Control fees	Increase Building Control fees	0.001	0.001	0.001	0.001	0.001	0.005
PENVT241	New	Env Strategies	Climate Change	Increasing the resources needed to support the delivery of the Council's Climate Change Agenda	0.045	-	-	-	-	0.045
PDMAN241	New	Development Management	Statutory requirement	Recruiting an additional ecologist to support new statutory requirements - <b>to be offset initially by use of reserve for 3 years</b>	0.080	-	-	-	-	0.080
PPPOL241	New	Planning Policy	Local Plan	Increasing the budget to reflect the true costs of Local Plan Examinations - <b>to be offset by use of other reserves</b>	0.200	(0.125)	-	-	-	0.075
MOTION	New	Planning Policy	Kidlington & Yarnton Vision 2050	To develop a holistic strategy for Kidlington's Infrastructure	0.115	(0.020)	-	(0.095)	-	0.000
MOTION	New	Environmental Strategies	Solar Energy Strategy	To commission a robust, research-based strategy for solar electricity production in Cherwell, in order to achieve the optimum balance of power generation by solar farms, by roof panels on new commercial and residential developments, and, crucially, their retrofitting on existing public, business and domestic buildings.	0.020	(0.020)	-	-	-	0.000
				<b>Total</b>	<b>0.462</b>	<b>(0.163)</b>	<b>0.172</b>	<b>(0.093)</b>	<b>0.001</b>	<b>0.379</b>



Appendix 5 - Revenue Pressures 2024/25

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

Resources										
Reference	Existing, Savings Non-Delivery, or New	Service	Title	Description	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	2027/28 (£m)	2028/29 (£m)	Total MTF5 (£m)
SAV2193	Existing	Property	Commercial Rent	Forecast change in rental incomes for Council owned properties	0.205	0.012	-	-	-	0.217
PFREV221	Existing	Finance - Revs & Bens	Housing Benefit Subsidy costs	Fallout of Housing Benefit Subsidy costs to the Council	(0.200)	-	-	-	-	(0.200)
PCARP231	Existing	Car Parks	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.	0.045	-	-	-	-	0.045
PDEMO233	Existing	Legal	Legal Team structure	Cost of establishing our own legal team following the decoupling with Oxfordshire County Council	(0.031)	-	-	-	-	(0.031)
PDEMO241	New	Democratic	Member Development	An annual Member induction programme is essential to support newly elected councillors following the district elections which are held every three years out of four. It is also essential that all councillors complete mandatory training in line with the Member Development Framework and Constituion.	0.003	-	-	-	-	0.003
PELEC242	New	Elections	Implementation of the Elections Act 2022	The Elections Act introduces significant changes to the UK electoral systems. These changes are underpinned by statutory instruments with different changes scheduled for different times	0.040	-	-	-	-	0.040
PELEC242	New	Elections	Local Elections	Meeting the increased cost of running local elections in light of supplier cost increases and ensuring compliance with legislative changes	0.070	-	-	-	-	0.070
PLEGL241	New	Legal	Case Management System	Case Management System for additional users and to comply with IT policy	0.017	-	-	-	-	0.017
PLEGL242	New	Legal	Legal Publications	Access to electronic books and publications as a result of increase in the establishment. Needed for lawyers to carry out their duties.	0.007	-	-	-	-	0.007
PITBS241	New	IT - Business Systems , Support & Infrastructure	Increased Cyber Security	Additional email security, and cyber awareness training to help prevent cyber attacks via email threats such as phishing.	0.014	-	-	-	-	0.014
PITBS242	New	IT - Business Systems , Support & Infrastructure	Increased disaster recover measure	Move back ups and archives to an alternative cloud based solution. This reduces the immediate need to increase online storage for older files, which can be achieved and retrieved as needed.	0.008	-	-	-	-	0.008
PITBS243	New	IT - Business Systems , Support & Infrastructure	Automatic patching of more systems	This new service will allow us to automatically schedule updates to a wider selection of systems and application, reducing the time taken and inturn the threat window (how long between threat indentified and patch applied)	0.010	-	-	-	-	0.010
PPROC241	New	Procurement	Procurement System	Licensing costs for the Council's procurement portal	0.009	-	-	-	-	0.009
PPREV241	New	Property	Asset Management Plan Condition Surveys	As part of the creation of the Council's property asset management plan condition surveys of all of the corporate and commercial property stock. To be offset by use of property reserve.	0.090	(0.075)	-	-	-	0.015
					0.287	(0.063)	-	-	-	0.224

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

			Total Existing Pressures	(0.222)	0.013	0.171	0.001	-	(0.037)
			Total Savings Non-Delivery	0.016	0.001	0.001	0.001	-	0.020
			Total New Pressures	0.794	(0.306)	-	(0.095)	-	0.393
			Total Pressures	0.588	(0.292)	0.172	(0.093)	0.001	0.376

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
Chief Executive	7.172	1.398	0.024	3.004	0.518	-	-	-	-	12.116	(0.044)	(1.078)	(1.628)	(1.391)	(1.670)	-	-	(0.950)	(6.761)	5.355
Communities	13.461	1.615	1.956	2.040	2.178	-	-	-	-	21.250	(1.018)	(6.260)	(0.113)	(0.829)	(2.353)	-	(0.885)	(0.876)	(12.333)	8.917
Resources	6.941	4.637	0.125	1.683	1.396	25.000	-	-	0.025	39.807	(0.033)	(3.372)	(6.371)	(25.235)	(0.381)	-	-	(0.100)	(35.493)	4.314
Services Sub-total	27.574	7.650	2.105	6.728	4.092	25.000	-	-	0.025	73.173	(1.095)	(10.710)	(8.112)	(27.455)	(4.405)	-	(0.885)	(1.926)	(54.587)	18.586
Corporate Costs	1.953	-	-	-	0.328	-	5.447	5.280	-	13.007	-	-	-	(3.305)	-	(5.187)	0.462	(0.502)	(8.532)	4.475
Policy Contingency	-	-	-	-	3.872	-	-	-	-	3.872	-	-	-	-	-	-	-	-	-	3.872
Net Cost of Services	29.527	7.650	2.105	6.728	8.292	25.000	5.447	5.280	0.025	90.052	(1.095)	(10.710)	(8.112)	(30.760)	(4.405)	(5.187)	(0.423)	(2.428)	(63.119)	26.933

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<b>Lawyer Hourly Rates / Fees</b>					
<b>Fees and Charges</b>	<b>Fee 23-24 (Excl. VAT) National 1</b>	<b>Proposed Fee 24-25 (Excl. VAT) National 1</b>	<b>Actual Increase</b>	<b>% Increase</b>	<b>Statutory/ Discretionary?</b>
Solicitors and legal executives with over 8 years qualified experience	£261.00	£287.10	<b>£26.10</b>	<b>10.0%</b>	Discretionary
Solicitors and legal executives with over 4 years qualified experience	£218.00	£239.80	<b>£21.80</b>	<b>10.0%</b>	Discretionary
Other solicitors or legal executives and fee earners of equivalent experience	£178.00	£195.80	<b>£17.80</b>	<b>10.0%</b>	Discretionary
Trainee solicitors, paralegals and other fee earners	£126.00	£138.60	<b>£12.60</b>	<b>10.0%</b>	Discretionary

<b>Planning</b>					
Fees and Charges	Fee 23-24 (Excl. VAT)	Proposed Fee 24-25 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
<b>Planning Application fees</b>					
<b>1. Erection of dwellings</b>					
(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	<b>£0.00</b>	<b>0.0%</b>	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	<b>£0.00</b>	<b>0.0%</b>	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	<b>£0.00</b>	<b>0.0%</b>	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	<b>£0.00</b>	<b>0.0%</b>	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	<b>£0.00</b>	<b>0.0%</b>	Statutory
<b>2. The erection of buildings</b>					
(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	<b>£0.00</b>	<b>0.0%</b>	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	<b>£0.00</b>	<b>0.0%</b>	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	<b>£0.00</b>	<b>0.0%</b>	Statutory
(2) In other cases:					
(a) Where no floor space is to be created by the development (No VAT)	£234.00	£234.00	<b>£0.00</b>	<b>0.0%</b>	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	<b>£0.00</b>	<b>0.0%</b>	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	<b>£0.00</b>	<b>0.0%</b>	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	<b>£0.00</b>	<b>0.0%</b>	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	<b>£0.00</b>	<b>0.0%</b>	Statutory

<b>Planning</b>					
Fees and Charges	Fee 23-24 (Excl. VAT)	Proposed Fee 24-25 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
<b>3. The erection, on land used for the purposes of agriculture, of buildings to be used for agricultural purposes.</b>					
(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
<b>4. The erection of glasshouses on land used for the purposes of agriculture.</b>					
(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
<b>5. The erection, alteration or replacement of plant or machinery.</b>					
(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
<b>6. The enlargement, improvement or other alteration of existing dwellinghouses.</b>					
(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
<b>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.</b>	£206.00	£206.00	£0.00	0.0%	Statutory
<b>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.</b>	£234.00	£234.00	£0.00	0.0%	Statutory
<b>9. The carrying out of any operations connected with exploratory drilling for oil or natural gas.</b>					
(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
<b>9A. The carrying out of any operations for the winning and working of oil or natural gas.</b>					
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

<b>Planning</b>					
Fees and Charges	Fee 23-24 (Excl. VAT)	Proposed Fee 24-25 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
<b>10. The carrying out of any operations not coming within any of the above categories.</b>					
(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
<b>11. The change of use of a building to use as one or more separate dwellinghouses.</b>					
(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
-1					
(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
<b>12. The use of land for:</b>					
<b>(a) the disposal of refuse or waste materials;</b>					
<b>(b) the deposit of material remaining after minerals have been extracted from land; or</b>					
<b>(c) the storage of minerals in the open.</b>					
(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
<b>13. The making of a material change in the use of a building or land</b>	£462.00	£462.00	£0.00	0.0%	Statutory
<b>Fees for Advertisements</b>					
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
<b>Lawful Development Certificate</b>					
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.			£0.00	N/A	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.			£0.00	N/A	Statutory



<b>Planning</b>					
<b>Fees and Charges</b>	<b>Fee 23-24 (Excl. VAT)</b>	<b>Proposed Fee 24-25 (Excl. VAT)</b>	<b>Actual Increase</b>	<b>% Increase</b>	<b>Statutory/ Discretionary?</b>
<b>Prior Approval</b>					
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
<b>Reserved Matters</b>					
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
<b>Approval/Variation/Discharge of Condition</b>					
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

<b>Planning</b>					
<b>Fees and Charges</b>	<b>Fee 23-24 (Excl. VAT)</b>	<b>Proposed Fee 24-25 (Excl. VAT)</b>	<b>Actual Increase</b>	<b>% Increase</b>	<b>Statutory/ Discretionary?</b>
<b>Pre-Application Charges</b>					
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.					
<b>Category A (Householder)</b>					
Written Advice only (Desktop Assessment)	£153.00	£153.00	£0.00	0.0%	Discretionary
<b>Category B (1-9 Dwellings)</b>					
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
<b>Category C (10-99 dwellings)</b>					
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
<b>Category D (250+ Dwellings)</b>					
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	£93.50	£8.50	10.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Senior Planning Officer	£100.00	£110.00	£10.00	10.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Principal Planning Officer	£120.00	£132.00	£12.00	10.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Team Leader	£135.00	£148.50	£13.50	10.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Senior Manager	£150.00	£165.00	£15.00	10.0%	Discretionary
<b>Category E (Hotels, HMOs, Communal housing of elderly &amp; disabled)</b>					
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

<b>Planning</b>					
<b>Fees and Charges</b>	<b>Fee 23-24 (Excl. VAT)</b>	<b>Proposed Fee 24-25 (Excl. VAT)</b>	<b>Actual Increase</b>	<b>% Increase</b>	<b>Statutory/ Discretionary?</b>
<b>Category F (Listed building and Conservation Area advice)</b>					
Bespoke charge agreed in advance based on agreed assumptions on hourly rate for officer(s)					
Officer hourly rate - Conservation Officer	£65.00	£71.50	£6.50	10.0%	Discretionary
Officer hourly rate - Senior Conservation Officer	£85.00	£93.50	£8.50	10.0%	Discretionary
Officer hourly rate - Manager	£125.00	£137.50	£12.50	10.0%	Discretionary
Site Visit (Set charge in addition to hourly rate)	£80.00	£80.00	£0.00	0.0%	Discretionary
<b>Category G - Shopfronts</b>					
Written Advice only (Desktop Assessment)	£150.00	£150.00	£0.00	0.0%	Discretionary
<b>Category H - Advertisements</b>					
Written Advice only (Desktop Assessment)	£150.00	£150.00	£0.00	0.0%	Discretionary
<b>Category I (Telecommunications)</b>					
Written Advice only (Desktop Assessment)	£150.00	£150.00	£0.00	0.0%	Discretionary
<b>Category J (Agricultural, forestry &amp; glasshouse devt – less than 465 sqm)</b>					
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
<b>Category K (Agricultural, forestry &amp; glasshouse devt – more than 465 sqm)</b>					
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
<b>Category L (Change of use of land to equestrian)</b>					
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	N/A	Discretionary
Officer hourly rate - Planning Officer	£85.00	£93.50	£8.50	10.0%	Discretionary
Officer hourly rate - Senior Planning Officer	£100.00	£110.00	£10.00	10.0%	Discretionary
Officer hourly rate - Principal Planning Officer	£120.00	£132.00	£12.00	10.0%	Discretionary
Officer hourly rate - Team Leader	£135.00	£148.50	£13.50	10.0%	Discretionary
Officer hourly rate - Senior Manager	£150.00	£165.00	£15.00	10.0%	Discretionary
<b>Category M (Anemometer masts or single wind turbines of less than 100 m in height)</b>					
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

<b>Planning</b>					
<b>Fees and Charges</b>	<b>Fee 23-24 (Excl. VAT)</b>	<b>Proposed Fee 24-25 (Excl. VAT)</b>	<b>Actual Increase</b>	<b>% Increase</b>	<b>Statutory/ Discretionary?</b>
<b>Category N (Wind and solar farm developments)</b>					
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	£93.50	£8.50	10.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Senior Planning Officer	£100.00	£110.00	£10.00	10.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Principal Planning Officer	£120.00	£132.00	£12.00	10.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Team Leader	£135.00	£148.50	£13.50	10.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Senior Manager	£150.00	£165.00	£15.00	10.0%	Discretionary
<b>Category O (Other developments inc change of use: floorspace less than 200 sqm and the site area is less than 0.1 hectares)</b>					
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
<b>Category P (Other developments inc change of use: floorspace less than 1000 sqm and the site area is less than 0.5 hectares)</b>					
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
<b>Category Q (Other developments inc change of use: floorspace less than 5000 sqm and the site area is less than 1 hectare)</b>					
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
<b>Category R (Other developments inc change of use: floorspace less than 10000 sqm and the site area is less than 2 hectares)</b>					
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
<b>Category S (Other developments inc change of use: floorspace more than 10000 sqm and the site area is more than 2 hectares)</b>					
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	£93.50	£8.50	10.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Senior Planning Officer	£100.00	£110.00	£10.00	10.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Principal Planning Officer	£120.00	£132.00	£12.00	10.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Team Leader	£135.00	£148.50	£13.50	10.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Senior Manager	£150.00	£165.00	£15.00	10.0%	Discretionary
<b>Category T (Written requests for information)</b>					
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
<b>Category U (Parish/Town Council developments and other exemptions)</b>					
Fee	£0.00	£0.00	£0.00	N/A	Discretionary

<b>Planning</b>					
<b>Fees and Charges</b>	<b>Fee 23-24 (Excl. VAT)</b>	<b>Proposed Fee 24-25 (Excl. VAT)</b>	<b>Actual Increase</b>	<b>% Increase</b>	<b>Statutory/ Discretionary?</b>
<b>Planning Performance Agreements</b>					
Setting up PPA (Administration charge)	£500.00	£550.00	<b>£50.00</b>	<b>10.0%</b>	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	£66.00	<b>£6.00</b>	<b>10.0%</b>	Discretionary
Officer hourly rate - Planning Officer	£85.00	£93.50	<b>£8.50</b>	<b>10.0%</b>	Discretionary
Officer hourly rate - Senior Planning Officer	£100.00	£110.00	<b>£10.00</b>	<b>10.0%</b>	Discretionary
Officer hourly rate - Principal Planning Officer	£120.00	£132.00	<b>£12.00</b>	<b>10.0%</b>	Discretionary
Officer hourly rate - Team Leader	£135.00	£148.50	<b>£13.50</b>	<b>10.0%</b>	Discretionary
Officer hourly rate - Senior Manager	£150.00	£165.00	<b>£15.00</b>	<b>10.0%</b>	Discretionary
Officer hourly rate - Assistant Director	£190.00	£209.00	<b>£19.00</b>	<b>10.0%</b>	Discretionary
<b>Development Monitoring</b>					
Registration charge for S106 agreements (per agreement)	£500.00	£550.00	<b>£50.00</b>	<b>10.0%</b>	Discretionary
S73 Variations, linking agreements and modifications - Bespoke charge	£0.00	£0.00	<b>£0.00</b>	<b>N/A</b>	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	£550.00	<b>£50.00</b>	<b>10.0%</b>	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	£1,100.00	<b>£100.00</b>	<b>10.0%</b>	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	£5,500.00	<b>£500.00</b>	<b>10.0%</b>	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	£11,000.00	<b>£1,000.00</b>	<b>10.0%</b>	Discretionary
Desktop records check and guidance on compliance issued via email (per request)	£200.00	£220.00	<b>£20.00</b>	<b>10.0%</b>	Discretionary
Fee for remedial inspections for on-site provisions (Monitoring officer only)	£200.00	£220.00	<b>£20.00</b>	<b>10.0%</b>	Discretionary
<b>High Hedges</b>					
Application fee for High hedges complaint	£396.00	£435.60	<b>£39.60</b>	<b>10.0%</b>	Discretionary
<b>Planning Enforcement</b>					
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	£93.50	<b>£8.50</b>	<b>10.0%</b>	Discretionary
Confirmation that an Enforcement Notice had been complied with	£200.00	£220.00	<b>£20.00</b>	<b>10.0%</b>	Discretionary
Request to withdraw enforcement notice	£200.00	£220.00	<b>£20.00</b>	<b>10.0%</b>	Discretionary
<b>Supplementary Fees</b>					
Administration charges for invalid submissions not made valid.					
Householder, Minor and Other applications with no planning officer input	£40.00	£44.00	<b>£4.00</b>	<b>10.0%</b>	Discretionary
Major Applications and applications where officer input required	£90.00	£99.00	<b>£9.00</b>	<b>10.0%</b>	Discretionary

<b>Building control</b>					
<b>Fees and Charges</b>	<b>Fee 23-24 (Excl. VAT)</b>	<b>Proposed Fee 24-25 (Excl. VAT)</b>	<b>Actual Increase</b>	<b>% Increase</b>	<b>Statutory/ Discretionary?</b>
<b>New Dwellings</b>					
1 Dwelling	£800.00	£925.00	<b>£125.00</b>	<b>15.6%</b>	Discretionary
2 Dwellings	£1,075.00	£1,225.00	<b>£150.00</b>	<b>14.0%</b>	Discretionary
3 Dwellings	£1,350.00	£1,550.00	<b>£200.00</b>	<b>14.8%</b>	Discretionary
4 Dwellings	£1,500.00	£1,725.00	<b>£225.00</b>	<b>15.0%</b>	Discretionary
5 Dwellings	£1,700.00	£1,950.00	<b>£250.00</b>	<b>14.7%</b>	Discretionary
<b>Other New Builds</b>					
New Garage <40m2	£325.00	£375.00	<b>£50.00</b>	<b>15.4%</b>	Discretionary
New Garage 40m2 - 60m2	£405.00	£475.00	<b>£70.00</b>	<b>17.3%</b>	Discretionary
<b>Extensions</b>					
Extn<10m2	£325.00	£375.00	<b>£50.00</b>	<b>15.4%</b>	Discretionary
Extn 10m2-40m2	£585.00	£643.50	<b>£58.50</b>	<b>10.0%</b>	Discretionary
Extn 40m2-80m2	£695.00	£764.50	<b>£69.50</b>	<b>10.0%</b>	Discretionary
<b>Conversions</b>					
Garage Conversion	£320.00	£375.00	<b>£55.00</b>	<b>17.2%</b>	Discretionary
Loft conversion <80m2	£540.00	£625.00	<b>£85.00</b>	<b>15.7%</b>	Discretionary
Loft Conversion 80m2-100m2	£585.00	£675.00	<b>£90.00</b>	<b>15.4%</b>	Discretionary
<b>Miscellaneous Works</b>					
Underpinning	£370.00	£425.00	<b>£55.00</b>	<b>14.9%</b>	Discretionary
Up to 6 doors/windows	£140.00	£160.00	<b>£20.00</b>	<b>14.3%</b>	Discretionary
Each additional door/window	£25.00	£30.00	<b>£5.00</b>	<b>20.0%</b>	Discretionary
Heating Appliance	£210.00	£625.00	<b>£415.00</b>	<b>197.6%</b>	Discretionary
Electrical Appliance	£540.00	£625.00	<b>£85.00</b>	<b>15.7%</b>	Discretionary
Thermal upgrade	£210.00	£250.00	<b>£40.00</b>	<b>19.0%</b>	Discretionary
Up to 6 Solar Panels	£540.00	£625.00	<b>£85.00</b>	<b>15.7%</b>	Discretionary
<b>Based on Construction Value</b>					
0-£10K	£320.00	£375.00	<b>£55.00</b>	<b>17.2%</b>	Discretionary
£10K-£40K	£515.00	£600.00	<b>£85.00</b>	<b>16.5%</b>	Discretionary
£40K-£100K	£770.00	£900.00	<b>£130.00</b>	<b>16.9%</b>	Discretionary
Building notice supplement	10%	10%	<b>£0.00</b>	<b>0.0%</b>	Discretionary
<b>Supplementary Fees</b>					
Additional Visits per hour	£71.32	£75.00	<b>£3.68</b>	<b>5.2%</b>	Discretionary
Copies of Certificates	£40.00	£45.00	<b>£5.00</b>	<b>12.5%</b>	Discretionary
Reopening applications after less than 3 years	£50.00	£60.00	<b>£10.00</b>	<b>20.0%</b>	Discretionary
Reopening applications after more than 3 years	£100.00	£120.00	<b>£20.00</b>	<b>20.0%</b>	Discretionary

<b>Housing Standards</b>					
<b>Fees and Charges</b>	<b>Fee 23-24 (Excl. VAT)</b>	<b>Proposed Fee 24-25 (Excl. VAT)</b>	<b>Actual Increase</b>	<b>% Increase</b>	<b>Statutory/ Discretionary?</b>
HMO Licence category A - Higher rate new application (where the HMO has been unlicensed for 6 weeks or more)	£1,146.00	£1,260.60	<b>£114.60</b>	<b>10.0%</b>	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)	£710.00	£781.00	<b>£71.00</b>	<b>10.0%</b>	Discretionary
HMO Licence category C - Higher rate renewal (where we have concerns about the HMO management or conditions)	£710.00	£781.00	<b>£71.00</b>	<b>10.0%</b>	Discretionary
HMO Licence category D - Standard rate renewal (valid application made and paid on time with no compliance issues)	£491.00	£540.10	<b>£49.10</b>	<b>10.0%</b>	Discretionary
Landlord advice visits (per visit)	£160.00	£176.00	<b>£16.00</b>	<b>10.0%</b>	Discretionary
Desktop review of plans etc.	£110.00	£121.00	<b>£11.00</b>	<b>10.0%</b>	Discretionary
Empty Homes VAT-exemption letter	£44.00	£48.40	<b>£4.40</b>	<b>10.0%</b>	Discretionary
Housing Act 2004 - serving an Improvement Notice	£480.00	£528.00	<b>£48.00</b>	<b>10.0%</b>	Discretionary
Housing Act 2004 - making a Prohibition Order	£480.00	£528.00	<b>£48.00</b>	<b>10.0%</b>	Discretionary
Housing Act 2004 - taking emergency remedial action	£480.00	£528.00	<b>£48.00</b>	<b>10.0%</b>	Discretionary
Housing Act 2004 - Making an emergency prohibition order	£480.00	£528.00	<b>£48.00</b>	<b>10.0%</b>	Discretionary
Housing Act 2004 - Reviewing suspended improvement notice or prohibition order	£240.00	£264.00	<b>£24.00</b>	<b>10.0%</b>	Discretionary
<b>Housing Allocations</b>					
<b>Fees and Charges</b>	<b>Fee 23-24 (Excl. VAT)</b>	<b>Proposed Fee 24-25 (Excl. VAT)</b>	<b>Actual Increase</b>	<b>% Increase</b>	<b>Statutory/ Discretionary?</b>
Fee charged to Registered Providers for advertising available lettings	£78.03	£85.83	<b>£7.80</b>	<b>10.0%</b>	Discretionary

Appendix 7 - Fees and Charges Schedule

<b>Land Drainage</b>					
<b>Fees and Charges</b>	<b>Fee 23-24 (Excl. VAT)</b>	<b>Proposed Fee 24-25 (Excl. VAT)</b>	<b>Actual Increase</b>	<b>% Increase</b>	<b>Statutory/ Discretionary?</b>
Consent Application fee	£50.00	£50.00	£0.00	0.0%	Statutory

<b>Street Naming and Numbering</b>					
<b>Fees and Charges</b>	<b>Fee 23-24 (Excl. VAT)</b>	<b>Proposed Fee 24-25 (Excl. VAT)</b>	<b>Actual Increase</b>	<b>% Increase</b>	<b>Statutory/ Discretionary?</b>
Assigning official address's to properties	£40.00	£44.00	£4.00	10.0%	Discretionary



<b>Environmental Services</b>					
<b>Fees and Charges</b>	<b>Fee 23-24 (excl. VAT)</b>	<b>Proposed Fee 24-25 (excl. VAT)</b>	<b>Actual Increase</b>	<b>% Increase</b>	<b>Statutory/ Discretionary?</b>
<b>Special Collections</b>					
Special Collections - Clearout (Garden waste or waste package)	£69.50	£84.99	£15.49	22.3%	Discretionary
Special Collections - Clearout (Garden waste or waste package)	£120.00	£140.00	£20.00	16.7%	Discretionary
Special Collections - Any (3 Items Collected)	£29.99	£35.99	£6.00	20.0%	Discretionary
New: Special Collection - 1 item	£10.99	£13.99	£3.00	27.3%	Discretionary
New: Special Collection - 1 large item	£16.99	£20.99	£4.00	23.5%	Discretionary
Special Collections - Any (3 Items Collected) During Blitz Weeks	£20.00	£25.00	£5.00	25.0%	Discretionary
<b>Bins and Waste Sacks</b>					
Blue Wheeled Bins	£35.00	£40.00	£5.00	14.3%	Discretionary
240L Additional Green Bin - Annual Charge	£120.00	£132.00	£12.00	10.0%	Discretionary
Bundles of 25 Trade Waste Sacks	£62.50	£68.50	£6.00	9.6%	Both Statutory and Discretionary elements
Bundles of 25 Trade Recycling Sacks	£45.00	£49.50	£4.50	10.0%	Both Statutory and Discretionary elements
<b>COMMERCIAL REFUSE COLLECTION - PER LIFT</b>					
240 litre bin	£7.75	£8.25	£0.50	6.5%	Both Statutory and Discretionary elements
360 litre bin	£10.00	£10.50	£0.50	5.0%	Both Statutory and Discretionary elements
660 litre bin	£14.25	£15.00	£0.75	5.3%	Both Statutory and Discretionary elements
1100 litre bin	£19.00	£19.50	£0.50	2.6%	Both Statutory and Discretionary elements
<b>COMMERCIAL RECYCLING COLLECTION - PER LIFT</b>					
240 litre bin	£5.00	£5.25	£0.25	5.0%	Both Statutory and Discretionary elements
360 litre bin	£6.50	£7.00	£0.50	7.7%	Both Statutory and Discretionary elements
660 litre bin	£9.00	£9.75	£0.75	8.3%	Both Statutory and Discretionary elements
1100 litre bin	£12.00	£12.50	£0.50	4.2%	Both Statutory and Discretionary elements
<b>COMMERCIAL GLASS RECYCLING COLLECTION - PER LIFT</b>					
240 litre bin	£5.25	£6.00	£0.75	14.3%	Both Statutory and Discretionary elements
360 litre bin	£6.75	£7.50	£0.75	11.1%	Both Statutory and Discretionary elements
* Discount of 10% for >5 bins, 20% for >10 bins					
<b>COMMERCIAL FOOD RECYCLING - PER LIFT</b>					
140 litre bin	£4.50	£5.00	£0.50	11.1%	Both Statutory and Discretionary elements

<b>Environmental Services</b>					
<b>Fees and Charges</b>	<b>Fee 23-24 (excl. VAT)</b>	<b>Proposed Fee 24-25 (excl. VAT)</b>	<b>Actual Increase</b>	<b>% Increase</b>	<b>Statutory/ Discretionary?</b>
<b>Schedule II Collections - Schools</b>					
240L Wheeled Bin Package	£170.00	£190.00	£20.00	11.8%	Both Statutory and Discretionary elements
360L Wheeled Bin Package	£235.00	£260.00	£25.00	10.6%	Both Statutory and Discretionary elements
660L Wheeled Bin Package	£360.00	£390.00	£30.00	8.3%	Both Statutory and Discretionary elements
1100L Wheeled Bin Package	£490.00	£507.00	£17.00	3.5%	Both Statutory and Discretionary elements
<b>Trade Glass Collection (1 bell)</b>					
Trade Glass Collection (1 bell)	£125.00	£137.50	£12.50	10.0%	Discretionary
<b>Garden Waste Charges - 240L Brown Wheeled Bin</b>					
Sign up before 1st March 2024	£39.00	£49.00	£10.00	25.6%	Both Statutory and Discretionary elements
Sign up after 1st March 2024	£43.00	£49.00	£6.00	14.0%	Both Statutory and Discretionary elements
Additonal licences (1st March - 28th February 2023)	£33.00	£49.00	£16.00	48.5%	Both Statutory and Discretionary elements
Bundles of 25 Biodegradable Garden Waste Sacks	£47.50	£49.50	£2.00	4.2%	Discretionary
Roll of 52 Compostable Liners	£4.50	£4.95	£0.45	10.0%	Discretionary
<b>Dog bin emptying charge</b>					
For parishes with more than 20 bins	£1.70	£1.85	£0.15	8.8%	Discretionary
For parishes with more than 5 bins	£1.80	£2.00	£0.20	11.1%	Discretionary
For parishes with less than 5 bins	£1.95	£2.15	£0.20	10.0%	Discretionary
<b>MOT's</b>					
Class IV for Trade, Staff and Account Customers	£45.00	£47.00	£2.00	4.4%	Discretionary
Clas IV for General Public	£50.00	£52.00	£2.00	4.0%	Discretionary
Class V for Trade, Staff and Account Customers	£50.00	£52.00	£2.00	4.0%	Discretionary
Class V for General Public	£55.00	£57.00	£2.00	3.6%	Discretionary
Class VII for Trade, Staff and Account Customers	£50.00	£52.00	£2.00	4.0%	Discretionary
Class VII for General Public	£55.00	£57.00	£2.00	3.6%	Discretionary
<b>Other</b>					
Hourly Rate - Workshop (External)	£62.50	£65.00	£2.50	4.0%	Discretionary
Use of Washdown facility at Thorpe Lane Depot	£57.50	£60.00	£2.50	4.3%	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'	£32.00	£35.20	£3.20	10.0%	Discretionary
Pitch Fees 'Regular'	£26.35	£28.99	£2.64	10.0%	Discretionary
Pitch Fees 'Charity/Community'	£15.50	£17.05	£1.55	10.0%	Discretionary
Highway Closures	£93.00	£102.30	£9.30	10.0%	Discretionary

<b>Car Parking</b>					
Fees and Charges	Fee 23-24 (excl. VAT)*	Proposed Fee 24-25 (excl. VAT)*	Actual Increase	% Increase	Statutory/ Discretionary?
<b>Banbury Short Stay (Charges apply 8am-6pm. Free Parking after 6pm)</b>					
<b>Market Place Monday To Saturday</b>					
0 -30 minutes	£1.20	£1.30	£0.10	8.3%	Discretionary
0 - 1 hour	£1.70	£1.90	£0.20	11.8%	Discretionary
<b>Market Place Sunday and Bank Holidays</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	Discretionary
Over 1 hour flat rate	£1.60	£1.80	£0.20	12.5%	Discretionary
<b>Horsefair West Monday To Saturday</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	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
<b>Horsefair West Sunday and Bank Holidays</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	Discretionary
Over 1 hour flat rate	£1.60	£1.80	£0.20	12.5%	Discretionary
<b>Calthorpe Street West (part) Monday To Saturday</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	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
<b>Calthorpe Street West (part) Sunday and Bank Holidays</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	Discretionary
Over 1 hour flat rate	£1.60	£1.80	£0.20	12.5%	Discretionary
<b>Calthorpe Street East Monday To Saturday</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	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
<b>Calthorpe Street East Sunday and Bank Holidays</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	Discretionary
Over 1 hour flat rate	£1.60	£1.80	£0.20	12.5%	Discretionary
<b>South Bar East (part) up to Calthorpe Street Monday To Saturday</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	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
<b>South Bar East (part) up to Calthorpe Street Sunday and Bank Holidays</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	Discretionary
Over 1 hour flat rate	£1.60	£1.80	£0.20	12.5%	Discretionary
<b>North Bar East Monday To Saturday</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	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
<b>North Bar East Sunday and Bank Holidays</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	Discretionary
Over 1 hour flat rate	£1.60	£1.80	£0.20	12.5%	Discretionary
<b>The Mill Monday To Saturday</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	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

<b>Car Parking</b>					
Fees and Charges	Fee 23-24 (excl. VAT)*	Proposed Fee 24-25 (excl. VAT)*	Actual Increase	% Increase	Statutory/ Discretionary?
<b>The Mill Sunday and Bank Holidays</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	Discretionary
Over 1 hour flat rate	£1.60	£1.80	£0.20	12.5%	Discretionary
<b>Chamberlaine Court Monday To Saturday</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	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
<b>Chamberlaine Court Sunday and Bank Holidays</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	Discretionary
Over 1 hour flat rate	£1.60	£1.80	£0.20	12.5%	Discretionary
<b>Bridge Street (Blue Badge Holders Only)</b>					
Monday To Saturday	£0.00	£0.00	£0.00	N/A	Discretionary
Sunday and Bank Holidays	£0.00	£0.00	£0.00	N/A	Discretionary
Free of charge up to maximum stay permitted					
<b>Banbury Long Stay (charges apply 8am-6pm. Free Parking after 6pm)</b>					
<b>Riverside Monday To Saturday</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	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
Day rate up to 6pm	£5.50	£6.00	£0.50	9.1%	Discretionary
<b>Riverside Sunday and Bank Holidays</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	Discretionary
Over 1 hour flat rate	£1.60	£1.80	£0.20	12.5%	Discretionary
<b>South Bar East and West Monday To Saturday</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	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
Day rate up to 6pm	£5.50	£6.00	£0.50	9.1%	Discretionary
<b>South Bar East and West Sunday and Bank Holidays</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	Discretionary
Over 1 hour flat rate	£1.60	£1.80	£0.20	12.5%	Discretionary
<b>North Bar West Monday To Saturday</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	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
Day rate up to 6pm	£5.50	£6.00	£0.50	9.1%	Discretionary
<b>North Bar West Sunday and Bank Holidays</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	Discretionary
Over 1 hour flat rate	£1.60	£1.80	£0.20	12.5%	Discretionary
<b>Calthorpe Street West Monday To Saturday</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	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
Day rate up to 6pm	£5.50	£6.00	£0.50	9.1%	Discretionary

<b>Car Parking</b>					
<b>Fees and Charges</b>	<b>Fee 23-24 (excl. VAT)*</b>	<b>Proposed Fee 24-25 (excl. VAT)*</b>	<b>Actual Increase</b>	<b>% Increase</b>	<b>Statutory/ Discretionary?</b>
<b>Calthorpe Street West Sunday and Bank Holidays</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	Discretionary
Over 1 hour flat rate	£1.60	£1.80	£0.20	12.5%	Discretionary
<b>Windsor Street Monday To Saturday</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	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
Day rate up to 6pm	£5.50	£6.00	£0.50	9.1%	Discretionary
<b>Windsor Street Sunday and Bank Holidays</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	Discretionary
Over 1 hour flat rate	£1.60	£1.80	£0.20	12.5%	Discretionary
<b>Bolton Road Monday To Saturday</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	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
Day rate up to 6pm	£5.50	£6.00	£0.50	9.1%	Discretionary
<b>Bolton Road Sunday and Bank Holidays</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	Discretionary
Over 1 hour flat rate	£1.60	£1.80	£0.20	12.5%	Discretionary
<b>Cherwell Drive Monday to Saturday</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	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
Day rate up to 6pm	£5.50	£6.00	£0.50	9.1%	Discretionary
<b>Cherwell Drive Sunday and Bank Holidays</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	Discretionary
Over 1 hour flat rate	£1.60	£1.80	£0.20	12.5%	Discretionary
<b>Compton Road Monday To Saturday</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	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
Day rate up to 6pm	£5.50	£6.00	£0.50	9.1%	Discretionary
<b>Compton Road Sunday and Bank Holidays</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	Discretionary
Over 1 hour flat rate	£1.60	£1.80	£0.20	12.5%	Discretionary
<b>Drop Off - Pick Up Points</b>					
<b>Bridge Street (all week)</b>					
0 - 15 minutes	£0.40	£0.50	£0.10	25.0%	Discretionary
Horsefair East - Coaches Drop Off/Pick Up - no charge	£0.00	£0.00	£0.00	N/A	Discretionary
<b>Permits Banbury &amp; Bicester</b>					
<b>5 Day Permit Valid Monday - Friday</b>					
Annual	£770.00	£850.00	£80.00	10.4%	Discretionary
Quarterly	£210.00	£230.00	£20.00	9.5%	Discretionary
Monthly	£80.00	£90.00	£10.00	12.5%	Discretionary
<b>7 Day Permit Valid Monday - Sunday</b>					
Annual	£1,000.00	£1,100.00	£100.00	10.0%	Discretionary
Quarterly	£270.00	£300.00	£30.00	11.1%	Discretionary
Monthly	£100.00	£110.00	£10.00	10.0%	Discretionary

<b>Car Parking</b>					
Fees and Charges	Fee 23-24 (excl. VAT)*	Proposed Fee 24-25 (excl. VAT)*	Actual Increase	% Increase	Statutory/ Discretionary?
<b>Bicester Short Stay (Charges apply 8am-7pm. Free Parking after 7pm)</b>					
<b>Market Square Monday To Saturday</b>					
0 - 30 Minutes	£1.20	£1.30	£0.10	8.3%	Discretionary
0 - 1 Hour	£1.70	£1.90	£0.20	11.8%	Discretionary
<b>Market Square Sunday and Bank Holidays</b>					
0 - 1 Hour	£1.20	£1.30	£0.10	8.3%	Discretionary
Over 1 hour flat rate	£1.60	£1.80	£0.20	12.5%	Discretionary
<b>Claremont Monday To Saturday</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	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
<b>Claremont Sunday and Bank Holidays</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	Discretionary
Over 1 hour flat rate	£1.60	£1.80	£0.20	12.5%	Discretionary
<b>Chapel Brook Monday To Saturday</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	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
<b>Chapel Brook Sunday and Bank Holidays</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	Discretionary
Over 1 hour flat rate	£1.60	£1.80	£0.20	12.5%	Discretionary
<b>Victoria Road Monday To Saturday</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	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
<b>Victoria Road Sunday and Bank Holidays</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	Discretionary
Over 1 hour flat rate	£1.60	£1.80	£0.20	12.5%	Discretionary
<b>Bicester Long Stay</b>					
<b>Cattle Market Monday To Saturday</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	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
Day rate up to 6pm	£5.50	£6.00	£0.50	9.1%	Discretionary
<b>Cattle Market Sunday and Bank Holidays</b>					
0 - 1 hour	£1.20	£1.30	£0.10	8.3%	Discretionary
Over 1 hour flat rate	£1.60	£1.80	£0.20	12.5%	Discretionary
<b>Kidlington</b>					
Curtis Place (all week) - no charge	£0.00	£0.00	£0.00	N/A	Discretionary

<b>Land Charges</b>					
<b>Fees and Charges</b>	<b>Fee 23-24 (Excl. VAT)</b>	<b>Proposed Fee 24-25 (Excl. VAT)</b>	<b>Actual Increase</b>	<b>% Increase</b>	<b>Statutory/ Discretionary?</b>
Full Search Fee (LLC1 & CON29R)	£185.00	£215.00	£30.00	16.2%	Both Statutory and Discretionary elements as combination of LLC1 and CON29
Additional parcel CON29	£18.00	£25.00	£7.00	38.9%	Discretionary
Additional parcel LLC1	£2.00	£2.00	£0.00	0.0%	Statutory
Additional parcel Q22	£1.25	£1.33	£0.08	6.4%	Discretionary - Fee set by OCC
LLC1 Only (Register search )	£50.00	£50.00	£0.00	0.0%	Statutory
CON 29R only (no LLC1)	£135.00	£165.00	£30.00	22.2%	Discretionary
CON290 (Optional enquiries Question 4-21)	£10.00	£18.00	£8.00	80.0%	Discretionary
CON290 (Question 22) Administration Charge	£0.00	£10.00	£10.00	#DIV/0!	Discretionary
CON290 Question 22	£42.00	£44.17	£2.17	5.2%	Discretionary - Fee set by OCC
PART 3 Own worded enquiries	£20.00	£30.00	£10.00	50.0%	Discretionary

<b>Electoral Services - Electoral Register - Statutory Charges*</b>					
<b>Fees and Charges</b>	<b>Fee 23-24 (excl. VAT)</b>	<b>Proposed Fee 24-25 (Excl. VAT)</b>	<b>Actual Increase</b>	<b>% Increase</b>	<b>Statutory/ Discretionary?</b>
Electoral Register Data format - per transaction	£20.00	£20.00	£0.00	0.00%	Statutory
Electoral Register Data format - per 1000 names or part thereof	£1.50	£1.50	£0.00	0.00%	Statutory
Electoral Register Print format - per transaction	£10.00	£10.00	£0.00	0.00%	Statutory
Electoral Register Print format - per 1000 names or part thereof	£5.00	£5.00	£0.00	0.00%	Statutory
Electoral Register - Marked copies of Register and Absent Lists - Data format - per transaction	£10.00	£10.00	£0.00	0.00%	Statutory
Electoral Register - Marked copies of Register and Absent Lists - Data format - per 1000 names or part thereof	£1.00	£1.00	£0.00	0.00%	Statutory
Electoral Register - Marked copies of Register and Absent Lists - Print format - per transaction	£10.00	£10.00	£0.00	0.00%	Statutory
Electoral Register - Marked copies of Register and Absent Lists - Print format - per 1000 names or part thereof	£2.00	£2.00	£0.00	0.00%	Statutory
Electoral Register - Overseas elections - Data format - per transaction	£20.00	£20.00	£0.00	0.00%	Statutory
Electoral Register - Overseas elections - Data format - per 100 names or part thereof	£1.50	£1.50	£0.00	0.00%	Statutory
Electoral Register - Overseas elections - Print format - per transaction	£5.00	£5.00	£0.00	0.00%	Statutory
Electoral Register - Overseas elections - Print format - per 100 names or part thereof	£5.00	£5.00	£0.00	0.00%	Statutory

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



Appendix 7 - Fees and Charges Schedule

<b>Returning Officer (RO)* - Local Elections (scheduled &amp; unscheduled)**</b>					
<b>Fees and Charges</b>	<b>Current fee</b>	<b>Proposed Fee 24-25 (Excl. VAT)</b>	<b>Actual Increase</b>	<b>% Increase</b>	<b>Statutory/ Discretionary?</b>
For each district ward (3 seats) - 1 seat uncontested	£48.00	£49.32	£1.32	2.75%	Statutory role - personal appointment
For each district ward (3 seats) - 2 seats uncontested	£96.00	£98.64	£2.64	2.75%	Statutory role - personal appointment
For each district ward (3 seats) - 3 seats uncontested	£144.00	£147.96	£3.96	2.75%	Statutory role - personal appointment
For each district ward (3 seats) - 1 seat contested	£100.00	£102.75	£2.75	2.75%	Statutory role - personal appointment
For each district ward (3 seats) - 2 seats contested	£200.00	£205.50	£5.50	2.75%	Statutory role - personal appointment
For each district ward (3 seats) - 3 seats contested	£300.00	£308.25	£8.25	2.75%	Statutory role - personal appointment
Deputy Returning Officer*** (district elections contested and uncontested)	85% RO fee	85% RO fee	N/A	N/A	Statutory role - personal appointment
Returning Officer Count Fee - for each district ward (3 seats) - 1 seat	£60.00	£61.65	£1.65	2.75%	Statutory role - personal appointment
Returning Officer Count Fee - for each district ward (3 seats) - 2 seats contested	£120.00	£123.30	£3.30	2.75%	Statutory role - personal appointment
Returning Officer Count Fee - for each district ward (3 seats) - 3 seats contested	£180.00	£184.95	£4.95	2.75%	Statutory role - personal appointment
Returning Officer - recount fee for each recount	£25.00	£25.69	£0.69	2.75%	Statutory role - personal appointment
Deputy Returning Officer*** count fee district elections	85% RO fee	85% RO fee	N/A	N/A	Statutory role - personal appointment
For each Parish Council / Parish Council Ward - uncontested	£35.00	£35.96	£0.96	2.75%	Statutory role - personal appointment
For each Parish Council / Parish Council Ward - contested	£70.00	£71.93	£1.93	2.75%	Statutory role - personal appointment
Deputy Returning Officer*** (parish elections contested and uncontested)	85% RO fee	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	£45.00	£46.24	£1.24	2.75%	Statutory role - personal appointment
Returning Officer Count fee - For each Parish Council / Parish Council Ward - electorate 1000 - 2000	£50.00	£51.38	£1.38	2.75%	Statutory role - personal appointment
Returning Officer Count fee - For each Parish Council / Parish Council Ward - electorate 2000 - 3000	£55.00	£56.51	£1.51	2.75%	Statutory role - personal appointment
Returning Officer Count fee - For each Parish Council / Parish Council Ward - electorate greater than 3000	£60.00	£61.65	£1.65	2.75%	Statutory role - personal appointment
Returning Officer - recount fee for each recount	£25.00	£25.69	£0.69	2.75%	Statutory role - personal appointment
Deputy Returning Officer count fee*** (parish elections)	85% RO fee	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 is increased in line with staff cost of living increase

\*\*\*\*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

<b>Parish Elections - Uncontested Election</b>					
Fees and Charges	Fee 23-24 (excl. VAT)	Proposed Fee 24-25 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
Uncontested Election recharge - scheduled-election	£250.00	£200.00	-£50.00	-20.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level and recharge consistent with other Oxfordshire districts
Uncontested Election recharge - by-election	£250.00	£200.00	-£50.00	-20.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level and recharge consistent with other Oxfordshire districts

<b>Parish Elections - Contested Scheduled Election (combined)*</b>					
Fees and Charges	Fee 23-24 (excl. VAT)	Proposed Fee 24-25 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
Adderbury	£2,402.50	£2,642.75	£240.25	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Ambrosden	£1,964.26	£2,160.69	£196.43	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Ardley with Fewcott	£1,688.98	£1,857.88	£168.90	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Arccott	£1,798.64	£1,978.50	£179.86	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Banbury Town Council - Calthorpe North Ward	£3,484.53	£3,832.98	£348.45	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Banbury Town Council - Calthorpe South Ward	£3,021.13	£3,323.24	£302.11	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Banbury Town Council - Easington North Ward	£1,782.59	£1,960.85	£178.26	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Banbury Town Council - Easington South Ward	£3,008.80	£3,309.68	£300.88	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Banbury Town Council - Grimsbury Ward	£3,855.96	£4,241.56	£385.60	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Banbury Town Council - Hardwick East Ward	£1,865.91	£2,052.50	£186.59	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Banbury Town Council - Hardwick West Ward	£4,208.79	£4,629.67	£420.88	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Banbury Town Council - Neithrop North Ward	£2,574.69	£2,832.16	£257.47	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Banbury Town Council - Neithrop South Ward	£2,530.21	£2,783.23	£253.02	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Banbury Town Council - Park Road Ward	£3,095.64	£3,405.20	£309.56	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Banbury Town Council - Ruscote Ward	£5,561.83	£6,118.01	£556.18	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Banbury Town Council - Town Centre Ward	£3,161.47	£3,477.62	£316.15	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Barford St John and St Michael	£1,842.42	£2,026.66	£184.24	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Begbroke	£1,797.21	£1,976.93	£179.72	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Bicester Town Council - East Ward	£4,532.06	£4,985.27	£453.21	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Bicester Town Council - North Ward	£3,686.93	£4,055.62	£368.69	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Bicester Town Council - South Ward	£6,137.24	£6,750.96	£613.72	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Bicester Town Council - West Ward	£4,594.28	£5,053.71	£459.43	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Blackthorn	£1,708.62	£1,879.48	£170.86	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Bletchington	£1,841.29	£2,025.42	£184.13	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Bloxham	£2,812.49	£3,093.74	£281.25	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Bodicote	£2,048.01	£2,252.81	£204.80	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Bourton	£1,789.27	£1,968.20	£178.93	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Broughton	£1,720.54	£1,892.59	£172.05	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Bucknell	£1,746.31	£1,920.94	£174.63	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Caversfield	£3,540.91	£3,895.00	£354.09	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Charlton-on-Otmoor	£1,739.29	£1,913.22	£173.93	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level

Appendix 7 - Fees and Charges Schedule

Chesterton	£1,861.45	£2,047.60	£186.15	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Claydon with Clattercot	£1,761.11	£1,937.22	£176.11	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Cropredy	£1,789.47	£1,968.42	£178.95	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Deddington	£2,201.53	£2,421.68	£220.15	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Drayton	£1,741.82	£1,916.00	£174.18	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Duns Tew	£1,816.59	£1,998.25	£181.66	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Epwell	£1,715.30	£1,886.83	£171.53	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Fencott & Murcott	£1,759.21	£1,935.13	£175.92	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Finnere	£1,738.00	£1,911.80	£173.80	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Fringford	£1,795.75	£1,975.33	£179.58	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Fritwell	£1,768.91	£1,945.80	£176.89	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Gosford & Water Eaton	£2,196.47	£2,416.12	£219.65	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Hanwell	£1,780.85	£1,958.94	£178.09	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Hethe	£1,739.63	£1,913.59	£173.96	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Heyford Park	£1,982.19	£2,180.41	£198.22	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Hook Norton	£2,165.50	£2,382.05	£216.55	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Horley	£1,716.54	£1,888.19	£171.65	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Hornton	£1,720.69	£1,892.76	£172.07	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Horton-cum-Studley	£1,762.98	£1,939.28	£176.30	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Islip	£1,838.67	£2,022.54	£183.87	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Kidlington Parish Council - Dogwood Ward	£2,420.60	£2,662.66	£242.06	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Kidlington Parish Council - Exeter Ward	£2,097.68	£2,307.45	£209.77	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Kidlington Parish Council - Orchard Ward	£2,569.53	£2,826.48	£256.95	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Kidlington Parish Council - St Mary's Ward	£2,535.92	£2,789.51	£253.59	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Kidlington Parish Council - Roundham Ward	£2,173.30	£2,390.63	£217.33	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Kirtlington	£1,777.67	£1,955.44	£177.77	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Launton	£1,898.71	£2,088.58	£189.87	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Lower Heyford	£1,801.31	£1,981.44	£180.13	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Merton	£1,741.94	£1,916.13	£174.19	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Middleton Stoney	£1,725.69	£1,898.26	£172.57	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Milcombe	£1,817.40	£1,999.14	£181.74	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Mollington	£1,808.79	£1,989.67	£180.88	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
North Newington	£1,883.62	£2,071.98	£188.36	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Piddington	£1,751.60	£1,926.76	£175.16	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Shenington with Alkerton	£1,732.85	£1,906.14	£173.29	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Shipton-on-Cherwell & Thrupp	£1,798.62	£1,978.48	£179.86	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Shutford	£1,748.84	£1,923.72	£174.88	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Sibford Ferris	£1,747.78	£1,922.56	£174.78	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Sibford Gower	£1,759.67	£1,935.64	£175.97	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Somerton	£1,759.02	£1,934.92	£175.90	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Souldern	£1,782.77	£1,961.05	£178.28	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level

**Appendix 7 - Fees and Charges Schedule**

South Newington	£1,732.51	£1,905.76	£173.25	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Steeple Aston	£1,850.98	£2,036.08	£185.10	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Stoke Lyne	£1,733.36	£1,906.70	£173.34	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Stratton Audley	£1,833.84	£2,017.22	£183.38	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Swalcliffe	£1,690.88	£1,859.97	£169.09	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Tadmarton	£1,761.70	£1,937.87	£176.17	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Upper Heyford	£1,754.45	£1,929.90	£175.45	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Wardington	£1,822.81	£2,005.09	£182.28	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Wendlebury	£1,723.04	£1,895.34	£172.30	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Weston-on-the-Green	£1,761.76	£1,937.94	£176.18	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Wigginton	£1,723.38	£1,895.72	£172.34	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Wroxton	£1,757.13	£1,932.84	£175.71	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Yarnton	£2,422.30	£2,664.53	£242.23	10.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level

\*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*, excludes poll cards**					
Fees and Charges	Current fee	Proposed Fee 24-25 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
Adderbury	£3,008.04	£3,308.84	£300.80	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Ambrosden	£2,294.92	£2,524.41	£229.49	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Ardley with Fewcott	£1,959.10	£2,155.01	£195.91	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Arncott	£2,096.93	£2,306.62	£209.69	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Banbury Town Council - Calthorpe North Ward	£3,820.95	£4,203.05	£382.10	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Banbury Town Council - Calthorpe South Ward	£3,983.96	£4,382.36	£398.40	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Banbury Town Council - Easington North Ward	£2,126.82	£2,339.50	£212.68	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Banbury Town Council - Easington South Ward	£3,991.90	£4,391.09	£399.19	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Banbury Town Council - Grimsbury Ward	£5,261.91	£5,788.10	£526.19	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Banbury Town Council - Hardwick East Ward	£2,267.47	£2,494.22	£226.75	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Banbury Town Council - Hardwick West Ward	£5,915.58	£6,507.14	£591.56	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Banbury Town Council - Neithrop North Ward	£3,365.43	£3,701.97	£336.54	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Banbury Town Council - Neithrop South Ward	£3,206.96	£3,527.66	£320.70	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Banbury Town Council - Park Road Ward	£4,722.93	£5,195.22	£472.29	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Banbury Town Council - Ruscote Ward	£8,595.66	£9,455.23	£859.57	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Banbury Town Council - Town Centre Ward	£4,442.64	£4,886.90	£444.26	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Barford St John and St Michael	£2,239.98	£2,463.98	£224.00	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Begbroke	£2,143.06	£2,357.37	£214.31	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Bicester Town Council - East Ward	£6,581.62	£7,239.78	£658.16	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Bicester Town Council - North Ward	£5,040.46	£5,544.51	£504.05	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Bicester Town Council - South Ward	£8,127.97	£8,940.77	£812.80	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Bicester Town Council - West Ward	£6,693.05	£7,362.36	£669.31	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Blackthorn	£1,985.38	£2,183.92	£198.54	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Bletchington	£2,211.73	£2,432.90	£221.17	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Bloxham	£3,425.02	£3,767.52	£342.50	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Bodicote	£2,427.16	£2,669.88	£242.72	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Bourton	£2,127.19	£2,339.91	£212.72	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Broughton	£2,009.23	£2,210.15	£200.92	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Bucknell	£2,067.26	£2,273.99	£206.73	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Caversfield	£3,753.72	£4,129.09	£375.37	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Charlton-on-Otmoor	£2,040.22	£2,244.24	£204.02	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Chesterton	£2,258.55	£2,484.41	£225.86	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Claydon with Clattercot	£2,090.36	£2,299.40	£209.04	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Cropredy	£2,127.59	£2,340.35	£212.76	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Deddington	£2,710.86	£2,981.95	£271.09	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Drayton	£2,032.29	£2,235.52	£203.23	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Duns Tew	£2,194.82	£2,414.30	£219.48	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Epwell	£1,998.74	£2,198.61	£199.87	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Fencott & Murcott	£2,093.07	£2,302.38	£209.31	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Finmere	£2,037.65	£2,241.42	£203.77	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level

Appendix 7 - Fees and Charges Schedule

Fringford	£2,146.64	£2,361.30	£214.66	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Fritwell	£2,086.46	£2,295.11	£208.65	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Gosford & Water Eaton	£2,798.33	£3,078.16	£279.83	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Hanwell	£2,136.35	£2,349.99	£213.64	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Hethe	£2,053.90	£2,259.29	£205.39	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Heyford Park	£2,317.78	£2,549.56	£231.78	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Hook Norton	£2,684.39	£2,952.83	£268.44	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Horley	£2,001.23	£2,201.35	£200.12	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Hornton	£2,009.53	£2,210.48	£200.95	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Horton-cum-Studley	£2,087.61	£2,296.37	£208.76	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Islip	£2,232.49	£2,455.74	£223.25	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Kidlington Parish Council - Dogwood Ward	£3,057.25	£3,362.98	£305.73	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Kidlington Parish Council - Exeter Ward	£2,585.51	£2,844.06	£258.55	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Kidlington Parish Council - Orchard Ward	£3,348.61	£3,683.47	£334.86	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Kidlington Parish Council - St Mary's Ward	£3,244.38	£3,568.82	£324.44	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Kidlington Parish Council - Roundham Ward	£2,693.50	£2,962.85	£269.35	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Kirtlington	£2,097.48	£2,307.23	£209.75	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Launton	£2,196.31	£2,415.94	£219.63	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Lower Heyford	£2,164.27	£2,380.70	£216.43	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Merton	£2,052.02	£2,257.22	£205.20	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Middleton Stoney	£2,019.53	£2,221.48	£201.95	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Milcombe	£2,189.94	£2,408.93	£218.99	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Mollington	£2,179.23	£2,397.15	£217.92	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
North Newington	£2,335.38	£2,568.92	£233.54	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Piddington	£2,071.34	£2,278.47	£207.13	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Shenington with Alkerton	£2,027.35	£2,230.09	£202.74	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Shipton-on-Cherwell & Thrupp	£2,165.38	£2,381.92	£216.54	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Shutford	£2,059.33	£2,265.26	£205.93	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Sibford Ferris	£2,063.70	£2,270.07	£206.37	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Sibford Gower	£2,080.99	£2,289.09	£208.10	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Somerton	£2,086.19	£2,294.81	£208.62	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Souldern	£2,133.68	£2,347.05	£213.37	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
South Newington	£2,039.67	£2,243.64	£203.97	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Steeple Aston	£2,187.60	£2,406.36	£218.76	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Stoke Lyne	£2,041.37	£2,245.51	£204.14	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Stratton Audley	£2,229.33	£2,452.26	£222.93	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Swalcliffe	£1,956.41	£2,152.05	£195.64	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Tadmarton	£2,085.04	£2,293.54	£208.50	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Upper Heyford	£2,077.04	£2,284.74	£207.70	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Wardington	£2,200.77	£2,420.85	£220.08	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Wendlebury	£2,007.73	£2,208.50	£200.77	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Weston-on-the-Green	£2,085.16	£2,293.68	£208.52	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Wigginton	£2,021.41	£2,223.55	£202.14	10.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level

**Appendix 7 - Fees and Charges Schedule**

Wroxton	<b>£2,075.91</b>	<b>£2,283.50</b>	<b>£207.59</b>	<b>10.0%</b>	<b>Statutory requirement to run elections on behalf of parishes discretionary fee level</b>
Yarnton	<b>£2,632.64</b>	<b>£2,895.90</b>	<b>£263.26</b>	<b>10.0%</b>	<b>Statutory requirement to run elections on behalf of parishes discretionary fee level</b>

\*Parish recharges reflect actual costs but with a fixed maximum amount to enable parish councils to budget accordingly.

\*\* If a parish council requests poll cards for a by-election, the actual cost of poll cards (production and postage will be recharged)

<b>Public Protection, Environmental Health, Licensing</b>					
<b>Fees and Charges</b>	<b>Fee 23-24 (Excl. VAT)</b>	<b>Proposed Fee 24-25 (Excl. VAT)</b>	<b>Actual Increase</b>	<b>% Increase</b>	<b>Statutory/ Discretionary?</b>
<b>Environmental Health, Environmental Protection and Licensing</b>					
<b>Gambling Act</b>					
Premises	Various				Statutory
<b>Animal Licensing</b>					
Animal Boarding Establishment Licence	£418.50	£460.35	£41.85	10.0%	Discretionary
Pet Shop Licence	£418.50	£460.35	£41.85	10.0%	Discretionary
Riding Establishment Licence	£418.50	£460.35	£41.85	10.0%	Discretionary
Dog Breeding Establishment Licence	£418.50	£460.35	£41.85	10.0%	Discretionary
Dangerous Wild Animals Licence	£418.50	£460.35	£41.85	10.0%	Discretionary
Zoo Licence	£625.00	£687.50	£62.50	10.0%	Discretionary
<b>Skin Piercing, Tattooing, Acupuncture, Electrolysis etc.</b>					
Registration Fee	£115.00	£126.50	£11.50	10.0%	Discretionary
Registration of Premises	£170.00	£187.00	£17.00	10.0%	Discretionary
<b>Scrap Metal</b>					
Variation of scrap metal dealers licence type Collector - Dealer	£225.00	£247.50	£22.50	10.0%	Discretionary
Variation of scrap metal dealers licence - Admin, change of name or replacement	£113.50	£124.85	£11.35	10.0%	Discretionary
Scrap metal dealers site	£520.00	£572.00	£52.00	10.0%	Discretionary
Scrap metal collectors licence	£307.50	£338.25	£30.75	10.0%	Discretionary
<b>Street Trading consent charges</b>					
12 month period	£1,255.00	£1,380.50	£125.50	10.0%	Discretionary
6 month period	£625.00	£687.50	£62.50	10.0%	Discretionary
3 month period	£320.00	£352.00	£32.00	10.0%	Discretionary
1 month period	£180.00	£198.00	£18.00	10.0%	Discretionary
<b>Table and Chairs consent charges</b>					
12 month period (per chair)	£17.00	£18.70	£1.70	10.0%	Discretionary
Pavement licences (per chair- licences cannot extend beyond 30/09/2)	£15.80		£-15.80	-100.0%	Statutory
<b>Private Hire and Hackney Carriage DRIVER Fees and Charges</b>					
Grant of Licence 1 Year	£129.50	£142.45	£12.95	10.0%	Discretionary
Grant of licence 3 Years	£212.00	£233.20	£21.20	10.0%	Discretionary
Renewal of existing licence 1 year	£108.00	£118.80	£10.80	10.0%	Discretionary
Renewal of existing licence 3 years	£186.50	£205.15	£18.65	10.0%	Discretionary
DBS (was CRB) check and DVLA check	£70.00	£77.00	£7.00	10.0%	Discretionary
Knowledge Test	£31.50	£34.65	£3.15	10.0%	Discretionary
Re take of Knowledge test	£27.00	£29.70	£2.70	10.0%	Discretionary
Cost of badge/ replacement badge	£35.00	£38.50	£3.50	10.0%	Discretionary
Cost of replacement paper licence	£17.00	£18.70	£1.70	10.0%	Discretionary
Disability and Safeguarding Awareness Training	£50.00		£-50.00	-100.0%	Fee set by OCC
English Testing	£45.50	£50.05	£4.55	10.0%	Discretionary
<b>Hackney Carriage VEHICLE Fees and Charges</b>					
Grant of licence	£326.00	£358.60	£32.60	10.0%	Discretionary
Renewal of existing licence	£283.00	£311.30	£28.30	10.0%	Discretionary
Replacement licence plate	£25.00	£27.50	£2.50	10.0%	Discretionary
Replacement bracket	£25.00	£27.50	£2.50	10.0%	Discretionary
Change of vehicle only	£123.00	£135.30	£12.30	10.0%	Discretionary
Transfer of licensee only	£62.50	£68.75	£6.25	10.0%	Discretionary
Change of vehicle and licensee	£185.50	£204.05	£18.55	10.0%	Discretionary
<b>Private Hire VEHICLE Fees and Charges</b>					
Grant of new licence	£297.50	£327.25	£29.75	10.0%	Discretionary
Renewal of licence	£273.50	£300.85	£27.35	10.0%	Discretionary
Internal Plate Replacement	£12.50	£13.75	£1.25	10.0%	Discretionary
Plate or bracket replacement	£25.00	£27.50	£2.50	10.0%	Discretionary
Cost of replacement paper licence	£17.00	£18.70	£1.70	10.0%	Discretionary
Change of vehicle only	£123.00	£135.30	£12.30	10.0%	Discretionary
Transfer of licensee only	£62.50	£68.75	£6.25	10.0%	Discretionary
Change of vehicle and licensee	£185.50	£204.05	£18.55	10.0%	Discretionary
<b>Private Hire OPERATOR Fees and Charges</b>					
Operator's Licence (one vehicle only) - 1 year	£157.00	£172.70	£15.70	10.0%	Discretionary
Operator's Licence (one vehicle only) - 5 year	£145.00	£159.50	£14.50	10.0%	Discretionary
For each additional vehicle	£23.00	£25.30	£2.30	10.0%	Discretionary
<b>Sex Establishment Venue</b>					
Application	£1,745.00	£1,919.50	£174.50	10.0%	Discretionary
Renewal	£1,155.00	£1,270.50	£115.50	10.0%	Discretionary
<b>Contaminated land enquiry</b>					
Charge per hour or part thereof	£74.50	£82.00	£7.50	10.1%	Discretionary



<b>Public Protection, Environmental Health, Licensing</b>					
<b>Fees and Charges</b>	<b>Fee 23-24 (Excl. VAT)</b>	<b>Proposed Fee 24-25 (Excl. VAT)</b>	<b>Actual Increase</b>	<b>% Increase</b>	<b>Statutory/ Discretionary?</b>
<b>Health Protection</b>					
Food Export/Hygiene Certificates	£126.00	£139.00	£13.00	10.3%	Discretionary
Food Hygiene Rating Scheme Rescore Visit	£310.00	£341.00	£31.00	10.0%	Discretionary
Food Surrender Certificates	£136.00	£150.00	£14.00	10.3%	Discretionary
Copies of Food Premises Register (a) Single Entry	£4.75	£5.23	£0.48	10.0%	Discretionary
Copies of Food Premises Register (b) Full Register	£355.00	£390.50	£35.50	10.0%	Discretionary
Factual Statements for Civil Proceedings	£175.00	£192.50	£17.50	10.0%	Discretionary
Reports provided under the Environmental Information Regulations	£165.00	£165.00	£0.00	0.0%	Statutory
<b>Water Sampling</b>					
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
<b>Water Sampling Fees:</b>					
Lab Fees (Depending on criteria)	£92.50	£101.75	£9.25	10.0%	Discretionary
Pools (basic swimming pool test)	£36.00	£39.60	£3.60	10.0%	Discretionary
Sampling and admin cost recovery hourly rate	£50.00	£55.00	£5.00	10.0%	Discretionary
Courier charge	£36.00	£39.60	£3.60	10.0%	Discretionary
<b>Health Protection - Food Safety</b>					
Level 2 Food Safety in Catering Course					
Taught Course	£81.50	£89.65	£8.15	10.0%	Discretionary
Taught - Voluntary Groups	£46.00	£50.60	£4.60	10.0%	Discretionary
Taught - Unemployed	£46.00	£50.60	£4.60	10.0%	Discretionary
E-learning (all level 2 courses)	£27.50	£30.50	£3.00	10.9%	Discretionary
Level 2 Personal license Holder elearning and invigilated exam	£90.00	£99.00	£9.00	10.0%	Discretionary
Invigilated exam resit	£28.50	£31.35	£2.85	10.0%	Discretionary
Level 3 Food Hygiene Course Taught Course	£320.00	£352.00	£32.00	10.0%	Discretionary
Cost recovery - Commercial & Business Support					
Basic cost recovery (qualified officer)	£77.00	£84.70	£7.70	10.0%	Discretionary
Full cost recovery (qualified officer)	£85.00	£93.50	£8.50	10.0%	Discretionary
Mileage cost per mile	£0.45	£0.50	£0.05	10.0%	Discretionary
Strive for 5	£278.00	£305.80	£27.80	10.0%	Discretionary
SFBB Packs (without diary)	£17.50	£19.25	£1.75	10.0%	Discretionary
SFBB 48 week diary refills	£16.50	£18.15	£1.65	10.0%	Discretionary
SFBB Pack with 48 week diary refill	£27.50	£30.25	£2.75	10.0%	Discretionary
<b>Mobile Home Sites Fees</b>					
New Application					
1 to 10 pitches	£328.50	£361.35	£32.85	10.0%	Discretionary
11 to 30 pitches	£482.50	£530.75	£48.25	10.0%	Discretionary
31 to 99 pitches	£626.00	£688.60	£62.60	10.0%	Discretionary
100 or more pitches	£780.00	£858.00	£78.00	10.0%	Discretionary
Annual Fee					
1 to 10 pitches	£257.00	£282.70	£25.70	10.0%	Discretionary
11 to 30 pitches	£328.50	£361.35	£32.85	10.0%	Discretionary
31 to 99 pitches	£405.50	£446.05	£40.55	10.0%	Discretionary
100 or more pitches	£482.50	£530.75	£48.25	10.0%	Discretionary
Transfer/amendment	£181.50	£199.65	£18.15	10.0%	Discretionary
Replacement paper licence	£17.00	£18.70	£1.70	10.0%	Discretionary
Lodging rules	£62.40	£68.64	£6.24	10.0%	Discretionary

<b>Public Protection, Environmental Health, Licensing</b>					
<b>Fees and Charges</b>	<b>Fee 23-24 (Excl. VAT)</b>	<b>Proposed Fee 24-25 (Excl. VAT)</b>	<b>Actual Increase</b>	<b>% Increase</b>	<b>Statutory/ Discretionary?</b>
<b>Environmental Enforcement</b>					
Unwanted vehicle	£35.50	£39.00	£3.50	9.9%	Discretionary
Rats & Mice, Per consultation - 3 visits	£62.50	£68.75	£6.25	10.0%	Discretionary
Additional visit	£20.50	£22.55	£2.05	10.0%	Discretionary
Fleas, cockroaches ants, carpet beetles, and other household insects	£79.00	£87.00	£8.00	10.1%	Discretionary
Bedbugs	£112.50	£123.75	£11.25	10.0%	Discretionary
Wasps Nests	£67.75	£74.55	£6.80	10.0%	Discretionary
Collection of stray dogs	£171.00	£189.00	£18.00	10.5%	Both Statutory and Discretionary Elements
Kennel Costs (per day/part of)	£22.50		-£22.50	-100.0%	Discretionary

<b>NOA, Cooper School and Stratfield Brake</b>					
<b>Fees and Charges</b>	<b>Fees 2023-24 (excl. VAT)</b>	<b>Proposed Fee 2024-25 (excl. VAT)</b>	<b>Actual Increase</b>	<b>% Increase</b>	<b>Statutory/ Discretionary?</b>
<b>NORTH OXFORDSHIRE ACADEMY ATP BANBURY</b>					
<b>ATP/GRASS INNER PITCH</b>					
Senior Match	£68.45	£75.30	£6.85	10.0%	Discretionary
Junior Match	£34.10	£37.51	£3.41	10.0%	Discretionary
Senior Training Whole Pitch	£49.45	£54.40	£4.95	10.0%	Discretionary
Senior Training Half Pitch	£30.75	£33.83	£3.08	10.0%	Discretionary
Junior Training Whole Pitch	£26.40	£29.04	£2.64	10.0%	Discretionary
Junior Training Half Pitch	£15.50	£17.05	£1.55	10.0%	Discretionary
<b>NORTH OXFORDSHIRE ACADEMY ATP FOR KEYHOLDERS</b>					
<b>60 Minutes Hire</b>					
Senior Match	£58.75	£64.63	£5.88	10.0%	Discretionary
Junior Match	£21.60	£23.76	£2.16	10.0%	Discretionary
<b>NORTH OXFORDSHIRE ATHLETICS TRACK BANBURY</b>					
<b>Fixtures</b>					
Non Cherwell Based Clubs Fixtures	£53.60	£58.96	£5.36	10.0%	Discretionary
Cherwell Clubs – Seniors Fixtures	£40.90	£44.99	£4.09	10.0%	Discretionary
Cherwell Clubs – Juniors Fixtures	£32.40	£35.64	£3.24	10.0%	Discretionary
Seniors Training	£42.60	£46.86	£4.26	10.0%	Discretionary
Juniors	£22.00	£24.20	£2.20	10.0%	Discretionary
<b>PAVILION/CHANGING/CLUB ROOM HIRE</b>					
Pavilion/Changing/Club Room Hire	£17.35	£19.09	£1.74	10.0%	Discretionary
<b>NOA Holiday Hubs</b>					
Session 8:45am to 3:00pm	£16.55	£18.21	£1.66	10.0%	Discretionary
Session 8:45am to 5:00pm	£21.00	£23.10	£2.10	10.0%	Discretionary
<b>COOPER SCHOOL, BICESTER</b>					
<b>Sports Hall Hire – 55 Minutes</b>					
Senior	£46.10	£50.71	£4.61	10.0%	Discretionary
Junior	£27.55	£30.31	£2.76	10.0%	Discretionary
<b>Badminton Court - 55 minutes</b>					
Senior	£10.20	£11.22	£1.02	10.0%	Discretionary
Junior	£5.00	£5.50	£0.50	10.0%	Discretionary
<b>ATP – 60 Minutes</b>					
Senior Whole Pitch	£53.70	£59.07	£5.37	10.0%	Discretionary
Senior Half Pitch	£35.30	£38.83	£3.53	10.0%	Discretionary
Senior Quarter Pitch	£29.55	£32.51	£2.96	10.0%	Discretionary
Junior Whole Pitch	£45.30	£49.83	£4.53	10.0%	Discretionary
Junior Half Pitch	£28.20	£31.02	£2.82	10.0%	Discretionary
Junior Quarter Pitch	£19.75	£21.73	£1.98	10.0%	Discretionary
<b>Hockey Club – Whole Pitch</b>					
Senior Match – 90 Minutes	£94.60	£104.06	£9.46	10.0%	Discretionary
Senior Training – 60 Minutes	£54.00	£59.40	£5.40	10.0%	Discretionary
Junior Match – 90 Minutes	£49.35	£54.29	£4.94	10.0%	Discretionary
Junior Training – 60 Minutes	£31.90	£35.09	£3.19	10.0%	Discretionary
<b>Performance Hall</b>					
Hire charge (per hour)	£28.60	£31.46	£2.86	10.0%	Discretionary
Hire charge with tiered seating	£57.15	£62.87	£5.72	10.0%	Discretionary
Events hire including seating/lighting/stage					
<b>Cooper Holiday Hubs</b>					
Session 8:45am to 3:00pm	£16.55	£18.21	£1.66	10.0%	Discretionary
Session 8:45am to 5:00pm	£21.00	£23.10	£2.10	10.0%	Discretionary
Public Liability Insurance re-charge charged at 10% of total hire fee.					
*Block bookings of 10 sessions or more are exempt from VAT					

<b>NOA, Cooper School and Stratfield Brake</b>					
<b>Fees and Charges</b>	<b>Fees 2023-24 (excl. VAT)</b>	<b>Proposed Fee 2024-25 (excl. VAT)</b>	<b>Actual Increase</b>	<b>% Increase</b>	<b>Statutory/ Discretionary?</b>
<b>STRATFIELD BRAKE</b>					
Cricket Pitch Hire (per match)	£102.70	£112.97	£10.27	10.0%	Discretionary
Cricket Pitch Hire (per match) - junior	£50.85	£55.94	£5.09	10.0%	Discretionary
Cricket Nets Hire (per hour)	£15.85	£17.44	£1.59	10.0%	Discretionary
Rugby Pitch Hire - Adult Matches (per match)	£74.15	£81.57	£7.42	10.0%	Discretionary
Rugby Pitch Hire - Adult Training (per hour)	£47.70	£52.47	£4.77	10.0%	Discretionary
Rugby Pitch Hire - Junior Matches (per match)	£40.25	£44.28	£4.03	10.0%	Discretionary
Rugby Pitch Hire - Junior Training (per hour)	£25.40	£27.94	£2.54	10.0%	Discretionary
Rugby Pitch Hire - Mini Matches (per match)	£18.00	£19.80	£1.80	10.0%	Discretionary
Rugby Pitch Hire - Mini Training (per hour)	£10.60	£11.66	£1.06	10.0%	Discretionary
GAB Adult Pitch Hire - Match	£59.30	£65.23	£5.93	10.0%	Discretionary
GAB Adult Pitch Hire - Training	£40.25	£44.28	£4.03	10.0%	Discretionary
GAB Junior Pitch Hire - Match	£32.85	£36.14	£3.29	10.0%	Discretionary
GAB Junior Pitch Hire - Training	£22.25	£24.48	£2.23	10.0%	Discretionary
GAB Mini Pitch Hire - Match	£14.85	£16.34	£1.49	10.0%	Discretionary
GAB Mini Pitch Hire - Training	£10.60	£11.66	£1.06	10.0%	Discretionary
Football Pitch Hire - Adult Matches (per match)	£74.15	£81.57	£7.42	10.0%	Discretionary
Football Pitch Hire - Adult Training (per hour)	£47.70	£52.47	£4.77	10.0%	Discretionary
Football Pitch Hire - Junior Matches (per match)	£40.25	£44.28	£4.03	10.0%	Discretionary
Football Pitch Hire - Junior Training (per hour)	£26.45	£29.10	£2.65	10.0%	Discretionary
Football Pitch Hire - Mini Matches (per match)	£18.00	£19.80	£1.80	10.0%	Discretionary
Football Pitch Hire - Mini Training (per hour)	£10.60	£11.66	£1.06	10.0%	Discretionary
KYFC Football Pitch Hire - Junior Matches (per match) 9v9 & 11v11	£31.85	£35.04	£3.19	10.0%	Discretionary
KYFC Football Pitch Hire - Junior Training(p.hr) 9v9 & 11v11	£25.45	£28.00	£2.55	10.0%	Discretionary
KYFC Football Pitch Hire - Mini Matches (per match) 5v5 & 7v7	£14.85	£16.34	£1.49	10.0%	Discretionary
KYFC Football Pitch Hire - Mini Training (p.hr) 5v5 & 7v7	£10.60	£11.66	£1.06	10.0%	Discretionary
Function Room Hire - per hour	£28.05	£30.86	£2.81	10.0%	Discretionary
Running Club Showers	£1.40	£1.54	£0.14	10.0%	Discretionary
Changing Room Hire (per hour)	£10.60	£11.66	£1.06	10.0%	Discretionary

<b>HOLIDAY ACTIVITIES</b>					
<b>Fees and Charges</b>	<b>Fees 2023-24 (excl. VAT)</b>	<b>Proposed Fees 2024-25 (excl. VAT)</b>	<b>increase in %</b>	<b>increase in £</b>	<b>Statutory/ Discretionary?</b>
Day booking for holiday activity (8:45am to 3:00pm)	<b>£15.60</b>	<b>£22.50</b>	<b>44.23%</b>	<b>6.9</b>	Discretionary

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## Cherwell District Council

## Equality Impact Assessment

## Transformation Budget and Business Planning 2024/25: Overarching Equality Impact Assessment

## Section 1: Summary details

<b>Directorate and Service Area</b>	All Directorates and Service Areas
<b>What is being assessed?</b> (e.g. name of policy, procedure, project, service or proposed service change).	This assessment sets out the overall impact that the transformation 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.
<b>Is this a new or existing function or policy?</b>	This impact assessment provides an overview of the 2024/25 transformation budget and business planning proposals and so comments on changes to existing programmes as well as new proposals.
<b>Summary of assessment</b> Briefly summarise the policy or proposed service change and its 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 transformation 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. This overarching impact assessment has been carried out taking into account any individual Equalities Impact Assessments plus the combined impact of proposals for the budget.</p> <p>After assessing the proposed savings and their com we have determined that none of the proposals will have an impact on residents within the protected characteristics, however, the following proposal could potentially impact a group within the additional characteristics:</p> <ul style="list-style-type: none"> <li>• Charging for replacement bins and caddies</li> </ul>
<b>Completed by</b>	Celia Prado-Teeling – Performance & Insight Team Leader

<b>Authorised by</b>	Shona Ware – Assistant Director Customer Focus
<b>Date of Assessment</b>	October, 2023

**Section 2: Detail of proposal**

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<p><b>Context / Background</b> 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 supporting our communities to thrive and businesses to grow. Our strategic priorities are:</p> <ul style="list-style-type: none"> <li>• Housing that meets your needs</li> <li>• Leading on environmental sustainability</li> <li>• An enterprising economy with strong and vibrant local centres</li> <li>• Healthy, resilient and engaged communities</li> </ul> <p>In addition, key themes including climate action and addressing inequality will be critical in supporting the delivery of the Council’s overarching priorities and vision.</p> <p>This budget and business planning round has been impacted by ongoing uncertainty in major funding streams such as Business Rates. In addition, significant budget pressures have arisen due to the cost of living crisis and the associated high levels of inflation. In combination, this is resulting in a challenging budgeting and business planning process which is hoping to address some of these pressure through a transformation programme that has been part of this Budget and Business Planning process to make sure we are making the most of our current resources.</p> <p>Every savings proposal considered (efficiency or for public consultation) was required to undertake an initial Equalities Impact Assessment, completed by the service manager, to indicate whether they had identified any potential impacts of their savings proposals on protected characteristics. Please note that completing an individual Equalities Impact Assessment is mandatory for all new projects, policies, strategies, and proposals presented by council services.</p> <p>Changes to fees and charges are addressed in the associated Fees and Chares 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, benchmarking, and market opportunities.</p>
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	<p>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><b>Proposals</b> Explain the detail of the proposals, including why this has been decided as the best course of action</p>	<p>The overall budget savings proposals for 2024-25 have been developed with the objective of effectively targeting services, so that we continue to meet the needs of the most vulnerable and fulfil our statutory duties. The savings proposals reviewed are:</p> <ul style="list-style-type: none"> <li>• To better reflect the service we provide, and propose changes in the housing market, with increase of license fees for Houses in Multiple Occupation by 10%</li> <li>• Reviewing CCTV coverage across the district to remove duplication or no longer necessary coverage where appropriate to reduce monitoring and maintenance costs</li> <li>• Providing playground inspections internally</li> <li>• Generate additional income from inspecting taxis by widening the MOT offer</li> <li>• Introduce a charge for replacing bins and food caddies that are lost or damaged (except for any damage caused by the crews when emptying them) - £40 for a wheeled bin, £10 for a large food caddy ,and £5 for a small food caddy –</li> </ul>

	<ul style="list-style-type: none"> <li>• To introduce a range of charges for collecting different bulky waste items to better reflect the actual cost of providing this service rather than one fixed cost. To introduce a premium service for urgent collections</li> <li>• Ensuring those currently receiving weekly waste collections to have the appropriate containers, and move to fortnightly collections, in line with the rest of the district. This would reduce our operational costs, improve overall efficiency, and encourage households to reduce the amount of waste they produce</li> <li>• Changing the working pattern of our street cleansing services to maintain high standards but reduce operational costs</li> <li>• Only retain and maintain Cherwell District Council owned public conveniences that are fully accessible. This would mean keeping the Changing Places facilities in Bicester, Banbury and Kidlington and closing the public conveniences at Banbury Bus Station and Pioneer Square that do not meet these standards</li> </ul>
<p><b>Evidence / Intelligence</b> 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</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> <ul style="list-style-type: none"> <li>• Using the Oxfordshire Joint Strategic Needs Assessment (JSNA) of health and wellbeing needs, the associated Equalities Briefing and Cherwell District Profile and the results of the 2021 Census, to consider the making of our communities, and the possible impact of the proposals as they are drawn up.</li> <li>• A public consultation process, the results of which are published alongside the Transformation Budget and Business Planning proposals.</li> <li>• 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.</li> </ul>

**Section 3: Impact Assessment**

### Assessing the evidence and impact on those within the protected and additional characteristics

**Age:** According to the 2021 Census there are 161,016 residents in Cherwell, of which 2.3% (3,751) are aged 85+. Cherwell's population is ageing with the 85+ population predicted to increase by 88% by 2037. No specific issues relating to resident's age have been identified as likely to arise as a result of these proposals.

**Disability:** Around 15% of Cherwell's population have a disability, according to the Census 2021. No specific issues relating to disabilities have been identified as likely to arise as a result of these proposals.

**Gender Reassignment:** During the 2021 Census, a total of 657 residents stated that their gender identity is different from the sex registered 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 1,784 live births in Cherwell in 2022, a higher fertility rate in comparison with the county average. No specific issues relating to pregnancy nor maternity have been identified as likely to arise because of these proposals.

**Marriage and Civil Partnership:** According to the 2021 Census 48.6% of residents in Cherwell were married or in a civil partnership and 682 registered same-sex civil partnerships. 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 2021 Census, 88.7% of Cherwell's residents identified as white, 6% as Asian/Asian British or Asian Welsh, 2.9% as mixed or multiple ethnic groups, 1.8% were Black/Black African/ Black Caribbean or Black British and 1.3% were other ethnic groups. The majority of ethnic minority populations in Cherwell are based in Banbury. In regard to nationality 86.7% of residents only have UK national identity, 11% has a non-UK identity and 2.3% has UK identity and a non-UK identity (simultaneously). 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:** Regarding religion and belief, in the 2021 Census 50% of Cherwell residents identified as Christians, 38% as having no religion, 6.1% did not answer, 3.2% as Muslim, 0.8% as Hindu, 0.6% as Buddhist, 0.4% as Sikh, 0.5% other religion and 0.1% Jewish. No specific issues relating to religion or belief have been identified as likely to arise as a result of these proposals.

**Sex:** In the 2021 Census, Cherwell reported to have a population composed by 81,112 females (50.4%) and 79,904 (49.6%) males. No specific issues relating to sex have been identified as likely to arise as a result of these proposals.

**Sexual Orientation:** According to the Census 2021, of all over 16 years old Cherwell residents, 90.3% identified as heterosexual, 1.3% as gay or lesbian, 1.1% bisexual, 0.2% pansexual, 0.1 asexual and 6.8% did not respond. No specific issues relating to sexual orientation have been identified as likely to arise as a result of these proposals.

**Rural Communities:** Oxfordshire is the most rural county in the South East at 2.6 people per hectare and 40% of our population live in smaller towns and villages. No specific issues relating to rural communities have been identified as likely to arise as a result of these proposals.

**Armed Forces:** According to the Census 2021 there are 4,214 residents in Cherwell that have previously served in regular UK armed forces. No specific issues relating to the armed forces have been identified as likely to arise as a result of these proposals.

**Carers:** In 2021 there were a total of 11,597 unpaid carers in Cherwell. No specific issues relating to carers have been identified as likely to arise as a result of these proposals.

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

**Areas of Social Deprivation:** Although Oxfordshire is generally considered to be relatively affluent, there are pockets of deprivation and a number of these are located in Cherwell wards. Parts of Banbury Cross and Neithrop, Banbury Ruscote, Bicester South and Ambrosden, Bicester West, Kidlington East, and Launton and Otmoor are within the 20% most deprived areas of Cherwell.

The proposal of charging for replacement bins and caddies could have an impact on those with a lower income, as per our internal procedures an Equalities Impact Assessment has been completed as part of the proposal to establish mitigating actions. The recent increase to minimum wage and Universal Credit will contribute to mitigate the potential impact of this proposal.

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**Cherwell District Council**  
**Equality and Climate Impact Assessment**  
**Environmental Services – Bin Charges**

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## Section 1: Summary details

<b>Directorate and Service Area</b>	Environmental Services
<b>What is being assessed</b> (e.g. name of policy, procedure, project, service or proposed service change).	New Charges
<b>Is this a new or existing function or policy?</b>	New
<b>Summary of assessment</b> 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).	The proposal of introducing a charge for replacing bins and food caddies that are lost or damaged (except for any damage caused by the crews when emptying them), have been proposed by the service after careful consideration and analysis. We understand that there could be a possible impact on residents in our areas of deprivation, who live from a lower income, as part of our analysis we have benchmarked with other councils, making sure our charges are sufficient but fair, mitigating action is reflected below.
<b>Completed By</b>	Ed Potter
<b>Authorised By</b>	
<b>Date of Assessment</b>	24/11/23

**Section 2: Detail of proposal**

<p><b>Context / Background</b></p> <p>Briefly summarise the background to the policy or proposed service change, including reasons for any changes from previous versions.</p>	<p>Currently any lost or damaged bins (wheeled bins, large and small food caddy) have been replaced at no extra charge, given the current pressures due to the increasing inflation continuing doing so is not financially viable for the council. Our proposal includes to maintain the free of charge replacement only in cases were the damaged has been caused by our crews during collection</p>
<p><b>Proposals</b></p> <p>Explain the detail of the proposals, including why this has been decided as the best course of action.</p>	<p>Introduce a charge for replacing bins and food caddies that are lost or damaged (except for any damage caused by the crews when emptying them).</p> <p>£40 for a wheeled bin</p> <p>£10 for a large food caddy</p> <p>£5 for a small food caddy.</p>

<p><b>Evidence / Intelligence</b></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>	<p>The proposal is in line with with other councils, a benchmarking exercise has been conducted.</p>
<p><b>Alternatives considered / rejected</b></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>	<p>With the current increasing inflation is not financially viable for the council to provide the bins free of charge. We will continue to do so only in cases when the damage has been caused by our crews during collection.</p>

**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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
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**

<b>Additional community impacts</b>	<b>No Impact</b>	<b>Positive</b>	<b>Negative</b>	<b>Description of impact</b>	<b>Any actions or mitigation to reduce negative impacts</b>	<b>Action owner (*Job Title, Organisation)</b>	<b>Timescale and monitoring arrangements</b>
<b>Rural communities</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Armed Forces</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Carers</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Areas of deprivation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	We are conscious that any new charges can be challenging for residents on a lower income, some of them are difficult to avoid due to the current financial climate.	The recent increase into the minimum wage, Universal Credit and other benefits hopefully will help to mitigate any impact. We will continue to monitor the situation.	Ed Potter	Ongoing

**Section 3: Impact Assessment - Additional Wider Impacts**

<b>Additional Wider Impacts</b>	<b>No Impact</b>	<b>Positive</b>	<b>Negative</b>	<b>Description of Impact</b>	<b>Any actions or mitigation to reduce negative impacts</b>	<b>Action owner* (*Job Title, Organisation)</b>	<b>Timescale and monitoring arrangements</b>
<b>Other Council Services</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Providers</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Social Value <sup>1</sup></b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

<sup>1</sup> 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**

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The impact of making a charge for replacement containers will lead to a reduction in the number of containers replaced with more containers being repaired rather than being replaced		Ed Potter	
Maintained schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

## Appendix 8b

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				



**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.

<b>Review Date</b>	December 2024
<b>Person Responsible for Review</b>	Ed Potter
<b>Authorised By</b>	

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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 1<sup>st</sup> April 2024

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## 1. Introduction, Overview and Purpose

Under Section 112 of the Local Government Act 1992, 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 1<sup>st</sup> April 2024 superseding the 2023/24 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 in a senior level position, 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 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 entitlement (benchmarked), employer pension contributions, and training and development opportunities and a flexible approach to agile working. 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 is currently £10.67 which is 6.7% below the April 2024 rates for UK Living Wage of £11.44. Hourly rates for grade A and the first spine point of grade B will be uplifted to £11.44 to reflect the national living wage, pending a cost-of-living review for 2024/25. The cost-of-living award will be applied to the original pay rates, not the national living wage rate. If the cost-of-living award means these hourly rates do not exceed the national living wage rate, then this rate would still apply. A copy of the pay rates is at appendix 1.

## 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 role of Head of Paid Service.

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.

The Executive consultation procedure is utilised as required by regulations for Chief Officer posts and Assistant Director roles. Information relating to Chief Officer roles and direct reports can be found at appendix 2.

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.

## 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 1<sup>st</sup> 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. Increments may be withheld as a result of these actions arising from disciplinary or capability situations.**

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 of £5.7m to cover a 3-year period until 2025/26.

### **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 salary sacrifice scheme.

A full review of the benefits offered by the council is continuing in 2024.

### **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.

The Assistant Director of Finance and Section 151 Officer and the Assistant Director of Legal and Democratic and Monitoring Officer each receive an allowance for statutory duties of £12,465.60 per annum.

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 2024**

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

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**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.

<b>Pay Multiples</b>	<b>2024/2025</b>
Highest Paid - Chief Executive	£150,000
Lowest Paid	£22,071
Pay Multiple between the lowest paid and the highest paid	6.8:1
Median Salary	£52,380
Pay Multiple between median and highest paid	2.9:1

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

<b>Pay Multiples using the average salary of Chief Officers</b>	<b>2024/25</b>
Average Salary of Chief Officers	£108,906
Lowest Paid	£22,071
Pay Multiple between the lowest paid and the Average Salary of Chief Officers	4.9:1
Median Salary	£52,380
Pay Multiple between Median salary and Average salary of Chief Officers	2.1:1

## **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 per year of service 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. A maximum of 20 years' service can be taken into account for redundancy payments.

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 of 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, as well as services and functions each role is responsible for, inclusive of budget held and number of staff managed.

Claire Cox  
Assistant Director of Human Resources  
January 2024

**Appendix 1 - Cherwell District Council Pay Scales**

Pay structure is effective as at 1 April 2023 – please note that at the time of statement publication, cost of living pay negotiations for 2024/25 have not taken place.

CHERWELL DISTRICT COUNCIL PAY SCALES - 2023/24								
Grade	Levels	Annual Pay	Hourly rate		Grade	Levels	Annual Pay Rate	Hourly rate
Grade A	1*	£20,590.50	£10.67	*With effect from 01/04/2024, salaries for Grade A, spine points 1 to 3 and Grade B spine point 1, will be uplifted to £11.44 per hour (£22,071 full-time annual salary) reflect national living wage, pending pay award negotiations for 2024/25.	Grade J	1	£52,380.45	£27.15
	2*	£21,337.00	£11.06			2	£53,224.48	£27.59
	3*	£21,549.00	£11.17			3	£54,067.98	£28.02
Grade B	1*	£21,549.00	£11.17			4	£54,912.01	£28.46
	2	£22,149.00	£11.48			5	£55,756.03	£28.90
	3	£22,749.00	£11.79		Grade K	1	£55,756.03	£28.90
	4	£23,348.50	£12.10			2	£56,806.26	£29.44
	5	£23,949.00	£12.41			3	£57,857.00	£29.99
Grade C	1	£23,949.00	£12.41			4	£58,908.27	£30.53
	2	£24,548.50	£12.72			5	£59,959.54	£31.08
	3	£25,148.50	£13.04		Grade L	1	£59,959.54	£31.08
	4	£25,748.00	£13.35			2	£60,978.08	£31.61
	5	£26,348.00	£13.66			3	£61,998.18	£32.14
Grade D	1	£26,348.00	£13.66			4	£63,017.76	£32.66
	2	£26,948.50	£13.97			5	£64,037.35	£33.19
	3	£27,548.50	£14.28		Grade M	1	£64,037.35	£33.19
	4	£28,148.00	£14.59			2	£65,057.45	£33.72
	5	£28,748.00	£14.90			3	£66,075.99	£34.25
Grade E	1	£28,748.00	£14.90			4	£67,096.09	£34.78
	2	£29,348.50	£15.21			5	£68,115.67	£35.31
	3	£29,948.00	£15.52		Assistant Director Level 1	1	£74,470.53	£38.60
	4	£30,547.50	£15.83			2	£75,658.92	£39.22
	5	£31,147.50	£16.14			3	£76,846.79	£39.83
Grade F	1	£31,147.50	£16.14			4	£78,034.14	£40.45
	2	£32,348.00	£16.77			5	£79,222.52	£41.06
	3	£33,547.50	£17.39		Assistant Director Level 2	6	£83,974.51	£43.53
	4	£34,447.00	£17.85			7	£85,162.38	£44.14
	5	£35,647.00	£18.48			8	£86,350.77	£44.76
Grade G	1	£35,647.00	£18.48	9		£87,538.64	£45.37	
	2	£36,847.00	£19.10	10		£88,727.02	£45.99	
	3	£38,047.00	£19.72	Executive Director - Level 1	1	£92,911.31	£48.16	
	4	£39,247.50	£20.34		2	£94,126.71	£48.79	
	5	£40,446.50	£20.96		3	£95,341.06	£49.42	
Grade H	1	£40,446.50	£20.96		4	£96,556.98	£50.05	
	2	£41,646.50	£21.59		5	£97,772.89	£50.68	
	3	£42,846.50	£22.21	Executive Director - Level 2	6	£105,383.66	£54.62	
	4	£44,046.50	£22.83		7	£107,724.60	£55.84	
	5	£45,245.50	£23.45		8	£111,238.34	£57.66	
Grade I	1	£45,245.50	£23.45		9	£116,479.09	£60.37	
	2	£46,446.00	£24.07		Chief Executive	1	£140,000.00	£72.57
	3	£47,645.50	£24.70	2		£143,333.00	£74.29	
	4	£48,846.00	£25.32	3		£146,666.00	£76.02	
	5	£50,046.00	£25.94	4		£150,000.00	£77.65	

Apprenticeship pay rates:

Grade	GLPC points	Levels	Annual Pay	Hourly rate
C Apprentice		1 (under 19)	£13,649.00	£7.07
		2 (19-20)	£17,063.50	£8.84
		3 (21-22)	£21,337.00	£11.06
		4 (23 & over)	£21,549.00	£11.17

## Appendix 2 – Chief Officers and Direct Reports

The positions listed below are core establishment and are Chief Officers outlined in the Pay Policy Statement and posts that report directly to Chief Officers.

Position Name	Department	Directorate	Grade Name	Salary Range
Chief Executive	Corporate Leadership Team	Chief Executive	CHIEF EXEC	£140,000 - £150,000
Corporate Director of Communities	Corporate Leadership Team	Communities	EXEC DIR GRD	£105,384 - £116,479.50
Corporate Director of Resources	Corporate Leadership Team	Resources	EXEC DIR GRD	£105,384 - £116,479.51
Assistant Director of Finance and Section 151 Officer	Corporate Leadership Team Finance	Resources	AD 2	£83,975 - £88,727.50*
Assistant Director of Law and Governance and Democratic Services and Monitoring Officer	Corporate Leadership Team & Law and Governance, and Procurement	Resources	AD 2	£83,975 - £88,727.50*
Assistant Director of Customer Focus	Customer Focus	Chief Executive	AD 2	£83,975 - £88,727.50
Assistant Director of HR	HR OD and Payroll	Chief Executive	AD 1	£74,471 - £79,223
Assistant Director of Wellbeing and Housing Services	Wellbeing and Housing Services	Chief Executive	AD 2	£83,975 - £88,727.50
Assistant Director of Environmental Services	Environmental Services	Communities	AD 2	£83,975 - £88,727.50
Assistant Director of Growth and Economy	Growth and Economy	Communities	AD 2	£83,975 - £88,727.50
Assistant Director of Planning and Development	Planning and Development	Communities	AD 2	£83,975 - £88,727.50
Head of Regulatory Services and Community Safety	Regulatory Services	Communities	C Grade M	£64,037.50 - £68,116
Assistant Director of Property	Property	Resources	AD 2	£83,975 - £88,727.50
Head of Legal and Democratic Services	Law and Governance, and Procurement	Resources	C Grade M	£64,037.50 - £68,116
Head of Digital and Innovation	ICT and Digital	Resources	C Grade M	£64,037.50 - £68,116
Head of Finance	Finance	Resources	C Grade M	£64,037.50 - £68,116
Head of Revenues and Benefits Services	Finance	Resources	C Grade M	£64,037.50 - £68,116

\* Statutory Officer Allowance of £12,465.60 per annum paid in addition to salary

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## Appendix 10 - Cherwell District Council budget consultation report 2024/25

This report sets out key findings from Cherwell District Council's budget consultation, conducted between 22 November 2023 and 22 December 2023, to support the 2024/25 budget and business planning setting process.

### Executive summary

#### Responses and respondent profile

- In total, we received **202** completed survey responses, with **165** more responses than the amount received in 2022 (**37**).
- **168** survey respondents named themselves as 'Cherwell' residents.

#### Approach to savings

- An average of **77%** responded "yes, I support" to all proposals; proposals with the highest support rate were "Providing playground inspections internally" and "Generate additional income from inspecting Taxis by widening the MOT offer", both with **94%** approval.
- The lowest scoring proposal, with **56%** respondents support, was the proposal to "Introduce a charge for replacing bins and food caddies that are lost or damaged (except for any damage caused by the crews when emptying them). This is also in line with other councils' proposals - £40 for a wheeled bin, £10 for a large food caddy and £5 for a small food caddy."
- The top three saving proposals with the highest respondents' support rate, from the list provided, were:
  1. Generate added income from inspecting taxis by widening the MOT offer (with a proposed saving of £10,000) – supported by 189 respondents.
  2. Providing playground inspections internally (with a proposed saving of £25,000) – supported by 189 respondents.
  3. Reviewing CCTV coverage across the district to remove duplication or no longer necessary coverage where appropriate to reduce monitoring and maintenance costs (with a proposed saving of £30,000) – supported by 173 respondents.

#### Council tax

- **65%** of the survey respondents (**131**) said yes; they were prepared to support the proposed council tax increase, by £5 per year for the average Band D property, while just over a third, **35%**, said no (**71**) of survey respondents.
- Focusing specifically on how Cherwell residents responded to the proposed council tax increase, **61%** said yes, where respondents supported this increase (**103**), while **39%** of respondents (**65**) said no, they did not support changes.

## Fees and Charges

Participation in this survey showed, **60%** of respondents (**121**) support the proposed increment of various fees and charges to align with our costs, the inflation impact and government directives.

## Report Details

### 1. Approach

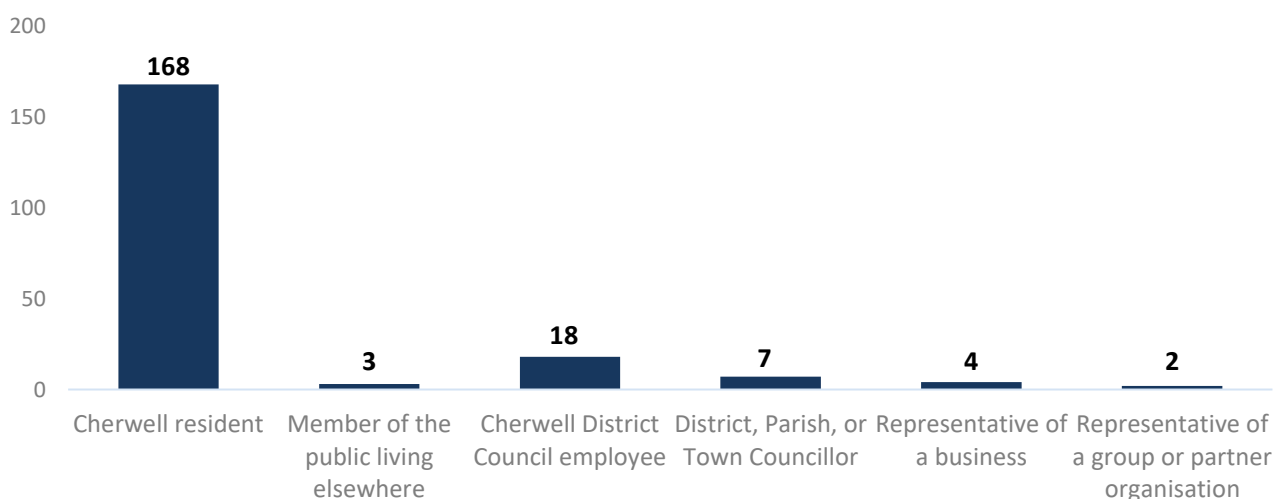
- 1.1 Between 22 November 2023 and 22 December 2023, the council invited comments on its budget proposals for 2024/25, including its proposed council tax and fees and charges increase. Residents and stakeholders were also signposted to supporting documents for detailed information on the proposed increment to various fees and charges.
- 1.2 Feedback was primarily collated using an online survey on the council's digital consultation and engagement platform, Citizen Space, with residents and stakeholders also being able to give comments by email or paper copies, on request.
- 1.3 The budget consultation was actively promoted to a wide range of audiences using multiple channels (media, social media and other digital platforms, the website, advertising) and to staff and councillors to help them 'spread the word'. Also, posters were distributed and placed across the district.

### 2. Responses and feedback

- 2.1 In total, the council received **202** online survey responses, with no emails or paper copies received (or requested).
- 2.2 **168** survey respondents named themselves as 'Cherwell' residents, **34** were identified as other stakeholders: with parish or town councillors, or representatives (**7**), non-residents (**3**), business representatives (**4**) and council employees (**18**).

A full breakdown of who responded to the survey is in the chart below:

**Chart 1: Profile of survey respondents**



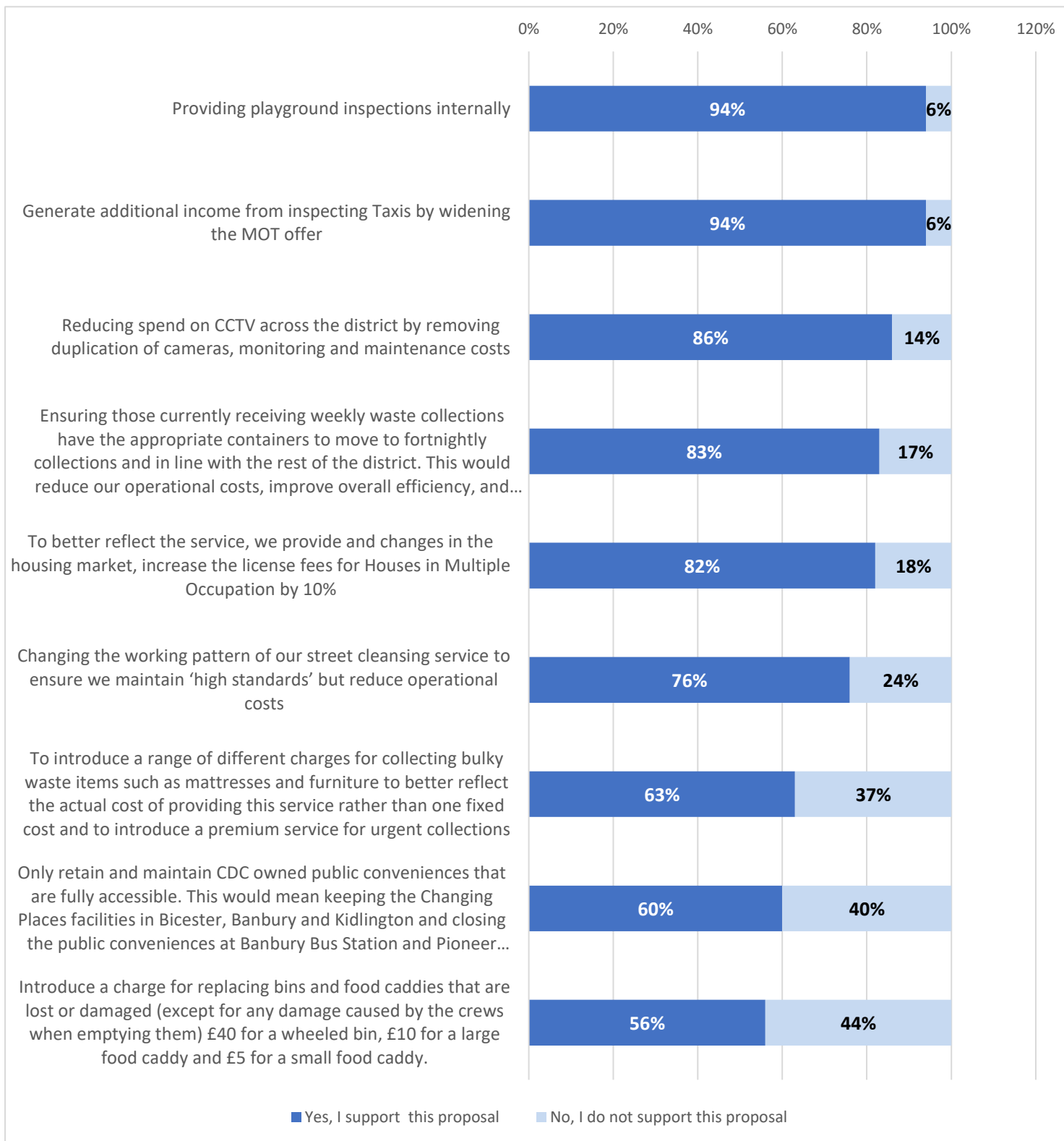
### 2.3 In terms of the demographic profile of respondents (where information was provided):

- Slightly more men (98 people or 49%) than women (88 people or 44%) completed the survey, 14 people (6%) preferred not to say and 1% did not answer.
- Respondents were spread across most age groups, and it is noticeable the lack of engagement from younger residents with only one stating to be between 16 to 24 years old, with no under-16 responding to the survey. The majority of respondents were between 35 and 54 years old (corresponding to 43% of respondents).
- Most survey respondents (163 - 81%) are white British, Irish, Scottish or any other white background; 12% preferred not to say, 3% are mixed (White and Black Caribbean, White and Black African, White and Asian and any other mixed background), 0.5% (1) Black or Black British (Caribbean, African, or any other Black background), 0.50% (1) Asian or Asian British (Indian, Pakistani, Bangladeshi or any other Asian background), 2.5% other ethnic group and 1% did not answer.

### 3. Approach to savings

- 3.1 Survey respondents were informed that “Cherwell District Council alongside all other local authorities faces an uncertain funding situation”. In 2024/25, a combination of national and local factors came together to present significant financial challenges for the council, which resulted in the need to make savings of £2.6 million. This year, the challenge remains, meaning, we need to make new savings of £1.5 million in 2024/25.
- 3.2 Over the summer, options were considered at finding £1.2m in efficiency savings, and a further £0.3m through nine new savings’ proposals, Council tax and fees/charges increases.
- 3.3 Consequently, respondents were presented with nine different approaches the council could take to make savings and were asked if they supported or not each proposal, in case of answering not a further question was asked (If you do not agree, please can you explain why, and do you have an alternative proposal?)
- 3.4 The chart below shows the spread of responses across these nine proposals. It has a base of **202** respondents, and it was ranked in descending order of support. Please note that the chart below shows the percentages not actual individual numbers.

**Chart 2: Views on all saving proposals**



3.5 The proposals “Providing playground inspections internally” and “Generate additional income from inspecting Taxis by widening the MOT offer”, gathered the highest support, both with 94% approval rate.

3.6 The lowest scoring proposal, with 56% of respondents supporting and 44% against, the proposal to “Introduce a charge for replacing bins and food caddies that are lost or damaged (except for any damage caused by the crews when emptying them). This is also in line with other councils’

proposals - £40 for a wheeled bin, £10 for a large food caddy and £5 for a small food caddy.

3.7 Respondents who answered “no, I do not support this proposal” answered their reasons for each proposal, and/or an alternative solution to the proposals given. These have been summarise by theme per proposal on the tables below.

**Proposal 1:**

'To better reflect the service, we provide and propose changes in the housing market, with increase of license fees for Houses in Multiple Occupation by 10% (with a proposed saving of £2,000)'.

Comment	Mentions
Other	1
Affects local area	1
Why do I have to pay more?	7
Cost of living crisis	3
Mismanagement	3
Did not understand the proposal	2

**Proposal 2:**

'Reviewing CCTV coverage across the district to remove duplication or no longer necessary coverage where appropriate to reduce monitoring and maintenance costs (with a proposed saving of £30,000)'.

Comment	Mentions
Other	3
Affects local area	1
Safety concerns	6
Mismanagement	2

**Proposal 3:**

'Providing playground inspections internally (with a proposed saving of £25,000)'.

Comment	Mentions
Other	1
Affects local area	2
Why do I have to pay more?	1
Mismanagement	1
Did not understand the proposal	2

**Proposal 4:**

'Generate additional income from inspecting taxis by widening the MOT offer (with a proposed saving of £10,000)'.

Comment	Mentions
Other	4
Cost of living crisis	1
Why do I have to pay more?	1
Did not understand the proposal	1

**Proposal 5:**

'Introduce a charge for replacing bins and food caddies that are lost or damaged (except for any damage caused by the crews when emptying them). This is also in line with other councils' proposals (with a proposed saving of £75,000)' - £40 for a wheeled bin, £10 for a large food caddy and £5 for a small food caddy –

Comment	Mentions
Other	19
Affects local area	4
Safety concerns	8
Why do I have to pay more?	8
Cost of living crisis	2
Mismanagement	3

**Proposal 6:**

'To introduce a range of charges for collecting different bulky waste items to better reflect the actual cost of providing this service rather than one fixed cost. To introduce a premium service for urgent collections (with a proposed saving of £10,000)'.

Comment	Mentions
Other	2
Affects local area	10
Safety concerns	2
Why do I have to pay more?	7
Cost of living crisis	10
Mismanagement	6

**Proposal 7:**

'Ensuring those currently receiving weekly waste collections to have the appropriate containers, and move to fortnightly collections, in line with the rest of the district. This would reduce our operational costs, improve overall efficiency, and encourage households to reduce the amount of waste they produce (with a proposed saving of £35,000)'.

Comment	Mentions
Other	5
Affects local area	4
Safety concerns	4
Mismanagement	5
Did not understand the proposal	2

**Proposal 8:**

'Changing the working pattern of our street cleansing services to maintain high standards but reduce operational costs (with a proposed saving of £70,000)'.

Comment	Mentions
Other	6
Affects local area	4
Mismanagement	8
Did not understand the proposal	6

**Proposal 9:**

'Only retain and maintain Cherwell District Council owned public conveniences that are fully accessible. This would mean keeping the Changing Places facilities in Bicester, Banbury and Kidlington and closing the public conveniences at Banbury Bus Station and Pioneer Square that do not meet these standards (with a proposed saving of £43,000).'

Comment	Mentions
Other	5
Affects local area	75

Please note comments categorised under “Other” include those not related to the proposal. All comments are available on request.

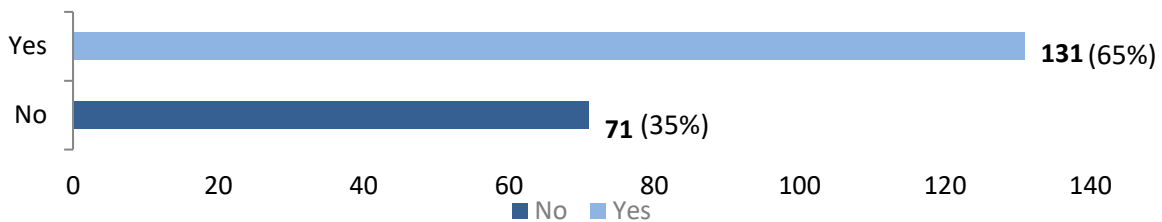
**4. Proposed council tax increase**

4.1 In this section of the survey, respondents were informed that, in 2024/25, Cherwell District Council is proposing to increase council tax by **£5 per year** for the average Band D property. This works out at less than **10p per week** and is the maximum amount the government will currently allow. Respondents answered whether they would be prepared, to support this proposed increase, or not and, if not, to provide with an alternative proposal.

4.2 Of the total **202** survey respondents, where **65%** (131) said yes, they were prepared to support the proposed council tax increase, council tax by £5 per year for the average Band D property, whereas **35%** (71 respondents) said no.

4.3 The chart below, shows the approval proportion (responding yes) higher than the disapproval proportion (responding no), to the council tax increase:

**Chart 3: Would you be prepared to support the proposed council tax increase? (All respondents)**



4.4 Focusing specifically on **Cherwell residents which** responded ‘no’, **35%** (71 respondents), they were not prepared to support the proposal, and having a closer look at the reasons given by respondents, is clear that affordability, in cost-of-living crisis or other is the main driver of disapproval, categorised:

Comment	Mentions
Services do not justify increase	5
Taxed enough already	7
Proposed increases are not affordable	18
Cut costs instead	3
Not enough information	3

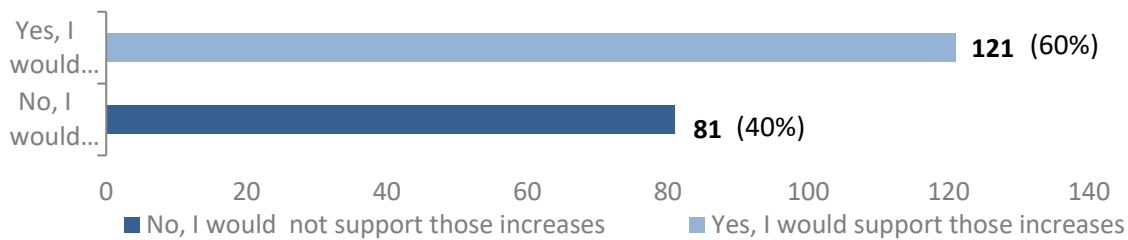
## 5. Proposed Fees and Charges increase.

5.1 Respondents were informed, that in 2024/25, Cherwell District Council is proposing “to adjust various fees to align with our costs, the inflation impact and government directives”. These adjustments are essential to sustain the delivery of crucial services and maintain the standards expected. A full list with details of all proposals was included for respondents to review.

5.2 Of the total 202 survey respondents, **60%** (121) said yes, they were prepared to support the proposed increases, whereas **40%** (81 respondents) said no.

5.3 The chart below, shows the approval proportion (responding yes) higher than the disapproval proportion (responding no), to the proposed increases:

**Chart 4: Would you be prepared to support the proposed increases? (All respondents)**



5.4 Focusing specifically on **Cherwell residents which** responded ‘no’, **35%** (71 respondents), they were not prepared to support the proposal, and having a closer look at the reasons given by them, is clear that the sense is that services provided do not justify increases and that there is enough tax implemented already, closely followed by affordability, and cost-of-living crisis or other as the main driver of disapproval:

Comment	Mentions
Services do not justify increase	16
Taxed enough already	14
Proposed increases are not affordable	10
Cut costs instead	2
Not enough information	3

## 6. Final comments on the council’s budget proposals

6.1 All survey respondents had the opportunity to add final comments, on our budget proposals. Some respondents used this opportunity to make general comments.

6.2 From all respondents **31%** (63), added final comments to their survey response, below a summary of these by common themes that emerged:

Comment	Mentions
Services do not justify increase	5
Taxed enough already	7
Proposed increases are not affordable	20
Cut costs instead	3
Not enough information	3



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	2024/25	2024/25	2024/25	2025/26	2026/27	2027/28	2028/29	
	£m	£m	£m	£m	£m	£m	£m	£m
Chief Executive	12.116	(6.761)	5.355	(0.097)	(0.098)	(0.056)	0.009	5.113
Communities	21.250	(12.333)	8.917	0.072	0.152	(0.033)	(0.015)	9.093
Resources	39.807	(35.493)	4.314	(2.369)	0.021	0.024	(0.100)	1.890
<b>Service Sub-Total</b>	<b>73.173</b>	<b>(54.587)</b>	<b>18.586</b>	<b>(2.394)</b>	<b>0.075</b>	<b>(0.065)</b>	<b>(0.106)</b>	<b>16.096</b>
Corporate Costs	13.007	(8.532)	4.475	3.412	1.195	0.532	0.198	9.812
Policy Contingency	3.872	0.000	3.872	0.944	0.524	0.524	0.524	6.388
<b>Cost of Services</b>	<b>90.052</b>	<b>(63.119)</b>	<b>26.933</b>	<b>1.962</b>	<b>1.794</b>	<b>0.991</b>	<b>0.616</b>	<b>32.296</b>
Council Tax	0.000	(9.318)	(9.318)	(0.149)	(0.404)	(0.440)	(0.452)	(10.763)
Business Rates	41.790	(57.703)	(15.913)	3.393	2.904	2.647	(1.026)	(7.995)
New Homes Bonus	0.000	(1.375)	(1.375)	1.375	0.000	0.000	0.000	0.000
Revenue Support Grant	0.000	(0.328)	(0.328)	0.328	0.000	0.000	0.000	0.001
<b>Funding Sub-total</b>	<b>41.790</b>	<b>(68.723)</b>	<b>(26.933)</b>	<b>4.947</b>	<b>2.500</b>	<b>2.207</b>	<b>(1.478)</b>	<b>(18.757)</b>
<b>Total</b>	<b>131.842</b>	<b>(131.842)</b>	<b>0.000</b>	<b>6.909</b>	<b>4.294</b>	<b>3.198</b>	<b>(0.862)</b>	<b>13.539</b>

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**Appendix 12 - Budget Book**

Directorate	Service	Division	Gross		Net Expenditure /	
			Expenditure	Gross Income	(Income)	
			£m	£m	£m	
Chief Executive	Customer Focus	Contact Centre Services	1.343	-	1.343	
		Land Charges	0.110	(0.244)	(0.134)	
		Insight & Corporate Progs	1.039	(0.573)	0.466	
		Strategy	0.363	-	0.363	
		Assistant Director	0.109	-	0.109	
		Communications & Media	0.371	-	0.371	
	<b>Customer Focus Total</b>			<b>3.335</b>	<b>(0.816)</b>	<b>2.518</b>
	HR & OD	HR OD & Payroll	0.779	-	0.779	
		<b>HR &amp; OD Total</b>	<b>0.779</b>	<b>-</b>	<b>0.779</b>	
	Wellbeing & Housing	Communities	1.209	(0.118)	1.091	
		AD Wellbeing and Housing	0.110	-	0.110	
		Strategic Housing	1.013	(0.815)	0.198	
		Healthy Place Shaping	0.196	(0.010)	0.186	
		Leisure	0.472	(0.198)	0.274	
		Sport	1.804	(1.534)	0.269	
		Housing Needs	1.217	(0.231)	0.987	
		Affordable Rents	0.178	(1.293)	(1.115)	
Private Sector Housing		0.628	(0.432)	0.196		
Shared Ownership		0.276	(0.416)	(0.140)		
Refugee Resettlement		0.898	(0.898)	-		
<b>Wellbeing &amp; Housing Total</b>			<b>8.001</b>	<b>(5.944)</b>	<b>2.057</b>	
<b>Chief Executive Total</b>			<b>12.116</b>	<b>(6.761)</b>	<b>5.355</b>	
Communities	Environmental	Environment and Waste	0.304	-	0.304	
		Landscaping	2.271	(1.187)	1.085	
		Street Cleansing	1.726	(0.454)	1.272	
		Vehicle Maintenance and MOTs	1.261	(1.255)	0.006	
		Waste and Recycling	7.042	(4.161)	2.881	
		<b>Environmental Total</b>	<b>12.604</b>	<b>(7.056)</b>	<b>5.548</b>	
	Growth & Economy	AD Econ Regen	0.095	-	0.095	
		Bicester Regen Programme	0.663	(0.625)	0.038	
		Economic Dev	1.061	(0.829)	0.232	
		Banbury Regeneration	0.160	(0.125)	0.035	
		Kidlington Masterplan	0.115	-	0.115	
		<b>Growth and Economy Total</b>	<b>2.094</b>	<b>(1.579)</b>	<b>0.515</b>	
	Planning & Development	Building Control	0.526	(0.456)	0.070	
		Conservation	0.363	-	0.363	
		Development Control	2.680	(2.523)	0.157	
		Planning Policy	1.286	(0.139)	1.147	
		<b>Planning and Development Total</b>	<b>4.856</b>	<b>(3.118)</b>	<b>1.738</b>	
Regulatory	Enforcement	0.283	(0.036)	0.247		
	Environment Health Licensing	1.205	(0.174)	1.031		
	Licensing	0.209	(0.370)	(0.162)		
	<b>Regulatory Total</b>	<b>1.696</b>	<b>(0.580)</b>	<b>1.116</b>		
<b>Communities Total</b>			<b>21.250</b>	<b>(12.333)</b>	<b>8.917</b>	
Resources	Finance	Finance	2.449	(0.150)	2.300	
		Fraud Team	0.068	-	0.068	
		Revenue and Benefits	26.980	(26.308)	0.672	
		<b>Finance Total</b>	<b>29.497</b>	<b>(26.458)</b>	<b>3.039</b>	
	Legal & Democratic	Civic Ceremonies	0.003	-	0.003	
		Democratic	0.714	-	0.714	
		Elections	0.340	(0.007)	0.333	
		Legal	1.223	(0.075)	1.148	
		<b>Legal and Democratic Total</b>	<b>2.280</b>	<b>(0.082)</b>	<b>2.198</b>	
	ICT	Information Technology	0.510	-	0.510	
		Information Technology - Spatial	0.160	-	0.160	
		Information Technology - Infrastructure and PM	0.935	(0.095)	0.840	
		<b>ICT Total</b>	<b>1.605</b>	<b>(0.095)</b>	<b>1.510</b>	
	Property	Property	3.417	(4.491)	(1.074)	
Castle Quay Development		3.009	(4.367)	(1.358)		
<b>Property Total</b>		<b>6.426</b>	<b>(8.858)</b>	<b>(2.433)</b>		
<b>Resources Total</b>			<b>39.807</b>	<b>(35.493)</b>	<b>4.314</b>	
<b>Services Sub-total</b>			<b>73.173</b>	<b>(54.587)</b>	<b>18.586</b>	
Corporate Costs	Corporate Costs	Corporate Costs	13.007	(8.532)	4.475	
		<b>Corporate Costs Total</b>	<b>13.007</b>	<b>(8.532)</b>	<b>4.475</b>	
	<b>Corporate Costs Total</b>			<b>13.007</b>	<b>(8.532)</b>	<b>4.475</b>
Policy Contingency	Policy Contingency	Policy Contingency	3.872	-	3.872	
		<b>Policy Contingency Total</b>	<b>3.872</b>	<b>-</b>	<b>3.872</b>	
	<b>Policy Contingency Total</b>			<b>3.872</b>	<b>-</b>	<b>3.872</b>
<b>Net Cost of Services</b>			<b>90.052</b>	<b>(63.119)</b>	<b>26.933</b>	

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Appendix 13 - Government Grants Income

Directorate	Grant Name	£m
Chief Executive	Homeless Prevention Grant	(0.517)
	Afghan Resettlement Scheme	(0.244)
	Syrian Refugee Initiative	(0.183)
	Ukrainian Refugees Resettling in the UK	(0.417)
	Asylum Seeker Dispersal Grant	(0.029)
	<b>Chief Executive Total</b>	<b>(1.391)</b>
Communities	UK Shared Prosperity Fund	(0.829)
		<b>Communities Total</b>
Resources	NNDR Cost of Collection Allowance	(0.231)
	Rent Allowances	(25.004)
		<b>Resources Total</b>
<b>Services Sub-total</b>		<b>(27.455)</b>
Corporate	Funding Guarantee Grant	(3.281)
	Services Grant	(0.024)
		<b>Corporate Total</b>
<b>Cost of Services total</b>		<b>(30.760)</b>
Funding	Business Rates Retained Scheme	(9.140)
	New Homes Bonus	(1.375)
	Revenue Support Grant	(0.328)
		<b>Funding Total</b>
<b>Government Grants Grand Total</b>		<b>(41.603)</b>

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**DOCUMENT CONTROL**

<b>Organisation(s)</b>	Cherwell District Council (CDC)
<b>Policy title</b>	Reserves Policy
<b>Owner</b>	Finance
<b>Date of implementation</b>	February 2020

**DOCUMENT APPROVALS**

This document requires the following committee approvals:

<b>Committee</b>	<b>Date of meeting pending approval</b>
Executive	05 July 2023

**DOCUMENT DISTRIBUTION**

This document will be available on the Finance intranet page.

**DATE FOR REVIEW**

No later than 31 March annually but sooner if required.

**REVISION HISTORY**

<b>Version</b>	<b>Revision date</b>	<b>Summary of revision</b>
2.0	05 July 2023	Addition of section 6.2

## **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 purpose<sup>1</sup>. 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.

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<sup>1</sup> 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:

<b>Budget Assumptions</b>	<b>Issues to Consider</b>
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

- 6.2 The current trend for external audits to extend beyond the end of the next financial accounting year can result in changes to the accounts which could have an impact on useable reserves. Therefore, for changes to and from useable reserves which come about as a result of external audit following the submission of the annual outturn report, the Section 151 Officer will have delegated authority, in consultation with the Portfolio Holder for Finance, to manage the impact on useable reserves of such changes to ensure the long-term resilience of the Council. Any such changes made under this delegated power will be reported to the Executive when the audit is complete.

## 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%	0.360
Business Rates Growth Forecasts optimistic	Business rates forecast based on latest intelligence of businesses included on the ratings list.	25%	0.125
Council Tax growth forecasts optimistic	Council tax forecasts are based on planning approvals the Council has given.	25%	0.050
Council Tax Support Claimants greater than budgeted	The taxbase projections have assumed the current level of CTS claimants continues.	25%	0.004
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.	25%	0.020
Pay Inflation runs at 1% higher than rate assumed	Budget assumes inflationary impact of pay award.	25%	0.075
1% unbudgeted rise in short-term and long-term interest rates	The Council has factored in to the budget prudent assumptions about interest rates at which it will borrow in 2024/25	50%	0.200
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%	1.875
Reductions in car park income	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%	2.250
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%	1.030
Exceeding the 5% Partial Exemption VAT limit	VAT Returns are carried out monthly to HMRC and the VAT position monitored appropriately.	10%	0.040
<b>Total</b>			<b>6.129</b>

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Appendix 16 - Forecast use of earmarked reserves

Description	Owner	Opening	Forecast 23/24			Closing	Forecast use over MTFS Period					Forecast Balance at end of Period
		Actual Closing Balance 31 March 2023	Transfer FROM Reserve 2023/24	Transfer TO Reserve 2023/24	S151 Review of Reserves	Forecast Closing Balance as at 31 March 2024	2024/25	2025/26	2026/27	2027/28	2028/29	
<b>General Balances</b>												
General Fund Balance	S151 Officer	(6.150)	-	-	-	(6.150)	-	-	-	-	-	(6.150)
<b>Earmarked Reserves</b>												
Building Control	Corporate Director - Communities	-	-	-	-	-	-	-	-	-	-	-
Country Park Reserve	Corporate Director - Communities	(0.050)	0.025	-	-	(0.025)	0.025	-	-	-	-	-
Elections	Chief Executive	(0.070)	0.070	-	-	-	-	-	-	-	-	-
Licensing	Corporate Director - Communities	(0.121)	0.040	-	-	(0.081)	0.030	-	-	-	-	(0.051)
Local Plan Charges	Corporate Director - Communities	(0.239)	0.100	-	-	(0.139)	-	(0.075)	(0.075)	(0.075)	(0.075)	(0.439)
Planning Control	Corporate Director - Communities	(0.296)	0.296	-	-	-	-	-	-	-	-	-
Pensions Deficit	S151 Officer	(2.881)	0.252	-	-	(2.629)	0.252	0.252	0.252	0.252	0.252	(1.369)
Bicester reserve	Corporate Director - Communities	(0.148)	-	-	-	(0.148)	-	-	-	-	-	(0.148)
Transformation Reserve	Chief Executive	(2.000)	0.400	-	-	(1.600)	0.573	-	-	-	-	(1.027)
Health & Safety - Public Food	Corporate Director - Communities	(0.046)	-	-	-	(0.046)	-	-	-	-	-	(0.046)
Cherwell Lottery - Revenue	Chief Executive	(0.016)	0.016	-	-	-	-	-	-	-	-	-
Dilapidations, Garage Project and Canalside	Corporate Director - Resources	(0.560)	0.285	(0.025)	-	(0.300)	0.065	(0.025)	(0.025)	(0.025)	(0.025)	(0.335)
Capital Reserve	S151 Officer	(0.039)	0.500	(1.800)	(2.027)	(3.366)	-	-	-	-	-	(3.366)
Projects	S151 Officer	(4.073)	0.105	-	(0.076)	(4.044)	0.250	-	-	-	-	(3.794)
Transformation Implementation Reserve	S151 Officer	(2.000)	-	(4.474)	-	(6.474)	-	-	-	-	-	(6.474)
Market Risk Reserve	S151 Officer	(4.996)	-	(1.205)	-	(6.201)	(0.396)	(0.916)	(1.388)	(1.388)	(1.388)	(11.677)
Growth Deal	Corporate Director - Communities	(0.351)	-	-	0.125	(0.226)	-	-	-	-	-	(0.226)
M&S Surrender Premium	S151 Officer	(1.902)	-	-	1.902	-	-	-	-	-	-	-
DOVECOTE MILCOMBE	Corporate Director - Communities	(0.032)	-	-	0.032	-	-	-	-	-	-	-

Appendix 16 - Forecast use of earmarked reserves

Description	Owner	Opening	Forecast 23/24			Closing	Forecast use over MTF5 Period					Forecast Balance at end of Period
		Actual Closing Balance 31 March 2023	Transfer FROM Reserve 2023/24	Transfer TO Reserve 2023/24	S151 Review of Reserves	Forecast Closing Balance as at 31 March 2024	2024/25	2025/26	2026/27	2027/28	2028/29	
Bicester Youth Bus	Chief Executive	(0.020)	0.008	-	-	(0.013)	0.008	0.005	-	-	-	(0.000)
Sport and Physical Activities	Chief Executive	(0.055)	-	-	-	(0.055)	-	0.025	-	-	-	(0.030)
Courtyard Youth Arts	Chief Executive	(0.006)	0.003	-	-	(0.003)	0.003	-	-	-	-	-
Housing & Planning Reserve	Chief Executive	(0.322)	-	-	-	(0.322)	0.139	-	-	-	-	(0.183)
Home Improvement Agency	Chief Executive	(0.103)	0.028	-	-	(0.075)	0.035	-	-	-	-	(0.040)
Development management Casework	Corporate Director - Communities	(0.200)	-	-	-	(0.200)	0.050	0.050	0.050	-	-	(0.050)
Revenues and Benefits New burdens	S151 Officer	(0.100)	0.020	-	-	(0.080)	0.010	0.010	0.010	0.010	0.010	(0.030)
Clinical action reserve	Corporate Director - Communities	-	-	-	(0.067)	(0.067)	-	-	-	-	-	(0.067)
Business Rates Equalisation reserve	S151 Officer	-	-	-	(0.586)	(0.586)	(1.819)	-	-	-	-	(2.405)
<b>Revenue Grants</b>												
S31 Reserve	S151 Officer	(0.586)	-	-	0.586	-	-	-	-	-	-	-
COMF - general allocation remainder of £913k	Chief Executive	(0.344)	0.344	-	-	-	-	-	-	-	-	-
Garden Community Capacity Funding	Corporate Director - Communities	(0.125)	-	-	-	(0.125)	-	-	-	-	-	(0.125)
SPARK	Chief Executive	(0.015)	0.015	-	0.000	(0.000)	-	-	-	-	-	(0.000)
Rough Sleep Initiative	Chief Executive	(0.043)	-	-	-	(0.043)	0.038	-	-	-	-	(0.005)
Eco Town Revenue	Corporate Director - Communities	(0.004)	-	-	0.004	-	-	-	-	-	-	-
Flood Recovery Grant	Corporate Director - Communities	(0.040)	-	-	0.040	-	-	-	-	-	-	-
Homelessness Prevention	Chief Executive	(0.889)	0.065	-	-	(0.824)	0.228	-	-	-	-	(0.596)
Police & Crime Commissioner	Corporate Director - Communities	(0.064)	-	-	-	(0.064)	-	-	-	-	-	(0.064)



Appendix 16 - Forecast use of earmarked reserves

Description	Owner	Opening	Forecast 23/24			Closing	Forecast use over MTF5 Period					Forecast Balance at end of Period
		Actual Closing Balance 31 March 2023	Transfer FROM Reserve 2023/24	Transfer TO Reserve 2023/24	S151 Review of Reserves	Forecast Closing Balance as at 31 March 2024	2024/25	2025/26	2026/27	2027/28	2028/29	
Green Deal Pioneer Places	Corporate Director - Communities	(0.067)	-	-	0.067	-	-	-	-	-	-	-
Bicester Garden Town	Corporate Director - Communities	(1.059)	0.375	-	-	(0.684)	0.625	-	-	-	-	(0.059)
Bicester Village Roundabout	Corporate Director - Communities	(0.195)	0.007	-	-	(0.189)	0.007	0.007	0.007	0.007	0.007	(0.155)
Hanwell Fields S106 funding revenue	Corporate Director - Communities	(0.075)	-	-	-	(0.075)	-	-	-	-	-	(0.075)
Community Initiative Fund (S106)	Corporate Director - Communities	-	-	(0.028)	-	(0.028)	-	-	-	-	-	(0.028)
Land at White Post road S106 funding revenue	Corporate Director - Communities	(0.049)	-	-	-	(0.049)	-	-	-	-	-	(0.049)
Milton Road, Ayres Drive S106 funding revenue	Corporate Director - Communities	(0.217)	-	-	-	(0.217)	-	-	-	-	-	(0.217)
<b>Capital Reserves</b>		-	-	-	-	-	-	-	-	-	-	-
Disabled Facilities Grants	Chief Executive	(0.104)	-	-	-	(0.104)	-	-	-	-	-	(0.104)
Capital Receipts Reserve	S151 Officer	(0.100)	-	-	-	(0.100)	-	-	-	-	-	(0.100)
Cherwell Local Lottery - Play Well in Cherwell	Chief Executive	(0.165)	-	-	-	(0.165)	-	-	-	-	-	(0.165)
Capital Grants & Contributions	S151 Officer	(7.633)	1.000	-	-	(6.633)	3.250	-	-	-	-	(3.383)
Hanwell Fields S106 funding capital	Corporate Director - Communities	(0.046)	-	-	-	(0.046)	-	-	-	-	-	(0.046)
Land at White Post road S106 funding Capital	Corporate Director - Communities	(0.340)	-	-	-	(0.340)	-	-	-	-	-	(0.340)
		<b>(38.938)</b>	<b>3.953</b>	<b>(7.532)</b>	<b>(0.000)</b>	<b>(42.516)</b>	<b>3.372</b>	<b>(0.667)</b>	<b>(1.169)</b>	<b>(1.219)</b>	<b>(1.219)</b>	<b>(43.419)</b>

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# Capital Bids - 2024/25

# Appendix 17

Reference	Title	Expenditure (£m)						Funding (£m)			
		24/25	25/26	26/27	27/28	28/29	Total Budget	Grant	S106	Capital Receipt	Balance to be funded by Borrowing
CAP2518	Net Zero Capital Projects <i>(Business Cases Required)</i>	0.125	0.125	0.125	0.125	0.125	0.625				0.625
CAP2502	Landscape Software Upgrade	0.025					0.025				0.025
CAP2503	Upgrade of Street Cleansing IT System	0.025					0.025				0.025
<b>Communities Total</b>		<b>0.175</b>	<b>0.125</b>	<b>0.125</b>	<b>0.125</b>	<b>0.125</b>	<b>0.675</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.675</b>
CAP2508	NOA 3G Pitch Development	1.600					1.600		(1.568)		0.032
CAP2509	Development of Activity Play Zones	0.600					0.600		(0.600)		0.000
CAP2517	Graven Hill Community and Infrastructure Projects	0.080					0.080		(0.080)		0.000
<b>Chief Executive Total</b>		<b>2.280</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>2.280</b>	<b>0.000</b>	<b>(2.248)</b>	<b>0.000</b>	<b>0.032</b>
CAP2504	Digital Futures Programme <i>(Business Cases Required)</i>	0.350					0.350				0.350
CAP2516	Thorpe Place Roofing Works	0.080					0.080				0.080
<b>Resources Total</b>		<b>0.430</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.430</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.430</b>
<b>TOTAL New Capital Bids</b>		<b>2.885</b>	<b>0.125</b>	<b>0.125</b>	<b>0.125</b>	<b>0.125</b>	<b>3.385</b>	<b>0.000</b>	<b>(2.248)</b>	<b>0.000</b>	<b>1.137</b>

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# Cherwell District Council - Capital Programme 2024/25 - 2028/29

Corporate Priority (CP) Summary		Budgeted Expenditure £m									Funding £m		
		Projected Reprofiting from 23/24	Reprofiling Adjustments	2024/25 £m	2024/25 Total	2025/26 £m	2026/27 £m	2027/28 £m	2028/29 £m	Total Project Cost £m	Funding £m	Balance to be funded by borrowing £m	
Healthy, resilient and engaged communities	C	3.738	(1.284)	2.475	4.929	0.130	-	1.154	-	6.213	(5.584)	0.629	
An enterprising economy with strong and vibrant local centres	EC	3.445	(1.988)	3.827	5.284	0.517	0.517	0.497	0.497	7.312	(0.578)	6.734	
Supporting environmental sustainability	ES	1.761	(1.525)	2.103	2.339	1.814	1.888	1.525	0.125	7.690	0.000	7.690	
Housing that meets your needs	H	0.522	0.000	4.049	4.571	1.389	1.389	1.389	1.239	9.977	(5.471)	4.506	
Running the business - support service	SS	2.969	(1.937)	6.185	7.217	1.992	0.030	-	-	9.239	(5.250)	3.989	
<b>Total Capital Programme</b>		<b>12.435</b>	<b>(6.734)</b>	<b>18.639</b>	<b>24.340</b>	<b>5.842</b>	<b>3.824</b>	<b>4.565</b>	<b>1.861</b>	<b>40.431</b>	<b>(16.883)</b>	<b>23.548</b>	
Healthy, resilient and engaged communities	C	-	-	-	-	-	-	4.194	-	4.194	(4.194)	-	
<b>Total Pipeline (subject to funding)</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4.194</b>	<b>-</b>	<b>4.194</b>	<b>(4.194)</b>	<b>-</b>	

## New Projects - 2024/25 Budget

Project Name	Approval Year	CP	Budget b/f	Projected Reprofiting from 23/24	Reprofiling Adjustments	Budgeted Expenditure £m						Funding £m						Borrowing Required	Primary Funding Source
						2024/25 Planned	2024/25 Total	2025/26	2026/27	2027/28	2028/29	Future Years	Funding b/f	2024/25	2025/26	2026/27	2027/28		
NOA 3G Pitch Development	2024/25	C		1.600		1.600												0.032	S106 Grants
Development of Activity Play Zones	2024/25	C		0.600		0.600												0.000	S106 Grants
Graven Hill Community and Infrastructure Projects	2024/25	C		0.080		0.080												0.000	S106 Grants
<b>Wellbeing &amp; Housing - Capital Total</b>			<b>0.000</b>	<b>2.280</b>	<b>2.280</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>(2.168)</b>	<b>(0.080)</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.032</b>	
Net Zero Capital Projects <i>(Business Cases Required)</i>	2024/25	ES		0.125		0.125	0.125	0.125	0.125	0.125								0.625	Borrowing
Landscaping Software Upgrade	2024/25	ES		0.025		0.025												0.025	Borrowing
Upgrade of Street Cleansing IT System	2024/25	ES		0.025		0.025												0.025	Borrowing
<b>Environmental - Capital Total</b>			<b>0.000</b>	<b>0.175</b>	<b>0.175</b>	<b>0.125</b>	<b>0.125</b>	<b>0.125</b>	<b>0.125</b>	<b>0.125</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.675</b>	
Digital Futures Programme <i>(Business Cases Required)</i>	2024/25	SS		0.350		0.350												0.350	Borrowing
<b>ICT - Capital Total</b>			<b>0.000</b>	<b>0.350</b>	<b>0.350</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.350</b>	
Thorpe Place Roofing Works	2024/25	SS		0.080		0.080												0.080	Borrowing
<b>Property Capital Total</b>			<b>0.000</b>	<b>0.080</b>	<b>0.080</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.080</b>	
<b>Total New Capital Projects</b>			<b>0.000</b>	<b>2.885</b>	<b>2.885</b>	<b>0.125</b>	<b>0.125</b>	<b>0.125</b>	<b>0.125</b>	<b>0.125</b>	<b>0.000</b>	<b>0.000</b>	<b>(2.168)</b>	<b>(0.080)</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>1.137</b>	

## Existing Projects - Approved in Prior Years

Project Name	Approval Year	CP	Budget b/f	Projected Reprofiting from 23/24*	Reprofiling Adjustments	Budgeted Expenditure £m						Funding £m						Borrowing Required	Primary Funding Source
						2024/25 Planned	2024/25 Total	2025/26	2026/27	2027/28	2028/29	Future Years	Funding b/f	2024/25	2025/26	2026/27	2027/28		
Disabled Facilities Grants**	Annual	H		0.000		1.351	1.351	1.239	1.239	1.239								0.000	Grant
Discretionary Grants Domestic Properties	Annual	H		0.000		0.150	0.150	0.150	0.150	0.150								0.600	Borrowing
Spiceball Leisure Centre Structural Beams	2023/24	C		0.000		0.100	0.100											0.100	Borrowing
Replacement of the Sports Hall Roof at Bicester Leisure Centre	2023/24	C		0.000		0.045	0.045											0.045	Borrowing
Replacement of 3G Pitch Surface at Bicester Leisure Centre	2023/24	C		0.000	(0.050)	0.050	0.000	0.050										0.050	Borrowing
North Oxfordshire Academy Astro turf	2016/17	C		0.103		0.103												0.103	Borrowing
Bicester Leisure Centre Extension	2013/14	C		0.079		0.079												0.079	Borrowing
Housing Services - capital	2021/22	H		0.160		0.160							(0.160)					0.000	S106 Grants
Longford Park Art	2022/23	C		0.045		0.045												0.045	Borrowing
Town Centre House	2021/22	H		0.000		2.548	2.548							(0.243)				2.305	Borrowing
UKSPF - CDC community facilities x 3	2023/24	C		0.000		0.000												0.000	Borrowing
S106 Capital Costs	2023/24	C		0.000		0.000												0.000	Borrowing
S106 - Ambrosden Community Facility Project	2023/24	C		0.020		0.020								(0.020)				0.000	S106 Grants
S106 - Ambrosden Indoor Sport Project	2023/24	C		0.065		0.065								(0.065)				0.000	S106 Grants
S106 - Ambrosden MUGA Project	2023/24	C		0.130		0.130								(0.130)				0.000	S106 Grants
S106 - Ardley & Fewcott Play Area Project	2023/24	C		0.015		0.015								(0.015)				0.000	S106 Grants
S106 - Ardley & Fewcott Village Hall Project	2023/24	C		0.002		0.002								(0.002)				0.000	S106 Grants
S106 - Bicester Leisure Centre Extension	2023/24	C		1.154	(1.154)	0.000			1.154									0.000	S106 Grants
S106 - Hanwell Fields Community Centre Projects	2023/24	C		0.180		0.180												0.000	S106 Grants
S106 - Hook Norton Sport And Social Club Project	2023/24	C		0.080	(0.080)	0.000	0.080							(0.080)				0.000	S106 Grants

Project Name	Approval Year	CP	Budget b/f		Budgeted Expenditure £m							Funding £m						Borrowing Required	Primary Funding Source
			Projected Reprofiting from 23/24	Reprofiting Adjustments	2024/25 Planned	2024/25 Total	2025/26	2026/27	2027/28	2028/29	Future Years	Funding b/f	2024/25	2025/26	2026/27	2027/28	2028/29		
S106 - Horley Cricket Club Pavilion Project	2023/24	C	0.110			0.110						(0.110)						0.000	S106 Grants
S106 - Kidlington & Gosford Leisure Centre	2023/24	C	0.020			0.020						(0.020)						0.000	S106 Grants
S106 - Milton Road Community Facility and Sports Pitch Project	2023/24	C	0.471			0.471						(0.471)						0.000	S106 Grants
S106 - NOA Improvements	2023/24	C	0.600			0.600						(0.600)						0.000	S106 Grants
S106 - Spiceball Leisure Centre Improvements	2023/24	C	0.014			0.014						(0.014)						0.000	S106 Grants
S106 - The Hill Improvements Project	2023/24	C	0.050			0.050						(0.050)						0.000	S106 Grants
<b>Wellbeing &amp; Housing - Capital Total</b>			<b>3.298</b>	<b>(1.284)</b>	<b>4.244</b>	<b>6.258</b>	<b>1.519</b>	<b>1.389</b>	<b>2.543</b>	<b>1.239</b>	<b>0.000</b>	<b>(1.917)</b>	<b>(1.594)</b>	<b>(1.239)</b>	<b>(1.239)</b>	<b>(2.393)</b>	<b>(1.239)</b>	<b>3.327</b>	
iTrent HR System Upgrades	2022/23	SS	0.000		0.030	0.030	0.030	0.030										0.090	Borrowing
<b>HR &amp; OD - Capital Total</b>			<b>0.000</b>	<b>0.000</b>	<b>0.030</b>	<b>0.030</b>	<b>0.030</b>	<b>0.030</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.090</b>	
East West Railways	2015/16	EC	0.000		0.020	0.020	0.020	0.020			4.189							4.249	Borrowing
Transforming Bicester Market Square	2023/24	EC	0.960		3.250	4.210						(0.960)	(3.250)					0.000	Grant
UKSPF Two Year Investment Plan	2023/24	EC	0.000		0.162	0.162							(0.162)					0.000	Grant
UKSPF Rural Fund	2023/24	EC	0.000		0.395	0.395							(0.395)					0.000	Grant
<b>Growth &amp; Economy - Capital Total</b>			<b>0.960</b>	<b>0.000</b>	<b>3.827</b>	<b>4.787</b>	<b>0.020</b>	<b>0.020</b>	<b>0.000</b>	<b>0.000</b>	<b>4.189</b>	<b>(0.960)</b>	<b>(3.807)</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>4.249</b>	
Banbury Health Centre - Refurbishment of Ventilation, Heating & Cooling Systems	2021/22	SS	0.104			0.104												0.104	Borrowing
Castle Quay	2017/18	EC	2.485	(1.988)		0.497	0.497	0.497	0.497									2.485	Borrowing
Bodicote House Fire Compliance Works	2019/20	SS	0.085			0.085												0.085	Borrowing
Works From Compliance Surveys	2019/20	SS	0.050			0.050												0.050	Borrowing
Fairway Flats Refurbishment	2021/22	H	0.362			0.362												0.362	Borrowing
Bicester East Community Centre	2021/22	C	0.600			0.600							(0.425)					0.175	Borrowing
Thorpe Lane Depot - Renewal of Electrical Incoming Main	2022/23	ES	0.120			0.120												0.120	Borrowing
Installation of Photovoltaic at CDC Property	2022/23	ES	0.000			0.000												0.000	Borrowing
Kidlington Leisure New Electrical Main	2022/23	SS	0.020			0.020												0.020	Borrowing
Spiceball Sports Centre - Solar PV Car Ports	2023/24	ES	0.160			0.160												0.160	Borrowing
Kidlington Sports Centre - Solar PV Car Ports	2023/24	ES	0.117			0.117												0.117	Borrowing
North Oxfordshire Academy - Solar Panels	2023/24	ES	0.018			0.018												0.018	Borrowing
Community Centre Solar Panels	2023/24	ES	0.108			0.108												0.108	Borrowing
Thorpe Lane - Solar Panels	2023/24	ES	0.034			0.034												0.034	Borrowing
Thorpe Lane - Heater Replacement (Gas to Electric)	2023/24	ES	0.023			0.023												0.023	Borrowing
Bicester Depot Building	2023/24	SS	2.675	(1.937)	1.200	1.938	1.937							(0.750)				3.125	Borrowing
Council Office Relocation and Development	2023/24	SS	0.000		4.500	4.500								(4.500)				0.000	Capital Receipts
<b>Property - Capital Total</b>			<b>6.961</b>	<b>(3.925)</b>	<b>5.700</b>	<b>8.736</b>	<b>2.434</b>	<b>0.497</b>	<b>0.497</b>	<b>0.497</b>	<b>0.000</b>	<b>0.000</b>	<b>(0.425)</b>	<b>(5.250)</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>6.986</b>	
Vehicle Replacement Programme	Annual	ES	1.109	(1.525)	1.916	1.500	1.689	1.763	1.400									6.351	Borrowing
Street Scene Furniture and Fencing project	2020/21	ES	0.008		0.012	0.020												0.020	Borrowing
Investing in Additional commercial waste containers	2023/24	SS	0.000		0.025	0.025	0.025											0.050	Borrowing
Depot Fuel System Renewal	2020/21	SS	0.035			0.035												0.035	Borrowing
Burnehyll- Bicester Country Park	2020/21	ES	0.064			0.064												0.064	Borrowing
<b>Environmental - Capital Total</b>			<b>1.216</b>	<b>(1.525)</b>	<b>1.953</b>	<b>1.644</b>	<b>1.714</b>	<b>1.763</b>	<b>1.400</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>6.520</b>	
<b>Total Existing Capital Programme</b>			<b>12.435</b>	<b>(6.734)</b>	<b>15.754</b>	<b>21.455</b>	<b>5.717</b>	<b>3.699</b>	<b>4.440</b>	<b>1.736</b>	<b>4.189</b>	<b>(2.877)</b>	<b>(5.826)</b>	<b>(6.489)</b>	<b>(1.239)</b>	<b>(2.393)</b>	<b>(1.239)</b>	<b>21.172</b>	

### Pipeline Projects - Subject to Business Case and Funding

Project Name	Approval Year	CP	Budgeted Expenditure							Funding £m						Borrowing Required	Primary Funding Source		
			2024/25 Planned	2024/25 Total	2025/26	2026/27	2027/28	2028/29	Future Years	Funding b/f	2024/25	2025/26	2026/27	2027/28	2028/29				
Development of new Learner Pool at Bicester Leisure Centre	N/A	C		0.000				3.994										0.000	S106 Receipts
Development of BMX Pump Track	N/A	C		0.000				0.200										0.000	S106 Receipts
<b>Total Pipeline Projects</b>				<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>4.194</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>(4.194)</b>	<b>0.000</b>	

\* Forecast as at 30 Nov 2023, subject to change by 31 Mar 2024. Final position will be reported to Executive in the Q4 Performance Report

\*\* Subject to confirmation of funding for 2025/26 onwards from the Better Care Fund.

# CAPITAL AND INVESTMENT STRATEGY 2024/2025



*Cherwell*

DISTRICT COUNCIL  
NORTH OXFORDSHIRE

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# A. Capital Strategy

## A1. Introduction

As part of its annual budgeting cycle, Cherwell District Council proposes a capital programme that sets out the capital expenditure that is expected to take place over the next 5 years. The programme is a series of projects undertaken by service departments for which there has been an identifiable business need.

Capital expenditure is money spent on acquiring and enhancing non-current assets that are used in the delivery of services and providing economic benefits to the council and its residents.

The council has had, and continues to put forward, an ambitious programme that seeks to deliver on its key corporate priorities as detailed in the 2023-24 Business plan, namely:

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

To ensure that the council can deliver upon these priorities, a medium to long-term view is taken of planned capital expenditure to ensure that the programme is prudent, affordable, sustainable, and deliverable.

Owing to the nature of capital spend, there are financial and non-financial factors that need to be evaluated and monitored to ensure council stakeholders and decision makers are kept fully informed, in line with the CIPFA Prudential Code for Capital Finance.

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.

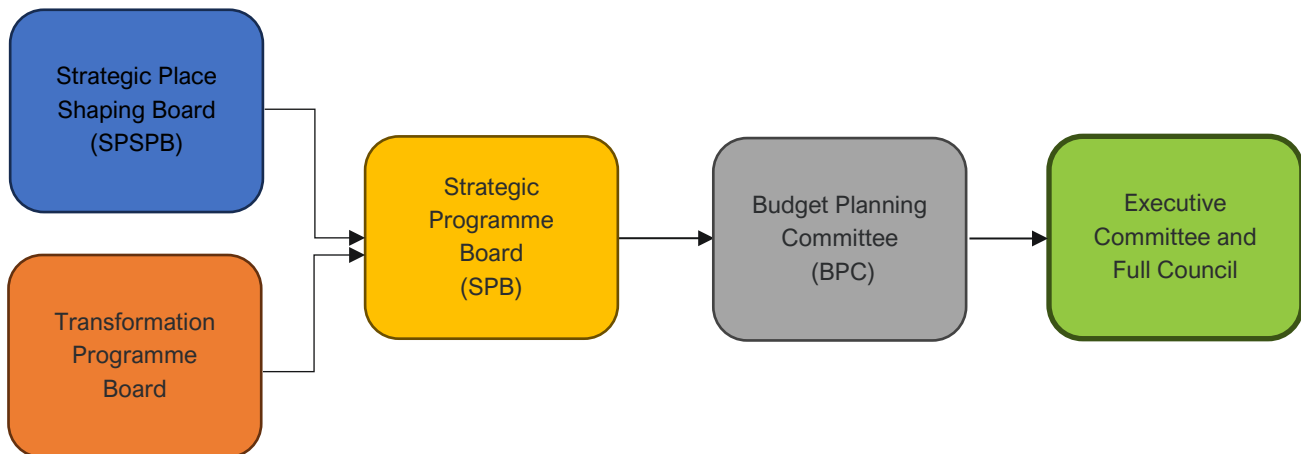
## A2. Capital Planning and Project Approval

Starting in the Spring of each new budget cycle, service managers are tasked with conceptualising, proposing, and developing capital projects that are linked to corporate or service priorities as part of the Budget & Business Planning process.

The council operates a gateway process to ensure that projects have appropriate governance arrangements in place to identify and manage risk.

The Strategic Place Shaping, Transformation and Strategic Programme Boards provide oversight and scrutiny for the process, alongside the Budget Planning Committee. Project boards comprise officers from the director and assistant director level, as well as project managers, budget holders and finance officers. Approval of capital projects and the capital programme is made by Full Council. Capital projects may occasionally be approved outside of the annual budget cycle in line with the Council's Financial Regulations.

**Diagram A2.1: Capital Project Oversight Boards**



The capital gateway process has five stages:

**Diagram A2.2: Capital Gateway Process**



### Gateway 0 - Business Need

Capital proposals first and foremost, must have a demonstrable business need. Officers must put forward rationale for why undertaking a project is necessary, including the corporate objectives it aligns with and a high-level budget outline, estimating both capital and revenue impact and any identified sources of capital funding. Bids are considered and discussed by the relevant boards and recommendations are made to the Strategic Programme Board (SPB) which takes a decision on progression of the scheme to gateway 1.

### **Gateway 1 - Business Case**

Progression through gateway 1 requires the development of an outline business case and options for the scheme, ensuring that the council can deliver projects that offer value for money. The business case will include information that will assist board members in appraising the project. Within each option, an analysis of the benefits and drawbacks must be provided, alongside a summary of key risks, a project timeline and more detailed budget proposal. The business case must discuss carbon and climate impact, and any stakeholder engagement. Programme boards consider the business cases and provide feedback to officers, with recommendations made by the board for the project to be taken forward to gateway 2, reworked, paused, or postponed. At this point, finance officers conduct a review of the affordability of the project and prepare revenue budget figures for inclusion in the Medium-Term Financial Strategy (MTFS).

### **Gateway 2 - Business Decision**

Recommendations made by the boards at gateway 1 are considered by SPB, both in terms of priority and affordability. Projects proposed to be included in the Council's capital programme are then considered and appraised by the Budget Planning Committee which provides 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 presented to Council in February each year. Once approved by Full Council, budgets are uploaded to the financial system and project officers can commence work on the approved schemes.

### **Gateway 3 - Business Delivery**

Approved projects are overseen by project managers that are responsible for delivering projects on time and within budget. This responsibility extends to risk management and escalation of issues to ensure that projects remain on track. All capital projects and programmes are reviewed monthly as part of routine budget monitoring, which provides an opportunity to review project costs against budget and escalate potential areas of concern with senior management. The outputs from routine budget monitoring processes feed into the Finance Capital reporting to the Executive, this reporting includes narrative which provides non-financial updates on capital projects.

### **Gateway 4 - Business Benefit Realisation**

As part of project closure, officers are encouraged to reflect on the project undertaken and report back to project boards via a Benefit Realisation Report.

## **A3. Capital Expenditure**

### **Regulations**

Local Authorities operate under a capital prudential framework and under a statutory legal environment through the Local Government Act 2003.

Expenditure can only be capitalised (i.e., recorded as an asset on the Council's balance sheet) under these regulations, if the spend is incurred in:

- Acquiring, constructing, or enhancing physical or intangible assets, such as land, buildings, plant, vehicles, and equipment
- Acquiring share capital in a third party
- Advancing a loan to a third party that would be for capital purposes if incurred by the council
- Granting of funds to a third party which is to be used for a capital purpose
- Purchasing or enhancing assets from which the council does not have the legal right to economic or service benefits from but would otherwise be capital if the council had those rights (Revenue Expenditure Funded by Capital Under Statute).

As part of the capital gateway process outlined in section A2, projects are appraised on whether proposed expenditure falls into the above categories. Proposed expenditure that does not meet capitalisation regulations as determined by the Capital Accountant and/or S151 Officer, is then considered as a potential revenue pressure as part of the revenue budget setting process.

Expenditure on assets that are capital in nature and in the same class, but do not aggregately meet the council's capital de minimis threshold of £10,000, are also charged as a revenue expense.

Project officers are provided with guidance that outlines the requirement for expenditure being treated as capital. The below table demonstrates how the council typically treats expenditure that are related to capital projects:

**Table A3.1: Accounting Treatment of Project Expenditure\***

Expenditure Type	Accounting Treatment
Feasibility Studies	Revenue Expense
Options Appraisal	Revenue Expense - expenditure incurred on the option that is proceeded with <i>may</i> be capitalised e.g., if three options are appraised, 1/3 of the cost may be capitalised
Internal Staff Costs	Revenue unless a <u>direct contribution</u> is made to the progressing of the creation, acquisition, or enhancement of an asset e.g., a project manager. Officers are <u>required</u> to provide timesheets and other written documentation as justification for capitalising a staff member's cost for audit purposes.
Interest Costs on Prudential Borrowing	Revenue Expense
Design, Architect and Engineer Costs	Capital Expense
Contractors Costs	Capital Expense
Legal Fees	Capital Expense (except in relation to conveying the sale of an asset)

*\*This is not an exhaustive list of expenditure types*

It is therefore vital that project officers correctly classify spend for revenue and capital purposes to avoid unforeseen budget pressures. Aborted projects which no longer meet capitalisation requirements are subsequently charged to revenue.

## Capital Programme

The council has a sizeable capital budget with committed spend of £40m across the programme. Projects already in the existing capital programme, prior to the inclusion of 2024/25 proposals, include:

- Transforming Bicester Market Square - £4m
- S106 Community Infrastructure Projects across the District - £2.8m
- Construction of a New Waste Services Depot - £3.9m
- Vehicle Replacement Programme - £5.7m
- Development of Castle Quay - £2.4m

All projects exist to further the Council's delivery against its corporate objectives or to improve service delivery and council operations. A summary of planned capital spend in accordance with the corporate objectives is outlined in table A3.2 below:

**Table A3.2: Capital Programme across Corporate Priorities in £m**

Corporate Priority	2022/23 Actual	2023/24 Forecast	2024/25 Budget	2025/26 Budget	2026/27 Budget	2027/28 Budget
Healthy, resilient, and engaged communities	0.3	1.7	4.9	0.1	0.0	1.2
An enterprising economy with strong and vibrant local centres	2.3	0.9	5.3	0.5	0.5	0.5
Supporting environmental sustainability	3.7	1.2	2.3	1.8	1.9	1.5
Housing that meets your needs	8.1	21.5	4.6	1.4	1.4	1.4
Running the business - support service	0.8	4.7	7.2	20	0.0	0.0
<b>Total Capital Expenditure*</b>	<b>15.3</b>	<b>29.9</b>	<b>24.3</b>	<b>5.8</b>	<b>3.8</b>	<b>4.6</b>

\*Not including pipeline projects for which funding has not yet been received

As part of the 2024/25 budget setting process, Full Council is requested to approve additions to the capital programme to further progress against corporate objectives. These projects are mostly funded by capital grants and S106 receipts, keeping borrowing levels at to a minimum. Proposed projects include:

- £1.6m of S106 spend on development of a 3G pitch at North Oxfordshire Academy
- £0.7m of debt financed Carbon Net Zero Capital Projects (subject to business cases prior to spend)
- £0.6m of S106 spend on development of Activity Play Zones

The council also has projects in the pipeline which are being planned, but for which capital funding has not yet been fully identified or received.

This includes the development of a New Learner Pool at Bicester Leisure Centre (£5.2m) and the BMX Pump Track (£0.2m). It is expected that future S106 receipts will be received to fully fund these projects and enable progress to Gateway 2. These items are included in the capital programme but are not able to proceed until all funding has been identified for them.

## A4. Capital Financing and Affordability

### Financing the Capital Programme

Capital expenditure included in the capital programme is financed from various sources – these sources can either be external (from third party contributions such as grants and Section 106 contributions) or internal (making use of reserves and capital receipts). Borrowing may be used as a temporary source of finance – as such the council may borrow externally within the prudential framework to acquire and enhance assets, including finance lease arrangements. Alternatively, it can borrow internally, making use of cash balances it holds in advance of expenditure to temporarily finance its capital spend. Internal borrowing is usually the preferred route - where possible - as interest payable on external borrowing is typically higher than interest receivable on surplus cash balances. A reduction in interest receivable will therefore be outweighed by the cost avoidance benefit in not borrowing externally. More information on this can be found in the Council's Treasury Management Strategy.

Borrowing results in an increase to the Council's Capital Financing Requirement (CFR) which needs to be carefully managed. Table A4.1 shows the expected use of receipts and the effects on the council's need to utilise borrowing as a temporary source of finance:

**Table A4.1: Sources of Capital Finance**

<i>Financing Source</i>	<b>2022/23 Actual</b>	<b>2023/24 Forecast</b>	<b>2024/25 Budget</b>	<b>2025/26 Budget</b>	<b>2026/27 Budget</b>	<b>2027/28 Budget</b>
<b>Capital Expenditure</b>	<b>15.3</b>	<b>29.9</b>	<b>24.3</b>	<b>5.8</b>	<b>3.8</b>	<b>4.6</b>
Capital Receipts	(7.9)	(15.0)	(0.4)	(5.3)	0.0	0.0
S106 Receipts	(1.1)	(0.7)	(3.9)	0.0	0.0	(1.2)
Capital Grants	(5.3)	(3.0)	(6.5)	(1.2)	(1.2)	(1.2)
<b>Total Financing</b>	<b>(14.3)</b>	<b>(18.7)</b>	<b>(10.9)</b>	<b>(6.5)</b>	<b>(1.2)</b>	<b>(2.4)</b>
<b>Increase/(Decrease) in CFR*</b>	<b>1.0</b>	<b>11.2</b>	<b>13.5</b>	<b>(0.6)</b>	<b>2.6</b>	<b>2.2</b>

\*Figures may not cross-cast between tables due to rounding.

Capital receipts are a permanent source of finance i.e., it is funding the council controls and does not have to repay. Capital receipts typically arise from the disposal of a non-current asset. Examples of capital receipts include:

- Proceeds from the sale of land or a building
- Repayment of a capital loan from a borrowing entity
- Disposal of a financial interest in a capital asset, such as a re-sale covenant on a house

Once received, capital receipts can be used to finance new capital expenditure or applied to existing expenditure to reduce the council's need to borrow. Application of capital receipts to new or historical spend will be a decision taken by the S151 Officer. Capital loan receipts are applied to the unfinanced capital spend incurred in making the original loan advancement.

Capital grants are generally received for a specific expenditure purpose and are recognised as a council resource when reasonable assurance has been received that the council will meet any conditions attached to the use of the funds. Capital grants are used for financing in the financial year the spend is incurred, with unspent balances transferred to capital reserves which can be used to finance spend in future years.

To finance capital expenditure that has no permanent source of finance such as capital receipts or grants, and that has utilised borrowing as a temporary source of finance, revenue resource must be provided for over the lifetime of the underlying asset or enhancement made. This is known as the Minimum Revenue Provision (MRP) and is a statutory requirement for councils that have utilised prudential borrowing. MRP is provided for annually and acts to reduce the council's need to borrow money, i.e., its CFR. The MRP charge must demonstrate prudence and be made with due regard to statutory guidance published by central government. The Council's MRP statement can be found in Annex A to this document. The Council's MRP forecast is outlined in table A4.2.

**Table A4.2: Minimum Revenue Provision Forecast**

<i>MRP (£m)</i>	<b>2022/23 Actual</b>	<b>2023/24 Forecast</b>	<b>2024/25 Forecast</b>	<b>2025/26 Forecast</b>	<b>2026/27 Forecast</b>	<b>2027/28 Forecast</b>
Minimum Revenue Provision (MRP)	(4.9)	(3.7)	(5.5)	(4.7)	(4.9)	(5.0)

## Capital Financing Requirement

The level of capital expenditure not yet permanently financed is measured through the Capital Financing Requirement (CFR). The CFR indicates the extent to which the council has needed to borrow (incur debt) and is calculated by taking the Council's total spend for capital purposes and deducting capital grants, receipts and revenue resource applied against the expenditure. Forecasting the CFR is a vital part of revenue budget management as it determines the level of prudent MRP.

**Table A4.3: Capital Financing Requirement Actuals and Estimates**

CFR (£m)	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	Actual	Forecast	Forecast	Forecast	Forecast	Forecast
CFR	238.6	246.1	254.0	248.7	246.4	243.6

## A5. Treasury Management and Prudential Borrowing

### Prudential Borrowing

The council as a local authority can borrow for purposes that comply with the CIPFA Prudential Code for Capital Finance. As part of this capital strategy a series of indicators are provided to help demonstrate that borrowing is incurred in-line with the Prudential Code. Prudential indicators are provided in section A6 of this strategy.

Under the revised code, the council *cannot* borrow for commercial purposes i.e., make capital investments primarily for financial return. The council takes decisions on its capital programme with the fundamental principle that the capital project must deliver against corporate priorities as its primary objective. The council will therefore comply with this requirement.

### Treasury Management

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 31 December 2023 the Council had borrowings of £166m at an average interest rate of 2.18%, and £27m of investments at an average interest rate of 5.58%. The borrowing position is reported regularly to Accounts, Audit & Risk Committee as part of the Treasury Management reports.

### Borrowing Strategy

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.

## A6. Prudential Indicators

Under the Prudential Code, the council is required to ensure that all capital expenditure, investments and borrowing decisions are prudent and sustainable. In doing so the council must take into account arrangements for the repayment of debt (including through MRP) and consideration of risk, and the impact and potential impact on the council's overall fiscal sustainability.

A series of prudential indicators are set each year as part of the Capital Strategy to demonstrate that the council has due consideration of these factors when determining its capital programme.

### A6.1 Debt and the CFR

The council can only borrow to support a capital purpose, and borrowing should not be undertaken for revenue or speculative purposes. The council should ensure that gross debt does not, except in the short-term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for the current and the next two financial years.

Projected levels of the Council's total outstanding debt (which comprises borrowing and leases) are shown below, compared with the capital financing requirement (see table A4.3)

Table A6.1: Debt vs CFR (£m)	2022/23 actual	2023/24 forecast	2024/25 forecast	2025/26 forecast	2026/27 forecast
Gross Borrowing (incl. PFI & leases)	188.0	181.0	180.0	180.0	175.0
Capital Financing Requirement	238.6	246.1	254.0	248.7	247.4

As per the table, the council expects that its gross borrowing will not exceed its CFR across the MTFS period.

### A6.2 Borrowing Boundaries and Limits

The council is legally obliged to determine and keep under review 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 A6.2: Operational Boundary vs Authorised Limit (£m)	2023/24 limit	2024/25 limit	2025/26 limit	2026/27 limit
Operational boundary	290.0	290.0	290.0	280.0
Authorised limit	310.0	310.0	310.0	300.0

There are no changes to the 2024/25 boundary and limit, indicating that the council is effectively managing its debt and cashflows.

### A6.3 Financing Cost to Net Revenue Stream

Although capital expenditure is not charged directly to the revenue budget, interest payable on loans and MRP are charged to revenue. Together these are referred to as financing costs and it is useful to compare this to the net revenue stream, i.e., the amount funded from Council Tax, business rates and general Government grants, to determine that capital financing costs are proportionate and affordable.

Table A6.3: Financing Costs to Net Revenue Stream (£m)	2022/23 Actual	2023/24 forecast	2024/25 budget	2025/26 budget	2026/27 budget
Interest Payable	3.6	4.0	4.5	4.8	5.0
Minimum Revenue Provision	4.9	3.7	5.5	4.7	4.9
<b>Total Financing Costs</b>	<b>8.4</b>	<b>7.7</b>	<b>10.0</b>	<b>9.5</b>	<b>9.9</b>
Net Revenue Stream	22.6	28.1	26.2	21.1	18.1
<b>Total Funding</b>	<b>22.6</b>	<b>28.1</b>	<b>26.2</b>	<b>21.1</b>	<b>18.1</b>
<b>Proportion of Net Revenue Stream</b>	<b>37.3%</b>	<b>27.4%</b>	<b>38.2%</b>	<b>45.3%</b>	<b>54.7%</b>

This indicator shows that the ratio of financing costs to net revenue streams is high, however it doesn't consider is that a large proportion of the council's financing costs are offset by the interest from on-lending to the Council's subsidiaries, and income generated by assets acquired as part of the Council's regeneration programme. **This “non-treasury investment” income is not included in the net revenue stream as it does not form part of the Council's core funding but is nonetheless a key resource for the council.**



#### A6.4 Net Income from Service Investment Income to Net Revenue Stream

This Indicator shows the financial exposure of the authority to the loss of its non-treasury investment income, i.e., income from financial investments (e.g., share and loan capital in council subsidiaries) and income from property assets:

<b>Table A6.4: Ratio of Service Investment Income to Net Revenue Stream (£m)</b>	<b>2022/23 Actual</b>	<b>2023/24 forecast</b>	<b>2024/25 budget</b>	<b>2025/26 budget</b>	<b>2026/27 budget</b>
Net Income from Financial Investments	4.9	5.1	4.5	4.5	4.5
Net Income from Property Assets	4.2	5.1	5.8	8.2	8.3
<b>Total Service Investment Income</b>	<b>9.1</b>	<b>10.2</b>	<b>10.3</b>	<b>12.8</b>	<b>12.8</b>
Net Revenue Stream	22.6	28.1	26.2	21.1	18.1
<b>Total Funding</b>	<b>22.6</b>	<b>28.1</b>	<b>26.2</b>	<b>21.1</b>	<b>18.1</b>
<b>Ratio of Service Investment Income</b>	<b>40.4%</b>	<b>36.3%</b>	<b>39.1%</b>	<b>60.6%</b>	<b>70.7%</b>

Investment income represents a significant proportion of the net revenue stream and therefore the risks around loss of this income should be monitored closely. The council conducts regular reviews of projected levels of income as part of monthly budget management and provides regular updates to senior management via performance and aged debt reporting. Risks associated with income loss can therefore be identified early and plans can be implemented to mitigate the impact so the council can continue to deliver a balanced budget.

Whilst financing costs are high, the overall picture is incomplete without factoring the contribution investment income makes towards these costs. Deducting the ratio of net income from Service Investments from the Ratio of Financing costs reveals the affordability ratio, which demonstrates the net revenue impact to the taxpayer as a result of the Council's capital investment decisions.

#### A6.5 Affordability Ratio

There is no established Local Authorities benchmark for this ratio as activities differ widely. Interest earned on Treasury investment is not considered in either of the calculations and therefore it is not unexpected to see a positive percentage when the two are netted off against each other.

The affordability ratio shows that after taking into account the income relating to the capital expenditure that is being financed the council has an affordable net cost of capital financing:

<b>Table A6.5: Affordability Ratio</b>	<b>2022/23 Actual</b>	<b>2023/24 forecast</b>	<b>2024/25 budget</b>	<b>2025/26 budget</b>	<b>2026/27 budget</b>
Ratio of Financing costs	37%	27%	38%	45%	55%
Ratio of Service Investment income	40%	36%	39%	61%	71%
<b>Affordability ratio</b>	<b>-3%</b>	<b>-9%</b>	<b>-1%</b>	<b>-15%</b>	<b>-16%</b>

The Section 151 Officer is satisfied that the proposed capital programme is prudent, affordable, and sustainable.

With increases in interest rates in the past year, the council will continue to monitor this ratio and report to senior management via its regular Treasury Management review. Should the affordability ratio move adversely, the council will need to review whether this is sustainable and what actions may be required to mitigate the impact to the taxpayer as part of its budget monitoring and Medium-Term Financial Strategy.

## A7. Capital Health

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 long-term asset value to determine the extent to which the council's assets could clear its debt through asset disposals, if necessary.

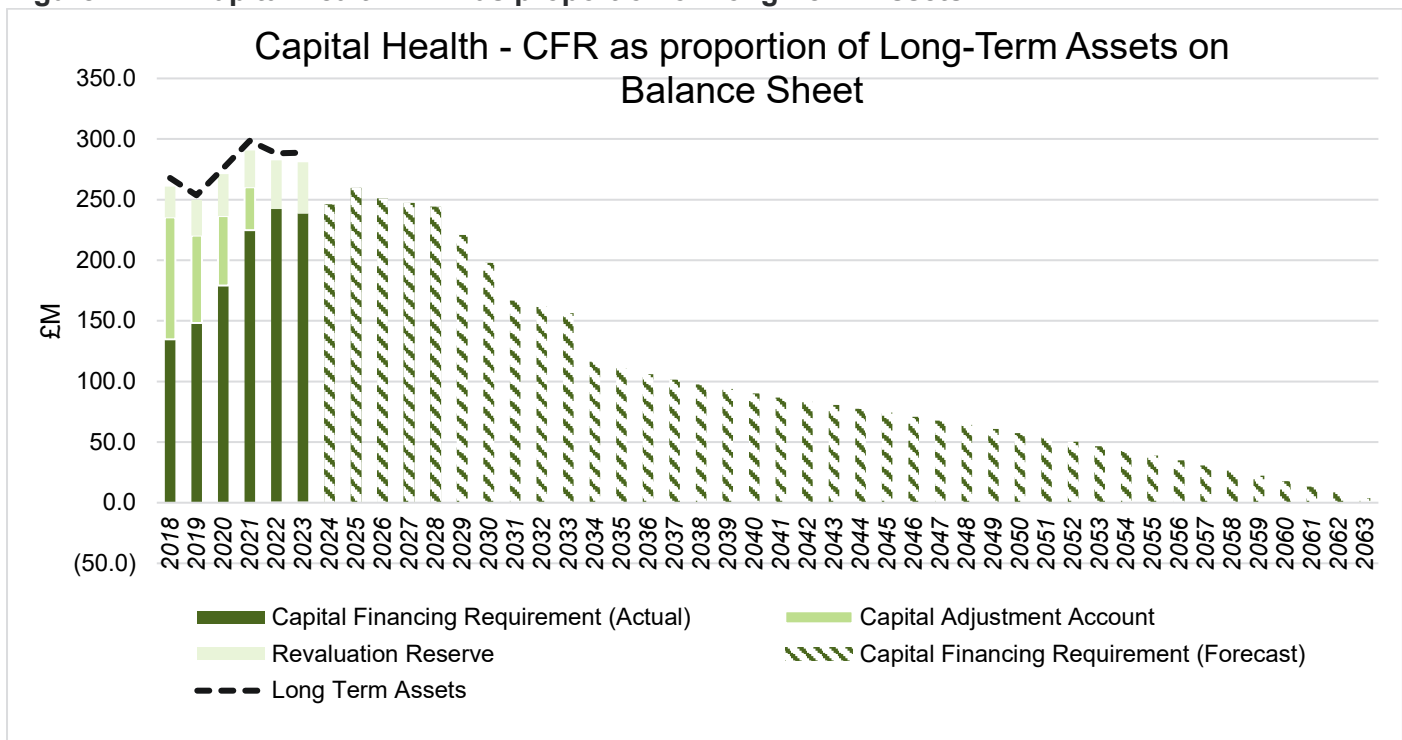
**Table A7.1 – Capital Health in £ millions**

Capital Health (£m)	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Capital Financing Requirement	134.9	148.2	179.2	224.8	242.1	238.6
Long-Term Assets (as per statement of accounts)	267.8	253.6	275.8	298.6	288.2	288.8
<b>CFR to Long-Term Asset Ratio</b>	<b>50%</b>	<b>58%</b>	<b>65%</b>	<b>75%</b>	<b>84%</b>	<b>83%</b>

As of 31<sup>st</sup> March 2023, the Council's CFR amounted to 83 percent of the value of its total capital worth (Long-term asset value), demonstrating that the Council's total capital worth exceeds its borrowing requirement.

Figure A7.2 demonstrates how this has changed since the council began borrowing to fund its capital programme and includes a forecast of the Council's CFR up to 2063 based on the current 5-year capital programme and no future additions to this.

**Figure A7.2– Capital Health: CFR as proportion of Long-Term Assets**



The Council's capital assets are comprised of fixed assets, such as property, and financial assets, such as loan and share capital. Fixed assets and long-term financial assets are less liquid than treasury management investments, as loans and share capital have contractual arrangements and agreed repayment profiles in place, whilst property is utilised in the delivery of corporate priorities. It is important that the council continues to monitor the repayment profiles of loans and valuation of its property assets to ensure that the council can cover its debt obligations through asset sales if required to do so (e.g. in the unlikely event that PWLB refinancing of loans becomes unavailable).

Based on current forecasts, the CFR is expected to reduce by 30% by 2031 and be cleared by 2064. This is mainly due to the effects of the annual minimum revenue provision set aside by the council and principal repayment of capital loans and share capital investments by the Council's subsidiary company Graven Hill. The council continues to ensure that wherever possible, new capital projects are fully funded by capital grants, capital receipts or S106 receipts, keeping additional borrowing requirements to a minimum level and on projects whether there is a demonstrable business need or statutory duty.

## A8. Asset Management and Commercial Risk

### Asset Management

To ensure that capital assets continue to be of long-term use, the council is in the process of preparing a revised Asset Review, where the purpose of each asset held, is challenged, and these properties will be underpinned by a series of policy documents which detail how each category of property is managed. This is a multi-level approach structured as follows:

- At a property level this will comprise of the preparation of an asset management plan which are then subject to periodic review and updating. This process is ongoing and informs the portfolio strategy as a whole.
- 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 Property Managers to progress whose work schedules are reviewed periodically.

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. Receipts from capital grants, loan repayments and investments also generate capital receipts.

### Commercial Risk

To drive leadership of place within Cherwell, stimulate growth, pursue economic regeneration and to generate income to support the revenue activity, the council holds commercial property assets that are subject to commercial risks. The council continues to make investments in enhancing and adapting these assets to ensure they remain fit for purpose and to maximise their service and economic potential in a what has been a turbulent financial environment for commercial property nationwide.

The council recognises that the investments made in commercial property are higher risk than treasury investments. The principal risk exposures are listed below together with an outline of how those risks are managed:

**Table A8.1 – Commercial Risk Management**

<b>Illiquidity</b>	<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> <ol style="list-style-type: none"> <li>The council invests across a range of sectors and its assets are diversified in terms of lot size.</li> <li>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.</li> <li>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.</li> </ol>
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<b>Tenant default</b>	<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> <ol style="list-style-type: none"> <li>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 must be acknowledged that there is less control when a tenant applies for consent to assign, though guarantees may be sought.</li> <li>Risk is managed by diversification as only a small proportion of tenants will fail in any given year.</li> <li>A policy contingency budget is held within the Council's annual revenue budget alongside a market risk earmarked reserve which can meet a shortfall in income that may arise in year due to tenant defaults.</li> </ol>
<b>Obsolescence</b>	<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. This is because offices in general require significant investment to maintain the landlords fit out specification in line with market demands.</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 will be considered in the Asset Management plan for each asset.</p>
<b>Capital expenditure</b>	<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>
<b>Market risk</b>	<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"> <li>Lease lengths should be 3 – 5 years + which obviates most market risks during the period of the tenancy.</li> <li>Longer leases which contain regular rent review provisions normally require the rents to be reviewed in an upwards only direction.</li> <li>Tenant failure – see above under Tenant Default, re: vetting and diversification policies plus earmarked reserves held.</li> </ol> <p>An additional risk is over-exposure to town centre retailing as the portfolio's largest assets are the Castle Quay Centre and Retail Complex in Banbury as well as Pioneer Square in Bicester. The risks arising from these investments will be managed as part of the Strategic Asset Management plan and Asset Actions Plans for each asset.</p>
<b>Returns eroded by inflation</b>	<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>
<b>Rising interest rates</b>	<p>Interest rate risks are managed by the Council's Treasury Management function which is supported by professional advisers. The council publishes its approach to interest rate management in its quarterly Treasury Management Report and annual Treasury Management Strategy which should be read in conjunction with this strategy.</p>

## Commercial Governance

Decisions on investment in assets with commercial risk are made by Members and Statutory Officers in line with the criteria and limits approved by Full Council in the Investment Strategy. Acquisitions of property are made in-line with strategic priorities of the council, are capital in nature and will therefore form part of the council's capital programme.

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 representative meets with the directors both formally and informally to ensure there is a consistent dialog between the companies and the council.

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

## **A9. Knowledge and Skills**

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 of experience and several other members of the Finance team are CIPFA members and fully qualified accountants. Senior members of the Property team are registered surveyors with the Royal Institute of Chartered Surveyors (RICS). The council also pays for junior staff to study towards relevant professional qualifications, including CIPFA, to support professional development and team resilience.

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.

## B. Investment strategy

### B1. Introduction

The CIPFA Prudential Code for Capital Finance outlines that in the Investment Strategy presented to Full Council each year, it should report on all financial investments of the authority, together with other non-financial investments such as those held for service purposes or for financial return.

Local authority investments (including commercial property) may be categorised in accordance with the primary purpose of the investment. The chief financial officer makes a judgement as to the primary purpose of the investment. For the purposes of this strategy, all investments and investment income must be attributed to the following purposes as per the prudential code:

- 'Investments for **treasury management** purposes' (or treasury management investments) are those investments that arise from the organisation's cash flows or treasury risk management activity, and ultimately represent balances that need to be invested until the cash is required for use in the course of business.
- 'Investments for **service** purposes' (or service investments) are taken or held primarily and directly for the delivery of public services (including housing, regeneration and local infrastructure) or in support of joint working with others to deliver such services.
- 'Investments for **commercial** purposes' (or commercial investments) are taken or held primarily for financial return and are not linked to treasury management activity or directly part of delivering services.

In line with the above definitions, 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, such as subsidiaries and local community groups (**service investments**) and
- to deliver against corporate priorities as detailed in the council's annual business plan (**service investments**)

The council does not invest *primarily* for financial return (commercial purposes) – for the council to do so, it is likely the council would need to incur borrowing. The prudential code does not permit borrowing for commercial purposes.

The council realises the benefits of its investments either through direct delivery towards corporate priorities, or by generating additional income that supports service delivery and the revenue budget.

The below table summarises how each type of investment benefits the council and its residents:

**Table B1.1: Investment types and Benefits**

Investment	Purpose	Examples	Strategic and Service Benefits	Economic Benefits
Treasury Investments	To manage surplus cash balances held in advance of expenditure	Money Market Funds, DMADF, other Local Authorities & fixed deposits with banks	Effective treasury management – i.e. deposit cash in facilities that are secure, liquid and generate a financial return	Interest received can be used to support day-to-day revenue spend the council incurs in delivering its services.
Service Investment: <i>Purchasing of Share Capital</i>	To enable subsidiary companies such as Graven Hill to deliver service objectives and be commercially viable enterprises	Graven Hill, Crown House	The subsidiary is provided financial resource to deliver housing for the district	Investing in subsidiaries can help deliver service objectives that impact the local economy and help to stimulate economic growth e.g., in providing housing, attracting businesses, encouraging private investment in the district.  The council may receive a dividend payment from the profits generated that can support revenue spend.
Service Investment: <i>Advancing of Capital Loans</i>	Loans are advanced to organisations such as its subsidiaries, local parishes and local charities to support local public services and stimulate local economic growth	Graven Hill, Crown House, Local Charities and other organisations	To enable continual delivery of housing and infrastructure to the local community.  To enable local groups to deliver objectives and priorities which align with the Council's.	Advancing loans can enable local organisations to facilitate economic growth.  The council receives interest on the loan advances. Loans are repaid to the council on maturity.
Service Investments: <i>Property</i>	To help the council to deliver services, meet its corporate priorities and generate income to support its revenue activity	Bicester Depot, Castle Quay, Tramway Industrial Estate	A direct impact is made on the district through strategic place shaping, regeneration, and other forms of service delivery	Property investments support public services and help to attract for local and national businesses, driving economic prosperity.  The council can generate income from lettings of space that it does not occupy, e.g., retail, and industrial space.

## B2. Treasury Management Investments

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 £14m during the 2024/25 financial year.

Full details of the Council's policies and its plan for 2024/25 for treasury management investments are covered in a separate document, the treasury management strategy.

### B3. Service Investments: Loans

#### Contribution

The council lends money to third parties (e.g., 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

The main risk when making service loans is that the borrower will be unable to repay the principal lent and/or the interest due. 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 B3.1: Fair Value of Loans**

Category of borrower (£m)	31 <sup>st</sup> March 2023 actual			
	Balance	Loss allowance	Net figure in accounts	Approved Limit
Subsidiaries	71.2	1.3	69.9	71.2
Parishes	0.1	0.0	0.1	0.1
Local charities	0.1	0.0	0.1	0.1
Other	1.3	0.1	1.2	1.3
<b>TOTAL</b>	<b>72.7</b>	<b>1.4</b>	<b>71.3</b>	<b>72.7</b>

Accounting standards (IFRS 9) 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

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.

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: Share Capital

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, Graven Hill Development Company Ltd and Crown House Banbury Ltd.

One of the risks of investing in shares is that the initial outlay may not be recovered. To limit this risk, upper limits on the sum invested in each category of shares are set as part of the Investment strategy. For 24/25 this limit has been raised by £10m to allow for a potential increase in the equity investment in Crown House, subject to approval of a business case. Table B4.1 below shows the most recent values and the limit.

**Table B4.1: Fair Value of Share Capital Investments**

Category of company	31 <sup>st</sup> March 2023 actual			Approved Limit
	Amounts invested	Gains or losses	Value in accounts	
Subsidiaries	35.7	0.0	35.7	45.7
<b>TOTAL</b>	<b>35.7</b>	<b>0.0</b>	<b>35.7</b>	<b>45.7</b>

The council assesses the risk of loss before entering into entering 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.

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.

Shares are the only investment type that the council has identified that meets the definition of a non-specified investment in the Government 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 Investments: Property

The council invests in local property in two ways: by acquiring new assets and by enhancing existing assets to help provide and meet the needs of its residents and businesses. For example, the council has recently acquired land to relocate and expand its Waste Collection Depot in Bicester to accommodate growth across the district. The Capital Programme includes significant investment over the next five years, which includes:

- Development of the new Bicester Depot
- Transforming Bicester Market Square
- Investing in Solar Panels and Solar Photovoltaic car ports at the Council's leisure and community centres
- Acquiring and making capital improvements to Town Centre House to return the building to use, to help rehouse Ukrainian Refugees, and to provide safe, secure and affordable housing
- Commitment of funding to net zero carbon projects

The council also continues to hold strategic assets that have received significant investment in recent years to regenerate town centres and generate income for the council, the largest of which include,

- Castle Quay Centre and Waterfront, Banbury;
- Pioneer Square, Bicester;
- Tramway Industrial Estate; Banbury.

### Security

Under the statutory guidance on investments published by Central Government, the council should evaluate the security of its investments by conducting a fair value assessment against the capital invested. A fair value assessment is possible for assets held at fair value, i.e. properties valued annually as investment property (IAS 40 as adapted by the CIPFA code) or operational assets valued under Existing Use Value (EUV) where there is an active market for these types of assets.

In 2023, the council undertook a review of properties held under IAS 40 and determined that most of the assets classified as investment property up to 2021/22 were done so incorrectly. The CIPFA code defines Investment Properties as assets held *solely* for financial return, either through rental income or capital appreciation.

Assets like Castle Quay, Tramway and Pioneer Square that were originally classed as investment properties, were investments made for the purpose of meeting the strategic regeneration objectives of the

council, and *not* solely for financial return. Regeneration is, and has been, a key service objective for the council and whilst the assets are partly commercial in their day-to-day use as retail, leisure and industrial operations by tenants and generate rental income, the council continues to hold the assets as part of its wider regeneration strategy.

The council has therefore reclassified these assets as Property, Plant and Equipment (operational assets) and made prior year adjustments to its accounts to correct erroneous classification made in prior years' financial statements.

Under the CIPFA code, operational assets are valued under the Existing Use Value approach. Existing Use valuations are conducted on assets that have service benefits, such as in provision of housing or in the delivery of regeneration objectives. Existing Use (EUV) valuations may in some circumstances be lower than Market Value due to EUV disregarding potential alternative uses of the asset, known as 'hope value'. An assessment of the security of these assets is therefore made against valuations in Existing Use where Market Value is unavailable. Table B5.1 shows the latest fair value assessments of the council's high value strategic investments made in recent years:

**Table B5.1: Fair Value of High Value Investments in the Council's Strategic Assets**

Asset Name	Investment Cost (£m)	Fair Value 31/03/2022 (£m)	Movement in Fair Value (£m)	Fair Value 31/03/2023 (£m)	Gains/(Losses) in Book Value Recognised in Accounts (£m)
Castle Quay Waterfront, Hotel and Supermarket	68.3	32.0	(2.6)	29.4	(38.9)
Castle Quay Centre	64.7	15.4	(1.6)	13.8	(50.9)
Tramway Industrial Estate	9.6	10.7	(1.6)	9.1	(0.5)
Pioneer Square	8.2	4.1	0.3	4.4	(3.8)
<b>Totals</b>	<b>150.8</b>	<b>62.2</b>	<b>(5.5)</b>	<b>56.7</b>	<b>(94.1)</b>

The decline in book values have been driven by multiple factors, namely:

- The decline of high street retail, accelerated by the Covid-19 pandemic
- Performance of retail assets nationally, affecting property yields and therefore asset valuations
- National economic conditions, such as interest rates and inflation

Book gains and losses are recognised in the Council's statutory accounts to reflect fluctuations in asset values and represent a snapshot of the Council's financial position as at a balance sheet date. Cash movements against the original capital investment are therefore not realised until an asset is disposed of.

The council recognises that property valuations are important. The book value losses recognised to date, whilst significant, are temporary and are expected to improve in the medium to long-term which will ensure the authority remains in a healthy long-term financial position. The investment benefits will continue be realised through non-financial factors such as regeneration and place shaping and through revenue receipts which will help finance the capital investment.

Whilst strategically important, property valuations do not have a direct impact on the council's day-to-day financial standing. The council has prudently budgeted for the debt servicing costs on these investments and continues to receive income from the assets to support the financing of the investments. Many of the assets are long-term for the council, with current and future service benefits that also need to be taken into

consideration in evaluation of the investment. As detailed in section A6 of the capital strategy, the council deems its capital investment plans to be affordable, prudent, and sustainable.

To improve the economic and service potential of its property investments and ensure they remain fit for purpose, the council intends to undertake a strategic review of its property within the next 12 months. A strategic review on one of the Council's largest assets, the Castle Quay Centre, is already underway. As part of this review, the council has already assessed the viability of moving council offices to the centre, for which a business case has been approved. Further work is now being undertaken to progress the project. Once the move to Castle Quay completes, a capital receipt may be generated from the sale of the current council headquarters, Bodicote House.

It should be noted that the security of investment is not only considered through annual fair value assessment. Asset valuations fluctuate in accordance with the market, which has been on a downward trend in recent years. Assets that generate income to the council contribute to the overall business case and therefore whilst capital values may fluctuate, income generated from property assets may be considered secure in accordance with the lease terms granted, tenant performance, and asset obsolescence.

## **Risk assessment**

The council assesses the risk of loss before entering 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.

The property investment market is dynamic, and the council is 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 Council's focus is on assets that are local and help to deliver the strategic aims of the council.

In all acquisitions the council takes 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, letting risk, marketability and occupational demand, and likely expenditure over the hold period.

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.

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.

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

Compared with other investment types, property is relatively difficult to sell 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

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, bond, and guarantee amounts:

**Table B5: Loan Commitments, Bonds and Guarantees**

Borrower	Purpose	£m Contractually Available
Graven Hill Village Development Company Ltd	Revolving Credit Facility available to the council's subsidiary until 2026	£17.0m
Graven Hill Village Development Company Ltd	Bonds and Guarantees in place	£22.4m
Graven Hill Village Development Company Ltd	Bond and Guarantees agreed in principle	£14.4m
<b>TOTAL</b>		<b>£53.8m</b>

## B7. Capacity, Skills and Culture

### Elected members and statutory officers

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.

### Investments

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

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.

## B8. Investment Indicators

The Council has set the following quantitative indicators to allow elected members and the public to assess the Council's total risk exposure resulting from its investment decisions.

### Total risk exposure

The first indicator shows the council's total exposure to losses in investment book value (i.e. losses not already recognised on balance sheet) 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 and the council's high value property assets. 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 B8.1: Total investment exposure in £ millions**

Total investment exposure	31/03/2023 Actual	31/03/2024 Forecast	31/03/2025 Forecast
Treasury management investments*	43.5	13.3	14
Service investments: Loans*	63.4	57.4	57.4
Service investments: Shares	35.7	35.7	35.7
Service investments: Property***	56.7	65.9	80.3
<b>TOTAL INVESTMENTS</b>	<b>199.3</b>	<b>172.3</b>	<b>187.4</b>
Commitments to lend	11.0	17.0	17.0
Bonds & Guarantees in place and agreed in principle	45.4	17.9	11.8
<b>TOTAL INVESTMENT EXPOSURE</b>	<b>255.7</b>	<b>207.2</b>	<b>216.2</b>

\*The investment forecast for 2024/25 is as per the MTFs budget and includes a forecast loan 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.

\*\*Loans as per the investment funded by borrowing (excluding interest income) as per Table B8.2

\*\*\*As per the net book value in Table B5.1 for 2022/23 on high value property investments

### How investments are funded

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

**Table B8.2: Investments funded by borrowing in £ millions**

Investments funded by borrowing	31/03/2023 Actual	31/03/2024 Forecast	31/03/2025 Forecast
Service investments: Loans	63.4	57.4	57.4
Service investments: Shares	35.6	35.7	35.7
Service investments: Property	156.3	163.7	174.9
<b>Total Funded by Borrowing*</b>	<b>255.3</b>	<b>256.8</b>	<b>268.0</b>

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

### Rate of return received

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 B8.3: Investment rate of return (net of all costs)**

Investments net rate of return	2022/23 Actual	2023/24 Forecast	2024/25 Forecast
Treasury management investments	2.1%	5.1%	4.9%
Service investments: Loans	6.3%	6.9%	6.0%
Service investments: Property	1.0%	0.9%	0.9%

Treasury management investments are made to deposit cash balances in facilities that offer security, liquidity and a financial return (in that order of priority). Service loan investments are required to be made at a rate of interest that complies with subsidy control regulations, and whilst financial return is not the primary purpose, may generate a higher return than treasury and property investments. The rate of return on property assets represents the return across property service investments in housing, car parks, property bought with regeneration objectives and other property. The council has invested in local housing projects which generate income at a below market rate, e.g., Affordable Housing, for which the gross capital costs (i.e. not including capital grants and receipts received to finance the spend) on the construction and development have been included in this calculation. It is therefore not unexpected that Property investments may generate a lower return than other forms of investment the council undertakes as set out in this strategy.

# Annex A – Annual Minimum Revenue Provision (MRP) Statement

## MRP Summary

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 how capital expenditure which has been funded by borrowing is paid for by council taxpayers. 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.

The statutory guidance<sup>[1]</sup> on MRP outlines 4 ready-made options for calculating prudent provision:

- Option 1 – Regulatory Method
- Option 2 – CFR Method
- Option 3 – Asset Life method a and b
  - Option 3a – *Straight Line*
  - Option 3b – *Annuity*
- Option 4 – Depreciation Method

Options 1 and 2 can only be used for capital expenditure incurred prior to 1 April 2008 (supported capital expenditure). These options are therefore unavailable to the council as it has no supported capital balances within its Capital Financing Requirement (CFR).

## MRP Statement

The Council is recommended to approve the following statement:

- For unsupported capital expenditure incurred on fixed assets after 31st March 2008 and not acquired under a finance leasing arrangement, MRP will be determined using **option 3b (Annuity method)** of the statutory guidance on MRP starting in the *year after* the asset becomes operational.
- MRP on the acquisition of share capital in a subsidiary company will also be calculated using **option 3b** of the statutory guidance.
- For capital expenditure incurred in the advancing of loans to third parties that are delivering service objectives on behalf of the Council, such as subsidiary companies, MRP will be charged at an amount equal to any expected credit losses on the loans recognised in the financial year in accordance with IFRS 9. For service loans with historical credit losses incurred in prior financial years, the council will make a one-off MRP charge in the current financial year to ensure prudent provision is made for the IFRS 9 accounting losses.
- Repayments of loan principal on capital loans will be treated as capital receipts and applied to the capital adjustment account to clear any unfinanced capital spend and reduce the council's capital financing requirement.
- Capital expenditure incurred on acquiring assets under finance leases will have an MRP charge made equal to the capital rent payment made to reduce the lease liability in year.



- Capital expenditure incurred in 2024/25 will not be subject to an MRP charge until 2025/26 at the earliest.

For **option 3b**, under statutory guidance:

- “MRP is the principal element for the year of the annuity required to repay over the asset’s useful life the amount of capital expenditure financed by borrowing or credit arrangements, using an appropriate rate of interest.” In simpler terms, this is equivalent to the MRP charge matching the capital repayment profile of a mortgage or a finance lease arrangement, with payments taking place over the life of the asset and using an appropriate rate of interest to determine the annual amount.
- Adjustments to the calculation to take account of repayment by other methods during repayment period (e.g., by the application of capital receipts) will be made as necessary.

As external debt balances cannot be directly linked to specific capital expenditure (external debt is a Treasury Management function) the council has determined an *appropriate* interest rate to be the Public Works Loans Board (PWLB) rate available for an annuity-based loan, with a repayment lifetime that matches the estimated useful life of the underlying asset. The PWLB rate used is taken from on the PWLB website <sup>[2]</sup> and will be the rate available on the first working day of the financial year in which the expenditure is incurred.

Indicative annuity rates used in the Council’s MRP calculation are shown below which are then further reduced by 0.2% for use in the MRP calculation, in accordance with the borrowing discount available to Local Authorities:

PWLB Borrowing Rates		Loan Term/Asset Life				
Publication Date/Time	Year	10	20	30	40	50
03/04/2023 09:15:48	2023/24	4.49%	4.60%	4.86%	4.89%	4.82%
01/04/2022 12:19:13	2022/23	2.50%	2.69%	2.85%	2.86%	2.80%
01/04/2021 09:08:50	2021/22	1.43%	1.97%	2.28%	2.41%	2.42%
01/04/2020 12:28:08	2020/21	2.13%	2.32%	2.60%	2.76%	2.77%
01/04/2019 12:13:33	2019/20	1.74%	2.09%	2.44%	2.60%	2.59%
03/04/2018 12:15:35	2018/19	2.07%	2.46%	2.67%	2.75%	2.72%
03/04/2017 12:15:31	2017/18	1.49%	2.18%	2.62%	2.80%	2.78%
01/04/2016 12:15:18	2016/17	1.86%	2.59%	3.08%	3.31%	3.32%
01/04/2015 12:15:49	2015/16	2.13%	2.72%	3.08%	3.29%	3.34%
01/04/2014 12:15:51	2014/15	2.96%	3.95%	4.34%	4.47%	4.50%

## Change of MRP Approach

Adopting **option 3b** for fixed asset and share capital expenditure represents a change of approach for the council, having previously adopted a straight-line MRP approach in prior years (option 3a). Under the statutory guidance, where a local authority changes the method(s) that it uses to calculate MRP, it should explain in its Statement, why the change will better allow it to make prudent provision.

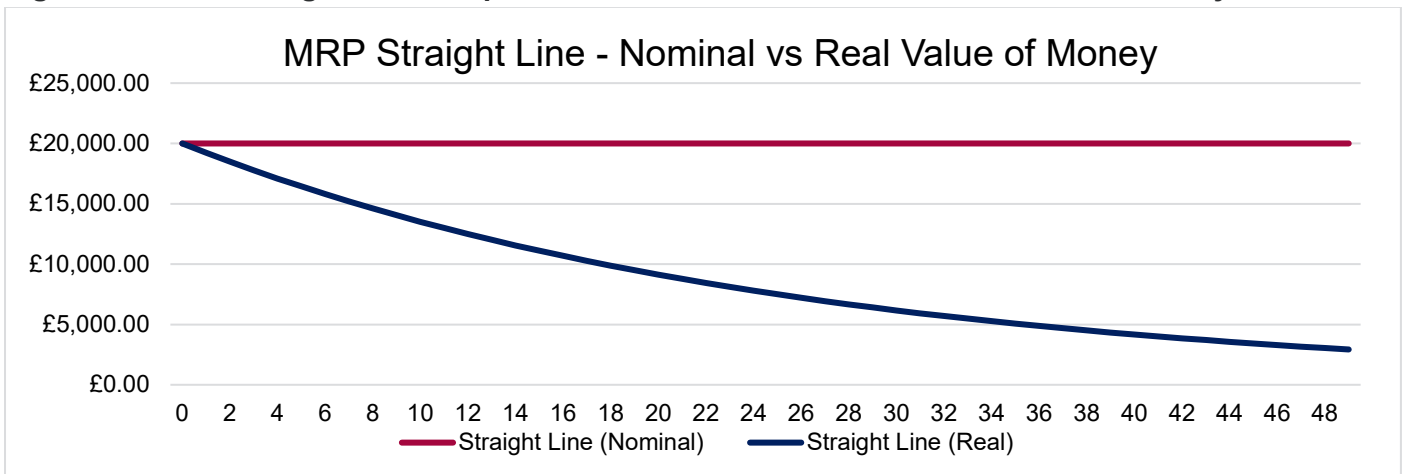
The change to annuity based MRP improves the Council’s ability to make prudent provision as it helps to distribute MRP more fairly when factoring that the value of money decreases with time due to its earning potential. The current adoption of a straight-line approach means that the real value that future revenue budgets are expected to provide for MRP can be significantly less than the current budget, whilst the assets are delivering the same benefits. The divergence in the real vs nominal value of money therefore creates a divergence in the suitability of a straight-line vs annuity-based approach to MRP, particularly over the medium to long-term. With interest rates and inflation presently much higher than when the council began

to generate a CFR (incurring capital spend without capital receipts available to finance the spend), this factor is becoming more prevalent and therefore should be considered in making prudent provision.

Much of the capital the council has outlaid which has increased its CFR has been in the purchase and enhancement of long-term assets that will have an expected lifetime of 50 years or more for the district. These assets include Castle Quay Shopping Centre, Castle Quay Waterfront development and investments in subsidiary companies, such as Graven Hill, that are set to provide long-term economic and innovative housing benefits. Factoring the time value of money into the MRP calculation helps to distribute the cost more fairly to the revenue budget over the lifetimes of the underlying assets resulting from the investments. This ensures that the current revenue budget is not unfairly burdened with costs associated with assets delivering long-term strategic objectives of the council or where economic benefits are expected to be maintained or increase over the life of the assets, benefitting the future as well as the current taxpayer.

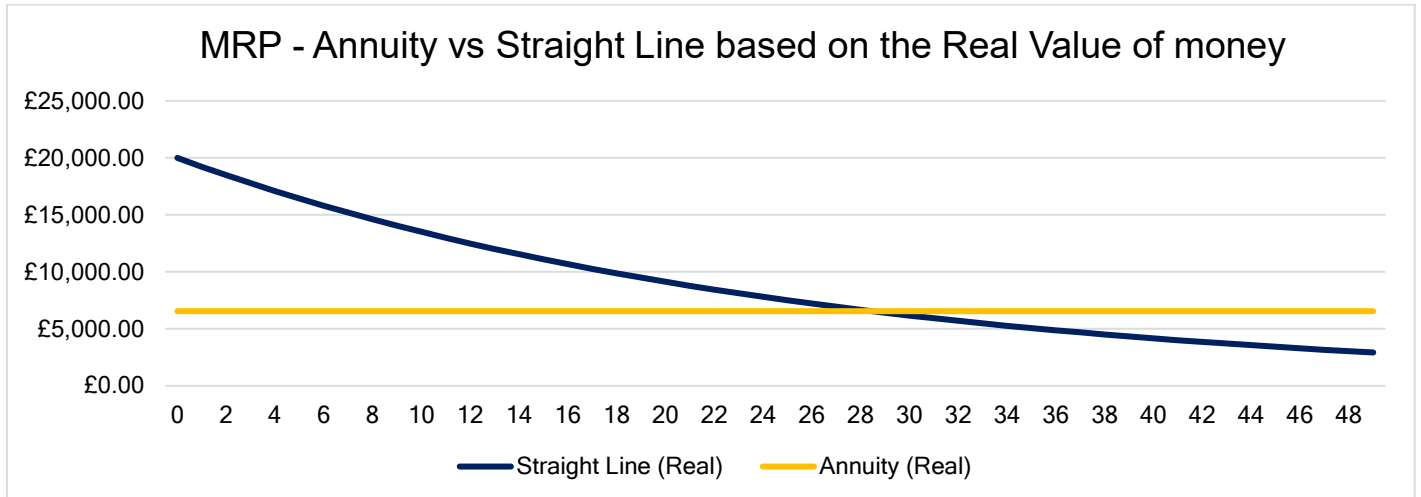
For example, if the council spends £1m on purchasing a building with a 50-year useful life, under the straight-line approach, the council will charge £20,000 annually in MRP. However, where interest rates are expected to remain around 4% on average over that period (as an illustration), the real value of the MRP decreases across the life of the asset, meaning that future revenue budgets pay proportionally less in MRP compared to the current budget. This is depicted in the figure below:

**Figure M1: MRP Straight Line comparison between the real and nominal value of money**



The time value of money means that an MRP charge of £20,000 in fifty years would be around £3,000 in today’s terms. The annuity method seeks to combat this effect by ensuring an even spread of MRP with the time value of money factored in. Whilst the nominal value increases with time, the real value of the MRP will remain proportionate to the value of money at the time the charge is made, essentially making the MRP charge constant in real terms.

Below is a profile of MRP on an annuity basis for the same scenario, demonstrating that using the annuity method factoring the time value of money, results in a straight-line MRP charge in real terms:

**Figure M2: Annuity vs Straight Line MRP based on the real value of money**

## Conclusions

By adopting an annuity based MRP approach for fixed asset and share capital expenditure service benefits, the council will:

- Factor in the time value of money into its MRP calculation;
- More fairly distribute MRP across the underlying lifetime of the assets invested in, and;
- Better allow a prudent MRP charge to revenue to be made.

## Future MRP Considerations

The council recognises that the interest rates and inflation determine the time value of money and are likely to fluctuate over the lifetime of MRP for long-term assets. As such, the council will review the suitability of the annuity based method annually to ensure it remains appropriate. If interest rates decrease significantly, the current annuity model may no longer be the most appropriate methodology.

[1] – Statutory Guidance on Minimum Revenue Provision

[https://assets.publishing.service.gov.uk/media/5a7451d9ed915d0e8bf188f4/Statutory\\_guidance\\_on\\_minimum\\_revenue\\_provision.pdf](https://assets.publishing.service.gov.uk/media/5a7451d9ed915d0e8bf188f4/Statutory_guidance_on_minimum_revenue_provision.pdf)

[2] – PWLB Lending Facility Rates

<https://www.dmo.gov.uk/responsibilities/local-authority-lending/historical-interest-rates/>

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## Appendix 20 – Revised Minimum Revenue Provision (MRP) Statement for 2023-24

### MRP Summary

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01/04/2020 12:28:08	2020/21	2.13%	2.32%	2.60%	2.76%	2.77%
01/04/2019 12:13:33	2019/20	1.74%	2.09%	2.44%	2.60%	2.59%
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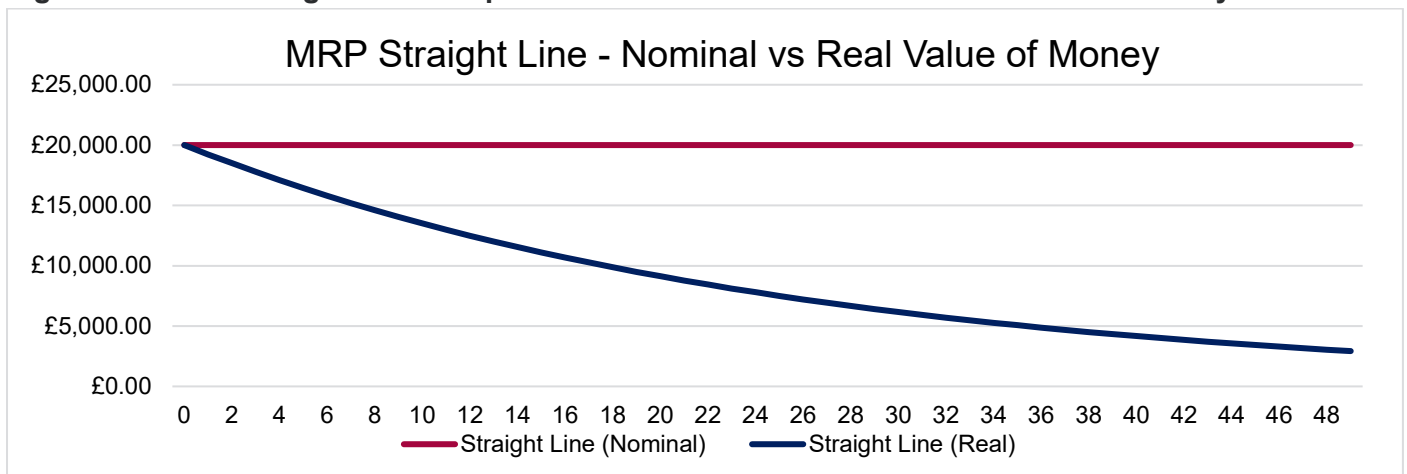
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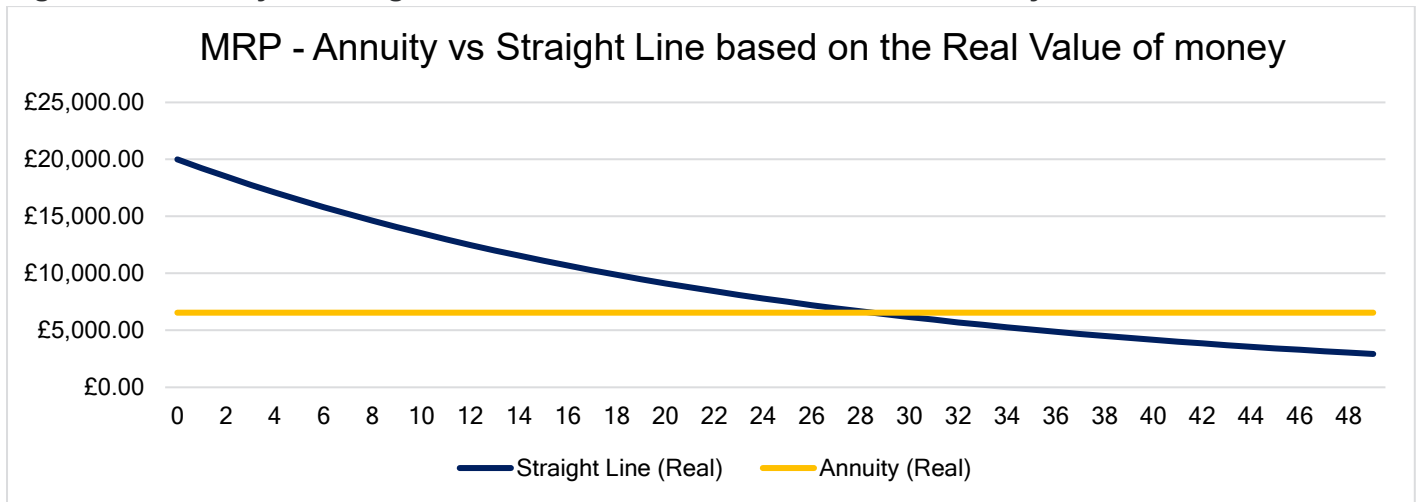
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# Treasury Management Strategy Statement 2024/2025



DISTRICT COUNCIL  
NORTH OXFORDSHIRE

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## 1. Introduction

The council 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 council'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 council's capital plans. These capital plans provide a guide to the borrowing need of the council, 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 council'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 a council's financial capacity – i.e., that 'plausible losses' could be absorbed in budgets or reserves without unmanageable detriment to local services. A council 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

1.1.1 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:

- a.) **Reporting requirements** include quarterly reporting to the Accounts, Audit and Risk Committee (AARC) with the Annual Performance Report (usually published in May) and Mid- year Review (usually published in November) also being presented to full council.
- b.) 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 council.
- c.) **Environmental, social and governance (ESG)**. The council's strategy is to have regard to the Environmental, Social and Governance ("ESG") risks presented by its Counterparties. The Treasury function 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 council's capacity to mitigate risk through diversification.

1.1.2 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

1.2.1 The overall treasury management portfolio as at 31.3.23 and for the forecast position as at 31.03.24 are shown below for both borrowing and investments.

Table 1: Overall treasury management portfolio

TREASURY PORTFOLIO				
	actual	actual	forecast	forecast
	31.3.23	31.3.23	31.3.24	31.3.24
	£000	%	£000	%
<b>Treasury investments</b>				
Banks	12,000	28%	0	0%
Building societies - unrated	0	0%	0	0%
Building societies - rated	0	0%	0	0%
Local authorities	23,000	53%	3,000	23%
DMADF (H.M.Treasury)	0	0%	0	0%
Money Market Funds	8,520	20%	10,300	77%
Certificates of Deposit	0	0%	0	0%
<b>Total managed in house</b>	<b>43,520</b>	<b>100%</b>	<b>13,300</b>	<b>100%</b>
Bond Funds	0	0%	0	0%
Property Funds	0	0%	0	0%
<b>Total managed externally</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>Total treasury investments</b>	<b>43,520</b>	<b>100%</b>	<b>13,300</b>	<b>100%</b>
<b>Treasury external borrowing</b>				
Local Authorities	22,000	12%	15,000	8%
PWLB	166,000	88%	166,000	92%
LOBOs	0	0%	0	0%
<b>Total external borrowing</b>	<b>188,000</b>	<b>100%</b>	<b>181,000</b>	<b>100%</b>
<b>Net treasury investments / (borrowing)</b>	<b>(144,480)</b>	<b>0</b>	<b>(167,700)</b>	<b>0</b>

## 1.3 Balance sheet summary and forecast

1.3.1 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.

1.3.2 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.

Table 2: Balance sheet summary and forecast

	<b>31.3.23 Actual £m</b>	<b>31.3.24 Estimate £m</b>	<b>31.3.25 Forecast £m</b>	<b>31.3.26 Forecast £m</b>	<b>31.3.27 Forecast £m</b>
General Fund CFR	238.60	246.10	255.83	248.70	246.38
Less: External borrowing **	188.00	181.00	145.00	139.00	133.00
Less: Service Loans and lease liability	1.56	0.00	0.00	0.00	0.00
<b>Internal/(over) borrowing</b>	<b>49.04</b>	<b>65.10</b>	<b>110.83</b>	<b>109.70</b>	<b>113.38</b>
Usable reserves	33.02	41.56	36.75	37.41	38.58
Working capital	38.40	36.84	36.84	36.84	36.84
Usable reserves and working capital less internal borrowing equals <b>Investments or (New borrowing required)</b>	<b>22.38</b>	<b>13.30</b>	<b>(37.24)</b>	<b>(35.45)</b>	<b>(37.96)</b>

\*\* shows only loans to which the council is currently committed. Therefore 'New Borrowing' includes some refinancing of existing debt. In 24/25 loans to the value of £36m are maturing.

#### 1.4 Liability Benchmark

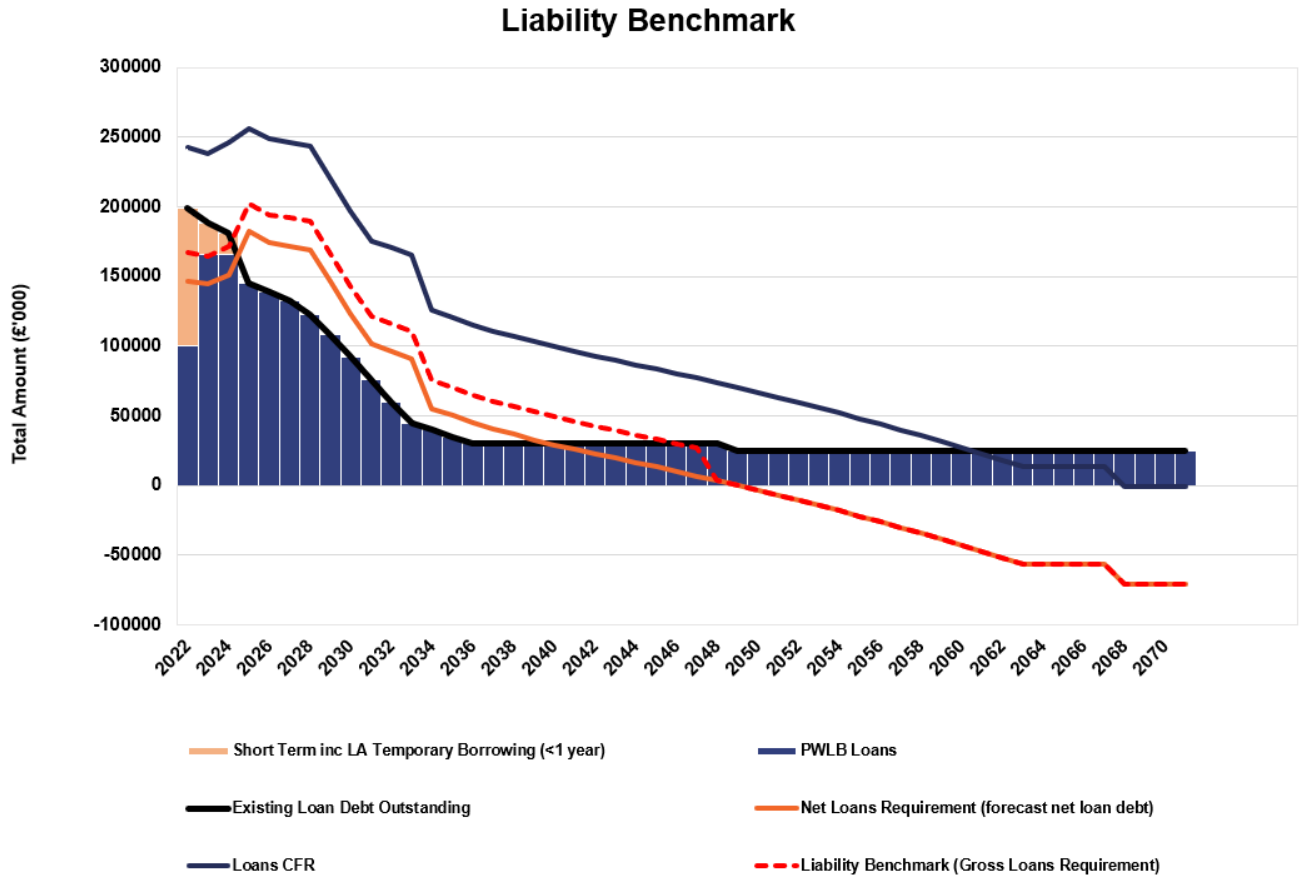
1.4.1 The council is pleased to include the Liability Benchmark (LB) as a prudential indicator for 2023/24 in this report. The council is required to estimate and measure the LB for the forthcoming financial year and the following two financial years, as a minimum.

1.4.2 There are four components to the LB:

- a.) **Existing loan debt outstanding:** the council's existing loans that are still outstanding in future years.
- b.) **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.)
- c.) **Net loans requirement:** this will show the council'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.

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

Table 3: Liability Benchmark



1.4.3 This graph is based only on approved activities in the current and proposed capital programme and it therefore assumes there are no future capital investments. This graph is not a forecast but a snapshot of the council’s current commitments and loans. The difference between net loan requirement and loans CFR is made up of internal borrowing.

1.4.4 The LB graph above demonstrates that the council is in an under borrowed position until 2044. Using the current data available the CFR may be nil by 2068 and the estimated internal borrowing currently used to finance the CFR can be invested as the CFR reduces.

## 1.5 General Balances & Reserves and Expected Investment Balances

1.5.1 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.

1.5.2 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.

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

Table 4: General Balances & Reserves and Expected Investment Balances

<b>Year End Resources</b> <b>£m</b>	<b>2022/23</b> <b>Actual</b>	<b>2023/24</b> <b>Estimate</b>	<b>2024/25</b> <b>Estimate</b>	<b>2025/26</b> <b>Estimate</b>	<b>2026/27</b> <b>Estimate</b>
Collection Fund Adjustment Account	<b>(5.31)</b>	<b>(0.38)</b>	0.00	0.00	0.00
General Balances	6.15	6.15	6.15	6.15	6.15
Earmarked Reserves	20.62	26.71	25.67	26.33	27.51
Revenue Grants	3.51	2.03	1.13	1.13	1.12
Capital Reserves	8.05	7.05	3.80	3.80	3.80
<b>Usable reserves</b>	<b>33.02</b>	<b>41.56</b>	<b>36.75</b>	<b>37.41</b>	<b>38.58</b>
Working capital*	38.40	36.84	36.84	36.84	36.84
Internal/(over) borrowing	49.04	65.10	110.83	109.70	113.38
Usable reserves and working capital less internal borrowing equals <b>Expected investments / (borrowing)</b>	<b>22.38</b>	<b>13.30</b>	<b>(37.24)</b>	<b>(35.45)</b>	<b>(37.96)</b>

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

## 1.6 Treasury Management Indicators

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



- 1.6.1 **Interest rate exposures for both borrowing and investing:** This indicator is set to control the council's exposure to interest rate risk. The impact of a change in interest rates is calculated on the assumption that maturing loans and investments will be replaced at current rates. The upper limits on the one-year revenue impact of a 1% rise or a 0.75% fall in interest rates will be:

Table 5: Interest rate exposures for both borrowing and investing in 24/25

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**	- £ 105,000 +£ 75,000

*\*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 beyond the proposed capital programme. 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 2024/25 in the budget. There is also an opportunity to save on borrowing should the interest rate fall. As most of the council's borrowing is already fixed this would only impact on new loans in the 2024/25 budget.*

- 1.6.2 **Maturity structure of borrowing:** The council monitors its exposure to refinancing risk with the maturity structure of borrowing indicator. The practice of setting a 'maturity structure of borrowing' aims to profile the maturity dates of borrowing so that loans don't all mature at once as this exposes the council to refinancing risk. As an example, if all of the council's loans had matured in the last 6 months, the council would have been forced to refinance at the highest rates the market had seen in years. Instead, the council's loan maturity dates are spread out. Even if rates are still high when the council needs to refinance some of the first loans in the portfolio to mature, at least the council is only exposed to the higher interest rates on those loans, and not all loans. The upper and lower limits on the maturity structure of borrowing will be as per Table 6 below:

Table 6: Maturity structure of borrowing limits in 24/25

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%

- 1.6.3 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 and 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. The council feels that having no set lower limit gives officers the best flexibility to react to the economic climate. For example, if a lower limit for 10-year borrowing was set it may force the council to take out loans of that term when rates are high, rather than the council's preferred strategy of borrowing for shorter periods (still spread out) until rates begin to settle at the level the council's advisors believe will be the new "normal".
- 1.6.4 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.
- 1.6.5 **Investment treasury indicator and limit** - total principal funds invested for greater than 365 days. These limits are set with regard to the council's liquidity requirements and to reduce the need for early sale of an investment and are based on the availability of funds after each year-end. The council is asked to approve the following treasury indicator and limit:

Table 7: Long term borrowing limits

	2023/24	2024/25	2025/26
Upper limit for principal sums invested for longer than 365 days	£5m	£5m	£5m
Current investments as at 31.12.2023 in excess of 1 year maturing in each year	Nil	Nil	Nil

## 1.7 Financial implication of the 24/25 Treasury budget

- 1.7.1 The budget for treasury investment income in 2024/25 is £0.701m, based on an average investment portfolio of £14m at an average interest rate of 5%. This is an increase from the £0.505m budgeted for in 2023/24, based on an average investment portfolio of £12m at an average interest rate of 4.30%.
- 1.7.2 The budget for committed debt interest payable in 2024/25 is £4.782m, based on an average debt portfolio of £187m at an average interest rate of 2.52%. This is also an increase from the 2023/24 budget of £3.819m, based on an average debt portfolio of £171m an average interest rate of 2.46%.
- 1.7.3 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

- 2.1.1 The council 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 council's reserves, balances and cash flow has been used as a temporary measure (as detailed in table 4.) This strategy is prudent as medium and longer dated borrowing rates are expected to fall from their current levels in the summer of 2024.
- 2.1.2 Against this background and the risks within the economic forecast, caution will be adopted with the 2024/25 treasury operations. The S151 Officer, using information supplied by the council's Treasury Advisors, 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.*

2.1.3 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.

2.1.4 **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 5.25% in March 2024 to 3.00% by March 2026.

## 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 councils	●	●
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)	●	

2.2.1 **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	●	●
Hire purchase	●	●
Private Finance Initiative	●	●

## 2.3 Policy on Borrowing in Advance of Need

2.3.1 The council 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 council can ensure the security of investing such funds.

- 2.3.1 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 Debt Rescheduling

- 2.4.1 As the council's PWLB loan portfolio has an average interest rate of 2.18% the PWLB would currently reward early repayment due to the discount rates on offer. For example, if the council repaid the £25m loan maturing in 2071 the PWLB would offer a 4.06% discount rate which would equate to £12.5m discount. However, a statutory override would require any discount to be amortised to revenue over 10 years, which reduces the initial revenue benefit. In addition, the council is currently in an under borrowed position and premature repayment would be problematic as loans at higher rates would need to be taken and this would create additional revenue cost. The option to reschedule existing loans will be reviewed on a regular basis and any decision making would be supported by a net present value appraisal, which would provide expected whole life net General Fund benefit.

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

## 3 Investing

### 3.1 Investment strategy

- 3.1.1 The council's investment priorities will be **security first, portfolio liquidity second and then yield (return)**. The council will aim to achieve the optimum return (yield) on its investments commensurate with proper levels of security and liquidity and with regard to the council's risk appetite.
- 3.1.2 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.
- 3.1.3 This council has adopted a prudent approach to managing risk and defines its risk appetite by the following means:
- a.) 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.

- b.) **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.
- c.) **Lending limits**, (amounts and maturity), for each counterparty will be set through applying the matrix table in paragraph 3.1 (Table 8.)
- d.) **Transaction limits** are set for each type of investment in 3.2 (Table 9.)
- e.) This council will set a limit for its investments which are invested for **longer than 365 days**, (see point 1.6 Treasury Management indicators).
- f.) All investments will be denominated in **sterling**.
- g.) As a result of the change in accounting standards for 2022/23 under IFRS 9, this council 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.
- h.) However, this council 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.

The above criteria are *unchanged* from last year.

### 3.2 Approved counterparties

- 3.2.1 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.

Table 8: 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
<b>Pooled funds</b>		£5m per fund or trust			

\* Any other UK public sector body e.g. other councils

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 councils 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 councils. 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.

### 3.3 Investment limits

3.3.1 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.

3.3.2 To reduce risk, investment limits have been set, as laid out in Table 9 below.

Table 9: Monetary limit for investment types

	<b>Investment limit</b>
UK Central Government	Unlimited
Any single organisation, including UK public sector body e.g. other councils	£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

### 3.4 Related Matters

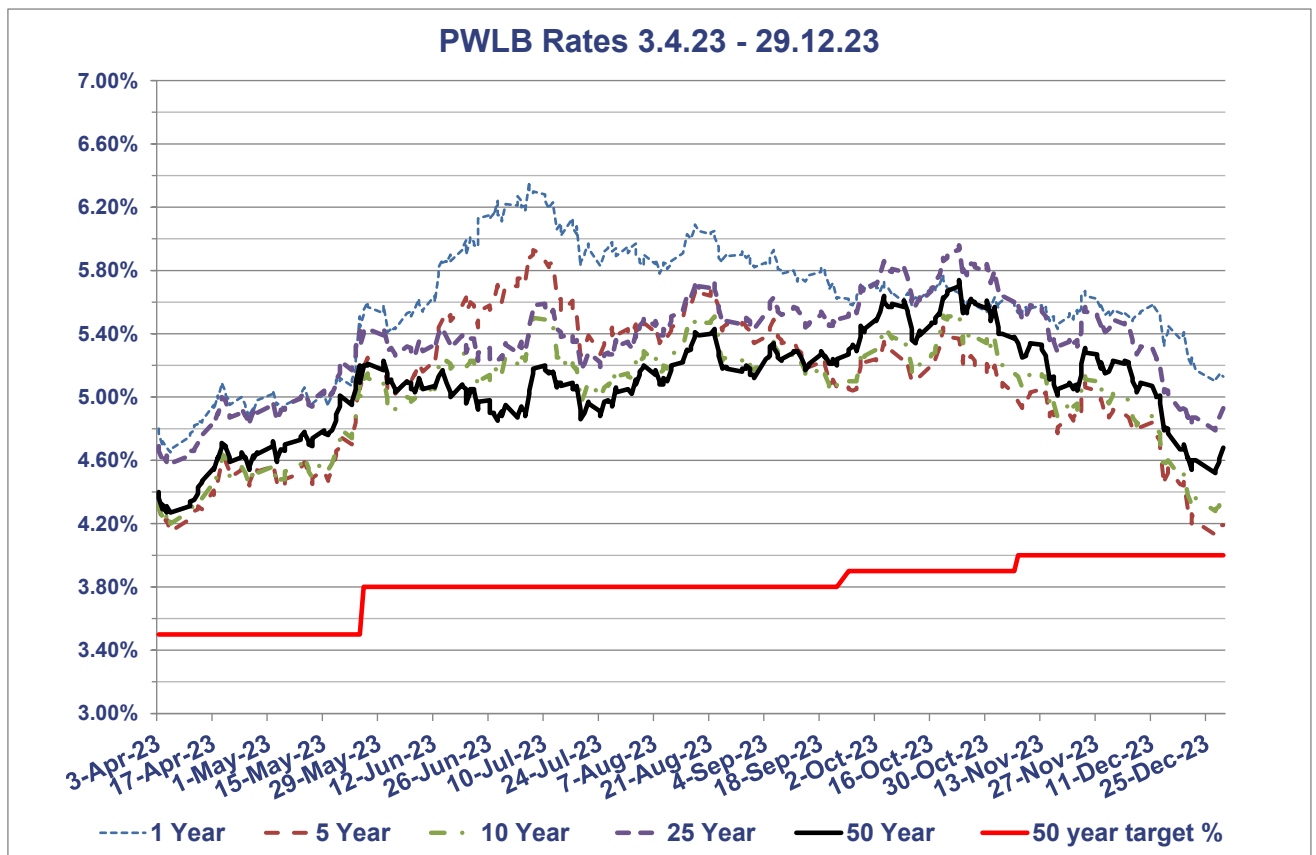
- 3.4.1 **Markets in Financial Instruments Directive (MiFID II):** The council has opted up to professional client status with its providers of financial services, including advisers, banks, brokers and fund managers, allowing it access to a greater range of services but without the greater regulatory 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.
- 3.4.2 This requires the council to have a minimum investment balance £10 million and the person making investment decisions on behalf of the council to have at least one year's relevant professional experience. Investments as well as cash deposits are count towards meeting the £10 million threshold.
- 3.4.3 **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 31/12/2023

- The third quarter of 2023/24 saw:
  - A 0.3% m/m decline in real GDP in October, potentially partly due to unseasonably wet weather, but also due to the ongoing drag from higher interest rates. Growth for the second quarter, ending 30<sup>th</sup> September, was revised downwards to -0.1% and growth on an annual basis was also revised downwards, to 0.3%;
  - A sharp fall in wage growth, with the headline 3myy rate declining from 8.0% in September to 7.2% in October, although the ONS “experimental” rate of unemployment has remained low at 4.2%;
  - CPI inflation continuing on its downward trajectory, from 8.7% in April to 4.6% in October, then again to 3.9% in November;
  - Core CPI inflation decreasing from April and May’s 31 years’ high of 7.1% to 5.1% in November, the lowest rate since January 2022;
  - The Bank of England holding rates at 5.25% in November and December;
  - A steady fall in 10-year gilt yields as investors revised their interest rate expectations lower.
- Higher interest rates have filtered through the financial channels and weakened the housing market but, overall, it remains surprisingly resilient with only marginal falls showing year on year on the Halifax (-1%) and Nationwide (-1.8%) indices. However, the full weakness in real consumer spending and real business investment has yet to come as currently it is estimated that around two thirds to a half of the impact of higher interest rates on household interest payments has yet to be felt.
- Overall, we expect real GDP growth to remain subdued throughout 2024 as the drag from higher interest rates is protracted but a fading of the cost-of-living crisis and interest rate cuts in the second half of 2024 will support a recovery in GDP growth in 2025.

In the chart below, the rise in gilt yields across the curve in the first half of 2023/24, and therein PWLB rates, is clear to see, prior to the end of year rally based on a mix of supportive domestic and international factors.

**PWLB RATES 3.4.23 - 29.12.23****MPC meetings 2<sup>nd</sup> November and 14<sup>th</sup> December 2023**

- On 2<sup>nd</sup> November, the Bank of England’s Monetary Policy Committee (MPC) voted to keep Bank Rate on hold at 5.25%, and on 14<sup>th</sup> December reiterated that view. Both increases reflected a split vote, the latter by 6 votes to 3, with the minority grouping voting for an increase of 0.25% as concerns about “sticky” inflation remained in place.
- Nonetheless, with UK CPI inflation now at 3.9%, and core inflating beginning to moderate (5.1%), markets are voicing a view that rate cuts should begin in Q1 2024/25, some way ahead of the indications from MPC members. Of course, the data will be the ultimate determinant, so upcoming publications of employment, wages and inflation numbers will be of particular importance, and on-going volatility in Bank Rate expectations and the gilt yield curve can be expected.
- In addition, what happens outside of the UK is also critical to movement in gilt yields. The US FOMC has kept short-term rates in the range of 5.25%-5.50%, whilst the ECB has moved its Deposit rate to a probable peak of 4%. Markets currently expect both central banks to start cutting rates in 2024.

#### 4.2 Link Interest rate forecasts - Quarter Ended 31<sup>st</sup> December 2023

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 councils since 1<sup>st</sup> November 2012.

Link Group Interest Rate View		07.11.23											
	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26
<b>BANK RATE</b>	5.25	5.25	5.25	5.00	4.50	4.00	3.50	3.25	3.00	3.00	3.00	3.00	3.00
3 month ave earnings	5.30	5.30	5.30	5.00	4.50	4.00	3.50	3.30	3.00	3.00	3.00	3.00	3.00
6 month ave earnings	5.60	5.50	5.40	5.10	4.60	4.10	3.60	3.40	3.10	3.10	3.10	3.10	3.10
12 month ave earnings	5.80	5.70	5.50	5.20	4.70	4.20	3.70	3.50	3.30	3.30	3.30	3.30	3.30
5 yr PWLB	5.00	4.90	4.80	4.70	4.40	4.20	4.00	3.80	3.70	3.60	3.50	3.50	3.50
10 yr PWLB	5.10	5.00	4.80	4.70	4.40	4.20	4.00	3.80	3.70	3.70	3.60	3.60	3.50
25 yr PWLB	5.50	5.30	5.10	4.90	4.70	4.50	4.30	4.20	4.10	4.10	4.00	4.00	4.00
50 yr PWLB	5.30	5.10	4.90	4.70	4.50	4.30	4.10	4.00	3.90	3.90	3.80	3.80	3.80

Link Group Interest Rate View		25.09.23											
	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26
<b>BANK RATE</b>	5.25	5.25	5.25	5.00	4.50	4.00	3.50	3.00	2.75	2.75	2.75	2.75	2.75
3 month ave earnings	5.30	5.30	5.30	5.00	4.50	4.00	3.50	3.00	2.80	2.80	2.80	2.80	2.80
6 month ave earnings	5.60	5.50	5.40	5.10	4.60	4.10	3.60	3.10	2.90	2.90	2.90	2.90	2.90
12 month ave earnings	5.80	5.70	5.50	5.20	4.70	4.20	3.70	3.20	3.00	3.00	3.00	3.00	3.00
5 yr PWLB	5.10	5.00	4.90	4.70	4.40	4.20	4.00	3.90	3.70	3.70	3.60	3.60	3.50
10 yr PWLB	5.00	4.90	4.80	4.60	4.40	4.20	4.00	3.80	3.70	3.60	3.60	3.50	3.50
25 yr PWLB	5.40	5.20	5.10	4.90	4.70	4.40	4.30	4.10	4.00	3.90	3.80	3.80	3.80
50 yr PWLB	5.20	5.00	4.90	4.70	4.50	4.20	4.10	3.90	3.80	3.70	3.60	3.60	3.60

Link Group Interest Rate View		26.06.23											
	Jun-23	Sep-23	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26
<b>BANK RATE</b>	5.00	5.50	5.50	5.50	5.25	4.75	4.25	3.75	3.25	2.75	2.75	2.50	2.50
3 month ave earnings	5.30	5.60	5.50	5.30	5.00	4.50	4.00	3.50	3.00	2.70	2.60	2.50	2.50
6 month ave earnings	5.80	5.90	5.70	5.50	5.10	4.60	4.00	3.50	3.00	2.70	2.60	2.60	2.60
12 month ave earnings	6.30	6.20	6.00	5.70	5.30	4.80	4.10	3.60	3.10	2.80	2.70	2.70	2.70
5 yr PWLB	5.50	5.60	5.30	5.10	4.80	4.50	4.20	3.90	3.60	3.40	3.30	3.30	3.20
10 yr PWLB	5.10	5.20	5.00	4.90	4.70	4.40	4.20	3.90	3.70	3.50	3.50	3.50	3.40
25 yr PWLB	5.30	5.40	5.20	5.10	4.90	4.70	4.50	4.20	4.00	3.90	3.80	3.80	3.70
50 yr PWLB	5.00	5.10	5.00	4.90	4.70	4.50	4.30	4.00	3.80	3.60	3.60	3.50	3.50

Link Group Interest Rate View		24.05.23											
	Jun-23	Sep-23	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26
<b>BANK RATE</b>	4.75	5.00	5.00	4.75	4.50	4.00	3.50	3.25	2.75	2.50	2.50	2.50	2.50
3 month ave earnings	4.80	5.00	5.00	4.80	4.50	4.00	3.50	3.30	2.80	2.50	2.50	2.50	2.50
6 month ave earnings	5.10	5.20	5.10	4.90	4.50	3.90	3.40	3.20	2.90	2.60	2.60	2.60	2.60
12 month ave earnings	5.40	5.40	5.30	5.00	4.50	3.90	3.40	3.20	2.90	2.70	2.70	2.70	2.70
5 yr PWLB	5.00	5.00	5.00	4.80	4.50	4.10	3.70	3.50	3.30	3.20	3.20	3.10	3.10
10 yr PWLB	5.00	5.00	5.00	4.80	4.40	4.10	3.80	3.60	3.50	3.40	3.30	3.30	3.30
25 yr PWLB	5.30	5.30	5.20	5.10	4.80	4.50	4.20	4.00	3.80	3.70	3.60	3.60	3.60
50 yr PWLB	5.10	5.10	5.00	4.90	4.60	4.30	4.00	3.80	3.60	3.50	3.40	3.40	3.40

Link Group Interest Rate View	27.03.23											
	Jun-23	Sep-23	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26
<b>BANK RATE</b>	4.50	4.50	4.25	4.00	3.50	3.25	3.00	2.75	2.75	2.50	2.50	2.50
3 month ave earnings	4.50	4.50	4.30	4.00	3.50	3.30	3.00	2.80	2.80	2.50	2.50	2.50
6 month ave earnings	4.50	4.40	4.20	3.90	3.40	3.20	2.90	2.80	2.80	2.60	2.60	2.60
12 month ave earnings	4.50	4.40	4.20	3.80	3.30	3.10	2.70	2.70	2.70	2.70	2.70	2.70
5 yr PWLB	4.10	4.10	3.90	3.80	3.70	3.60	3.50	3.40	3.30	3.20	3.20	3.10
10 yr PWLB	4.20	4.20	4.00	3.90	3.80	3.70	3.50	3.50	3.40	3.30	3.30	3.20
25 yr PWLB	4.60	4.50	4.40	4.20	4.10	4.00	3.80	3.70	3.60	3.50	3.50	3.40
50 yr PWLB	4.30	4.20	4.10	3.90	3.80	3.70	3.50	3.50	3.30	3.20	3.20	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 councils 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.

### A SUMMARY OVERVIEW OF THE FUTURE PATH OF BANK RATE

- Our central forecast for interest rates was previously updated on 7<sup>th</sup> November and reflected a view that the MPC would be keen to underpin its anti-inflation credentials by keeping Bank Rate at 5.25% until at least H2 2024. We expect rate cuts to start when both the CPI inflation and wage/employment data are unequivocally supportive of such a move, and that there is a strong likelihood of the overall economy enduring tepid growth (at best) or a mild recession (at worst) over the coming months.
- Naturally, timing on this matter will remain one of fine judgment: cut too soon, and inflationary pressures may well build up further; cut too late and any downturn or recession may be prolonged.
- In the upcoming months, our forecasts will be guided not only by economic data releases and clarifications from the MPC over its monetary policies and the Government over its fiscal policies, but also international factors such as policy development in the US and Europe, the provision of fresh support packages to support the faltering recovery in China as well as the on-going conflict between Russia and Ukraine, and Gaza and Israel.
- On the positive side, consumers are still anticipated to be sitting on some excess savings left over from the pandemic, which could cushion some of the impact of the above challenges and may be the reason why the economy is performing a little better at this stage of the economic cycle than may have been expected. Nonetheless, with approximately 400,000 households per quarter facing a mortgage interest reset at higher levels than their current rate, the economy will face on-going headwinds from that source, in addition to lower income households

having to spend disproportionately on essentials such as food, energy and rent payments.

#### 4.3 **Glossary of terms**

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

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

Debt Rescheduling - A change in the terms of outstanding loans. The rescheduling can take the form of an entirely new loan, or it could mean repaying the debt early for a discount if the current market rates are higher than the fixed interest on the loan.

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, the council 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.

Laddering – is an investment technique that requires investors to purchase multiple financial products with different maturity dates. The aim is to produce steady cash flow by deliberately planning investments.

Liability Benchmark – demonstrates how a council's existing debt maturity profile and other cash flows affect their future debt requirement. Its aim is to show whether the council 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 council can aim to secure interest rates at the acceptable rates and manage interest payable costs.



## **Cherwell District Council**

### **Executive**

**5 February 2024**

### **Annual Delivery Plan 2024/25**

### **Report of Assistant Director of Finance and Assistant Director – Customer Focus**

This report is public

#### **Purpose of report**

This report presents the proposed Annual Delivery Plan for 2024/25, aspiring to be a tool to achieve the vision, aims and ambitions of our Council as contained in our Council's Business Plan on behalf of the local communities and businesses we are here to serve.

#### **1.0 Recommendations**

The meeting is recommended:

- 1.1 To approve the Annual Delivery Plan 2024/25.

#### **2.0 Introduction**

- 2.1 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 supporting the delivery on the commitments established in the Council's Business Plan.
- 2.2 After several workshops, including a horizon scanning exercise to establish the current and expected national and local context, a number of Annual Delivery Plan priorities have been proposed by services, underpinning each Business Plan Priority to ensure the council has a clear path to deliver on those set priorities, whilst at the same time responding to the most urgent issues our residents are currently facing.
- 2.3 The annual budget supports the Annual Delivery Plan priorities and objectives, as it was envisioned when the first Annual Delivery Plan was proposed in 2022/23, as such this plan would accompany the annual budget cycle and budget approval process for the Council.

#### **3.0 Report Details**

##### **Background**

- 3.1 During Quarters 2 and 3 of the current financial year, senior managers reviewed the existing Annual Delivery plan 2023/24, evaluating its performance and suitability against the local and national context for the next financial year 2024/25. With this in mind sixteen activities, fifteen of them covering our four Business Plan Priorities plus one around corporate function, are being proposed.

### **Key considerations**

- 3.2 The proposed Annual Delivery Plan aims to support the achievement of the vision, aims and ambitions of our Council as contained in our Council's Business Plan. Driven by the following key considerations:
- A local response to national challenges – for any national challenge to be successfully responded to it requires a solution and co-ordination at a local level. The national landscape is complex and whether this is in response to the rising cost of living, climate change, housing, support to refugees and asylum seekers, health, inclusive growth, and jobs or financial, it is fundamental that a local solution for local communities is in place. The Annual Delivery Plan establishes that local focus and solution to the national challenges we presently face.
  - Climate Change – since declaring a climate emergency in 2019, our Council has worked hard to reduce its carbon footprint and to embed sustainable policies across our operations and strategic thinking. The Annual Delivery Plan continues this trajectory, supporting delivery of community led initiatives and delivering several activities to improve our carbon footprint.
  - Partnership working – our Council is a place shaper for our local communities whilst at the same time being a significant part of Oxfordshire in scale and size and part of the wider sub-region within this part of our country. Therefore, continuing to work in partnership across our public, private and voluntary & community partners ensures that together we can have a greater impact on the outcomes we aspire to for our local communities. The Annual Delivery Plan helps by setting out our priorities and enabling a clearer focus of engagement with our local partners as well as at a national level.
  - Effectiveness – any organisation is more effective if it is clear on its key priorities and purpose. We have established a clear vision through the creation of our Business Plan. The Annual Delivery Plan helps to support the achievement of our priorities through the clearly defined actions we will deliver on behalf of our local communities.
- 3.3 The Annual Delivery Plan 2024/25 concentrates on strategic and corporate priorities, the broad definition of these priorities is shown below:
- Strategic – the priority areas where our Council will work in partnership with a range of partner organisations to achieve outcomes.
  - Corporate – the priority areas where the three Directorates across our Council will work corporately to achieve outcomes.
- 3.4 The Annual Delivery Plan contains fifteen priorities distributed across our four Business Plan Priorities:

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

3.5 One strategic priority around our corporate functions has been proposed: “Identifying future service delivery options, to ensure efficiency, best use of resources and continuous improvement through Transformation Programme and Balanced Medium Term Financial Strategy (MTFS)”

3.6 All proposed Annual Delivery Plan priorities are set out in Appendix 1.

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

4.1 Through the agreement of the recommendations contained in this report the Council is ensuring the focussed delivery of the priorities contained within the Business Plan on behalf of the local communities, we are here to serve.

## **5.0 Consultation**

5.1 The proposed Annual Delivery Plan priorities will be considered by the Overview and Scrutiny Committee at their meeting on 30 January.

## **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 One: No Annual Delivery Plan – given the challenges and opportunities facing the Council, the need for a clear plan which enables the Council’s achievement of the Business Plan is essential.

Option Two: Annual Delivery 2023/24 - given the challenges and opportunities facing the Council the need for a timely plan which enables the Council’s achievement of the Business Plan is essential.

## **7.0 Implications**

### **Financial and Resource Implications**

7.1 There are no financial implications associated with this report. The Annual Delivery Plan will be presented alongside the annual budget for the Council, and as such it has been developed simultaneously and taking into consideration the Council’s financial position.

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**

- 7.2 There are no legal implications arising directly from this report.

Comments checked by:  
Alison Coles, Legal Services Operations Manager,  
[Alison.Coles@cherwell-dc.gov.uk](mailto:Alison.Coles@cherwell-dc.gov.uk)

### **Risk Implications**

- 7.3 There are no risks arising directly from this report. Risks arising from each Annual Delivery Plan priority will be managed by the service operational risk and escalated to the Leadership Risk Register as and when deemed necessary.

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

### **Equalities and Inclusion Implications**

- 7.4 There are no equality implications arising directly as a consequence of this report. An Equality Impact Assessment will be completed for each Annual Delivery Plan priority at the time of delivery, in line with the Council's policy.

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

### **Sustainability Implications**

- 7.5 There are no direct sustainability implications as a consequence of this report.

Comments checked by:  
Ed Potter, Assistant Director Environmental Services  
[Ed.Potter@cherwell-dc.gov.uk](mailto:Ed.Potter@cherwell-dc.gov.uk)

## **8.0 Decision Information**

### **Key Decision**

**Financial Threshold Met:** No

**Community Impact Threshold Met:** No

**Wards Affected:**

All

**Lead Councillor**

Councillor Sandy Dallimore, Portfolio Holder for Corporate Services

**Document Information****Appendix number and title**

- Appendix 1 – Annual Delivery Plan Priorities 2024/25

**Background papers**

None

**Report Author(s) and contact details.**

Celia Prado-Teeling, Performance Team Leader

[Celia.Prado-Teeling@cherwell-dc.gov.uk](mailto:Celia.Prado-Teeling@cherwell-dc.gov.uk)

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## Appendix 1

Business plan priority	Plan Ref	Annual Delivery Plan priorities	Milestones			
			Q1	Q2	Q3	Q4
Healthy, resilient, and engaged communities	HRE1	To develop a framework that determines the effectiveness and positive impact of the Wellbeing Strategy on our communities	Draft impact framework based on current data capture	Consult stakeholders on their contributions	Present for sign off and disseminate	Capture impact of the actions delivered from the strategy action plan, including annual surveys and partner contributions. Report on it
	HRE2	To respond to the Food Insecurity Emergency and improve outcomes for our residents through delivery of the Cherwell Food Action Plan	Develop an annual delivery plan Report to O&S	Hold stakeholder event to generate interest and encourage new delivery partners involvement	Consider future budget and funding need beyond our own resources	Reset Yr2 targets and report on achievements
	HRE3	To work with partners on delivering against agreed actions to protect women and girls from violence	To review and report on partner activity as agreed in delivery plan for Q1.	To review and report on partner activity as agreed in delivery plan for Q2	Review and report on Q3 milestones as set out in delivery plan	Review success and outcomes and explore opportunities to sustainably continue the work
	HRE4	To consider and deliver actions that will improve the experience of residents in relation to the cost of living by enabling Voluntary and community groups to deliver services through the redistribution of central government grants	Refresh the Cost-of-Living action Plan based on the delivery of the 23/24 plan. Search for and secure external Funding for this area of work	Undertake stakeholder engagement to help reflect on good practice and degrees of success and replicability in current programme.  Search for and secure external Funding for this area of work	Develop a winter impact strategy and deliver. Search for and secure external Funding for this area of work	Monitor and evaluation to coincide with the work of the FIWG. Search for and secure external Funding for this area of work

## Appendix 1

Business plan priority	Plan Ref	Annual Delivery Plan priorities	Milestones			
			Q1	Q2	Q3	Q4
Housing that meets your needs	HMN1	Work with partners and landlords to settle refugees into suitable accommodation in Cherwell through a "Migration moving plan"	Deliver properties identified through LAHF 2	Extend Community liaison and settlement support provided for new residents to capture newly settled families from Afghanistan	Continue to identify hosts and work across the Oxfordshire system to identify suitable properties and protocols for dealing with PRS Landlords	Re-let accommodation in Town Centre House following successful completion of restoration work funded through LAHF1
	HMN2	To continue delivering on our "housing that meets your needs" priority, through the development of a new Housing Strategy	Review existing strategy and develop evidence base for new strategy and its goals	Identify key themes and objectives, feeding into Local plan consultations	Deliver draft strategy for consultation with stakeholders and residents	Launch new strategy and communicate with widest stakeholder group
	HMN3	Identify the housing and infrastructure our communities need in the future to create a healthy, thriving and sustainable Cherwell, through developing our new Local Plan	Evidence gathering and preparation	Evidence gathering and preparation	Present the Proposed Plan (Reg.19) to the Council's Executive for approval and then consult on the Proposed Plan	Consider response to consultation and present Submission Plan to Council for approval.



## Appendix 1

Business plan priority	Plan Ref	Annual Delivery Plan priorities	Milestones			
			Q1	Q2	Q3	Q4
Enterprising economy with strong & vibrant local centres	EEV1	To deliver key projects within the third year of the UK Prosperity Fund and Rural England Prosperity Fund.	Implement, review and report on progress of projects in Q1.	Implement, review and report on progress of projects in Q2.	Implement, review and report on progress of projects in Q3.	Implement, review and report on progress of projects in Q4, and report on the conclusion of the three-year programme.
	EEV2	To continue the development of the Banbury Vision 2050, which will identify short and long term measures to regenerate the town centre	Master planners appointed to prepare non-statutory Banbury 2050 masterplan	Masterplan engagement completed	Draft masterplan prepared and consultation completed	Banbury 2050 masterplan approved and endorsed by partners
	EEV3	To develop a plan for Reimagining Bicester and ensure existing and new communities benefit from short and long-term measures of the Garden Town principles.	Procurement of Design Consultants for Market Square Project Q4 2023/4 Programme of stakeholder consultation events/surveys Q1 2024/5  Master planners appointed to prepare non-statutory Bicester masterplan	Market Square Consultation continues  Masterplan engagement completed	Market Square Final scheme design fix  Draft masterplan prepared and consultation completed	Market Square approval of plans and Planning App/construction phase  Bicester masterplan approved and endorsed by partners
	EEV4	Developing a Kidlington Vision	Establish oversight board for Kidlington Vision	Commence engagement with communities and stakeholders	Develop draft Kidlington Vision	Consult on draft Kidlington

## Appendix 1

Business plan priority	Plan Ref	Annual Delivery Plan priorities	Milestones			
			Q1	Q2	Q3	Q4
Supporting environmental sustainability	SES1	As part of our climate action commitments, we will review and update our Air Quality Management Action plan to ensure its effectiveness and suitability.	To produce report for Exec. to provide update on air quality monitoring for 2023. To approve the draft revised existing air quality action plan. To consider revocation of a number of Air Quality Management Areas (AQMAS).	Follow-up actions from Exec. decisions – i.e. revoke the Air Quality Management Areas (AQMAS)	Review and produce new Air Quality Management Action Plan and submit to DEFRA.	Engage with partners on the revised actions arising as a result of the new plan.
	SES2	To progress activity within the Climate Action Plan to support communities to develop and implement plans to make all of the district a more sustainable place to live and work.	Implement, review and report on progress of projects in Q1.	Implement, review and report on progress of projects in Q2.	Implement, review and report on progress of projects in Q3.	Implement, review and report on progress of projects in Q4, and report on the conclusion of the three-year programme.
	SES3	Move to a smaller, greener HQ with better public transport and walking and cycling opportunities to reduce costs and reliance on cars	Appoint Contractor to undertake Castle Quay fit-out / refurbishment works	Carry out Castle Quay fit-out / refurbishment works	Office preparation and relocation works to enable transfer of staff to new accommodation	Bodicote House Cleared
	SES4	Move to a smaller, greener HQ with better public transport and walking and cycling opportunities to reduce costs and reliance on cars	Appoint Contractor to undertake Castle Quay fit-out / refurbishment works	Carry out Castle Quay fit-out / refurbishment works	Office preparation and relocation works to enable transfer of staff to new accommodation	Bodicote House Cleared

## Appendix 1

Business plan priority	Plan Ref	Annual Delivery Plan priorities	Milestones			
			Q1	Q2	Q3	Q4
Corporate	COR1	Identifying future service delivery options, to ensure efficiency, best use of resources and continuous improvement through Transformation Programme and Balanced MTFS	Agree transformation and budget process/ complete current transformation reviews	Develop draft transformation and savings proposals	Consultation on Savings and Transformation Proposals	Agree Budget and MTFS

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## **Cherwell District Council**

### **Executive**

**5 February 2024**

### **Homelessness and Rough Sleeping Strategy**

#### **Report of Assistant Director – Wellbeing and Housing**

This report is public

### **Purpose of report**

To consider and approve the Council's new Homelessness and Rough Sleeping Strategy 2024-2029.

### **1.0 Recommendations**

The meeting is recommended:

- 1.1 To approve the new Homelessness and Rough Sleeping Strategy 2024-2029 and accompanying Action Plan.

### **2.0 Introduction**

- 2.1 As part of the Council's statutory duties regarding homelessness, the Council must review homelessness in the district area and produce a strategy to tackle the issue and support those affected every 5 years. The review shows homeless pressures and trends within Cherwell and the findings inform the strategy and action plan objectives. The new draft strategy, action plan and review of homelessness in Cherwell is within the appendices.
- 2.2 A public and stakeholder consultation is currently taking place on the new draft strategy and action plan. This took place between November 2023 and January 2024. The results of the consultation and how the strategy reflects the comments is within the appendices. The draft strategy was also discussed at the November Overview and Scrutiny meeting.

### **3.0 Report Details**

- 3.1 Appendix 1 sets out the proposed Homelessness and Rough Sleeping Strategy 2024-2029 and Action Plan. The strategy outlines local and national contextual factors that influence homelessness and the Council's ability to prevent it. The strategy is split into 4 priority themes that structure the action plan in turn. The priorities are:

- 1) Identify the causes of homelessness, facilitating early interventions to ensure a pathway and reducing rough sleeping.
- 2) Ensure that our service is accessible to all; engaging and assisting households who have difficulty receiving our services.
- 3) Deliver long term housing solutions and help sustain tenancies for the most vulnerable, creating resilience.
- 4) Improve access to quality and affordable accommodation across all sectors for homeless households.

3.2 Appendix 2 shows the Review of Homelessness within Cherwell. The review analyses trends and pressures on the service, both current and that have occurred in recent years, and helps shape the action plan objectives. This covers the types of homelessness approaches we receive, their household circumstances and what housing outcomes they receive. The review also looks at wider factors that can influence homelessness and our ability to prevent it, such as the affordability of housing.

3.3 Appendix 3 provides the consultation summary following public consultation and how the consultation has informed the final document produced within Appendix 1.

3.4 Appendix 4 is an Equality and Climate Impact Assessment that was undertaken in conjunction with the production of the Homelessness and Rough Sleeping Strategy.

3.5 Upon implementation of the new Homelessness and Rough Sleeping Strategy, an annual update report will be provided to Overview and Scrutiny to monitor progress on the approved action plan.

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

4.1 The Council is committed to providing a quality housing options, advice and homelessness service in accordance with our statutory duties. The Homelessness and Rough Sleeping Strategy 2024-2029 will provide a strategic framework to enable this.

4.2 Having an up to date and reviewed homelessness strategy is part of the Council's statutory duties.

## **5.0 Consultation**

5.1 Public and stakeholder consultation has taken place as part of the drafting of the strategy and implementation process.

## **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 bring forward a Homelessness and Rough Sleeping Strategy  
This option is not considered as reviewing homelessness and producing a strategy every 5 years is part of the Council's statutory duties and part of the statutory duties of providing housing options and advice services.

## 7.0 Implications

### Financial and Resource Implications

- 7.1 The development and delivery of the Homelessness and Rough Sleeping Strategy is done within existing budgets and resources. This report indicates no new pressures.

Comments checked by:

Michael Furness, Assistant Director – Finance (Section 151 Officer),  
[michael.furness@cherwell-dc.gov.uk](mailto:michael.furness@cherwell-dc.gov.uk), 01295 221845

### Legal Implications

- 7.2 In order to comply with its statutory duty under the Homelessness Act 2002 the Council, as a local housing authority, must formulate and publish a homelessness strategy, and keep that strategy under review from time to time.

Comments checked by:

Adrian Thompson, Principal Solicitor – Property, [adrian.thompson@cherwell-dc.gov.uk](mailto:adrian.thompson@cherwell-dc.gov.uk), 01295 221557

### Risk Implications

- 7.3 All risks are managed as part of the operational risk register associated with the Housing Service and escalated as and when necessary.

Comments checked by:

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

### Equalities and Inclusion Implications

- 7.4 An Equality and Climate Change Impact Assessment has been undertaken and is provided at Appendix 3 of this report.

Comments checked by:

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

## 8.0 Decision Information

### Key Decision

Financial Threshold Met: No

**Community Impact Threshold Met:** Yes

**Wards Affected**

All

**Links to Corporate Plan and Policy Framework**

The Homelessness and Rough Sleeping Strategy links to Business Plan priorities of

- Housing that meets your needs
- Healthy, resilient and engaged communities

**Lead Councillor**

Councillor Nicholas Mawer, Portfolio Holder for

**Document Information**

**Appendix number and title**

- Appendix 1 – Homelessness and Rough Sleeping Strategy 2024-2029
- Appendix 2 – Review of Homelessness
- Appendix 3 – Consultation Outcomes
- Appendix 4 - Equality and Climate Change Impact Assessment

**Background papers**

None

**Report Author and contact details**

Richard Smith – Head of Housing

[Richard.Smith@cherwell-dc.gov.uk](mailto:Richard.Smith@cherwell-dc.gov.uk)

Tel: 01295 221640





**Cherwell**

DISTRICT COUNCIL  
NORTH OXFORDSHIRE

# Homelessness and Rough Sleeping Strategy 2024-2029

## Forward

Councillor Nicholas Mawer. Portfolio Holder for Housing

I am pleased to introduce the new Cherwell District Council Homelessness and Rough Sleeping Strategy. Cherwell and our partners working within Oxford and Oxfordshire are committed to improving the lives of those who are experiencing homelessness or are threatened with homelessness, to help them stay in their current home or transition to new suitable accommodation.

Housing and preventing homelessness is important to Cherwell District Council and “Housing that meets your needs” is one of the four Council’s Business Plan key objectives.

Partnership working across Oxfordshire is strong, and we are proud of the outcomes that we are able to achieve through working together with other housing authorities and providers assisting us with the challenges we face. There is however, still much to do. We need to continue in our collective endeavours to make best use of the resources and pathways available and continue to provide an evolving range of services that can appropriately meet the changing needs and challenges that we and our clients face.

Intervening early to prevent homelessness has been a principal objective for us and it will continue to be in our new strategy. Intervening early to prevent homelessness consistently yields positive results and enables us to focus our resources in the areas of most acute need.

Ensuring that there is a sufficient supply of affordable and diverse accommodation options is also crucial. Ensuring therefore that there are wide-ranging homelessness pathway options and improved access to accommodation for homeless people, both in the social and private sector, is important.

Homelessness and health are closely linked and homelessness can be a result or a symptom of a wider vulnerability and these circumstances are often outside of the control of the individual. To help prevent homelessness and rough sleeping and support individuals to transition into stable accommodation, we need to understand vulnerability and provide support avenues that help address these wider health and social factors.

We would like to thank our partners who continue to work positively with us to achieve our collective goals, ensuring a safe and suitable place to call home is central to our wellbeing and Cherwell District Council will strive to make this a reality for all.

## **Contents**

1. Introduction
2. Key Achievements
3. Our Vision and Priorities
4. Background, Local Context and Challenges
  - 4a – National Challenges
  - 4b – Local Challenges
5. Delivering the Strategy
6. Action Plan

### **1. Introduction**

The Homelessness Act 2002 required all Local Authorities to conduct a review of homelessness in their area every 5 years and consequently produce a Homelessness Strategy which must set out our plans for:

- Preventing homelessness in our District.
- Securing sufficient accommodation is and will be available for people in our district who are or may become homeless.
- Securing satisfactory provision of support for people in our district for those who are or may become homeless; or
- who have been homeless and need support to prevent them becoming homeless again.

The Homelessness and Rough Sleeping Strategy sets out our commitment to preventing homelessness and rough sleeping in our District over the next 5 years. We recognise that continuing to build strong partnerships is vital to address the underlying causes of homelessness that affect people in our community and provide them with timely and appropriate solutions.

This strategy aims to address the issues that have a direct impact on homelessness, whether these relate to the wider societal environment or relate to the individual vulnerabilities of the client group. Our strategy recognises the key role that the Council, its partners, and stakeholders have in delivering holistic solutions to reduce homelessness and end rough sleeping.

When people are at risk of homelessness, we will work proactively to help them find long term and sustainable housing solutions, taking into account their housing, health, care and support needs.

## **2. Key Achievements**

Since our last strategy was published in 2021, the Council has made some significant strides in improving homelessness services in partnership.

1. A successful review of the Allocations Scheme. The bandings have been amended to ensure that all homeless households are seen as a significant priority.
2. Cherwell have been successful in achieving funding via the Rough Sleeping Assistance Programme to deliver 9 units of supported accommodation at Oxford House in Bicester.
3. In April 2022, the services for single homeless people across the County transitioned to a new service delivered by the Oxfordshire Homeless Alliance. Cherwell are joint commissioners of the service. The ambition is to move towards a housing led approach to end rough sleeping, to move away from large congregate style supported accommodation and find solutions such as 'Housing First' to provide rapid rehousing, settled solutions in the long term to end repeat homelessness.
4. Cherwell District Council Housing Team were successful in achieving grant funding via the Oxfordshire application to the Rough Sleeping Initiative. We secured over £1m of funding over a 3-year period to support delivery by the Alliance for the Single Homeless Service, including: Supported Housing, Emergency Accommodation, Outreach Services, and complex needs support.
5. We established the Single Homeless Team, to work directly with clients, offering a full Housing Options package, reaching out into the community to where clients are most likely to engage.
6. We have used grant funding to assist the survivors of domestic abuse. We have provided a specialist unit of temporary accommodation for vulnerable women, to work alongside and in addition to existing services such as refuge.
7. We have successfully reviewed and recommissioned the Citizens Advice North Oxfordshire (CANO) to deliver a debt and money advice services, with a specialist giving advice and support to those with housing issues.
8. We have established a dedicated Resettlement Team to support people fleeing conflict in countries such as Afghanistan and Ukraine. Now in the UK with settled status we are working with partners to provide help, support and access to housing. This has included the provision of additional accommodation in partnership with the Ministry of Defence to specifically house Afghan families.
9. The Housing Standards Team have continued their proactive work in investigating and intervening to ensure Housing Standards and tenants' rights are maintained.
10. The Council has updated its structure and how it provides homelessness and housing options services. This has recognised the new challenges after the decoupling with Oxfordshire County Council and the vital role housing will continue play in supporting the residents of Cherwell and in delivery of this strategy. New resources have been secured via grant funding to put in place a structure which will meet the challenges ahead.

### **3. Our Vision and Priorities**

**Working in partnerships to prevent homelessness and create new pathways that focus on customer needs to ensure a decent and affordable home for all.**

The four strategic priorities for our Homelessness and Rough Sleeping Strategy 2024-29 are:

**Priority 1**

Identify the causes of homelessness, facilitating early interventions to ensure a pathway to housing and reducing rough sleeping.

**Priority 2**

Ensure that our service is accessible to all; engaging and assisting households who have difficulty receiving our services.

**Priority 3**

Deliver long term housing solutions and help sustain tenancies for the most vulnerable, creating resilience.

**Priority 4**

Improve access to quality and affordable accommodation across all sectors for homeless households.

### **4. Background, Local Context & Challenges**

Since the publication of the Homelessness and Rough Sleeping Strategy 2021-26 Strategy there has been significant changes across which have impacted on Housing.

**4a National Challenges**

The challenges posed to the sector as a result of the COVID 19 pandemic were significant. The 'Everyone In' initiative did play a role in refocussing the sector and how we can work more effectively with single people who are not normally owed statutory accommodation duties.

The Renters (Reform) Bill, currently progressing through Parliament, will change the legislation relating to renting homes in the private sector and is already influencing the private rented sector even in advance of it becoming law. The aim is to protect the rights of tenants and ensure private rented properties offer the suitable and stable homes that tenants need. Some changes within the Bill, such as the abolition of Section 21 'no fault' evictions, will lead to a practice change in the private rented sector in the coming years.

Affordability of housing is an issue both nationally and locally. Economic factors in 2022-23 have created financial pressures on households, with higher interest rates and inflation causing a squeeze on incomes and benefits. The pressure throughout the system creates pressure at all levels, but it is acutely felt by those on lower incomes. Obtaining a private rented sector tenancy for instance is as difficult now as it ever has been for someone on a lower income because of competition and rising rents as landlords look to cover costs.

There have been several government strategies launched over recent years regarding homelessness and rough sleeping. The most recent strategy, "Ending Rough Sleeping for Good," confirmed new funding arrangements through an expanded £500m Rough Sleeping Initiative and a new £200m Single Homelessness Accommodation Programme (SHAP) to deliver up to 2400 homes and wrap around support by March 2025.

Resettlement schemes, such as for those fleeing Afghanistan and Ukraine, which have been established over recent years are starting to have an impact on housing options and homelessness services and may have a greater impact through the duration of this strategy. The move on from these support schemes into more settled accommodation is an emerging challenge in the local and national context.

The government has provided additional funding to assist with the potential pressures on services that are linked to resettlement and has launched the Local Authority Housing Fund (LAHF) The purpose of this fund is to boost supply of affordable rented housing in local authority areas by providing capital grant contributions linked to property purchase or supply.

Legislation has been passed regarding additional duties to those who have experienced Domestic Abuse within the Domestic Abuse Act 2021. This has seen duties automatically extended to any victim who must be deemed in priority need. Since COVID 19, there has been a national increase in domestic abuse prevalence and this impacts on housing options services.

#### **4b Local Challenges**

In 2022, Cherwell District Council ended the shared service relationship with Oxfordshire County Council. Retaining strong partnerships with statutory bodies and wider support providers remains a key objective for Cherwell.

Single homeless services in Oxfordshire have been commissioned in a joint exercise with the District Councils, City Council and County Council. The Oxfordshire Homeless Alliance began providing this service on the Council's behalf in April 2022. This represents a change in commissioning and monitoring of services and decision to establish was influenced by a report conducted by Crisis and Imogen Blood Associates into homelessness services on Oxford. The rationale is that closer partnership working and central coordination across the system should lead to better and fairer outcomes for clients. The service monitoring, mechanisms of engagement and measurement of outcomes are still to be properly established across the system.

A Countywide Homelessness Strategy, led by Oxfordshire County Council, was agreed in 2022 and this review reflects the shared priorities of Oxfordshire Council's and District partners. It is intended to link the various strategies and work streams across the County system that are involved in homeless service provision.

The priorities identified in the Countywide strategy are:

- Transform the way we respond.
- Proactively prevent homelessness.
- Rapid response to rough sleeping
- Focus on the person not the problem.
- Timely move-on
- The right home in the right place

As part of producing the new Cherwell Homelessness and Rough Sleeping Strategy, the Council has aligned these priorities with its own where possible and appropriate.

As is the case across the Country, the private rented sector is challenging in Cherwell for anyone on a low income or in receipt of benefits. The housing costs in Oxford City have pushed up prices in neighbouring districts. In Cherwell this has a significant impact on the housing market particularly in areas closer to Oxford, such as Kidlington and Bicester. Competition is also high across the County for properties in the private rented sector. The assistance households can receive via housing benefits or the Housing element of Universal Credit, is fixed at the Local Housing Allowance (LHA). Cherwell has two different LHA rates, Oxford and Cherwell Valley. The Cherwell Valley rate, which includes Banbury and Bicester, is lower than the Oxford City rate, which areas such as Kidlington are within. Bicester is an area of higher prices in comparison to Banbury and is more aligned to the Oxford rental market. But this is not reflected in the LHA rate determination.

Given the reduced opportunity and increased challenge in finding suitable forms of accommodation, more people are looking to secure Social Housing. Over the last 4 years the number of active applications on the Housing Register has almost doubled to around 2000 households. The number of properties which become available to let through the housing register have reduced in recent years, in line with a reduction of new build social housing being delivered. Therefore, there is pressure on the housing register to be able to deliver social housing in a timely manner for those in need. Many facing homelessness are single people, and this is a particularly acute pressure on the housing register in Cherwell. Nearly 50% of the waiting list are people who require 1 bedroom accommodation.

There are competing needs for 1 bedroom accommodation, along with those approaching us for assistance as homeless. These include from care leavers, from supported accommodation pathways and move-on, from urgent hospital discharge cases and from people wishing to downsize to reduce housing costs. As a rapid response to homelessness and rough sleeping therefore is difficult to achieve through the Housing Register and an offer of social housing for all client groups, but especially those that require 1 bedroom accommodation.

Cherwell have been committed to the delivery of new build affordable homes within the social housing stock. The number of affordable homes in the district has been increased from 8525 in 2019 to 9160 units in 2023. But the supply of available properties each year does not keep up with demand. As a result, waiting times, to achieve a nomination via our Housing Register can be lengthy, even for those assessed with urgent and significant housing need.

The number of people that are rough sleeping in Cherwell has risen over recent years, which is a similar trend to what is shown nationally. From a low of 6 in the annual rough sleeper estimate in 2021, this rose to 17 reported in the estimate in 2022. The Single Homeless Team work proactively with the Outreach Service and other partners to find housing solutions for many clients that are rough sleeping. This has resulted in few people rough sleeping without an offer for extended periods. Cherwell has also managed to limit the number of people who require temporary accommodation to a consistent number despite these pressures. We have an average of 35 placements at any one time over the last 2 years.

DLUHC have challenged all local authorities to have a plan to end rough sleeping. The County Council and Districts worked in partnership on a plan in 2022 and have updated this in May 2023.

Challenges identified in the plan are:

- the lack of affordable accommodation to prevent people from becoming homeless or provide move-on from current pathways.
- Shortage of 1 bed homeless in the county
- Increased complexity for people in and out of services needing support to manage accommodation.
- Lack of care home provision for people with substance misuse and challenging behaviour
- Insufficient or inappropriate accommodation to get people rapidly off the streets.

Specifically in Cherwell, we have identified with DLUHC a group of 5 targeted individuals who have been known to services for some time and regularly fall into repeat homelessness. We keep track of their situations and learn lessons from any interventions which can break this cycle of rough sleeping. The Council has received specific funding to work with these individuals as target priority group.

In 2022, Oxfordshire County Council launched the Overarching Domestic Abuse Strategy 2022-2025, as well as a new Domestic Abuse Safe Accommodation Strategy 2021-2024. The Safe Accommodation Strategy was linked to the Domestic Abuse Act 2021 Part 4, which introduced a statutory duty on all local authorities to provide safe accommodation support services. In conjunction with this, Tier 2 authorities like Cherwell received grant funding from Oxfordshire County Council to improve services locally and help with the pressures that may come with the new duties.

## **5. Delivering the Strategy**

### **Consultation**

The Council received 73 responses from its consultation on the strategy, these came from residents of the District and also from our statutory partners.

The consultation was very supportive of our overall themes. However, it did identify some areas where the Council has taken on board and added additional content. These are summarised below

- An action was added to the action plan in Priority 4, Improving access to quality and affordable accommodation across all sectors for homeless households, regarding the usage of underutilised buildings to assist with homelessness accommodation or services. This is following a large number of consultation comments.
- A further action was added following the comments received regarding tenancy sustainment and support once people are in accommodation. This will hopefully prevent repeat homelessness but will also hope to ensure greater engagement in the community and reduce isolation, so there are potential pathways into other support, training or employment.

For full details of the consultation, please see the appendices of the strategy and report.

### **Working in Partnership**

Whilst the provision of services to homeless households is a statutory duty of the Council, the delivery of the service benefits from the support of many partners. These partners are both statutory agencies such as Health and Social Care as well as Registered Providers of Social Housing and voluntary sector organisations. We will continue to work closely with these partners to realise the vision and ambitions of the Homelessness and Rough Sleeping Strategy. Partnership working across the statutory and non-statutory sectors is important for maximising resources effectively and ensuring better outcomes for clients. The Action Plan within this Strategy expands upon how these partnerships will be used and how they will help deliver the Strategy.

### **Monitoring and Review**

The Strategy has been developed in consultation with partners and stakeholders who will continue to be involved in the delivery of the Strategy and Action Plan. The progress against these targets and outcomes set out in the Action Plan will be reviewed annually by the Cherwell District Council Overview and Scrutiny Committee.

## 6. Action Plan

### Cherwell Homelessness and Rough Sleeping Action Plan 2024 – 29

#### 1. Identify the causes of homelessness, facilitating early interventions to ensure pathways to housing to reduce rough sleeping.

	Aim	Objectives	Actions	Owner	Success Measure or Outcome	Implementation Timescale	
Page 240	1	Improve partnership working between Districts across the County to ensure quality housing advice services are provided to clients	<p>Work in partnership across the public and third sector to ensure access to services and support, if housing issues are identified, is clear and used effectively.</p> <p>Ensure advice and information is available early and ahead of statutory duties to focus 'upstream' to prevent homelessness.</p>	<p>Evaluate and review the Duty to Refer protocol across the County.</p> <p>Provide training for partners and service providers to create wider knowledge within teams of housing issues and challenges.</p> <p>Provide a space and promote co-location for staff from partner agencies to work in the Housing Team office.</p>	<p>Countywide Steering Group</p> <p>Housing Options Team Leader</p> <p>Head of Housing</p>	<p>Improvement in housing knowledge and advice across agencies that leads to more holistic and planned responses to housing clients requiring support and leads to less crisis interventions that could lead to rough sleeping.</p>	Year 2
	2	Achieving transition to a Housing led rapid rehousing service, supporting the Countywide Homelessness Strategy	<p>Establish clearer countywide governance, in relation to the prevention of and effective response to 'multiple exclusion' homelessness.</p> <p>Terms of reference will be clear on accountability and responsibility and other</p>	<p>Fully engage with partnerships to deliver and monitor Alliance Service</p> <p>Support and lead where relevant on the delivery of the Countywide Homelessness Strategy</p> <p>Provide support for the monitoring of services, and</p>	<p>Head of Housing</p> <p>Housing Options Team Leader</p> <p>Single Homeless Co-ordinator</p>	<p>Services are being delivered consistently across the county and meeting the needs of clients.</p> <p>More Cherwell clients are able to access pathways out for homelessness and</p>	Year 2-.3



	Aim	Objectives	Actions	Owner	Success Measure or Outcome	Implementation Timescale
Page 241		<p>partnership groups will hold them accountable.</p> <p>Services for Cherwell clients are delivered via the Alliance in proportion to the needs and contributions into the Service. Including Off Street Accommodation</p> <p>Proactively engage with the monitoring and joint commissioning of services to meet the needs of Cherwell</p>	<p>ensure this reflects the funding commitment from Cherwell, ensure grant funding is spent in-line with criteria.</p> <p>Work with partners within the Homeless Alliance to ensure Off Street Accommodation in Cherwell is delivered in-line with grant funding.</p> <p>Understand local needs and resources to inform commissioning and delivery of services</p>		<p>rough sleeping, reducing its prevalence.</p>	
	<p>Improve early intervention to prevent evictions from Supported Accommodation, Social and Private Sector Housing</p>	<p>Engage with landlords to establish pre- eviction protocols and provide support to tenants to prevent eviction.</p> <p>Prevent eviction to the streets for complex clients who must leave supported accommodation due to their actions or risks.</p> <p>Expand and improve existing partnerships to address issues that directly or indirectly affect homelessness and could improve prevention</p>	<p>Promote Pre- eviction Protocols, support, and advice for landlords to ensure that tenants have good practical information on rights and responsibilities.</p> <p>Ensure that tenancy support services are focused on helping clients remain in accommodation and prevent eviction.</p> <p>Consider how emergency provision could be put in place for those needing to exit supported accommodation at short notice, providing off</p>	<p>Head of Housing</p> <p>Tenancy Relations Officer</p> <p>Housing Management Team Leader</p> <p>Housing Options Team Leader</p>	<p>Registered Providers and Private Landlords contact ahead of taking action to evict tenants, reducing homelessness presentations through notices served.</p> <p>Wider partnerships are being used to increase prevention opportunities and goals</p>	<p>Year 2</p>

	Aim	Objectives	Actions	Owner	Success Measure or Outcome	Implementation Timescale
Page 242			<p>street accommodation pending further assessment.</p> <p>Investigate ways a countywide service could operate to work more closely with the private sector, pooling resources and establishing a consistent offer.</p> <p>Work with the Economic Development Team to improve and advice and information regarding housing and homelessness at employment fairs and other events.</p> <p>Strengthen links between the existing partnership of the money advice service provided by the Citizens Advice Bureau with the Housing Options Team to target those threatened with homelessness.</p>			

**2. Ensure that our service is accessible to all and engage and assist households who have difficulty receiving our services.**

	Aim	Objectives	Actions	Owner	Success Measure or Outcome	Implementation Timescale	
Page 243	1	Communication and messaging delivers consistent information regarding housing options and challenges, to manage client and partner expectations.	<p>Ensure partners are providing clear and consistent advice on housing options to clients within their services.</p> <p>Ensure website, leaflets, standard letters, and other communication up to date and relevant.</p>	<p>Provide training and information on housing issues for internal and external partners.</p> <p>Ensure that information is clear and consistent and up to date.</p> <p>Establish a communication plan to use all available opportunities so that information on housing issues and challenges is far reaching.</p> <p>Promote co-location or increased work shadowing with partner agencies to help build relationships and understand of each other's roles and responsibilities.</p>	<p>Housing Options Team Leader</p> <p>Strategic Housing Team Leader</p>	<p>Clients that require support and housing advice are accessing it at an earlier stage, reducing crisis presentations, temporary accommodation access or rough sleeping</p>	Year 1
	2	<p>Clients requiring additional support to access services are identified and appropriate adjustments made to meet the needs of all clients</p>	<p>Deliver services with a strong focus on Equality, Diversity, and Inclusion</p> <p>Improve access to services for groups who may be disadvantaged or have difficulty engaging</p>	<p>Review the support needs of clients for whom English is not their first language. Ensure that suitable and accessible translation services are available.</p> <p>Consider officers having specialisms within the Housing Team to work with specific groups, undertake relevant training and share knowledge with colleagues.</p>	<p>Housing Options Team Leader</p> <p>Single Homeless Co-ordinator</p>	<p>The vulnerability of clients is acknowledged and the contributory effect that this could have on accessing support and housing advice.</p> <p>That vulnerable clients are not unduly affected in our reported figures regarding achieving effective outcomes in</p>	Year 1

	Aim	Objectives	Actions	Owner	Success Measure or Outcome	Implementation Timescale
Page 244			<p>Review the effectiveness of telephone translation is sufficient when explaining complicated legal matters such as homeless discharges.</p> <p>Consider the needs of those with multiple disadvantages and ensure services are available where clients are best placed to engage.</p>		preventing and relieving rough sleeping.	
	<p>Clients within the various resettlement schemes can access housing options services in Cherwell</p>	<p>Reduce risks of these vulnerable groups being threatened with homelessness or rough sleeping in Cherwell.</p> <p>Ensure that there are pathways available to all types of housing, removing barriers that could be associated.</p> <p>Provide support to enable integration into communities, reducing isolation and exacerbating housing insecurity.</p>	<p>Ensure effective internal partnership working between allocations, housing options and resettlement teams to ensure holistic support to clients.</p> <p>Ensure the provision of a resettlement focus and liaison single point of contact within the Housing Options Team, to ensure that the pathway is understood and vulnerabilities or difficulties accessing services are established and mitigated.</p> <p>Consider additional support schemes that could assist people achieve permanent</p>	<p>Housing Options Team Leader</p> <p>Head of Resettlement</p>	<p>That the client group is not unduly disadvantaged and is able to access the pathway in a way that is fair and meets their needs</p>	<p>Year 1</p>

	Aim	Objectives	Actions	Owner	Success Measure or Outcome	Implementation Timescale
			<p>housing who have been resettled.</p> <p>Ensure effective working across the County and support and move on</p> <p>Analyse data returns regularly and put into place appropriate measure to ensure that resettlement clients are not being disadvantaged when receiving housing options services.</p>			

**3. Deliver long term housing solutions and help sustain tenancies for the most vulnerable. Creating resilience**

	Aim	Objectives	Actions	Owner	Success Measure or Outcome	Implementation Timescale
1	Minimise barriers to allocating social housing to single homeless households in greatest housing need	<p>Ensure that social housing is available to meet the needs of those with the greatest need.</p> <p>Work proactively with providers of Social Housing to deliver housing to meet identified local needs.</p>	<p>Regular review of Allocations Scheme. Collecting data and identifying groups who may be excluded or needs which are not being met.</p> <p>Hold regular review meetings with Register Providers to understand the policies they may have in place regarding exclusions and align this with nominations agreements.</p>	Strategic Housing Team Leader	A robust Allocations Scheme is managed and maintained, that is flexible to clients' needs and emerging demands.	Year 1

	Aim	Objectives	Actions	Owner	Success Measure or Outcome	Implementation Timescale
		Ensure that any 'hard to let' properties across Oxfordshire are used to meet local needs working with Registered providers to secure suitable nominations from within the county.	Keeping exclusions to a minimum.			
2 Page 246	Domestic Abuse survivors are supported adequately and are provided with a range of options when they approach the Council for support	<p>Ensure coordinated support for survivors of domestic abuse within Cherwell, ensuring they can access support when they require it.</p> <p>Ensure that safe accommodation is provided to survivors of domestic abuse that approach the Council for support.</p> <p>Ensure that domestic abuse and the support available through the Council or through partner agencies is better promoted within Cherwell, so people know what support is available and how they may be able to access it.</p>	<p>Draft a new Domestic Abuse Strategy for Cherwell District Council</p> <p>To seek Domestic Abuse Housing Alliance Accreditation for the Council, to work towards wider service improvements.</p> <p>Consider outreach work in refuges to improve the housing outcomes for those leaving refuge and moving into permanent accommodation.</p>	<p>Housing Options Team Leader</p> <p>Head of Housing</p>	Domestic Abuse survivors receive a quality and supportive service from the Council, shown and demonstrated by accreditation status.	Year 2

	Aim	Objectives	Actions	Owner	Success Measure or Outcome	Implementation Timescale
3	Improve tenancy support and sustainment of tenancies, preventing homelessness or repeat homelessness.	<p>Supporting clients in an agile way that is tailored to their individual needs.</p> <p>Enable clients to stay in their homes or sustain their current accommodation, preventing them from becoming homeless.</p> <p>Assist clients to sustain their new homes and tenancies, leading to a reduction in repeat homelessness.</p>	<p>Roll out of tenancy sustainment workshops to help vulnerable people maintain their accommodation or to access further support.</p> <p>Consider introduction of a risk assessment at the start of new tenancies that are housed through the general needs pathway to identify sustainment risks and make appropriate onward referrals.</p> <p>Creating a focus on tenancy sustainment risks, to concentrate resources on the most vulnerable</p> <p>Improve links with Registered Providers and their housing teams to improve communication and interventions around clients that they may be considering taking legal actions against, to ensure support can be provided before homelessness occurs</p>	<p>Housing Options Team Leader</p> <p>Housing Management Team Leader</p>	Improving tenancy sustainment within Cherwell, leading to less homelessness presentations and pressure on the service.	Year 2
4	Improve access to supported accommodation pathways for clients that	Ensure that the most vulnerable clients are able to access the most appropriate supported	Improve access to the supported accommodation process to ensure that the most appropriate clients are	Housing Options Team Leader	That more clients have access to the pathway and the most appropriate housing when they need	Year 2-3

	Aim	Objectives	Actions	Owner	Success Measure or Outcome	Implementation Timescale
Page 248	meet the needs of the pathway.	<p>accommodation pathway, so they can receive the support they need.</p> <p>Evaluate the supported accommodation pathways that are available and ensure that they have the flexibility to respond to changing demands and needs of clients.</p> <p>Improving move on opportunities to enabled throughput within the supported accommodation pathway.</p>	<p>placed in the available placements.</p> <p>Improve move on options and speed of move on to enable more movement and availability in the pathway.</p> <p>Ensure improved exit plans to ensure enduring long-term housing options.</p>	Single Homelessness Coordinator	it, reducing rough sleeping.	

#### 4. Improve access to quality and affordable accommodation across all sectors for homeless households.

	Aim	Objectives	Actions	Owner	Success Measure or Outcome	Implementation Timescale
1	Improve access to Private Sector accommodation to meet the needs of those homeless or at risk	<p>Work with the private sector to deliver more options to prevent and relieve homelessness.</p> <p>Consider if working collaboratively with other districts across Oxfordshire could encourage more private</p>	<p>Review current incentives and offers to private landlords and consider how effective these are in creating tenancies.</p> <p>Undertake a review of offers to Private Landlords across the county, looking at</p>	<p>Housing Options Team Leader</p> <p>Housing Management Team Leader</p>	More households have homeless prevented or relieved by and offer in the private sector in our reported figures.	Year 1



	Aim	Objectives	Actions	Owner	Success Measure or Outcome	Implementation Timescale
Page 249		landlords to work with the Local Authority.	<p>resources and value for money.</p> <p>Understand the views of Private Landlords and what they would need to work with the Local Authority.</p> <p>Ensure that information on the support available to secure private rented, in Cherwell or further afield is widely known and easy to access.</p>	Tenancy Relations Officer		
	Deliver more units of accommodation for Housing First	<p>Provide suitable homes to meet the needs of clients requiring Housing First Accommodation.</p> <p>Create more capacity in the social housing stock to deliver Housing First</p>	<p>Engage Registered Providers to reduce age restrictions and create more properties for general needs applicants and encourage Registered Providers to support the delivery of units for Housing First.</p> <p>Ensure that developers and planners understand the type and location of property needed so that delivery meets demand.</p> <p>Delivery is monitored via the Housing Strategy Team and discussed at Registered Providers review meetings.</p>	<p>Strategic Housing Team Leader</p> <p>Head of Housing</p>	An increase in the delivery of Housing First units, which has shown to be an effective way in bridging the gap between rough sleeping or repeat homelessness and sustaining tenancies effectively.	Year 3

	Aim	Objectives	Actions	Owner	Success Measure or Outcome	Implementation Timescale
Page 250	3 Deliver quality and affordable homes.	<p>Engage with the planning team to influence development to meet identified needs.</p> <p>Promote the delivery of Social Rented accommodation.</p> <p>Support the delivery of homes meeting the highest standards with regards energy efficiency.</p> <p>Explore opportunities to repurpose underused buildings to assist with homeless pressures</p>	<p>Establish protocols for input on development sites and planning applications to consider the needs of those in housing need in the district.</p> <p>Promote the objectives of the Tenancy Strategy, Allocations Scheme and Nominations agreement with Registered Providers in achieving more rented homes, particularly at social rent.</p> <p>Review Council assets and work with key partners to discuss potential assets that may be underused and could be considered for disposal or repurpose</p>	<p>Strategic Housing Team Leader</p> <p>Head of Housing</p>	More property at Social Rent is delivered in Cherwell	Year 3

### Glossary

CANO – Citizens Advice North Oxfordshire

CDC – Cherwell District Council

CHSG – Countywide Housing Steering Group

CIH – Chartered Institute of Housing

DLUHC – Department of Levelling Up, Housing and Communities

HCLIC – Homelessness Case Level Information Collection

Appendix 1

HDG – Homelessness Directors Group

LEAF – Lived Experience Advisory Forum

LGBTQ – Lesbian, Gay, Bisexual, Transgender, Queer or Questioning

LHA – Local Housing Allowance

MARM – Mult-agency Risk Management

MEAM – Making Every Adult Matter

RP – Registered Provider of Social Housing

ToR – Terms of Reference

UKRS – UK Resettlement Scheme

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## **Review of Homelessness in Cherwell**

### **Cherwell District Council Population Overview**

By size of population, Cherwell has grown to be the largest district in Oxfordshire. The most recent census in July 2021 advises the population has grown to 161,000, an increase of 13.5%. The District is estimated to grow by a further 20,000 households by the end of the decade.

The census in 2021 details that the percentage of households in social rented housing in Cherwell rose to 13.3%, which contrasts with the national trend that has seen social renting decrease. This is still below the national average of 17.1% of households in social tenancies. Private renting in Cherwell rose by nearly 4% to 19.8% and homeownership decreased by 4%, although this is still 65% of the housing tenure in the district.

Cherwell has seen a rise in the proportion of people who do not identify as having a UK nationality, this rose to 11% in the 2021 census. The census reported that 79.5% of the local population were born in England, with Poland being the second highest country of birth. That figure has doubled in the last 10 years. 88% of the Cherwell population identify as White, which is a slight decrease over the last 10 years. The next largest other ethnic group is Asian at 6%, then mixed ethnicity at 3% with Black and other groups around 2%.

The percentage of people who have sought assistance as being homeless or at risk, broadly reflect the ethnicity of the general population, but those who identify as Black are higher at 6% of homeless presentations and those with mixed ethnicity as 3%.

A review of the homeless statistics submitted to DLUHC over the last five years reveal that number of people presenting for assistance is returning to the levels seen prior to the Covid 19 pandemic.

At the height of the Covid Pandemic there was a shift to cases being immediately owed relief duties and less option for early intervention. This is now returning to pre-covid levels, with many cases being supported ahead of any crisis.

### **Homelessness Data**

Below is an illustration of some of the key data and statistics that show trends and pressures on homelessness services within Cherwell.

Local Authorities have a number of statutory homelessness duties. These are outlined within legislation. The data and statistics refer to many of them, such as the Prevention, Relief and Main duty. A brief overviews of these duties and what they mean for applicants is provided below

#### **Prevention Duty**

An applicant is likely to become homeless in the near future (within 56 days) but does not by statutory definition, threatened with homelessness. However, local authorities are encouraged to begin taking reasonable steps to prevent the homelessness rather than waiting. The duty applies regardless of whether the applicants is within a 'Priority Need' group. Priority Need is a further assessment of a clients vulnerability if they were to become

homeless and is also linked the provision of temporary accommodation should the need arise at a later date.

### Relief Duty

The Relief Duty requires a local authority to take reasonable steps to help and applicant secure suitable accommodation for at least 6 months because the applicant is homeless. This does not mean that the accommodation is always a new letting of social or private accommodation, but instead the act of securing accommodation. In the relief duty, it is possible to refer the case to another local authority if it is believed that a local connection exists to the other local authority. Where a local authority has reason to believe that the applicants is eligible, homeless and in priority need, they should provide temporary accommodation until all the enquiries are made and completed.

### Main Duty

The Main Duty applies when the Relief Duty ends (after 56 days of commencement of the duty) and the applicant is in priority need and is not homeless intentionally.

## **Homelessness Assessments and Duty Owed**

### **Assessments**

The below table shows the overall number of being assessed and accessing the service. It has trended downwards initially over the last 5 years, as was seen by many authorities as the Homelessness Reduction Act settled in. But is not starting to trend upwards. Not all clients that are assessed are owed a duty.

<b>Duty</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
<b>Application/Assessments</b>	450	435	318	377	419
<b>Prevention Duty Owed</b>	253	287	150	250	257
<b>Relief Duty Owed</b>	141	121	164	126	162

### **Duties Owed**

The below table shows the outcomes of homeless cases and when the outcome is reached in the process. The COVID period had an effect on our ability to prevent homelessness and thus more clients were owed the relief duty as a proportion of those owed a duty. The number of cases that are being resolved in the prevention stage is again increasing and is higher than the other duties, as was seen pre COVID.

<b>Duty</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
<b>Prevention Duty Ended</b>	211	148	172	214	260
<b>Relief Duty Ended</b>	146	141	197	228	228
<b>Decision at end of Relief Duty</b>	53	35	49	43	83
<b>Decision at end of Main Duty</b>	42	19	21	23	45

### Household Types and Duties Owed

#### Household Types Owed the Prevention Duty

The below table shows the type of applicant that approaches in the Prevention Duty. In the prevention duty, family presentations have prevalence, but single families are also high. Families are more likely to be seen by the team in the prevention duty and thus can have more chance of early interventions to prevent homelessness, reducing the need to be placed in temporary accommodation.

Household Type	2018-19	2019-20	2020-21	2021-22	2022-23
<b>Single Female with Children</b>	79	85	43	71	72
<b>Single Male with Children</b>	2	10	5	2	10
<b>Single Adult Male</b>	56	79	55	69	54
<b>Single Adult Female</b>	43	49	23	49	44
<b>Couple with Children</b>	50	28	7	41	53
<b>Couple no Children</b>	17	31	14	13	19
<b>Three adults with Children</b>	3	3	1	2	5
<b>Three adults without Children</b>	3	2	2	3	0

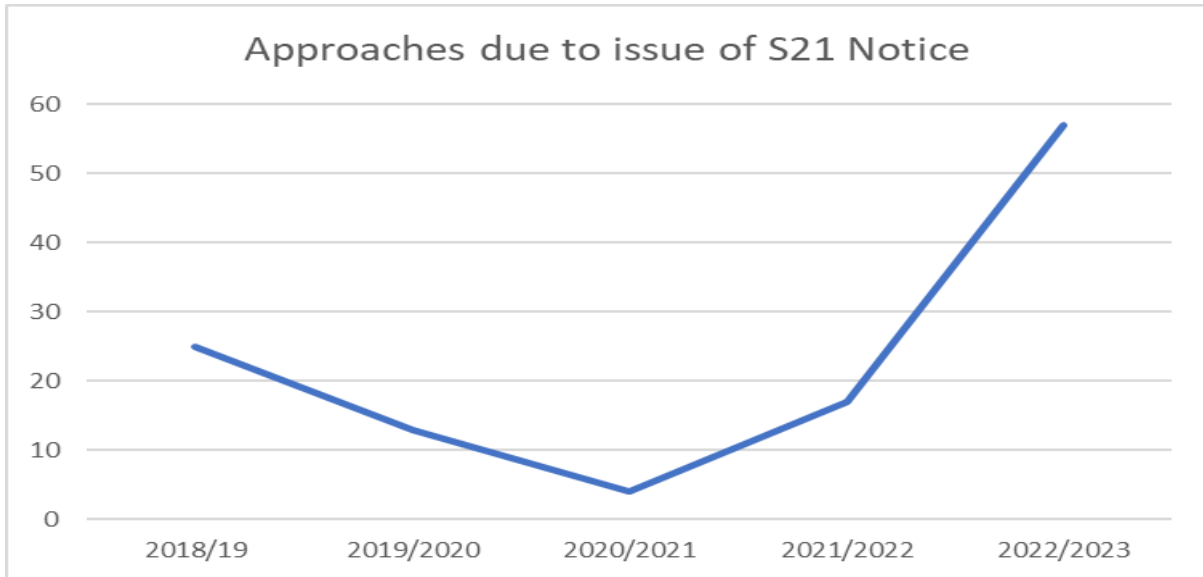
#### Household Types Owed the Relief Duty

The below table shows the type of applicant that approaches in the Relief Duty. In the relief duty, where more crisis presentations are seen, single males are by far the most dominant group. This is also linked to those at risk of or those who are rough sleeping and those that are in temporary accommodation.

Household Type	2018-19	2019-20	2020-21	2021-22	2022-23
<b>Single Female with Children</b>	35	28	18	17	25
<b>Single Male with Children</b>	5	4	7	0	5
<b>Single Adult Male</b>	52	61	95	78	85
<b>Single Adult Female</b>	27	13	30	19	28
<b>Couple with Children</b>	9	11	8	6	11
<b>Couple no Children</b>	11	3	6	6	0
<b>Three adults with Children</b>	2	0	0	0	0
<b>Three adults without Children</b>	0	1	0	0	0

**Reasons for Loss of Accommodation**

A Section 21 Notice brings a private rented tenancy to an end. Approaches for assistance due to the loss of Assured Shorthold Tenancies (due to service of a Section 21 Notice) has increased considerably in recent years. The numbers were low during the COVID period because of a 'stay' on evictions during the pandemic, so the number of notices did decline from pre-pandemic levels. However, they have increased sharply since.





### **Reasons for Loss of Accommodation at the Prevention Stage**

This measure shows the housing circumstances of applicants approaching the Council at the earlier Prevention Stage. The figures show consistently that the main reason for a housing approach at this stage is a breakdown in a relationship with a family member or friend and because of the ending of a private rented tenancy. These are trends and factors that are typical and are seen by other local authorities.

<b>Type of accommodation loss</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
<b>Family or Friends no longer willing or able to accommodate</b>	59	84	43	46	56
<b>End of private rented tenancy – AST</b>	108	110	44	119	141
<b>Domestic Abuse</b>	8	13	16	18	12
<b>Non-Violent relationship breakdown with partner</b>	20	29	14	17	6
<b>End of social rented tenancy</b>	15	19	7	13	16
<b>Eviction from supported accommodation</b>	8	1	4	3	7
<b>End of private rented tenancy – no AST</b>	9	10	10	13	10
<b>Other violence or harassment</b>	1	0	0	1	1
<b>Left institution with no accommodation available</b>	0	0	2	4	3
<b>Required to leave accommodation provided by Home Office as asylum support</b>	0	0	0	0	1
<b>Other reasons/not known</b>	25	21	10	16	4

### Reasons for Loss of Accommodation at the Relief Stage

This measure shows the housing circumstances of applicants approaching the Council at the Relief Stage. These reflect those that are at a later stage of homelessness and may be in housing crisis or emergency, such as going into temporary accommodation. The figures show that the most prevalent reason for loss of accommodation at this stage is still family and friends no longer able to accommodate, however, the proportion of relationship breakdown, either abusive or not, jumps significantly as a proportion of the overall number, compared with the prevention duty.

Type of accommodation loss	2018-19	2019-20	2020-21	2021-22	2022-23
Family or Friends no longer willing or able to accommodate	40	36	64	40	59
End of private rented tenancy – AST	35	17	16	24	25
Domestic Abuse	6	9	8	16	17
Non-Violent relationship breakdown with partner	18	16	25	17	22
End of social rented tenancy	8	9	6	5	4
Eviction from supported accommodation	2	3	9	7	4
End of private rented tenancy – no AST	5	8	12	4	9
Other violence or harassment	1	2	6	6	6
Left institution with no accommodation available	2	2	4	1	5
Required to leave accommodation provided by Home Office as asylum support	0	0	0	0	2
Other reasons/not known	24	19	14	6	9

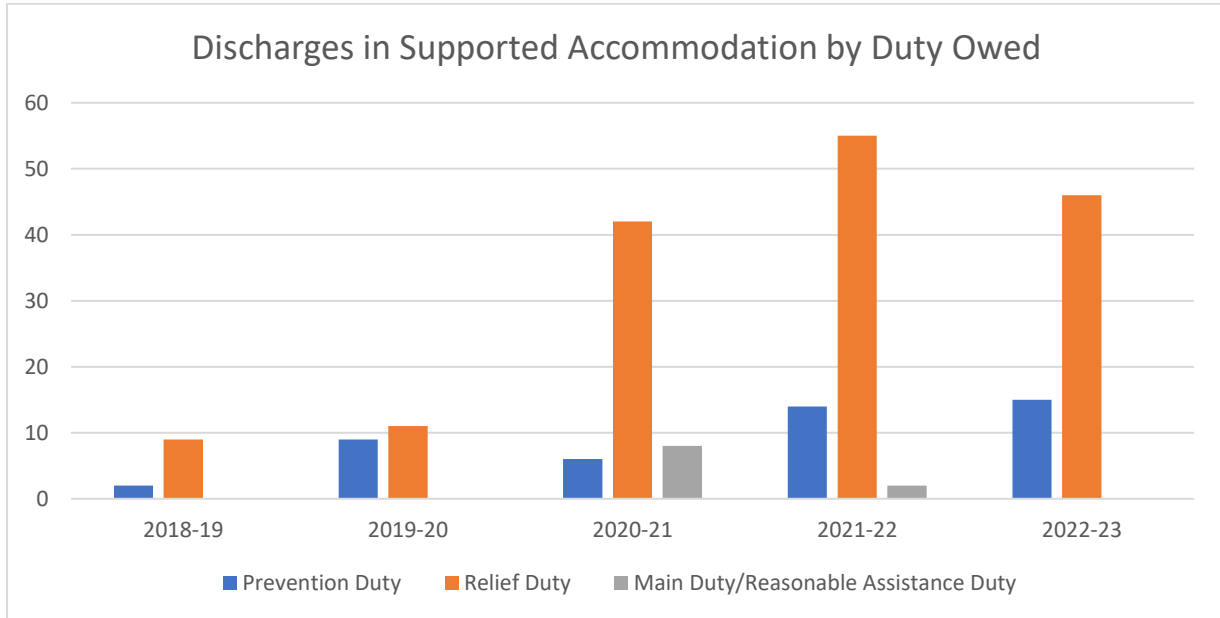
### **Discharges of Duty**

The below table shows the outcome of cases and where they are placed following their homelessness and by duty. The most common way in which duties at Prevention, Relief or Main duty have been discharged remains an offer of social housing. This is particularly true for households who are owed main duties, with very few being resolved by securing private rented or moving in with family or friends.

<b>Discharge method</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
<b>Social Housing – Prevention Duty</b>	84	101	37	50	63
<b>Social Housing – Relief Duty</b>	48	56	64	66	74
<b>Social Housing – Main Duty</b>	36	18	15	16	36
<b>Private Rented – Prevention Duty</b>	37	30	42	57	49
<b>Private Rented – Relief Duty</b>	13	11	29	18	22
<b>Private Rented – Main Duty</b>	2	0	2	0	4
<b>Family/Friends – Prevention Duty</b>	10	15	13	21	29
<b>Family/Friends – Relief Duty</b>	5	4	3	7	17
<b>Family/Friends – Main Duty</b>	0	0	0	0	0
<b>Offers Refused or left temporary accommodation</b>	5	6	13	7	5

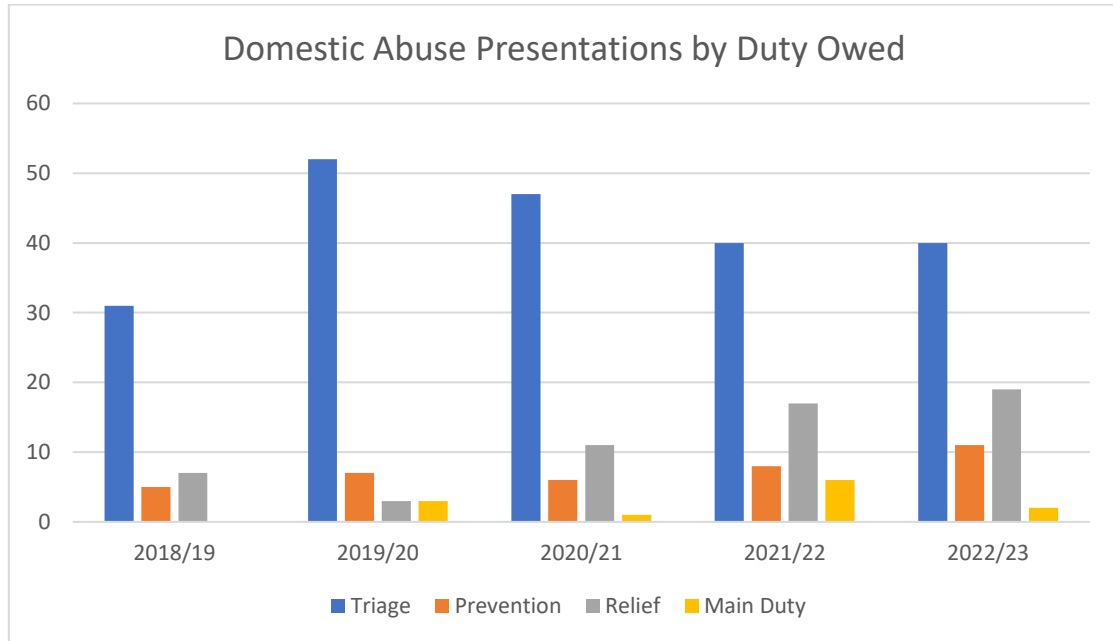
**Discharges of Duty into Supported Accommodation**

The number of households having their homelessness duties discharged into supported accommodation has shown an increase over the last three years. This shows that the clients that are being seen in all duties are potentially more vulnerable and therefore not suitable for general needs accommodation in social housing or a discharge into the private sector.



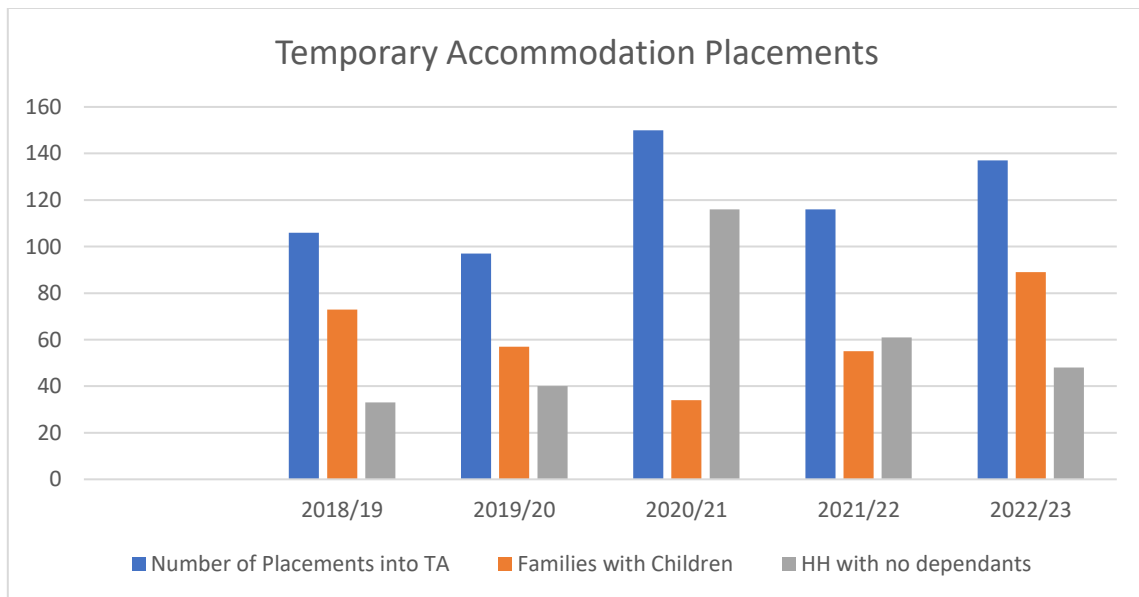
**Domestic Abuse**

In Cherwell the number of applicants presenting as homeless due to domestic abuse is relatively low compared to the total number of cases presenting for homeless advice and support. Of the cases presenting as homeless due to domestic abuse, most were given advice only and did not progress to any formal homeless duties. The prevalence of domestic abuse is increasing.



**Temporary Accommodation**

The number of households requiring temporary accommodation has risen over recent years. The high number during the pandemic were due to the requirement to take everyone into emergency accommodation, regardless of priority need. The number of placements in 2023 is greater than for 2021/22 and much higher than pre-pandemic levels. The pressure and requirement for temporary accommodation is therefore increasing. Higher numbers presenting for emergency accommodation duties and longer waiting times for nominations via the Housing Register requires a review of temporary accommodation resources to meet expected future demand.



### Rough Sleeping

Rough Sleeping figures are reported annually in a formal estimate to DLUHC. The increase in numbers reported in Cherwell reflects the higher numbers of rough sleeping nationally. Cherwell has seen a significant rise in rough sleeping post pandemic. Men are the most at risk of rough sleeping. It is also an issue that affects all age groups and nationalities.

Gender of Rough Sleeper	2018-19	2019-20	2020-21	2021-22	2022-23
Male	8	8	8	4	15
Female	3	3	2	2	2
<b>Total</b>	11	11	10	6	17

Age of Rough Sleeper	2018-19	2019-20	2020-21	2021-22	2022-23
Under 18	0	0	0	0	0
18-25	1	4	0	2	3
Over 25	9	7	10	4	14
Not known	1	0	0	0	0

Nationality of Rough Sleeper	2018-19	2019-20	2020-21	2021-22	2022-23
UK National	9	10	8	6	13
EEA National	2	0	2	0	3
Non EEA National	0	1	0	0	1

### Housing Register

Housing Register figures show the current demand for accommodation, (July 2023)

There is greater demand on the housing register for those that have housing need than there is supply of suitable property. The supply of property during the COVID 19 period also had an effect on the number of properties available and overall lets. Numbers are rising again in 2023 and it is hoped figures similar to lets in 2017/18 will be achieved. Even at this level the waiting times for a nomination are expected to increase.

Current Bedroom Need	Band 1	Band 2	Band 3	Band 4	Total
1 bedroom	44	128	172	401	745
2 bedroom	10	167	105	326	608
3 bedroom	2	216	28	105	351
4+ bedroom	1	111	5	14	131
<b>Total</b>	57	622	310	846	1835

The number of properties that are being let through the Housing Register has decreased over recent years, this has a knock on effect on homelessness because there is less movement through the pathway.

The waiting times for larger family homes has grown in particular. This is an area where more households are assessed as being in significant need, but supply is limited.

#### Lets by bedroom size.

Bedroom Size	2018-19	2019-20	2020-21	2021-22	2022-23
1 bedroom	255	209	258	137	187
2 bedroom	298	334	263	210	235
3 bedroom	183	174	119	87	111
4 bedroom	16	22	25	17	13
5 bedroom	0	0	1	1	0
<b>Total</b>	752	739	666	452	546

#### Private Rented Market Data

Summary of monthly rent data by bedroom size 2022-23. Cost per month.

Bedroom	Lower Quartile (£)	Median (£)	Upper Quartile (£)
Room	400	460	550
Studio	498	625	820
1 bedroom	565	725	925
2 bedroom	625	800	1050
3 bedroom	725	900	1250
4+ bedroom	1127	1500	2100
<b>All Categories</b>	625	825	1150

#### Local Housing Allowance Rates

There are two rates operating in Cherwell, depending on where you live. These are called the Cherwell Valley Rate and the Oxford Rate. Local Housing Allowance is a mechanism of how much housing benefit you can claim to help pay your rent if you are renting privately.

The data shows that rents in the Cherwell area are more expensive than that national average. The Oxford rate is also considerably higher than the Cherwell Valley Rate.

The table when contrasted with the previous table show the disparity between market rents and local housing allowance

Number of bedrooms	Weekly LHA amount (Cherwell Valley Rate) (£)	Weekly LHA amount (Oxford Rate) (£)	National Average (£)
Shared	338.09	515.10	346.53



<b>1 bedroom rate</b>	648.22	772.89	561.51
<b>2 bedroom rate</b>	772.89	910.00	694.76
<b>3 bedroom rate</b>	897.52	1096.98	837.89
<b>4 bedroom rate</b>	1293.98	1580.67	1092.39

### Housing Market Data

The market data shows that there are affordability issues within the housing market within Cherwell, with property prices considerably in excess of the national average.

<b>Month</b>	<b>National Average</b>	<b>Cherwell Average</b>
<b>May 2023</b>	£285,861	£366,014

### Average Earnings

People in Cherwell do earn more than the national average, both male and female. However, the average earnings are not significantly greater than the national average, compared to the property price disparity.

#### **Year 2022 per year gross earnings (£)**

	<b>Male Average</b>	<b>Female Average</b>	<b>Combined Average</b>
<b>National Average</b>	39795	26878	33402
<b>Cherwell Average</b>	40139	28392	34858

### **Conclusions following review of homelessness in Cherwell**

The review of Cherwell's homelessness data and associated waiting list pressures informs the drawing of the following conclusions.

- That the overall trend of homelessness in Cherwell is downward from where it was in 2018/19 in terms of the full picture. However, the amount of homelessness preventions has fallen at a rate that is faster than the other duties, which in turn means that more people are likely to be in crisis situations. It also shows that homelessness prevention is becoming more difficult
- The most prevalent group in of homelessness person is single males, which follows a national trend. Females or couples with children are more common in the Prevention Duty.

## Appendix 2

- The service of Section 21 “no fault eviction” notices have become increasingly more prevalent. There has been a significant increase, which could be linked to economic factors and upcoming changes in legislation.
- Domestic Abuse prevalence is increasing.
- Friends and family and the breakdown of these relationships and living arrangements is a major contributing factor to homelessness within the District.
- An offer of social housing is the main way in which our homelessness duties are discharged. The ability of the Council to be able to discharge to the Private Sector has fallen over the last two years.
- The number of lettings of Social Housing that have been made through the Choice Based Lettings system have fallen and have not recovered to pre COVID levels. This creates additional waiting list pressures making it more difficult to discharge duties to social housing.
- The supply of one-bedroom units is slowing in favour of a greater number of 2- and 3-bedroom units. This is therefore meeting certain areas of Cherwell demand regarding homelessness, particularly families with children, the number of single people who are homeless have more limited options through the general housing pathway.
- There has been a reduction in the lets and availability of the largest properties. Larger properties are also the most difficult to source through the private sector because of affordability issues within Cherwell. If families approach requiring these larger properties, such as 4-bedroom houses, it can be particularly difficult to discharge duties.
- There is an increasing use of supported accommodation as a way of discharging homeless duties, this suggests the client group is more vulnerable and therefore may be more susceptible to repeat homelessness and rough sleeping.
- Rough sleeping figures within Cherwell have increased, showing a growing national trend. These are predominantly single men. Since COVID lockdowns ended, there has been a particularly significant increase.
- Affordability of accommodation is an issue within Cherwell.

### **Sources**

VOA administrative database

Land Registry

Office of National Statistics

DLUHC Live Tables

Census



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## **Cherwell District Council Homelessness and Rough Sleeping Strategy Consultation** **Results Summary**

Thank you for those who participated in the Cherwell District Council Homelessness and Rough Sleeping Strategy Consultation

### **Introduction**

This consultation was undertaken to help Cherwell District Council develop a new Homelessness and Rough Sleeping Strategy to help shape how homelessness services will be delivered over the period 2024-2029. Councils are required to undertake a consultation when a new strategy is developed.

The Council is required to consult a range of key partners, including statutory, voluntary and third sector organisations. This can include agencies specialising in homelessness locally as well as service users living in the local area.

### **Methodology**

The consultation ran between November and January 2024. The consultation was carried out in the form of an online survey that was available on the Council's website. Press and social media communications were used to promote the survey and encourage responses. Key partner agencies were directly approached to participate.

The strategy was also discussed at the Council's Overview and Scrutiny Committee during the consultation period.

The survey asked for views on the main themes and issues identified in the homelessness review and that informed the proposed priorities of the homelessness strategy. The survey then asked whether respondents agreed with the priorities that had been chosen and whether there was anything they wanted to see included in the strategy. The survey asked finally for general comments on housing and homelessness in Cherwell.

The four main themes within the Homelessness and Rough Sleeping Strategy that views were requested on, in terms of the extent to which the respondent agreed, were

1. Identify the causes of homelessness, facilitating early interventions to ensure pathways to housing to reduce rough sleeping
2. Ensure that our service is accessible to all and engage and assist households who have difficulty receiving our services
3. Deliver long term housing solutions and help sustain tenancies for the most vulnerable. Creating resilience
4. Improve access to quality and affordable accommodation across all sectors for homeless households

These themes reflected question 1-4 of the survey. In questions 1-4, respondents were asked to what extent they thought each theme was important to our goal of tackling homelessness and rough sleeping in Cherwell.

## Appendix 3

The responses were graded out of 5 and respondents were asked to choose one. The response options were as follows.

*5 – very important*

*4 – quite important*

*3 – not sure*

*2 – not particularly important*

*1 – not important at all*

Question 5 asked respondents

*Overall, do you agree with the priorities that we have chosen? Please tell us if you disagree.*

A free text box was then provided for respondents to type their answer.

Question 6 asked respondents

*Are there any priorities that you feel that we should include instead? If yes, please tell us what you would like for us to include.*

A free text box was then provided for respondents to type their answer.

Question 7 asked respondents

*Do you have any other comments about housing or homelessness in Cherwell?*

A free text box was then provided for respondents to type their answer.

Question 8 asked respondents whether they were responding as a residents, a local business, a voluntary organisation, a service provider, a statutory partner, a landlord, a Registered Provider of Social Housing or a service user.

Surveys were anonymised to ensure impartial views were obtained. Documents were made accessible and other ways to participate were made available if and when requested.

### **Survey Response and Results**

A total of 73 responses were received to the consultation. Thank you to everyone that took part

The responses came from a variety of different sources. Summarised in Table 1 below

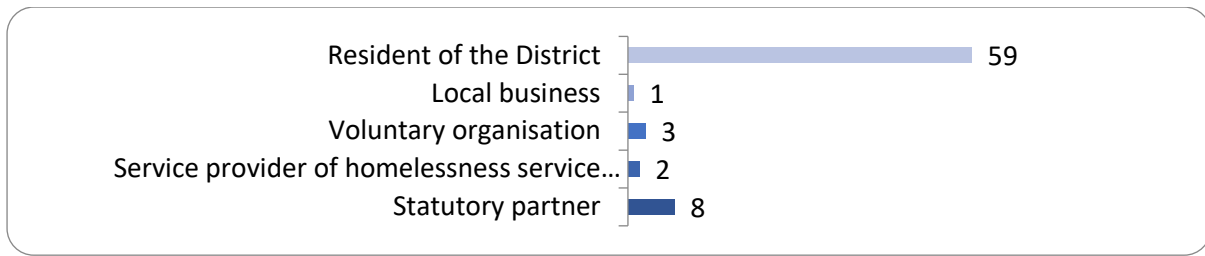


Table 1

In response to the four proposed themes, respondents were broadly very supportive that the identified themes were important to tackling homelessness and rough sleeping in the Cherwell District. The responses to these are shown in Table 2, 3, 4 and 5 below

**Priority 1**

**Identify the causes of homelessness, facilitating early interventions to ensure pathways to housing to reduce rough sleeping**

There were 73 responses to this part of the question, and the overall most selected response was 'very important with 89% of the participation.

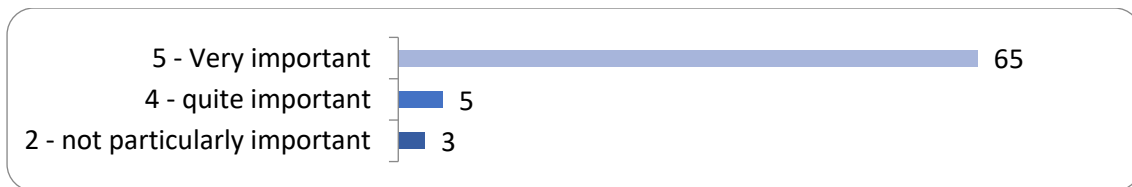


Table 2

**Priority 2**

**Ensure that our service is accessible to all and engage and assist households who have difficulty receiving our services**

There were 73 responses to this part of the question, and the overall most selected response was 'very important' with 81% of participation.

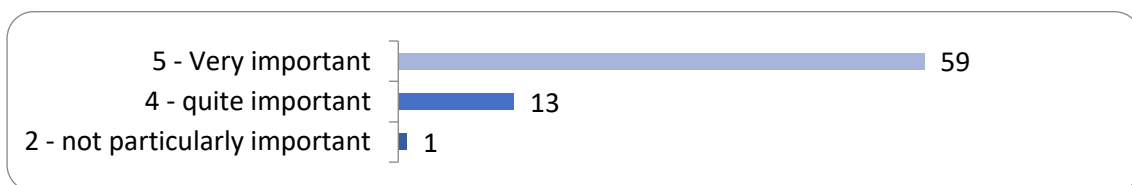


Table 3

**Priority 3**

**Deliver long term housing solutions and help sustain tenancies for the most vulnerable. Creating resilience.**

## Appendix 3

There were **73** responses to this part of the question, and the overall most selected response was 'very important' with 81% of the participation

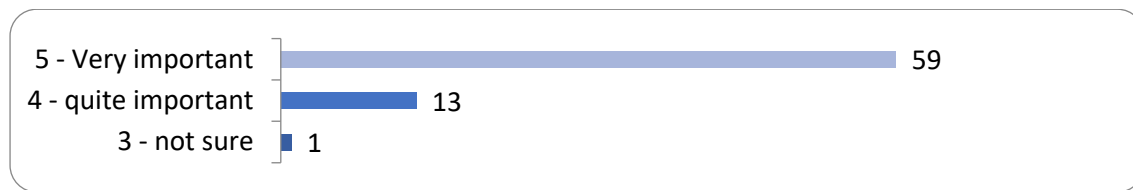


Table 4

### **Priority 4**

#### **Improve access to quality and affordable accommodation across all sectors for homeless households**

There were **73** responses to this part of the question, and the overall most selected response was 'very important' with 81% of the participation



Table 5

### **How the consultation feedback has helped to shape the Strategy**

From the responses received, the feedback that the Council has received as part of the consultation has been supportive of the priorities that the strategy has as its overarching themes and the guide the action plan.

As a result of the comments, the following changes or additions have been made.

- An action has been added to the action plan in Priority 4, Improving access to quality and affordable accommodation across all sectors for homeless households, regarding the usage of underutilised buildings to assist with homelessness accommodation or services. This is following a large number of consultation comments.
- A further action has been added following the comments received regarding tenancy sustainment and support once people are in accommodation. This will hopefully prevent repeat homelessness but will also hope to ensure greater engagement in the community and reduce isolation, so there are potential pathways into other support, training or employment.

As outlined in the Methodology, the Council as part of the consultation process asked for comments from those completing the consultation survey. A summary of these comments is provided below. Where multiple comments have been received that are similar, this is indicated.



Overall, do you agree with the priorities that we have chosen?	
Summary of comments made by respondents	Officer Response
Dilapidated buildings should be utilised in place of hotels where possible and should be staffed. – <b>5 similar comments</b>	An action regarding under utilised buildings has been added to the action plan following consultation.
Provision of more affordable social housing accommodation for people in the district – <b>5 similar comments</b>	Working to provide greater access to affordable housing for those affected by homelessness is a key priority within the new strategy.  There are several wider factors in increasing the amount of housing and affordable and social housing within the District and these matters are addressed in further detail within the Housing Strategy and the Local Plan.
There shouldn't be homelessness in this country – <b>5 similar comments.</b>	The Council has a statutory role to prevent and relieve homelessness within the Cherwell District, and works to provide accommodation options for those affected by homelessness.
People should have an option to request help before they are desperate and preventative action taken. – <b>3 similar comments.</b>	This is provided in accordance with legislation and within the Prevention Duty. Continued homeless prevention is a key part of the new Homelessness and Rough Sleeping Strategy.

<p>More sympathetic response from the Council when presenting as homeless. – <b>4 similar comments</b></p>	<p>The Council responds and manages homelessness in accordance with legislation. Legislation and Council procedures in turn prioritise applicants according to need, and some applicants are able to access more support and receive support in finding new accommodation sooner than others in lower need.</p> <p>The Council before this strategy and in the future following implementation will aim to treat all applicants with respect and respond to their individual needs.</p>
<p>Homeless should be offered safe accommodation in hotels There should be categories, family homelessness, drug / alcohol abuse shelter / Single Shelters – <b>2 similar comments.</b></p>	<p>Accommodation is offered in hotels to those in priority need. Those applicants with support needs are provided with support once in the homelessness pathway.</p> <p>Some specialist accommodation is provided within the homeless pathway, but it is not possible to have a hotel for each type of homeless person.</p>
<p>Designated homelessness staff member – <b>1 comment</b></p>	<p>The Council has Housing Options Officers and Officers within the Single Homeless Team who provide support to homeless people, so designated staff members are provided.</p>

Are there any priorities that you feel that we should include instead? If yes, please tell us what you would like for us to include	
Summary of comments made by respondents	Officer Response
Provision of more safe short term temporary accommodation with support for people with mental health issues and for those with physical disabilities – <b>14 similar comments.</b>	<p>The Council has a varied temporary accommodation portfolio. Anyone who is in “Priority Need” in accordance with homeless legislation will be provided with temporary accommodation and then assisted to find a permanent accommodation option.</p> <p>Where needs, such as mental health are severe, the wider health and social care structure will have duties to provide more appropriate care and support.</p>
Provision of more affordable accommodation, re purposing of existing buildings. – <b>3 similar comments</b>	This is reflected in a previous section within this response
Children and domestic abuse victims provision – <b>2 comments.</b>	<p>This is provided currently through the Oxfordshire Domestic Abuse services pathways.</p> <p>Domestic Abuse survivors and their support is an action within the action plan</p>

<p>Prevent homelessness happening in the first place – <b>2 comments.</b></p>	<p>The Council has statutory duties to do this and prevents hundreds of cases of homelessness each year.</p> <p>The Council is looking to make more improvements in this area and this is reflected in the new strategy and action plan.</p>
<p>Consider and identify homeless people outside of the main towns – <b>1 comment.</b></p>	<p>The Council and specifically the Single Homeless Team, work with those rough sleeping to assist them into accommodation, regardless of where in the District that they live.</p> <p>The Council through its Rough Sleeper Initiative funding from Central Government contributes to services within a Countywide Alliance. One of these services is outreach support to rough sleepers. A multi-faceted Adult Homeless Pathway is also provided as part of this Alliance.</p>

Do you have any other comments about housing or homelessness in Cherwell?	
Summary of comments made by respondents	Officer Response
More affordable social housing for people – <b>5 similar comments.</b>	This is reflected in a previous section within this response
Better support for ex forces personnel, people with ill health and physical disabilities and mental health issues – <b>5 similar comments.</b>	This is reflected in a previous section within this response  Regarding ex forces personnel, the Council's Allocations Scheme, in accordance with government guidance, provides additional preference and therefore prioritises ex forces personnel and their immediate family members.
Agencies working more collaboratively – <b>3 similar comments</b>	Improving partnership working is an action within the action plan.
Tackling drug and alcohol misuse, often a big factor in why someone becomes homeless – <b>3 similar comments.</b>	Improving access to supported accommodation pathways for clients is within the action plan of the strategy.  It is important that a clients needs are identified early, so barriers to accessing accommodation and support can be understood and tackled, and this is also reflected within the strategy.
Use of some empty buildings to provide shelter for homeless people – <b>3 similar comments.</b>	This is reflected in a previous section within this response

<p>Better support for the homeless over a longer period of time once they are housed – <b>2 similar comments.</b></p>	<p>Tenancy sustainment is a key part of homeless prevention and there is an action within the action plan to increase the work within this area across tenures. This has been further added to following the responses within the consultation.</p>
<p>Homelessness in rural areas and outside of the main towns – <b>2 similar comments.</b></p>	<p>We understand that homelessness can occur anywhere, and we respond to homelessness in any area of the District. Whether this be someone approaching who is threatened with homelessness or whether this is someone that is sleeping rough in an urban or rural area.</p> <p>More support is provided however within larger settlements such as Banbury and Bicester because the prevalence of homelessness and rough sleeping are higher, and the Council can work with other partners to provide more holistic support</p>
<p>Safe and warm places to go during the day with medical care <b>1 comment</b></p>	<p>The Council provides funding to the Beacon Centre in Banbury to provide a place where rough sleepers can go to access support. Services such as the Council's Single Homeless Team also visit the Centre on a regular basis to try and assist people into a housing or to access support.</p>
<p>Local based solution rather than having to go to Oxford City – <b>1 comment.</b></p>	<p>Support is provided locally and within District.</p> <p>Some accommodation schemes are provided throughout the County and are not always provided within District.</p> <p>The Council is routinely able to provide temporary housing within District and offers of permanent social housing or private rented housing will also routinely be in District.</p>

**Cherwell District Council**  
**Equality and Climate Impact Assessment**  
**Homelessness and Rough Sleeping Strategy**  
**2024-2029**

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## Section 1: Summary details

<b>Directorate and Service Area</b>	Wellbeing and Housing – Housing Services
<b>What is being assessed</b> (e.g. name of policy, procedure, project, service or proposed service change).	Homelessness and Rough Sleeping Strategy 2024-2029
<b>Is this a new or existing function or policy?</b>	New policy to cover existing service function
<b>Summary of assessment</b> 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>It is a statutory requirement to complete a review of homelessness within a District area and produce a strategy to tackle the issue every 5 years. The review of homelessness analysis pressures on the service area, by analysing who is approaching the Council for assistance and what their housing circumstances are. It also reviews what housing outcomes they are able to achieve. The review also has a wider view of the local market conditions, regarding supply and affordability of accommodation across the tenures.</p> <p>The Homelessness and Rough Sleeping Strategy sets out our approach and actions to prevent and reduce with an overall aim of ending homelessness and rough sleeping within the District. The strategy also outlines that partnerships that are in place and how we will continue to involve and work in partnership to deliver accommodation and support service users.</p> <p>The strategy aligns with our key partners across the other Oxfordshire Districts, City and County Council's and the strategy encourages a positive partnership approach to engaging and resolving individual needs and housing difficulties and to be able to target and provide support for the most vulnerable and in need.</p>
<b>Completed By</b>	Richard Smith

<b>Authorised By</b>	Nicola Riley
<b>Date of Assessment</b>	January 2024

## Section 2: Detail of proposal

<p><b>Context / Background</b></p> <p>Briefly summarise the background to the policy or proposed service change, including reasons for any changes from previous versions.</p>	<p>The current Homelessness and Rough Sleeping Strategy was produced when Cherwell District Council was in a partnership with Oxfordshire County Council. The new and reviewed strategy therefore is a Cherwell focussed one.</p> <p>The previous strategy was produced at a time where the context of homelessness services and provision was heavily influenced by COVID 19 and this is reflected within the strategy and action plan. Since the production of the current strategy, Oxfordshire County Council have also produced a Countywide Homelessness Strategy, that works alongside the District strategies. Additionally, since the current strategy was produced, Cherwell District Council and the other Districts and City are in a co-commissioning partnership “Alliance” with Oxfordshire County Council. The Alliance therefore provides the vast majority of support services for those rough sleeping or at most risk of rough sleeping.</p> <p>The Council has therefore produced a new strategy and action plan that takes account of the changed national, local and organisational context.</p>
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<p><b>Proposals</b></p> <p>Explain the detail of the proposals, including why this has been decided as the best course of action.</p>	<p>The strategy sets out the following vision and priorities:</p> <p><b>Vision</b></p> <p>Working in partnership to prevent homelessness and create new pathways that focus on customer needs to ensure a decent and affordable home for all.</p> <p>The four strategic priorities for our Homelessness and Rough Sleeping Strategy 2024-29 are:</p> <p><b>Priority 1</b> Identify the causes of homelessness, facilitating early interventions to ensure a pathway to housing and reducing rough sleeping.</p> <p><b>Priority 2</b> Ensure that our service is accessible to all; engaging and assisting households who have difficulty receiving our services.</p> <p><b>Priority 3</b> Deliver long term housing solutions and help sustain tenancies for the most vulnerable, creating resilience.</p> <p><b>Priority 4</b> Improve access to quality and affordable accommodation across all sectors for homeless households.</p> <p>The priorities provide the framework for the action plan, which cover the aims and projects that the Council will undertake as part of its homelessness prevention and reduction activities over the next 5 years.</p> <p>A strategy is required by legislation. Preventing, relieving and reducing homelessness and rough sleeping requires partnership working to deliver a range of services and accommodation options for people who may not be able to resolve their housing circumstances without assistance. This strategy sets out the need to further develop to meet and respond to the changing needs of the client group so that lasting prevention and accommodation options are provided that reduces the risk of repeat homelessness and housing crisis.</p>
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<p><b>Evidence / Intelligence</b></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>	<p>The Review of Homelessness within Appendix 2 of the Report provides data and research findings of who is most likely to become homeless at which stage within the process. The strategy is also produced in consultation with the public and stakeholders, the outcomes of this are also within the report.</p> <p>With regard to impacts of the issue on certain communities and groups, in 2022-2023 within Cherwell,</p> <p>76.4% of approaches had a white background (13% of the total were unspecified so could be higher than 76.4%)</p> <p>76.6% advised they were a British or Irish citizen habitually residents in the UK or Ireland.</p> <p>44.9% advised they had a mental health issue or a history of one and 31.7% advised that they had a physical disability.</p> <p>60% of those approaching at the prevention stage were women</p> <p>53.1% of those approaching at the relief stage were single men</p> <p>73.3% of those approaching were between 18 and 45 years old.</p> <p>1.5% specified as not heterosexual or otherwise refused to say.</p> <p>33.2% specified that they were in some sort of work, which is higher than the 30.3% who advised they were registered unemployed.</p> <p>The review of homelessness and the consultation outcomes have influenced the priorities and action plan actions within the strategy document.</p>
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<p><b>Alternatives considered / rejected</b></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>	<p>Option 1 - To not have a Homelessness and Rough Sleeping Strategy</p> <p>This option is not considered as reviewing homelessness and producing a strategy every 5 years is part of the Council's statutory duties and part of the statutory duties of providing housing options and advice services.</p>
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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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Data shows that homelessness disproportionately affects younger people.</p> <p>The strategy proposes continuation of partnership working with the Alliance and the Young People Supported Accommodation pathway (YPSA) to ensure that support is provided and outcomes are available for this group</p>	<p>Data is reported to DLUHC through Delta reporting quarterly. Therefore, the impact will be seen in data.</p> <p>The reports we receive from service providers about the number of people accessing and requiring the relevant services will also show the impact.</p>	Head of Housing CDC	Annual monitoring

<b>Disability</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Data shows that there is a considerable number of physical and mentally ill or disabled people facing homelessness.</p> <p>Priority Need categories within homelessness legislation ensure that the needs of this group are acknowledged when approaching and being assessed by the team.</p> <p>Wider contacts with Housing Strategy and Planning teams and the data we have and provide ensure that more housing that meets specific needs, such as mobility needs standards, is provided.</p>	Data is reported to DLUHC through Delta reporting quarterly. Therefore, the impact will be seen in data.	Head of Housing CDC	Annual monitoring
<b>Gender Reassignment</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	N/A
<b>Marriage &amp; Civil Partnership</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	N/A

<b>Pregnancy &amp; Maternity</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Priority Need categories within homelessness legislation ensure that the needs of this group are acknowledged when approaching and being assessed by the team.</p> <p>A wider review of the Allocations Policy, that is part of the strategy, also ensures that pregnant women are prioritised for allocations to larger properties before a child is born</p>	<p>None</p>	<p>Head of Housing CDC</p>	<p>Annual monitoring</p>
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<p><b>Race</b></p>	<p><input type="checkbox"/></p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>Ethnicity information is collected by those undertaking assessments and the data shows that within Cherwell, the majority of those facing homelessness are White UK or Irish Nationals.</p> <p>The strategy and partnership approaches, particularly through more outreach work, could lead to more approach and engagement from minority groups, that may currently be hidden homeless or staying in otherwise unsatisfactory living arrangements.</p>	<p>Data is reported to DLUHC through Delta reporting quarterly. Therefore, the impact will be seen in data.</p>	<p>Head of Housing CDC</p>	<p>Annual monitoring</p>
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<p><b>Sex</b></p>	<p><input type="checkbox"/></p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>Data shows that men are more affected by homelessness than women, particularly in rough sleeping numbers and those approaching at the Relief stage. However, women are more likely to approach at earlier stages.</p> <p>Domestic Abuse, which affects women more prevalently than men, is also an issue that is rising.</p>	<p>Data is reported to DLUHC through Delta reporting quarterly. Therefore, the impact will be seen in data.</p> <p>Services provided through the pathways respond to the needs and vulnerabilities of client groups to help them into appropriate accommodation.</p> <p>Domestic Abuse data is also collected. There are specific new clauses in the strategy regarding Domestic Abuse to look to address the increasing trend and improve access to support services.</p>	<p>Head of Housing CDC</p>	<p>Annual monitoring</p>
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<b>Sexual Orientation</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Data shows that there is a small minority of people identifying as non-heterosexual, below the average that would be expected. There is also a large group of people where it is undisclosed.</p> <p>As this information is known, we are therefore mindful of barriers that may be in place</p>	<p>Data is reported to DLUHC through Delta reporting quarterly. Therefore, the impact will be seen in data</p>	<p>Head of Housing CDC</p>	<p>Annual monitoring</p>
<b>Religion or Belief</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>

### 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"/>	N/A	N/A	N/A	N/A
Armed Forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The strategy proposes a review of the Housing Allocations scheme and Armed Forces are an additional preference category within the scheme. Therefore, additional priority is awarded to ensure access to services by this group	None	N/A	N/A
Carers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The strategy proposes a review of the Housing Allocations scheme and carers and those requiring additional bedrooms for carers are part of the scheme and its review.	None	N/A	N/A
Areas of deprivation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	N/A

### Section 3: Impact Assessment - Additional Wider Impacts

<b>Additional Wider Impacts</b>	<b>No Impact</b>	<b>Positive</b>	<b>Negative</b>	<b>Description of Impact</b>	<b>Any actions or mitigation to reduce negative impacts</b>	<b>Action owner* (*Job Title, Organisation)</b>	<b>Timescale and monitoring arrangements</b>
<b>Other Council Services</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	N/A
<b>Providers</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	N/A
<b>Social Value <sup>1</sup></b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	N/A

<sup>1</sup> 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"/>	N/A	N/A	N/A	N/A
Our fleet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	N/A
Staff travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	N/A
Purchased services and products (including construction)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	N/A
Maintained schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	N/A

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	N/A

**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.

<b>Review Date</b>	<b>Annual</b>
<b>Person Responsible for Review</b>	<b>Head of Housing</b>
<b>Authorised By</b>	<b>Assistant Director – Wellbeing and Housing</b>



<b>This report is public</b>	
<b>Developing a Kidlington Infrastructure and Community Asset Strategy</b>	
<b>Committee</b>	Executive
<b>Date of Committee</b>	5 February 2024
<b>Portfolio Holder presenting the report</b>	Portfolio Holder for Regeneration, Councillor Donna Ford
<b>Date Portfolio Holder agreed report</b>	22 January 2024
<b>Report of</b>	Corporate Director Communities Ian Boll

## Purpose of report

To respond to the question raised at council in December 2023 to provide resource and budget to enable the development of a new vision for Kidlington cognisant of the growth allocated in the 2020 Local Plan Partial Review and to provide ongoing oversight of development.

## 1. Recommendations

The Executive recommends:

- 1.1 To develop a Kidlington Infrastructure Strategy in 2024/25 and resource to provide oversight to its ongoing delivery.

## 2. Executive Summary

- 2.1 To develop an infrastructure and community asset strategy for the Kidlington area cognisant of the Local Plan Partial Review sites and expected delivery as the sites develop out, providing coordination and oversight to the delivery of programme as it is developed.

## Implications & Impact Assessments

Implications	Commentary
<b>Finance</b>	Funding of £115k has been built into the 2024/25 budget that Executive is recommended to recommend to Council elsewhere on the agenda. The MTFs has not assumed any additional income streams as outlined below in future years in order to be prudent. When they are identified they will improve the Council's MTFs position. Michael Furness, Assistant Director of Finance (S151 Officer), 16.01.24

<b>Legal</b>	At this time no input is required from Legal as it is too early in the process, however, as the matter progresses engagement with Legal will be required to ensure compliance with relevant statutory requirements. Kim Maher, Solicitor, 23.01.24			
<b>Risk Management</b>	There are no risk implications as a direct consequence of this report. Any arising risks will be managed as part of the service operational risk register and escalated to the leadership risk register as and when necessary Celia Prado-Teeling, Performance Team Leader, 16.01.24			
<b>Impact Assessments</b>	Positive	Neutral	Negative	Commentary
<b>Equality Impact</b>		X		N/A
<b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		N/A
<b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		N/A
<b>Climate &amp; Environmental Impact</b>		X		N/A
<b>ICT &amp; Digital Impact</b>		X		N/A
<b>Data Impact</b>		X		N/A
<b>Procurement &amp; subsidy</b>		X		N/A
<b>Council Priorities</b>	<p>Through effective coordination and prioritisation of infrastructure and community assets, this strategy will support the achievement of the following Council priorities:</p> <p>Enterprising economy with strong &amp; vibrant local centres</p> <p>Supporting environmental sustainability</p> <p>Healthy, resilient and engaged communities</p> <p>Housing that meets your needs</p>			

<b>Human Resources</b>	Assistant Director Human Resources Claire Cox 23 January 2024  It is proposed to create a new post to develop and coordinate the delivery of the strategy. This does not present an impact.
<b>Property</b>	N/A
<b>Consultation &amp; Engagement</b>	Ongoing engagement and the establishment of a delivery oversight board will be part of the approach to monitoring delivery of the strategy. Details will be confirmed in a subsequent update to Executive.

## Supporting Information

### 3. Background

3.1 At the December Council meeting, a Question was asked to the Leader on whether a holistic strategy for Kidlington’s Infrastructure could be prepared, mindful of the committed development arising from the 2011-2031 Cherwell Local Plan Partial Review adopted in 2020.

Area	Policy / Site	No. of Homes
North Oxford	Policy PR6a – Land East of Oxford Rd	690
	Policy PR6b – Land West of Oxford Rd	670
	Policy PR6c – Land at Frieze Farm (reserved site for replacement golf course)	-
Kidlington	Policy PR7a – Land South East of Kidlington	430
	Policy PR7b – Land at Stratfield Farm	120
Begbroke	Policy PR8 – Land East of the A44	1950
Yarnton	Policy PR9 – Land West of Yarnton	540
Total		4400

3.2 The Plan seeks to ensure that the developments will be supported by necessary infrastructure through a coordinated and planned approach (Policy PR11). This will be assisted by a requirement for development briefs for each site and by working with service providers such as the County Council and the Integrated Care Board on matters including highways, education, health infrastructure and on necessary financial contributions for other supporting infrastructure. There is an extensive

schedule of infrastructure requirements within the Partial Review document comprising 113 individual infrastructure projects.

- 3.3 Since the Plan was produced, the Council has set an ambitious climate action plan for reduction carbon emissions, has engaged with Energy Distribution Network Operators to develop Local Area Energy Plans and is producing a new Community Biodiversity and Nature Plan.
- 3.4 East West Rail is expected to complete the next phase of its delivery to open the line fully between Oxford and Bletchley and then onwards to Cambridge.
- 3.5 Oxford United FC had reached a land agreement with Oxfordshire County Council to pursue planning for the relocation of the OUFC football stadium land between Stratfield Brake and Oxford Parkway.
- 3.6 Begbroke Science Park and Oxford Airport have experienced strong growth and expect to continue to do so.
- 3.7 The Leader committed to the development of a holistic strategy for the Kidlington area at the Full Council meeting December 2023.
- 3.8 This follows the work undertaken to develop a vision for Banbury to 2050, to identify and set priorities for both short term and long term regeneration of the town centre, and the work in progress on Reimaging Bicester which started pre pandemic with the Garden Town programme and the work on the Market Square development and continues to be funded by Homes England Capacity funding. A new vision for Bicester is to be developed in 2024/25.
- 3.9 The development of a Kidlington Vision would complete the need for a place based vision for each of the three main urban areas of Cherwell. It would build upon the work of the Banbury Vision which has undertaken widespread and detailed stakeholder engagement to identify key themes, and on the Reimaging Bicester work which has a focus on the achievement of exemplary development as part of the Garden Town vision and the integration of new communities with existing.
- 3.10 Early development of a vision and a programme of enabling through the development of the Partial Review sites would ensure that council priorities of ensuring the early provision of enabling and mitigating infrastructure, enabling healthy, resilient and engaged communities, housing which meets residents needs, a low carbon future, and strong and vibrant local centres are met.
- 3.11 Each of the planned 4,400 housing units delivered in the area is expected to either deliver or contribute through S106/CIL approximately £20,000 - £30,000 for infrastructure. This amounts to some £88,000,000 to £132,000,000 of investment for the Kidlington area. Coordinating this efficiently is paramount.
- 3.12 In addition, developers will be investing in energy infrastructure, fabric first homes, green spaces, biodiversity, local roads etc, and employing many thousands of local trade and skilled personnel, representing some £1,000,000,000 to the Cherwell and Oxfordshire economies.

## 4. Details

- 4.1 To meet the requirements of developing and overseeing the delivery of the strategy the following resources are required:
- 4.2 Officer resource – 1 FTE officer to develop and lead the programme, to establish and manage a strategic oversight board for the three tiers of local government, developers and stakeholders, to engage with communities, to drive early delivery of infrastructure.
- 4.3 A small budget to commission development of the Vision and necessary studies to support the effective coordination and deliver of infrastructure across the individual sites is also required and detailed in the table below.
- 4.4 It is expected that allocating officer capacity will bring forward funding opportunities from development sites and that match funding will become available as the business case is developed.

Year	Description	Budget (£)
2024/5	Officer Resource (est Grade K)	75,000
	Commissioning budget	40,000
	Match funding/income	00,000
2025/6	Officer Resource (est Grade K)	75,000
	Commissioning budget	20,000
	Match funding/income	-50,000
2026/7	Officer Resource (est Grade K)	75,000
	Commissioning budget	20,000
	Match funding/income	-50,000
2027/8	Officer Resource (est Grade K)	75,000
	Match funding/income	-50,000
Total		230,000

## 5. Alternative Options and Reasons for Rejection

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

Option 1: Do Nothing. Under this option, development would come forward site by site through the planning process and infrastructure and community assets would be coordinated by existing resources in the respective tiers of Local Government and other agencies.

## 6 Conclusion and Reasons for Recommendations

- 6.1 It is recommended that the Medium Term Financial P is amended to include the allocation of resource and budget to support the development and oversight of a new Infrastructure and Community Asset Strategy for Kidlington and the surrounding area of the PR sites as per the Local Plan Partial Review adopted in 2020

## Decision Information

<b>Key Decision</b>	No
<b>Subject to Call in</b>	Yes
<b>If not, why not subject to call in</b>	
<b>Ward(s) Affected</b>	[Kidlington West, Kidlington East

## Document Information

<b>Appendices</b>	
<b>Appendix 1</b>	N/A
<b>Background Papers</b>	N/A
<b>Reference Papers</b>	N/A
<b>Report Author</b>	Corporate Director Communities Ian Boll]
<b>Report Author contact details</b>	ian.boll@cherwell-dc.gov.uk 0 1295 221628

<b>This report is public</b>	
<b>Researching Solar Energy Requirements</b>	
<b>Committee</b>	Executive
<b>Date of Committee</b>	05 February 2024
<b>Portfolio Holder presenting the report</b>	Portfolio Holder for Clean and Green, Councillor Andrew McHugh
<b>Date Portfolio Holder agreed report</b>	22 January 2024
<b>Report of</b>	Corporate Director Communities Ian Boll

## Purpose of report

To seek funding support for the 2024/25 budget to provide resource and budget to better understand the requirements for solar energy within Cherwell District

## 1. Recommendations

The Executive recommends:

- 1.1 To plan in the 2024/25 budget for the undertaking of research into the requirements for solar energy within Cherwell.

## 2. Executive Summary

- 2.1 Following the December 2023 Council meeting at which unanimous support was given to researching solar energy generation in Cherwell District and better understanding the environment impacts of different generation options, this report provides further detail and recommends options for taking forward the research.

## Implications & Impact Assessments

Implications	Commentary
<b>Finance</b>	Funding of £20k has been built into the 2024/25 budget (for one year only) that Executive is recommended to recommend to Council elsewhere on the agenda. Michael Furness, Assistant Director of Finance (S151 Officer), 16.01.24
<b>Legal</b>	When reviewing whether solar energy is viable in Cherwell regard will need to be had as to what will be permitted development on existing and new property/land and what schemes/grants may be available

	Alison Coles, Legal Services Operations Manager, Solicitor, 16.01.24			
<b>Risk Management</b>	There are no risks arising directly from this report. If any risks are identified later on, they will be managed by the service operational risk and escalated to the Leadership Risk Register as and when deemed necessary. Celia Prado-Teeling, Performance and Insight Team Leader, 16.01.24			
<b>Impact Assessments</b>	Positive	Neutral	Negative	Commentary
<b>Equality Impact</b>		X		There are no equality implications arising directly as a consequence of this report. All changes to priorities, policies and delivery activity will be subject to complete an Equalities Impact Assessment in line with the Council's EDI guidelines.
<b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		N/A
<b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		N/A
<b>Climate &amp; Environmental Impact</b>		X		N/A
<b>ICT &amp; Digital Impact</b>		X		N/A
<b>Data Impact</b>		X		N/A
<b>Procurement &amp; subsidy</b>		X		N/A
<b>Council Priorities</b>	Through effective coordination and prioritisation of infrastructure and community assets, this strategy will support the achievement of the following Council priorities:  Supporting environmental sustainability			
<b>Human Resources</b>	It is proposed this work will be covered by existing workforce so no further HR implications to note. Claire Cox, Assistant Director Human Resources, 23.01.24			



<b>Property</b>	N/A
<b>Consultation &amp; Engagement</b>	Ongoing engagement and the establishment of a delivery oversight board will be part of the approach to monitoring delivery of the strategy. Details will be confirmed in a subsequent update to Executive.

## Supporting Information

### 3. Background

3.1 At the December Council meeting, the following Motion was tabled and unanimously agreed:

“Increasing our renewable energy production by wind or solar is vital – yet there is an inconsistency of approach in Cherwell. While wind projects and their suitability for Cherwell’s environment and community needs was independently researched in 2019 for the Local Plan Review, no equivalent independent research was undertaken for solar projects.

The pathway to the increase in solar generation is unclear. Requirements for solar panels on new domestic and commercial buildings are limited and there is no programme for the widespread retrofitting of photovoltaics on public, commercial and domestic properties, nor is there a comprehensive solar power plan integrating all means of solar power generation, only an apparent reliance on the emergence of commercial solar farm proposals. There has been a proliferation of solar farm projects in the district, and we currently face the potential construction (mainly in West Oxfordshire and partially in Cherwell) of the largest solar farm in Europe - and one of the largest in the world.

We ask the Executive to consider commissioning a robust, research-based strategy for solar electricity production in Cherwell, in order to achieve the optimum balance of power generation by solar farms, by roof panels on new commercial and residential developments, and, crucially, their retrofitting on existing public, business and domestic buildings. Two key criteria underpinning this solar power strategy should be environmental impacts and domestic food production needs.”

3.2 Cherwell District Council declared a Climate Emergency in 2019 and set target for the council to achieve net zero carbon emissions across its operations and estate by 2030. In addition it committed to supporting the district at large to achieving net zero by 2030 as so far as is possible.

3.3 CDC as part of the Future Oxfordshire Partnership and the Environment Advisory Working Group endorsed the Pathways to Net Zero Oxfordshire (PAZCO) report and action plan.

- 3.4 Cherwell District Council declared a Climate Emergency in 2019 and set target for the council to achieve net zero carbon emissions across its operations and estate by 2030. In addition it committed to supporting the district at large to achieving net zero by 2030 as so far as is possible.
- 3.5 CDC as part of the Future Oxfordshire Partnership and the Environment Advisory Working Group endorsed the Pathways to Net Zero Oxfordshire (PAZCO) report and action plan.

## **4. Details**

- 4.1 Council supported the Motion unanimously and this paper presents the costs of committing to the development of a strategy committed to the development of a holistic strategy for the Cherwell area at the Full Council meeting December 2023.
- 4.2 This follows work undertaken to better understand wider energy issues across Oxfordshire and the need for close working with the Distribution System Operators (DSO) to produce Local Area Energy Plans (LAEPs), and energy studies for Bicester working with the Energy Systems Catapult.
- 4.3 The County Council will be commissioning work to bring forward Local Area Energy Plans starting in 2024. Bicester, along with other areas in the South East, has energy supply issues which could potentially negatively impact the delivery of growth across the town. Already certain projects are not able to secure the full requirement for energy for their schemes (e.g. TVP Forensic Centre).
- 4.4 An energy study for Bicester would be phased into 2 elements; firstly considering the existing supply and demand issues working closely with National Grid and DSOs to evaluate whether there is still spare capacity within the system and secondly to consider Bicester in relation to a pilot LAEP assessing the technologies which would help to make the town and specifically NW Bicester Eco Town True Zero Carbon.
- 4.5 An opportunity exists to run this Solar Energy Research study alongside the work on Bicester' energy needs and the LAEP work at the County level to achieve added value.
- 4.6 From a planning perspective, the Government revised permitted development rights in November 2023 to make it easier for homes and businesses to install rooftop solar panels more easily without the need for an application for planning permission.
- 4.7 Work on a new Local Plan is ongoing and presents the opportunity for a criteria-based policy to support solar energy development in appropriate locations.
- 4.8 Officer resource – 0.2 FTE officer to develop and lead the research phase, to coordinate with other energy related activity across the council and partners, and to develop and present a strategy for consideration by Executive, with oversight from the Climate Action Working Group.
- 4.9 Budget to commission development of the strategy and necessary studies to support better understanding of solar energy, its contribution towards net zero

targets, environmental considerations, domestic food production impact through land use change and biodiversity.

Year	Description	Budget (£)
2024/5	Officer Resource (Grade J)	Already allocated in climate support officer role as per MTFP
	Commissioning budget	20,000
	HE capacity funding (BGT)	Existing work in commission to develop an energy strategy for Bicester Garden Town Programme will support this.
Total		20,000

## 5. Alternative Options and Reasons for Rejection

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

Option 1: Do Nothing. Under this option, there would be limited understanding of the impact of solar energy generation across the District.

## 6 Conclusion and Reasons for Recommendations

6.1 It is recommended that the Medium Term Financial Plan (MTFP) is amended to include the allocation of resource and budget to support the development of a research paper on solar energy generation for Cherwell and the environmental impacts of solar generation options.

### Decision Information

<b>Key Decision</b>	No
<b>Subject to Call in</b>	Yes
<b>If not, why not subject to call in</b>	N/A
<b>Ward(s) Affected</b>	All

### Document Information

<b>Appendices</b>	
<b>Appendix 1</b>	N/A

<b>Background Papers</b>	N/A
<b>Reference Papers</b>	N/A
<b>Report Author</b>	Corporate Director Communities Ian Boll
<b>Report Author contact details</b>	ian.boll@cherwell-dc.gov.uk 0 1295 221628

## **Cherwell District Council**

### **Executive**

**5 February 2024**

### **Performance, Risk and Finance Monitoring Report Quarter 3 2023**

### **Report of Assistant Director of Finance and Assistant Director – Customer Focus**

This report is public

#### **Purpose of report**

To give Executive an update on how well the council is performing in delivering its priorities, managing potential risks, and balancing its finances for 2023/24 up to the end of Quarter 3 2023.

#### **1.0 Recommendations**

The meeting is recommended:

- 1.1 To note the Council's Performance, Risk and Financial report for the current financial year up to the end of Quarter 3 2023 and its contents.
- 1.2 To approve the reserve requests in Appendix 5.
- 1.3 To approve the use of Policy Contingency of £1.476m to mitigate the lower than budgeted in-year income of S31 grant.
- 1.4 To note the repurposing of £0.030m from the Fairway Flats Refurbishment project for the works at Cope Road Banbury approved by S151 under delegation powers.

#### **2.0 Introduction**

- 2.1 The council actively and regularly monitors its performance, risk, and financial positions to ensure it can deliver its corporate priorities and respond effectively to emerging issues.
- 2.2 This monitoring takes place at least monthly so the council can identify potential issues at the earliest opportunity and put measures in place to mitigate them.
- 2.3 These updates are consolidated into a single report given the implications and interdependencies between them, and this is the summary up to Quarter 3 2023.

### 3.0 Report Details

3.1 This report is split into three sections:

- Finance
- Performance
- Risk

3.2 The Finance section presents the year-end forecasts for the 2023/2024 financial year, based on actual income and expenditure figures up to the end of Quarter 3.

3.3 The Performance section sets out the council's progress towards achieving its priorities for 2023-24, which are set out in its Outcomes Framework.

3.4 The Risk section highlights any changes to risks within the council's Leadership Risk Register.

### 3.5 Finance Update

The Council's forecast outturn position for 2023/2024 is on budget. This is after a proposed transfer to reserves of (£0.500m) and in addition to this an underspend within Policy contingency which will offset the lower than budgeted in-year income of S31 grant. The overall forecast position is an improvement of £0.259m over the previous month's forecast.

### Report Details

Table 1: Forecast Year End Position

Service	Original Budget £m	Current Budget £m	December Forecast £m	December Variance (Under) / Over £m	% Variance to current budget %	Prior Month Variance (Under) / Over £m	Change since Previous (better) / worse £m
HR & OD	0.807	0.833	0.833	0.000	0.0%	0.000	0.000
Wellbeing & Housing	2.286	2.699	2.499	(0.200)	-7.4%	(0.200)	0.000
Customer Focus	2.367	2.522	2.442	(0.080)	-3.2%	(0.070)	(0.010)
<b>Chief Executive</b>	<b>5.460</b>	<b>6.054</b>	<b>5.774</b>	<b>(0.280)</b>	<b>-4.6%</b>	<b>(0.270)</b>	<b>(0.010)</b>
Finance	3.303	3.566	3.516	(0.050)	-1.4%	(0.050)	0.000
Legal, Democratic, Elections & Procurement	1.959	2.102	2.389	0.287	13.7%	0.240	0.047
ICT	1.526	1.551	1.531	(0.020)	-1.3%	(0.020)	0.000
Property	(1.691)	(2.468)	(2.332)	0.136	-5.5%	0.065	0.071
<b>Resources</b>	<b>5.097</b>	<b>4.751</b>	<b>5.104</b>	<b>0.353</b>	<b>7.4%</b>	<b>0.235</b>	<b>0.118</b>
Planning & Development	1.890	1.979	2.287	0.308	15.6%	0.349	(0.042)

Growth & Economy	0.546	0.507	0.417	(0.090)	-17.8%	(0.090)	0.000	
Environmental	5.106	6.584	6.683	0.099	1.5%	0.083	0.016	
Regulatory	1.150	1.187	1.187	0.000	0.0%	0.000	0.000	
<b>Communities</b>	<b>8.692</b>	<b>10.257</b>	<b>10.574</b>	<b>0.317</b>	<b>3.1%</b>	<b>0.342</b>	<b>(0.026)</b>	
<b>Subtotal for Directorates</b>	<b>19.249</b>	<b>21.062</b>	<b>21.452</b>	<b>0.390</b>	<b>1.9%</b>	<b>0.307</b>	<b>0.082</b>	
Executive Matters	3.695	3.695	3.647	(0.048)	-1.3%	(0.048)	0.000	
Policy Contingency	5.229	3.526	1.708	(1.818)	-51.6%	0.000	(1.818)	
<b>Total</b>	<b>28.173</b>	<b>28.283</b>	<b>26.807</b>	<b>(1.476)</b>	<b>-5.2%</b>	<b>0.259</b>	<b>(1.736)</b>	
<b>FUNDING</b>								
	<b>(28.173)</b>	<b>(28.283)</b>	<b>(26.807)</b>	<b>1.476</b>	<b>-5.2%</b>	<b>0.000</b>	<b>1.476</b>	
<b>(Surplus)/Deficit</b>								
	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>		<b>0.259</b>	<b>(0.260)</b>	

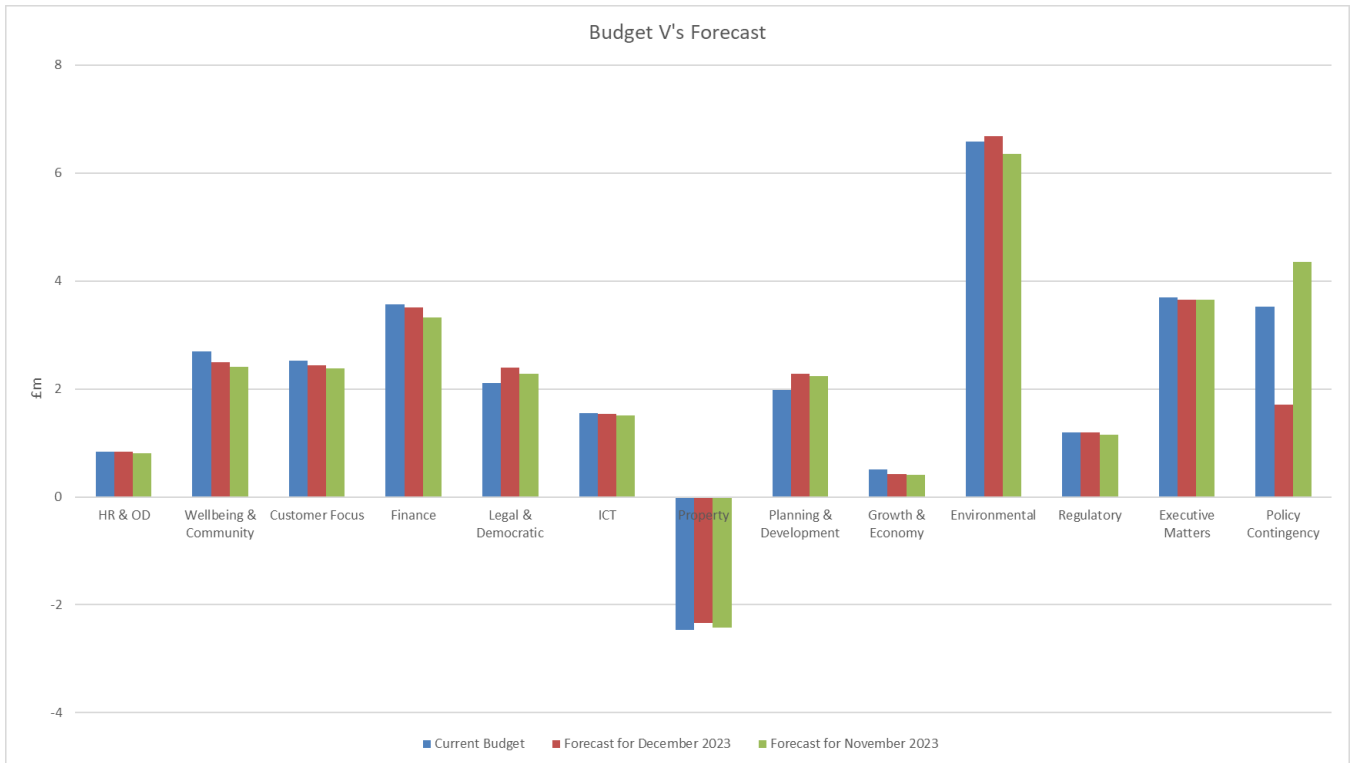
**Note:** A positive variance is an overspend or a reduction in forecast income and a (negative) is an underspend or extra income received. Green represents an underspend and red represents a overspend for the current month's forecast.

**Table 2: Analysis of Forecast Variance – December 2023**

Breakdown of current month forecast	December 2023 Forecast	Base Budget Over/ (Under)	Savings Non-Delivery
	£m	£m	£m
Chief Executive	(0.280)	(0.328)	0.048
Resources	0.353	0.142	0.211
Communities	0.317	0.314	0.003
<b>Subtotal Directorates</b>	<b>0.390</b>	<b>0.128</b>	<b>0.262</b>
Executive Matters	(0.048)	(0.048)	0.000
Policy Contingency	(1.818)	(1.818)	0.000
<b>Total</b>	<b>(1.476)</b>	<b>(1.738)</b>	<b>0.262</b>
<b>FUNDING</b>			
	<b>1.476</b>	<b>1.476</b>	<b>0.000</b>
<b>(Surplus)/Deficit</b>			
	<b>0.000</b>	<b>(0.262)</b>	<b>0.262</b>

**Table 3: Budget compared with Forecast.**

The graph below shows the change from November's forecast to December 2023 compared to budget.



**Table 4: Top Major Variances:**

Service	Service	Current Budget	Variance	% Variance
S31 Grant	Funding	(28.283)	1.476	-5.2%
Policy Contingency	Policy Contingency	3.526	(1.818)	-51.6%
Planning & Development	Development Management	0.598	0.308	51.5%
Legal, Democratic, Elections & Procurement	Legal, Democratic, Elections & Procurement	2.033	0.287	14.1%
Environmental Services	Waste & Recycling	3.230	0.099	3.1%
	<b>Total</b>	<b>(18.896)</b>	<b>0.352</b>	

**Funding Variance £1.476m (Novembers Variance £0.000m)**

There is a lower than budgeted in-year income of S31 grant forecast. This is due to timing issues in the split between S31 grant income for compensation for business rates discounts introduced by the Government and business rates income. When the income is received as business rates income, this will become available in 2024/25 and has been taken into account within the budget process. The in-year shortfall will be mitigated through Policy Contingency surpluses.



## **Policy Contingency Variance (£1.818m) (Novembers Variance (£0.000m))**

The unallocated inflation contingency underspend forecast this month within policy contingency will mitigate the under-recovery of S31 grant and the remaining offsetting the overspend within directorates.

## **Development Management Variance £0.308m (November's Variance £0.349m)**

The £0.308m forecast overspend is £0.042m lower than last month's £0.350m due to higher income expectations for planning applications which are assisted by the national increase in planning fees and the receipt of planning monitoring fees which are helping to offset additional costs.

## **Legal & Democratic Variance £0.287m (November's Variance overspend 0.240)**

Overspend is due to :-

- 1) higher than anticipated costs of delivering the District Elections
- 2) an unavoidable reliance on agency staff whilst we continue with recruitment for permanent staff.
- 3) Legal fees and license charges for case management system.
- 4) Under recovery of income due to decrease in s106 fees (because of work being carried out externally).

The increase in forecast overspend from last month is largely driven by increased agency costs.

A permanent recruitment campaign has been implemented.

## **Waste & Recycling Variance £0.099m (November's Variance over spend £0.083m): -**

The forecast overspend of £0.099m within Environmental Services is primarily due to changes in the global market for recycled materials falling as recycling processing costs have increased.

Commodity prices are currently very volatile, and this could change again during the fourth quarter.

The movement of £0.016m is a result of increased vehicle maintenance and repairs costs for the street cleansing vehicles due to the fleet aging as we wait for electric replacements.

## **Table 5: Earmarked Reserves and General Balances at December 2023**

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

<b>Reserves</b>	<b>Balance 1 April 2023</b>	<b>Original Budgeted use/ (contribution)</b>	<b>Changes agreed since budget setting</b>	<b>Changes proposed December 2023</b>	<b>Balance 31 March 2024</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
General Balance	(6.150)	0.000	0.000	0.000	(6.150)
Earmarked	(19.123)	(2.469)	0.845	(0.670)	(21.417)
Ringfenced Grant	(3.506)	0.711	0.344	0.000	(2.451)

<b>Subtotal Revenue</b>	<b>(28.779)</b>	<b>(1.758)</b>	<b>1.189</b>	<b>(0.670)</b>	<b>(30.018)</b>
Capital	(8.049)	1.000	0.000	0.000	(7.049)
<b>Total</b>	<b>(36.828)</b>	<b>(0.758)</b>	<b>1.189</b>	<b>(0.670)</b>	<b>(37.067)</b>

For reserve requests please see appendix 5.

### 3.6 Capital

There is a forecast in-year underspend of (£14.019m), of which £13.869m is due to be reprofiled into future years. The forecast in-year spend has reduced by £1.579m (November 2023 forecast spend £14.932) mainly due to due diligence checks on projects such as Castle Quay, Bicester East Community Centre and retained land within the Resources Directorate.

**Table 6: Capital Spend 2023/2024**

Directorate	Budget £m	Forecast Spend 2023/24 £m	Re-profiled beyond 2023/24 £m	Variance to Budget £m	Prior Month Variance to Budget £m
Chief Executives	10.367	6.846	3.418	(0.103)	(0.101)
Resources	13.222	4.947	8.275	(0.001)	0.143
Communities	3.782	1.560	2.176	(0.046)	(0.046)
<b>Total</b>	<b>27.371</b>	<b>13.353</b>	<b>13.869</b>	<b>(0.150)</b>	<b>(0.004)</b>

For further detail please view Appendix 1.

**Table 7: How the Capital Programme is financed**

Financing	23/24 Budget £m	Future Years £m
Borrowing	19.542	12.527
Grants	7.829	9.006
Capital Receipts	0.000	1.175
	27.371	22.708

**Table 8: Total Capital Project Forecast**

Directorate	Budget £m	Total Forecast 2023/24 £m	Variance to Budget £m	Prior Month Variance to Budget £m
Chief Executives	18.591	17.738	(0.853)	(0.851)

Resources	14.402	14.372	(0.031)	0.143
Communities	17.056	17.010	(0.046)	(0.046)
<b>Total</b>	<b>50.049</b>	<b>49.120</b>	<b>(0.930)</b>	<b>(0.754)</b>

**Table 9: Top Five in-year Capital Variances: -**

Code	Top 5 In-Year Variances	Budget Total £'000	Reprofile to 24/25 £'000	% of in year Budget Variance
40278	Development of New Land Bicester Depot	2.775	2.750	99.10%
40144	Castle Quay	2.795	2.595	92.83%
40300	S106 - Bicester Leisure Centre Extension	1.154	1.154	100.00%
40028	Vehicle Replacement Programme	1.731	1.109	64.07%
40239	Bicester East Community Centre	1.371	1.071	78.12%
		<b>9.826</b>	<b>8.679</b>	

#### **Development of New Land Bicester Depot**

Scoping underway. Spend will require re profiling in line with programme, detail to be confirmed as work is undertaken.

#### **Castle Quay**

As part of the Castle Quay Development and the regeneration of Banbury, the Council is working closely and in partnership with a number of public and private organisations to repurpose parts of Castle Quay Shopping Centre to deliver a number of complimentary uses enabling the regeneration of Banbury. Once each element has been contractually agreed, work can commence.

#### **S106 - Bicester Leisure Centre Extension**

Initial stages of feasibility have been completed with high level costings received to deliver the project. Further stages required including detailed business case which will result in the capital project being reprofiled to 2025/26.

#### **Vehicle Replacement Programme**

Reprofiling of £1.109m in to 2024/25. A review of the programme has been undertaken. Nationally there is delay in vehicle supply and thus delivery.

#### **Bicester East Community Centre**

Now on site for a 35 week project. £1.371m of capital funding remains allocated to deliver this bespoke community centre for local residents. Some spend requiring to be reprofiled to 2024/25.

### **3.7 Performance Summary**

- 3.8 The council is performing well against its Quarter 3 objectives, which consist of 32 Business Plan Measures (25 targeted and 7 monitoring only), 9 Peer Review Actions, 13

Annual Delivery Plan milestones and 18 Equalities Diversity and Inclusion Action Plans activities.

- 3.9 From the total of 65 targeted measures and activities, three reported Amber (slightly behind target) and two reported Red (behind target) during Quarter 3, the rest reported Green. From the performance exceptions, all but one of them are on track to meet their year-end targets.

### 3.10 Business Plan Measures

Of the total 25 targeted measures, 21 were either achieved or within the agreed tolerance for the target (Green), two reported slightly behind target (Amber), and two were reported behind target (Red).

- **Average time taken to process Housing Benefit New Claims and council tax reduction (Days)**

**December 2023:** 21.8 days against target of 18 days – **Amber**  
*(Please note this measure is reported monthly)*

**Year to date:** 16.89 days against target of 18 days – **Green**

**Comments from service:** Performance for December is below target, as we have been experiencing some technical issues (along with other authorities nationally) with the software used by the revenues and benefits team this month which has resulted in lost processing time. We have been working with our software supplier and colleagues in IT to resolve the issues and we will continue to monitor software performance and case manager closely. Whilst the system was down, we implemented a more manual business continuity approach to ensure claims continued to be processed, albeit, more slowly than they otherwise would have been. In addition, we have also processed Housing Benefit and Council Tax Reduction claims where we were awaiting further information to put the claims to payment, this has also resulted in a few high stats' days for December, however, the year to date is within target at 16.89 days. We will continue to monitor this area work closely to improve performance next month.

- **Net Additional Housing Completions to meet Cherwell needs**

**Quarter 3:** 140 against target of 286 - **Red**

**Year to date:** 587 against target of 857 – **Red**

**Comments from service:** As expected, completions will slow during the winter period due to adverse weather conditions. Our monitoring has indicated that many sites have started and are under construction, therefore there is an expectation that completions will pick up in the next quarter. Also, completions have been affected by the national economic climate, such as inflation and high mortgage interest rates. As these economic indicators ease there are signs that build rates are likely to increase. Regarding our year to date figure (587), we are reporting 271 less completions than our 858 target, as previously mentioned this reflects national economic conditions which has led to a slower rate of housing delivery generally. Officers continue to work to progress planning and delivery matters at the district's strategic development sites and work on a new local plan which will support future delivery.

- **% Waste Recycled & Composted**

**Quarter 3:** 46.53% against target of 55% - **Red**

**Year to date:** 53.77% against target of 55% – **Green**

**Comments from service:** Only 420 tonnes of garden waste were collected during December, the decrease in tonnage is a combination of expected reduction of garden waste during the winter months and the garden waste service only collecting 3 weeks in December.

- **Number of Visits/Usage of contracted & directly managed sports facilities**  
**December 2023:** 87,772 against target of 87,840 – **Amber**  
*(Please note this measure is reported monthly)*  
**Year to date:** 1,016,879 against target of 981,786 – **Green**

The usage figures at Spiceball Leisure Centre and Kidlington Leisure Centre continue to grow in comparison with the same period last year, this is particularly encouraging given that gym refurbishments have taken place at all three leisure centres which has meant some full/partial closures. These closures, in addition to the extremely wet weather conditions during December that lead to cancellations at facilities with grass pitches, have impacted the amount of visits/usage of our contracted & directly managed sports facilities this month. However, we remain ahead of target for the year to date and on track to meet our yearly target.

See appendix 6 for the full list of targeted measures.

- 3.11 There are also seven measures that the council monitors for trend analysis to identify any emerging trends that might require early intervention from ourselves or partners. There are no targets for these measures as they are dependent on external factors. For Quarter 3 there are no emerging trends to report.

See appendix 7 for the latest data for these seven monitoring measures.

### **3.12 Annual Delivery Plan Priorities**

Of the 13 milestones, three were completed during Quarter 3, and the remaining 10 are ongoing, and on track to be delivered within the required timeframes.

See Appendix 8 for the Q3 updates on the Annual delivery plan.

### **3.13 Peer Review Action**

During Quarter 3 all nine actions reported to be on track to be delivered within the required timeframes.

See Appendix 9 for the Q3 updates for the Peer Review Action Plan

### **3.14 Equalities, Diversity, and Inclusion Action plans**

Of the 18 activities under our Equalities, Diversity and Inclusion action plans, all but one are on track for delivery within the required timeframes. The action to review the process for gathering equality data on the district to ensure we have an accurate picture of our

underrepresented communities and identify any gaps which require filling, is slightly delayed, however, work is underway to get back on track for delivery by next quarter.

Please see Appendix 10 to review our progress against the Equalities, Diversity and Inclusion action plans.

### 3.15 Risk Update

There were no changes to the council’s Leadership Risk Register in Quarter 3 2023. Therefore, the overall position of all Leadership risks for this period remains as follows:

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

The full Leadership Risk Register is attached in Appendix 11.

## 4.0 Conclusion and Reasons for Recommendations

This report provides an update on progress made during Quarter 3, to deliver the council’s priorities, manage potential risks and remain within the agreed budget.

## 5.0 Consultation

This report sets out the performance, risk, and budgetary positions for the third quarter of this financial year, therefore no formal consultation or engagement is required.

In line with their respective terms of reference, the Accounts, Audit & Risk Committee reviews the risk register, the Budget Planning Committee undertakes finance monitoring and the Overview and Scrutiny Committee performance monitoring.

## 6.0 Alternative Options and Reasons for Rejection

6.1 This report summarises the council’s performance, risk, and financial positions up to the end of Quarter 3, therefore there are no alternative options to consider. However, members may wish to request further information from officers for inclusion.

## 7.0 Implications

## **Financial and Resource Implications**

- 7.1 Financial and Resource implications are detailed within sections 3.5 to 3.6 of this report.

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**

- 7.2 There are no legal implications arising directly from this report.

Comments checked by:

Shahin Ismail, Interim Head of Legal Services,

[Shahin.Ismail@cherwell-dc.gov.uk](mailto:Shahin.Ismail@cherwell-dc.gov.uk)

### **Risk Implications**

- 7.3 This report contains a full update with regards to the council's risk position at the end of Quarter 3 2023 within section 3.15.

Comments checked by:

Celia Prado-Teeling, Performance Team Leader, Tel: 01295 221556

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

### **Equalities and Inclusion Implications**

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

Comments checked by:

Celia Prado-Teeling, Performance Team Leader, Tel: 01295 221556

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

### **Sustainability Implications**

- 7.5 There are no direct sustainability implications as a consequence of this report.

Comments checked by:

Ed Potter, Assistant Director Environmental Services

[Ed.Potter@cherwell-dc.gov.uk](mailto:Ed.Potter@cherwell-dc.gov.uk)

## **8.0 Decision Information**

### **Key Decision**

**Financial Threshold Met:** No

**Community Impact Threshold Met:** No

**Wards Affected:**

All

**Lead Councillor**

Councillor Sandy Dallimore, Portfolio Holder for Corporate Services  
Councillor Adam Nell, Portfolio Holder for Finance

**Document Information****Appendix number and title**

- Appendix 1 – Finance Capital December 2023
- Appendix 2 – Detailed Revenue Narrative on Forecast December 2023
- Appendix 3 – Virements and Aged debt December 2023
- Appendix 4 – Funding December 2023
- Appendix 5 – Use of reserves and grant funding Dec 2023
- Appendix 6 – Business Plan Performance Q3
- Appendix 7 – Monitoring only measures Q3
- Appendix 8 – Annual Delivery Plan Q3
- Appendix 9 – Peer Review Action Plan Q3
- Appendix 10 – EDI Action Plans Q3
- Appendix 11 – Leadership Risk Register December 2023

**Background papers**

None

**Report Author and contact details.**

Celia Prado-Teeling

[Celia.Prado-Teeling@cherwell-dc.gov.uk](mailto:Celia.Prado-Teeling@cherwell-dc.gov.uk)



Appendix 1 - CHERWELL CAPITAL EXPENDITURE

Cost Centre	DESCRIPTION	BUDGET	YTD ACTUAL	PO COMMITMENTS	Forecast	RE-PROFILED BEYOND 2023/24	RE-PROFILED BEYOND 2024/25	Current month Variances £000	Prior month Variances £000	Forecast Narrative
40010	North Oxfordshire Academy Astro turf	183	0	0	80	103		-	-	Good progress made to date on scale,scope and nature of the project. Close working with the school. Next steps are to apply for pre-application planning advice and complete project costings.
40019	Bicester Leisure Centre Extension	79	0	0	0	79		-	-	The project continues to progress as predicted. Outline costings for the project have been received. The next step is to complete a detailed business case prior to planning permission being sought.
40083	Disabled Facilities Grants	1,550	1,165	22	1,550	0		-	-	£108k additional funding from DLUHC was confirmed in September and has been added to the budget. Full spend is still anticipated.
40084	Discretionary Grants Domestic Properties	140	22	0	90	0		(50)	(50)	This budget covers small repairs and larger essential repairs to vulnerable households and some grants for landlords. Demand for essential repairs is typically heavily weighted towards the winter months -. Private rented sector market forces have led to lower than usual uptake of landlord grants, so an underspend is now expected.
40160	Housing Services - capital	160	0	0	0	160		-	-	Developer completions slower at NW Bicester than expected therefore final payment will be made to the developer in 2024/25.
40251	Longford Park Art	45	0	0	0	45		-	-	The final delivery of the public art programme is dependent on overall site handover which has been delayed by the developers. The remaining spend on the public art programme has been reprofiled to acknowledge this.

40262	Town Centre House Roof Repair	4,750	4,354	42	4,750	0		-	-	The purchase of TCH completed in November. The tender for improvement works has concluded with works due to begin on site in February with final completion in 2024/25.
40275	UKSPF - CDC community facilities x 3	30	30	0	30	0		-	-	Projects completed
40131	S106 Capital Costs	15	11	0	11	0		(4)	(2)	S106 funding has been identified for projects that have proceeded this year and there will be no overspend at year end
40294	S106 - Ambrosden Community Facility Project	20	0	0	0	20		-	-	Parish Council has a variety of projects they are looking to bring forward to increase capacity at the village hall.
40295	S106 - Ambrosden Indoor Sport Project	65	0	0	0	65		-	-	Indoor Sport Project involving upgrades to a portacabin building.
40296	S106 - Ambrosden MUGA Project	130	0	0	0	130		-	-	Land originally proposed for the MUGA might not be available, currently looking at alternative options. Site to be confirmed before project can move forwards.
40297	S106 - Ardley & Fewcott Play Area Project	15	0	0	0	15		-	-	Awaiting direction from the parish council regarding further play area investment.
40298	S106 - Ardley & Fewcott Village Hall Project	9	0	6	6	3		-	-	Village Hall project for chairs and tables submitted, S106 spend approved.
40299	S106 - Banbury Indoor Tennis Centre	55	60	0	60	0		5	5	Review of overall projected costs currently taking place.
40300	S106 - Bicester Leisure Centre Extension	1,154	0	0	0	1,154		-	-	Initial stages of feasibility have been completed with high level costings received to deliver the project. Further stages required including detailed business case
40301	S106 - Graven Hill Outdoor Sport Project	52	0	0	0	52		-	-	Initial discussions around delivery model and engagement with project management consultants to move forward with the project
40302	S106 - Grimsbury Community Centre Projects	20	0	0	0	20		-	-	No further projects identified at present.
40303	S106 - Hanwell Fields Community Centre Projects	180	0	0	0	180		-	-	No decision at present on capital project to be brought forward.
40304	S106 - Hook Norton Sport And Social Club Project	80	0	0	0	80		-	-	The scale and scope of the project is yet to be confirmed.
40305	S106 - Horley Cricket Club Pavilion Project	110	0	0	0	110		-	-	Horley Cricket Club in contact with CDC, looking at a staged project due to cost increases for a new build. Actively working with the club to finalise project details.
40306	S106 - Improvements to Bloxham Recreation Ground	35	34	0	34	0		(1)	(1)	Project for works to the roof at the changing room pavilion received and S106 spend approved.
40307	S106 - Kidlington & Gosford Leisure Centre	20	0	0	0	20		-	-	No detailed projects as yet for this spend.
40308	S106 - Milton Road Community Facility and Sports Pitch Project	479	8	0	8	471		-	-	Awaiting Update from Parish Council
40309	S106 - NOA Improvements	700	69	0	100	600		-	-	High level costings/detailed plans have now been received for this project, further works required to developing the business cases/other stages of feasibility

40310	S106 - Spiceball Leisure Centre Improvements	14	0	0	0	14		-	-	Options are being considered
40311	S106 - The Hill Improvements Project	50	0	0	0	50		-	-	Various possible projects are being considered to provide improvements to the external area around The Hill.
40312	S106 - Whitelands Farm Sports Ground (Pedestrian crossing and various works)	60	14	12	60	0		-	-	Remedial works to pathways/outdoor gym areas/bank slippage have been completed. Progress continues into the install of the new pedestrian crossing
40313	S106 - Woodgreen Leisure Centre Improvements	47	0	0	0	47		-	-	Plans in development stage relating to the modernisation of the changing facilities.
40314	S106 - Deddington Parish Council Projects	40	40	0	40	0		-	-	Forecast to spend by the end of the financial year
40315	S106 - Longford Park Sport Pitches	50	36	3	50	0		-	-	Forecast to spend by the end of the financial year
	<b>Wellbeing &amp; Community</b>	<b>10,337</b>	<b>5,842</b>	<b>85</b>	<b>6,869</b>	<b>3,418</b>	<b>0</b>	<b>(50)</b>	<b>(48)</b>	
40208	HR Payroll System	0	(23)	0	(23)	0		(23)	(23)	unmatched accrual balance
40292	iTrent HR System Upgrades	30	0	0	0	0		(30)	(30)	We have completed the overall implementation now so no longer have a need for the capital.
	<b>HR &amp; OD</b>	<b>30</b>	<b>(23)</b>	<b>0</b>	<b>(23)</b>	<b>0</b>	<b>0</b>	<b>(53)</b>	<b>(53)</b>	
	<b>Chief Executive</b>	<b>10,367</b>	<b>5,820</b>	<b>85</b>	<b>6,846</b>	<b>3,418</b>	<b>0</b>	<b>(103)</b>	<b>(101)</b>	
40111	Admiral Holland Redevelopment Project (phase 1b)	61	61	0	61	0		-	-	On target
40139	Banbury Health Centre - Refurbishment of Ventilation, Heating & Cooling Systems	130	0	0	0	130		-	-	Work is scheduled for delivery in Q1 24/25.
40141	Castle Quay Waterfront	0	(619)	10	0	0		-	-	On target (will be offset by the retention payment)
40144	Castle Quay	2,795	(21)	283	200	2,595		(0)	(0)	As part of the Castle Quay Development and the regeneration of Banbury, the Council is working closely and in partnership with a number of public and private organisations to repurpose parts of Castle Quay Shopping Centre to deliver a number of complimentary uses enabling the regeneration of Banbury. Once each element has been contractually agreed, work can commence.
40162	Housing & IT Asset System joint CDC/OCC	26	0	0	0	26		-	-	Forecasting on target
40167	Horsefair, Banbury	55	0	0	35	20		-	-	The works design is now completed for paving to the footpath on Horsefair. Project to be procured Q3/Q4 of the 2023/24 financial year
40191	Bodicote House Fire Compliance Works	149	4	0	0	60	0	(89)	(64)	Assessment completed, with works being developed and scoped from the assessment
40201	Works From Compliance Surveys	99	0	0	0	99		-	-	Works will be carried out in phases. The next phase is planned for the next financial year(2024/25)

40203	CDC Feasibility of utilisation of proper Space	100	80	99	179	0		79	64	Works are in progress, will be finalised in Q4
40219	Community Centre - Works	54	0	4	54	0		-	-	Banbury Museum atrium stairwell works, currently in design with completion due in Q3/Q4 of the financial year 2023/24
40224	Fairway Flats Refurbishment	356	0	0	50	160		(146)	-	This project is within the asset review which will be completed in Q3/Q4 of the financial year 2023/24. Some works to be reprofiled for 2024/25.
40226	Thorpe Lane Depot - Decarbonisation Works	0	(1)	0	0	0		-	-	On target
40227	Banbury Museum - Decarbonisation Works	0	0	20	20	0		20	20	End of defects period retention payments due
40228	Franklins House - Decarbonisation Works	0	0	0	0	0		-	-	On target
40230	Whitelands - Decarbonisation Works	0	(0)	0	0	0		-	-	On target
40231	Bicester Leisure Centre - Decarbonisation Works	0	0	0	0	0		-	-	On target
40232	Kidlington Leisure Centre - Decarbonisation Works	0	(9)	4	0	0		-	-	On target
40233	Spiceball Leisure Centre - Decarbonisation Works	0	(19)	0	0	0		-	-	On target
40239	Bicester East Community Centre	1,371	234	93	300	1,071		-	-	Now on site for a 35 week project. £1.371m of capital funding remains allocated to deliver this bespoke community centre for local residents. Some spend requiring to be reprofiled to 2024/25.
40241	Thorpe Place Roof Works	35	1	0	35	0		-	-	Carrying out drone survey of roof to identify condition ready for scoping and design.
40242	H&S Works to Banbury Shopping Arcade	127	0	15	15	112		-	-	Works currently in design together with review with investigations on potential partial recoverability from tenant service charge.
40246	Banbury Museum Pedestrian Bridge	3	3	0	3	0		-	-	On target
40249	Retained Land	260	18	73	73	187		-	-	Works almost complete pending final report
40252	Expiring Energy Performance Certificates plus Associated works	96	28	0	28	68		-	-	Works instructed and surveys complete, working on the recommendations for any improvement works to maintain a compliant EPC
40253	Energy Performance Certificates Gov't Implementation of target B - Strategic Plan	60	18	0	43	0		(17)	-	Works instructed and surveys in train, completion by end of Q3/Q4 of the financial year 2023/24
40254	Thorpe Lane Depot - Renewal of Electrical Incoming Main	171	1	0	0	171		-	-	Works are currently designed pending tender of the Electrical supply infrastructure. Works to be coordinated with the District Network Operator to install the new sub station, who are engaged. Waiting for dates from the DNO.
40255	Installation of Photovoltaic at CDC Property	79	0	0	0	79		-	-	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery quarter one of the financial year 2024/25
40263	Kidlington Leisure New Electrical Main	20	0	0	0	20		-	-	Works are currently designed pending tender of the Electrical supply infrastructure. Works to be coordinated with the District Network Operator to install the new sub station, who are engaged. Waiting for dates from the DNO. SP working with legal. Planned delivery expected to be Q2 2024/25
40264	Sunshine Centre (Replacement of Heating and	190	0	0	20	170		-	-	New Heating Boilers and LED lighting are required at the property. The specification has been completed

40279	Spiceball Sports Centre - Solar PV Car Ports	180	6	1	7	173		-	-	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery quarter one of the financial year 2024/25
40280	Kidlington Sports Centre - Solar PV Car Ports	137	0	0	0	137		-	-	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Work cannot start until electrical mains installed (dependant on DNO). Planned delivery Q2 2024/25
40281	North Oxfordshire Academy - Solar Panels	18	0	0	0	18		-	-	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery quarter one of 24/25
40282	Community Centre Solar Panels	108	0	0	0	108		-	-	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery Q1 of 24/25
40283	Thorpe Lane - Solar Panels	34	0	0	0	34		-	-	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery Q1 2024/25
40284	Thorpe Lane - Heater Replacement (Gas to Electric)	28	0	4	5	23		-	-	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery is Q2 2024/25
40015	Car Park Refurbishments	46	0	0	0	46		-	-	This to continue the projects of pay on exit sites across the district and upgrading of pay machines from 3G to 4G.
40026	Off Road Parking	18	0	0	0	0		(18)	(18)	Budget no longer required - saving.
40217	Car Parking Action Plan Delivery	18	0	0	0	18		-	-	Project is part of ongoing review of Car Park Action Plan. Reprofiled into beyond 23/24. This project has been transferred from ES
40260	Land for New Bicester Depot	2,989	3,130	0	3,130	0		141	141	Project completed. Purchase of site finalised in quarter 3.
40278	Development of New Land Bicester Depot	2,775	0	0	25	2,750		-	-	Scoping underway. Spend will require re profiling in line with programme, detail to be confirmed as work is undertaken.
40317	Cope Road, Banbury	30	0	0	60	0	0	30	-	Design work completed pending tendering and submission to Procurement team.
<b>Property</b>		<b>12,618</b>	<b>2,916</b>	<b>605</b>	<b>4,343</b>	<b>8,275</b>	<b>0</b>	<b>(1)</b>	<b>143</b>	
40256	Processing Card Payments & Direct Debits	20	0	0	20	0		-	-	PCI Contract has now been signed and project kick off meeting has been held, design phase will be begin shortly
<b>Finance</b>		<b>20</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
40237	Council Website & Digital Service	122	13	0	122	0		-	-	Work underway to select a product to form basis of Unified CRM Platform. Platform in place and initial Pilot expected to complete Q4.
40274	Digital Futures Programme	112	112	(0)	112	0		-	-	Continuation of Flytipping AI and RPA proof of concepts. Futurework/pilots will fall under Digital Futures Programme.

40285	Digital Strategy	350	147	0	350	0		-	-	Year one of the Digital Future strategy looks to: 1) Implemented a Data Lakehouse platform as a foundation to the Data and Analytics strategy . 2)Improve cyber security by aligning with a standard framework and implementing additional security measures 3) Move all online files to sharepoint to reduce hosting costs 4) Implement new devices to monitor Fly Tipping in two locations.
<b>ICT</b>		<b>584</b>	<b>272</b>	<b>(0)</b>	<b>584</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Resources</b>		<b>13,222</b>	<b>3,188</b>	<b>604</b>	<b>4,947</b>	<b>8,275</b>	<b>0</b>	<b>(1)</b>	<b>143</b>	
40062	East West Railways	137	57	78	137	0		-	-	The capital fund has been set up to enable the Council's costs to be recharged when responding to enquiries and regulatory applications, involving for example environmental and land drainage matters, made in connection with the EWR project. This is in partnership with England's Economic Heartland.
40286	Transforming Market Square Bicester	1,000	0	0	40	960		-	-	"£0.180m approved by Executive (sept23) for design and consultation work in 2023/24 (for final plans for Market Square Public Realm and full business plan). Design Consultants to be procured Feb24 £0.040m to be spent by end of financial year remaining budget to be reprofiled into 2024/25 for continuation of the project."
40124	Spring Gardens	0	(70)	0	0	0		-	-	Capital receipt received from Trowers & Hamlins in respect of 10 Spring Walk. Will be moved to the capital receipts reserves
40287	UK Shared Prosperity Fund (UK SPF) Year Two Investment Plan Programme	82	2	0	82	0		-	-	UKSPF capital grant will be fully spent in 2023/24 on the following £0.030m improvement to town centres & high streets £0.002m Bridge Street Community Garden £0.050m contribution to floodlights at Whitelands Sport ground
40288	UKSPF Rural Fund	167	0	0	167	0		-	-	Investment in capacity building and infrastructure support for local civil society and community groups.A capital grant scheme for infrastructure improvements to village and rural community halls launched in September 2023, with a closing date of 6th November.A second application round will open in early January 2024
<b>Growth &amp; Economy</b>		<b>1,386</b>	<b>(11)</b>	<b>78</b>	<b>426</b>	<b>960</b>	<b>0</b>	<b>0</b>	<b>0</b>	
40028	Vehicle Replacement Programme	1,731	540	82	622	1,109		-	-	Reprofiling of £1.109m in to 2024/25. A review of the programme has been undertaken. Nationally there is delay in vehicle supply and thus delivery
40186	Commercial Waste Containers	25	0	0	25	0		-	-	Anticipating full spend in quarter 4 of 2023/24.
40187	On Street Recycling Bins	18	0	0	18	0		-	-	Anticipating full spend in 2023/24. Sites have been identified for refurbishments.
40188	Thorpe Lane Depot Capacity Enhancement	0	7	0	7	0		7	7	Retention payments paid in 2023/24
40216	Street Scene Furniture and Fencing project	48	12	0	40	8		-	-	£0.040m to be spent in 2023/24 at various play and open spaces. Anticipating reprofiling of £0.08.

40218	Depot Fuel System Renewal	35	0	0	0	35		-	-	Anticipating reprofiling of £0.035m in to 2024/25. This will be reviewed as the new Bicester Depot site progresses.
40222	Burnehyll- Bicester Country Park	159	22	10	95	64		-	-	Anticipating reprofiling of £0.064m into 2024/25. Project delivery programme is under review
40248	Solar Panels at Castle Quay	53	0	0	0	0		(53)	(53)	Delivery and scope of project to be reviewed
40257	Additional Commercial Waste Containers	10	0	0	10	0		-	-	Anticipating full spend in quarter 4 of 2023/24
40258	Kidlington Public Convenience Refurbishment	90	0	0	90	0		-	-	Anticipating full spend in quarter 4 of 2023/24
40259	Market Equipment Replacement	15	0	0	15	0		-	-	Anticipating full spend in quarter 4 of 2023/24
40289	Computer Software Upgrade for Vehicle Management	12	0	0	12	0		-	-	Anticipating full spend in quarter 4 of 2023/24
40291	New Commercial Waste IT System	25	0		25	0		-	-	Anticipating full spend in quarter 4 of 2023/24
	<b>Environmental Services</b>	<b>2,221</b>	<b>580</b>	<b>92</b>	<b>959</b>	<b>1,216</b>	<b>0</b>	<b>(46)</b>	<b>(46)</b>	
40245	Enable Agile Working	15	0	0	15	0		0	0	The funding is intended to be used to purchase the technology needed to enable the teams to use our new case management system whilst 'on-site' carrying out inspection work, etc. We have trialed different tablets but have delayed the project since the release of the app that will support mobile working continues to be delayed. The app is now due for release early 2024. The mobile working approach will potentially save approx. £1400 pa through reducing costs (mileage, printing and stationery) as well as making the inspection process more efficient, delivering an improved customer experience and realising a resource saving of 0.2 FTE. The ongoing cost of the app will be approx. £1500 pa.
	<b>Regulatory Services</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
40293	Planning - S106 Projects	160	160	0	160	0		0	0	S106 Funded contribution towards the construction and mechanisation of bridge over Oxford Canal (Canal and River Trust)
	<b>Planning and Development</b>	<b>160</b>	<b>160</b>	<b>0</b>	<b>160</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>Communities</b>	<b>3,782</b>	<b>729</b>	<b>170</b>	<b>1,560</b>	<b>2,176</b>	<b>0</b>	<b>(46)</b>	<b>(46)</b>	
	<b>Capital</b>	<b>27,371</b>	<b>9,737</b>	<b>859</b>	<b>13,353</b>	<b>13,869</b>	<b>0</b>	<b>(150)</b>	<b>(4)</b>	

CHERWELL TOTAL CAPITAL PROJECT EXPENDITURE

CODE	DESCRIPTION	Total 23/24 Project Budget	Forecast	RE-PROFILED BEYOND 2023/24	23/24 Variance	Future Years Budget	Project Total Budget	Project Total forecast	Project Total Variance	Narrative
40010	North Oxfordshire Academy Astro turf	183	80	103	0	0	183	183	0	Good progress made to date on scale, scope and nature of the project. Close working with the school. Next steps are to apply for pre-application planning advice and complete project costings.
40019	Bicester Leisure Centre Extension	79	0	79	0	0	79	79	0	The project continues to progress as predicted. Outline costings for the project have been received. The next step is to complete a detailed business case prior to planning permission being sought.
40083	Disabled Facilities Grants	1,550	1,550	0	0	4,956	6,506	6,506	0	£108k additional funding from DLUHC was confirmed in September and has been added to the budget. Full spend is still anticipated.
40084	Discretionary Grants Domestic Properties	140	90	0	(50)	600	740	690	(50)	This budget covers small repairs and larger essential repairs to vulnerable households and some grants for landlords. Demand for essential repairs is typically heavily weighted towards the winter months. Private rented sector market forces have led to lower than usual uptake of landlord grants, so an underspend is now expected.
40160	Housing Services - capital	160	0	160	0	0	160	160	0	Developer completions slower at NW Bicester than expected therefore final payment will be made to the developer in 2024/25.
40251	Longford Park Art	45	0	45	0	0	45	45	0	The final delivery of the public art programme is dependent on overall site handover which has been delayed by the developers. The remaining spend on the public art programme has been reprofiled to acknowledge this.
40262	Town Centre House Roof Repair	4,750	4,750	0	0	2,548	7,298	6,548	(750)	Latest estimated spend following the tender process and finalised costs of purchase.
40275	UKSPF - CDC community facilities x 3	30	30	0	0	0	30	30	0	Projects completed
40131	S106 Capital Costs	15	11	0	(4)	0	15	11	(4)	S106 funding has been identified for projects that have proceeded this year and there will be no overspend at year end
40294	S106 - Ambrosden Community Facility Project	20	0	20	0	0	20	20	0	Parish Council has a variety of projects they are looking to bring forward to increase capacity at the village hall.
40295	S106 - Ambrosden Indoor Sport Project	65	0	65	0	0	65	65	0	Indoor Sport Project involving upgrades to a portacabin building.
40296	S106 - Ambrosden MUGA Project	130	0	130	0	0	130	130	0	Land originally proposed for the MUGA might not be available, currently looking at alternative options. Site to be confirmed before project can move forwards.
40297	S106 - Ardley & Fewcott Play Area Project	15	0	15	0	0	15	15	0	Awaiting direction from the parish council regarding further play area investment.
40298	S106 - Ardley & Fewcott Village Hall Project	9	6	3	0	0	9	9	0	Village Hall project for chairs and tables submitted, S106 spend approved,
40299	S106 - Banbury Indoor Tennis Centre	55	60	0	5	0	55	60	5	Review of overall projected costs currently taking place.
40300	S106 - Bicester Leisure Centre Extension	1,154	0	1,154	0	0	1,154	1,154	0	Initial stages of feasibility have been completed with high level costings received to deliver the project. Further stages required including detailed business case
40301	S106 - Graven Hill Outdoor Sport Project	52	0	52	0	0	52	52	0	Initial discussions around delivery model and engagement with project management consultants to move forward with the project
40302	S106 - Grimsbury Community Centre Projects	20	0	20	0	0	20	20	0	No further projects identified at present.
40303	S106 - Hanwell Fields Community Centre Projects	180	0	180	0	0	180	180	0	No decision at present on capital project to be brought forward.



40304	S106 - Hook Norton Sport And Social Club Project	80	0	80	0	0	80	80	0	The scale and scope of the project is yet to be confirmed.
40305	S106 - Horley Cricket Club Pavilion Project	110	0	110	0	0	110	110	0	Horley Cricket Club in contact with CDC, looking at a staged project due to cost increases for a new build. Actively working with the club to finalise project details.
40306	S106 - Improvements to Bloxham Recreation Ground	35	34	0	(1)	0	35	34	(1)	Project for works to the roof at the changing room pavilion received and S106 spend approved,
40307	S106 - Kidlington & Gosford Leisure Centre	20	0	20	0	0	20	20	0	No detailed projects as yet for this spend.
40308	S106 - Milton Road Community Facility and Sports Pitch Project	479	8	471	0	0	479	479	0	Awaiting Update from Parish Council
40309	S106 - NOA Improvements	700	100	600	0	0	700	700	0	High level costings/detailed plans have now been received for this project, further works required to developing the business cases/other stages of feasibility
40310	S106 - Spiceball Leisure Centre Improvements	14	0	14	0	0	14	14	0	Options are being considered
40311	S106 - The Hill Improvements Project	50	0	50	0	0	50	50	0	Various possible projects are being considered to provide improvements to the external area around The Hill.
40312	S106 - Whitelands Farm Sports Ground (Pedestrian crossing and various works)	60	60	0	0	0	60	60	0	Remedial works to pathways/outdoor gym areas/bank slippage have been completed. Progress continues into the install of the new pedestrian crossing
40313	S106 - Woodgreen Leisure Centre Improvements	47	0	47	0	0	47	47	0	Plans in development stage relating to the modernisation of the changing facilities.
40315	S106 - Longford Park Sport Pitches	50	50	0	0	0	50	50	0	Forecast to spend by the end of the financial year
40314	S106 - Deddington Parish Council Projects	40	40	0	0	0	40	40	0	Forecast to spend by the end of the financial year
<b>Wellbeing &amp; Community</b>		<b>10,337</b>	<b>6,869</b>	<b>3,418</b>	<b>(50)</b>	<b>8,104</b>	<b>18,441</b>	<b>17,641</b>	<b>(800)</b>	
40208	HR Payroll System	0	(23)	0	(23)	0	0	(23)	(23)	unmatched accrual balance
40292	iTrent HR System Upgrades	30	0	0	(30)	120	150	120	(30)	We have completed the overall implementation now so no longer have a need for the capital.
<b>HR &amp; OD</b>		<b>30</b>	<b>(23)</b>	<b>0</b>	<b>(53)</b>	<b>120</b>	<b>150</b>	<b>97</b>	<b>(53)</b>	
<b>Chief Executives</b>		<b>10,367</b>	<b>6,846</b>	<b>0</b>	<b>(103)</b>	<b>8,224</b>	<b>18,591</b>	<b>17,738</b>	<b>(853)</b>	
40111	Admiral Holland Redevelopment Project (phase 1b)	61	61	0	0	0	61	61	0	On target
40139	Banbury Health Centre - Refurbishment of Ventilation, Heating & Cooling Systems	130	0	130	0	0	130	130	0	Work is scheduled for delivery in Q1 24/25.
40144	Castle Quay	2,795	200	2,595	(0)	0	2,795	2,795	(0)	As part of the Castle Quay Development and the regeneration of Banbury, the Council is working closely and in partnership with a number of public and private organisations to repurpose parts of Castle Quay Shopping Centre to deliver a number of complimentary uses enabling the regeneration of Banbury. Once each element has been contractually agreed, work can commence.
40162	Housing & IT Asset System joint CDC/OCC	26	0	26	0	0	26	26	0	Forecasting on target
40167	Horsefair, Banbury	55	35	20	0	0	55	55	0	The works design is now completed for paving to the footpath on Horsefair. Project to be procured Q3/Q4 of the 2023/24 financial year
40191	Bodicote House Fire Compliance Works	149	0	60	(89)	0	149	60	(89)	Assessment completed, with works being developed and scoped from the assessment
40197	Corporate Asbestos Surveys	0	0	0	0	0	0	0	0	No longer needed
40201	Works From Compliance Surveys	99	0	99	0	0	99	99	0	Works will be carried out in phases.The next phase is planned for the next financial year(2024/25)

40203	CDC Feasibility of utilisation of proper Space	100	179	0	79	0	100	179	79	Works are in progress, will be finalised in Q4
40219	Community Centre - Works	54	54	0	0	0	54	54	0	Banbury Museum atrium stairwell works, currently in design with completion due in Q3/Q4 of the financial year 2023/24
40224	Fairway Flats Refurbishment	356	50	160	(146)	0	356	210	(146)	This project is within the asset review which will be completed in Q3/Q4 of the financial year 2023/24. Some works to be reprofiled for 2024/25.
40227	Banbury Museum - Decarbonisation Works	0	20	0	20	0	0	20	20	End of defects period retention payments due
40239	Bicester East Community Centre	1,371	300	1,071	0	0	1,371	1,371	0	Now on site for a 35 week project. £1.371m of capital funding remains allocated to deliver this bespoke community centre for local residents. Some spend requiring to be reprofiled to 2024/25.
40241	Thorpe Place Roof Works	35	35	0	0	0	35	35	0	Carrying out drone survey of roof to identify condition ready for scoping and design.
40242	H&S Works to Banbury Shopping Arcade	127	15	112	0	0	127	127	0	Works currently in design together with review with investigations on potential partial recoverability from tenant service charge.
40246	Banbury Museum Pedestrian Bridge	3	3	0	0	0	3	3	0	On target
40249	Retained Land	260	73	187	0	0	260	260	0	Works almost complete pending final report
40252	Expiring Energy Performance Certificates plus Associated works	96	28	68	0	0	96	96	0	Works instructed and surveys complete, working on the recommendations for any improvement works to maintain a compliant EPC
40253	Energy Performance Certificates Gov't Implementation of target B - Strategic Plan	60	43	0	(17)	0	60	43	(17)	Works instructed and surveys in train, completion by end of Q3/Q4 of the financial year 2023/24
40254	Thorpe Lane Depot - Renewal of Electrical Incoming Main	171	0	171	0	0	171	171	0	Works are currently designed pending tender of the Electrical supply infrastructure. Works to be coordinated with the District Network Operator to install the new sub station, who are engaged. Waiting for dates from the DNO.
40255	Installation of Photovoltaic at CDC Property	79	0	79	0	0	79	79	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery quarter one of the financial year 2024/25
40263	Kidlington Leisure New Electrical Main	20	0	20	0	0	20	20	0	Works are currently designed pending tender of the Electrical supply infrastructure. Works to be coordinated with the District Network Operator to install the new sub station, who are engaged. Waiting for dates from the DNO. SP working with legal. Planned delivery expected to be Q2 2024/25
40264	Sunshine Centre (Replacement of Heating a	190	20	170	0	0	190	190	0	New Heating Boilers and LED lighting are required at the property. The specification has been completed and is with the procurement team for tendering.
40279	Spiceball Sports Centre - Solar PV Car Ports	180	7	173	0	0	180	180	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery quarter one of the financial year 2024/25
40280	Kidlington Sports Centre - Solar PV Car Ports	137	0	137	0	0	137	137	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Work cannot start until electrical mains installed (dependant on DNO). Planned delivery Q2 2024/25
40281	North Oxfordshire Academy - Solar Panels	18	0	18	0	0	18	18	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery quarter one of 24/25
40282	Community Centre Solar Panels	108	0	108	0	0	108	108	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery Q1 of 24/25
40283	Thorpe Lane - Solar Panels	34	0	34	0	0	34	34	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery Q1 2024/25
40284	Thorpe Lane - Heater Replacement (Gas to Electric)	28	5	23	0	0	28	28	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery is Q2 2024/25
40015	Car Park Refurbishments	46	0	46	0	0	46	46	0	This to continue the projects of pay on exit sites across the district and upgrading of pay machines from 3G to 4G.
40026	Off Road Parking	18	0	0	(18)	0	18	0	(18)	Budget no longer required - saving.
40217	Car Parking Action Plan Delivery	18	0	18	0	0	18	18	0	Project is part of ongoing review of Car Park Action Plan. Reprofiled into beyond 23/24. This project has been transferred from ES
40260	Land for New Bicester Depot	2,989	3,130	0	141	10	2,999	3,140	141	Project completed. Purchase of site finalised in quarter 3.
40278	Development of New Land Bicester Depot	2,775	25	2,750	0	1,200	3,975	3,975	0	Scoping underway. Spend will require re profiling in line with programme, detail to be confirmed as work is undertaken.
40317	Cope Road, Banbury	30	30	0	0	0	30	30	0	Design work completed pending tendering and submission to Procurement team.
<b>Property</b>		<b>12,618</b>	<b>4,283</b>	<b>8,275</b>	<b>(31)</b>	<b>1,210</b>	<b>13,798</b>	<b>13,768</b>	<b>31</b>	
40256	Processing Card Payments & Direct Debits	20	20	0	0	0	20	20	0	PCI Contract has now been signed and project kick off meeting has been held, design phase will be begin shortly

Finance Total		20	20	0	0	0	20	20	0	
40237	Council Website & Digital Service	122	122	0	0	0	122	122	0	Work underway to select a product to form basis of Unified CRM Platform. Platform in place and initial Pilot expected to complete Q4.
40274	Digital Futures Programme	112	112	0	0	0	112	112	0	Works planned for 23/24
40285	Digital Strategy	350	350	0	0	0	350	350	0	Year one of the Digital Future strategy looks to: 1) Implemented a Data Lakehouse platform as a foundation to the Data and Analytics strategy . 2)Improve cyber security by aligning with a standard framework and implementing additional security measures (by end of Dec 2023) 3) Move all online files to sharepoint to reduce hosting costs (by end Oct 2023) 4) Implement new devices to monitor Fly Tipping in two locations.
<b>ICT</b>		<b>584</b>	<b>584</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>584</b>	<b>584</b>	<b>0</b>	
<b>Resources</b>		<b>13,222</b>	<b>4,887</b>	<b>8,275</b>	<b>(31)</b>	<b>1,210</b>	<b>14,402</b>	<b>14,372</b>	<b>(31)</b>	
40062	East West Railways	137	137	0	0	4,189	4,326	4,326	0	The capital fund has been set up to enable the Council's costs to be recharged when responding to enquiries and regulatory applications made in connection with the EWR project.
40286	Transforming Market Square Bicester	1,000	40	960	0	3,250	4,250	4,250	0	"£0.180m approved by Executive (sept23) for design and consultation work in 2023/24 (for final plans for Market Square Public Realm and full business plan). Design Consultants to be procured Feb24 £0.040m to be spent by end of financial year remaining budget to be reprofiled into 2024/25 for continuation of the project."
40287	UK Shared Prosperity Fund (UK SPF) Year Two Investment Plan Programme	82	82	0	0	162	244	244	0	Improvements to town centres and highstreets and community facilities
40288	UKSPF Rural Fund	167	167	0	0	395	562	562	0	Investment in capacity building and infrastructure support for local civil society and community groups.A capital grant scheme for infrastructure improvements to village and rural community halls launched in September 2023, with a closing date of 6th November.A second application round will open in early January 2024
<b>Growth &amp; Economy</b>		<b>1,386</b>	<b>426</b>	<b>960</b>	<b>-</b>	<b>7,996</b>	<b>9,382</b>	<b>9,382</b>	<b>0</b>	
40028	Vehicle Replacement Programme	1,731	622	1,109	0	5,242	6,973	6,973	0	Full spend anticipated by March 2025
40186	Commercial Waste Containers	25	25	0	0	0	25	25	0	Full spend anticipated in quarter 4 of 2023-24.
40187	On Street Recycling Bins	18	18	0	0	0	18	18	0	Full spend anticipated in quarter 4 of 2023-24.
40188	Thorpe Lane Depot Capacity Enhancement	0	7	0	7	0	0	7	7	Delayed retention payments made.
40216	Street Scene Furniture and Fencing project	48	40	8	0	12	60	60	0	Full spend anticipated by March 2026
40218	Depot Fuel System Renewal	35	0	35	0	24	59	59	0	Full spend anticipated by March 2025
40222	Burnehyll- Bicester Country Park	159	95	64	0	0	159	159	0	Full spend anticipated by March 2025
40248	Solar Panels at Castle Quay	53	0	0	(53)	0	53	0	(53)	Budget no longer required for this financial year. It is believed the bid/project is out of date so a review of the requirements on site is required and a new bid to be submitted when review completed.
40257	Additional Commercial Waste Containers	10	10	0	0	0	10	10	0	Full spend anticipated in quarter 4 of 2023-24.
40258	Kidlington Public Convenience Refurbishment	90	90	0	0	0	90	90	0	Full spend anticipated in quarter 2 of 2023-24.
40259	Market Equipment Replacement	15	15	0	0	0	15	15	0	Full spend anticipated in quarter 4 of 2023-24.
40289	Computer Software Upgrade for Vehicle Management	12	12	0	0	0	12	12	0	Full spend anticipated by March 2024
40291	New Commercial Waste IT System	25	25	0	0	0	25	25	0	Full spend anticipated by March 2024
<b>Environmental</b>		<b>2,221</b>	<b>959</b>	<b>1,216</b>	<b>(46)</b>	<b>5,278</b>	<b>7,499</b>	<b>7,453</b>	<b>(46)</b>	
40245	Enable Agile Working	15	15	0	0	0	15	15	0	The funding is intended to be used to purchase the technology needed to enable the teams to use our new case management system whilst 'on-site' carrying out inspection work, etc. We have trialed different tablets but have delayed the project since the release of the app that will support mobile working continues to be delayed. The app is now due for release early 2024. The mobile working approach will potentially save approx. £1400 pa through reducing costs (mileage, printing and stationery) as well as making the inspection process more efficient, delivering an improved customer experience and realising a resource saving of 0.2 FTE. The ongoing cost of the app will be approx. £1500 pa.
<b>Regulatory Services</b>		<b>15</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>15</b>	<b>0</b>	
40293	Planning - S106 Projects	160	160	0	0	0	160	160	0	S106 Funded contribution towards the construction and mechanisation of bridge over Oxford Canal (Canal and River Trust)
<b>Planning and Development Communities</b>		<b>160</b>	<b>160</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>160</b>	<b>160</b>	<b>0</b>	
		<b>3,782</b>	<b>1,560</b>	<b>2,176</b>	<b>(46)</b>	<b>13,274</b>	<b>17,056</b>	<b>17,010</b>	<b>(46)</b>	

Capital Total	27,371	13,293	13,869	(180)	22,708	50,049	49,120	(930)	
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## Appendix 2 - Report Details – Additional Revenue narrative

### Chief Executive

Chief Executives are forecasting an underspend of (£0.280m) against a budget of £6.054m (-4.6%). Directorate is working efficiently to deliver high quality services within its budget envelope.

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#### HR & OD

£0.000m Variance            HR are forecasting to be on budget at year end.

Variation                      to  
November's Forecast  
£0.000m

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#### Wellbeing & Housing

Variation                      Proactive work from the team has increased income.  
(£0.200m)                      Particularly in the areas of housing standards, where  
underspend                      enforcement actions to improve homes in the rented sector  
    have increased income. There has also been better use of  
    external funding received.

Variation                      to  
November's Forecast  
(£0.000m)

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#### Customer Focus

Variation                      We are currently predicting an underspend at year end by  
(£0.080m) underspend            managing vacancies and operational costs to offset the  
    reduction in land charges income caused by volatile  
    market conditions.

Variation                      to            We have found an additional £10,000 of savings from  
November's Forecast            staffing efficiencies to increase our year-end underspend  
(£0.010m)                      forecast to £80,000.

## Resources

Resources are forecasting £0.353m overspend against a budget of £4.751m (7.4%).

There are tight managerial controls within the resources directorate that have enabled a small forecast overspend. An understanding on the election costs is underway, and the team will work towards mitigating this further.

---

### Finance

Variation  
(£0.050m)  
underspend

Based on the latest information, it is forecast that bank charges linked to processing payments will be less than budgeted.

Variation to  
November's Forecast  
(£0.000m)

---

### Legal & Democratic, Elections & Procurement

Variation  
£0.287m  
Overspend

Overspend is due to:  
1) higher than anticipated costs of delivering the District Elections.  
2) an unavoidable reliance on agency staff whilst we continue with recruitment for permanent staff.  
3) Legal fees and license charges for case management system .  
4) Under recovery of income due to decrease in s106 fees (because of work being carried out externally).

Variation to  
November's Forecast  
£0.047m

The increase in forecast overspend from last month is largely driven by increased agency costs.  
A permanent recruitment campaign has been implemented.

---

### ICT

Variation  
(£0.020m) Underspend

(£0.020m) underspend due to: -  
1) savings we have made from further reductions in redundant and underutilised phone lines.  
2) a reduction in hardware expenditure as more of our infrastructure is cloud based.

Variation to  
November's Forecast  
(£0.000m)

---

## Property

Variation  
£0.136m Overspend

£0.035m overspend in Property is largely as a result of a dependency on agency staff. Permanent recruitment is ongoing. The remaining £0.101m is a result of an overspend within car parks (previously within Environmental Services). The 0.101m can be broken down as:

- 1) £0.030m under recovery of car park income.
- 2) £0.071m increase in the forecast fee payable to Oxfordshire County Council (OCC) for car park management.

Variation  
November's Forecast  
£0.071m

to Cherwell District Council pay OCC an annual fee for car parking services. Following a transfer of the service to Property, it has been identified that whilst the contract for this service was not signed until September, the provision of the service had been received since April and so additional costs of £0.071m need to be built into the forecast. The extra staff cost is partly offset by a projected over recovery of commercial rental income and the under recovery of Car Park income is partly offset by a reductions in anticipated management fees.

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## **Communities**

Communities are forecasting an overspend of £0.317m against a budget of £10.257m, (3.1%).

The Directorate has looked carefully across all the service budget areas to identify savings to support the external cost pressures in Environmental services and Planning Development for appeal costs that haven't been accounted for.

---

### Planning & Development

Variation  
£0.308m Overspend

Planning and Development now forecasts an overspend of £0.308m. This is the result of agency staffing costs exceeding the cost of unfilled established posts, the cost of legal and consultant representation for planning appeals and Building Control income forecasts remaining lower than budget.

Variation  
November's Forecast  
(£0.042m)

to The £0.308m overspend is £0.042m lower than last month's £0.350m due to higher income expectations for planning applications which are assisted by the national increase in planning fees and the receipt of planning

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monitoring fees which are helping to offset additional costs.

A coordinated recruitment campaign is being pursued to fill established posts and costs are continuing to be managed closely.

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## Growth & Economy

Variation  
(£0.090m)  
Underspend

The UK Shared Prosperity grant received for 2023/24 has been utilised to support the services in delivering the Councils priorities allowing for Council resource to be diverted to support other services within the Communities directorate.

Variation to  
November's Forecast  
£0.000m

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## Environmental

Variation  
£0.099m  
Overspend

The forecasted pressure of £0.099m within Environmental Services is primarily due to changes in the global market for recycled materials falling as recycling processing costs have increased.

Commodity prices are currently very volatile and this could change again during the fourth quarter.

Variation to  
November's Forecast  
£0.016m

The movement of £0.016m is a result of increased vehicle maintenance and repairs costs for the street cleansing vehicles due to the fleet aging as we wait for electric replacements.

Monthly meetings with our recycling reprocessor and monitoring of the individual commodity prices allows to estimate gate fees in advance of the quarterly price agreement.

Cost savings identified for 2024/25 for direct delivery of food waste have been commenced early.

The service is continually reviewing it's spend in less critical, front line services.

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## Regulatory

Variation  
£0.000m

Regulatory Services and Community Safety are forecasting a balanced outturn.

Variation to  
November's Forecast  
£0.000m

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## **Executive Matters**

Executive Matters is forecasting an underspend of (£0.048m) against the budget of £3.695m (-1.3%).

---

### Interest

Variation  
(£0.048m) underspend

Executive Matters are forecasting an over recovery of net interest, the windfall surplus is offset by movements of (£0.170m) to the Commercial Risk Reserve as part of Appendix 5.

Variation to  
November's Forecast  
(£0.000m)

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## **Policy Contingency**

Policy Contingency is forecasting an underspend of £1.818m against a budget of £3.526m, (51.6%)

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### Policy Contingency

Variation  
(£1.818m) underspend

Variation to  
November's Forecast  
£0.000m

Following a review Policy Contingency is projecting an underspend due to inflation requests being below the levels held in contingency of (£2.318m), of this (£1.476m) will offset the overspend within funding relating to the under recovery of S31 grant, (£0.351m) offsetting the overspend within services and the remaining (£0.500m) which is being requested to be moved to the Transformation Implementation Reserve.

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## Appendix 3 - Virement Summary

### Virement Movement

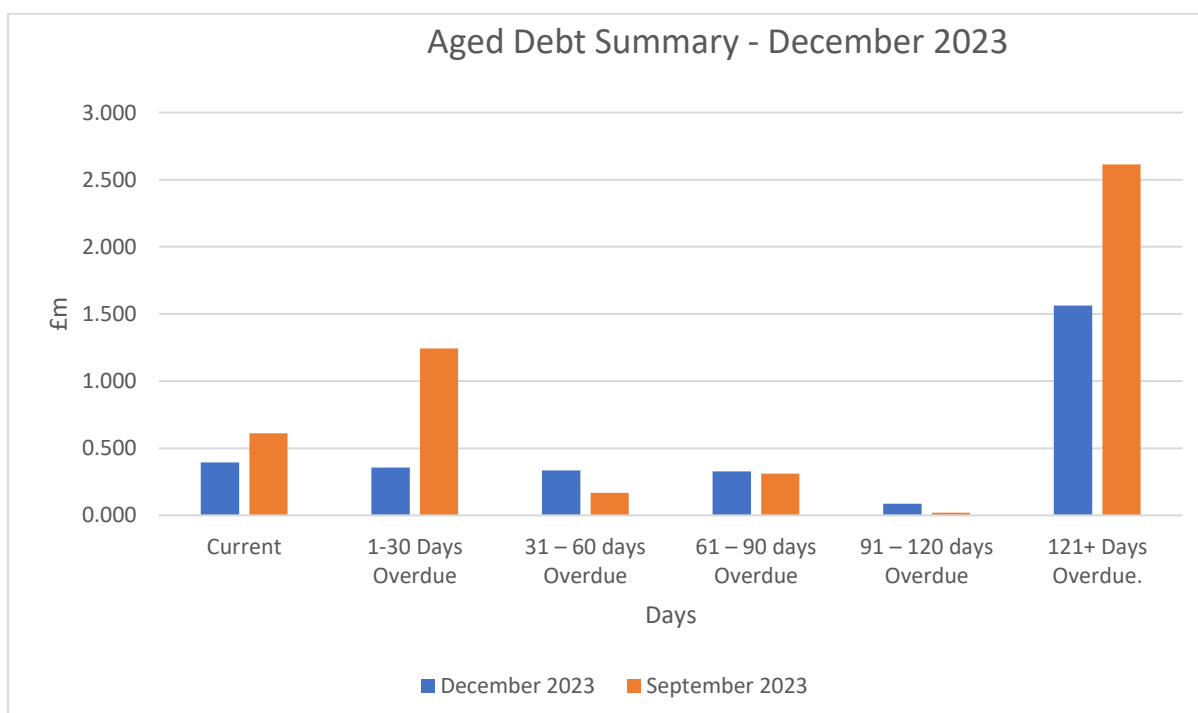
This table shows the movement in Net Budget from November to December 2023.

Virements - Movement in Net Budget	£m
Directorate Net Budget - November 2023	20.122
Directorate Net Budget - December 2023	21.062
<b>Movement</b>	<b>0.940</b>

Breakdown of Movements	£m
<b>Other - Policy Contingency</b>	
23/24 Pay award settlement	0.815
Legal Honorarium	0.006
Correction to Salary budget within Wellbeing	0.012
Cost of living	0.100
Graduate trainees	0.007
<b>Total</b>	<b>0.940</b>

### Aged Debt Summary

The below graph shows the movement in sundry aged debt from September 2023 to December 2023.



The financial regulations make provision for writing off debts that are bad, uneconomical to collect or irrecoverable. The Council maintains a number of bad debt provisions in the anticipation that debts will become bad and these once agreed are charged to the relevant provision or cost centre.

There is a provision within the council for sundry bad debt that is sufficient and by writing off the amount of debt mentioned in this report will not cause the provision to be exceeded. This provision is reviewed on a regular basis to ensure that we have sufficient within it.

**Aged Debt Write Off Summary:**

	£m
Sundry Debts previously written off	0.782
Sundry Debts written off in Quarter 3 2024 to December under S151 delegation	0.008
Sundry Debts over £0.005m for write off	0.000
<b>Total write offs in financial year 2023/2024</b>	<b>0.790</b>

**Housing Benefit Write off Summary:**

	£m
Housing Benefit previously written off	0.013
Housing Benefit Overpayments written off to December 2023 under S151 Delegation	0.000
Housing Benefit Overpayments to be written off via committee App	0.000
<b>Total write offs in financial year 2023/2024</b>	<b>0.013</b>

**Council Tax Write off Summary:**

	£m
Council Tax previously written off	1.037
Council Tax written off to December 2023 under S151 Delegation	0.000
Council Tax to be written off via Committee Approval	0.000
<b>Total write offs in financial year 2023/2024</b>	<b>1.037</b>

## Appendix 4 - Funding for 2023/24

### Specific Funding received since budget was set

Dept.	Grant Name	Funding
		£
DLUHC	Elections New Burdens	71,283
DLUHC	Homelessness Prevention Grant	761,091
DLUHC	Local Council Tax Support Scheme Grant	177,020
DLUHC	Domestic Abuse Grant	36,284
DLUHC	Tenant satisfaction measures new burdens	5,172
DLUHC	Rough Sleepers Initiative	58,820
DLUHC	Pavement Licensing New Burdens	1,000
DLUHC	Homes for Ukraine	1,026,825
Home Office	Asylum seeker dispersal grant	280,750
Home Office	Afghan relocations and assistance policy	260,920
BEIS	Energy Bills Support Scheme New Burdens	22,220
		<b>2,701,385</b>

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## Appendix 5 - Reserves and Grant Funding

### Uses of/ (Contributions to) Reserves

#### Specific requests

Directorate	Type	Description	Reason	Amount £m
Resources	Earmarked	Market Risk Reserve	Over-recovery of Treasury Income	(0.170)
Resources	Earmarked	Transformation Implementation	Underspend within Policy Contingency	(0.500)
<b>Total Earmarked Reserves</b>				<b>(0.670)</b>

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## Appendix 6 - Business Plan Measures Q3

Housing that meets your needs								
Ref	Portfolio Holder	Director/Lead Officer	Actual	Target	R.A.G	YTD Actual	YTD Target	YTD R.A.G
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	40	★	35	40	★
<p><b>Commentary</b>                      We are still reporting withing tolerance, however, have seen an increase in numbers from those coming out of dispersed hotels and requiring emergency accommodation, which has subsequently had an impact on the number of people provided with emergency/temporary accommodation. Delays in void works on our self-contained accommodation has also impacted our ability to move on those who are likely to have ongoing homeless duties from B&amp;B accommodation.</p>								
BP1.2.02 % Referrals for major disability adaption (urgent or high need) & approved within 2 week	Cllr N Mawer	<ul style="list-style-type: none"> <li>▪ Nicola Riley</li> <li>▪ Yvonne Rees</li> </ul>	72.73%	80%	★	80.52%	80%	★
<p><b>Commentary</b>                      We achieved our target for the quarter and on track to meet year-end target</p>								
BP1.2.04 No of affordable homes delivered	Cllr N Mawer	<ul style="list-style-type: none"> <li>▪ Nicola Riley</li> <li>▪ Yvonne Rees</li> </ul>	112	59	★	223	154	★
<p><b>Commentary</b>                      We achieved our target for quarter 3 with 81 confirmed completions, plus a further 31 completions from previous quarters, which were confirmed during this period, taking the total figure to 112, of which 85 were affordable rent and 27 were shared ownership.</p>								

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Ref	Portfolio Holder	Director/Lead Officer	Actual	Target	R.A.G	YTD Actual	YTD Target	YTD R.A.G
BP1.2.06 Average time taken to process Housing Benefit New Claims and council tax reduction (Days)	Cllr A Nell	<ul style="list-style-type: none"> <li>▪ Michael Furness</li> <li>▪ Stephen Hinds</li> </ul>	21.8 days	18 days	●	16.89 days	18 days	★

**Commentary**

Performance for December is below target, we have been experiencing some technical issues with the software used by the revenues and benefits team this month (along with other authorities across the nation) which has resulted in lost processing time. We have been working with our software supplier and colleagues in IT to resolve the issues and we will continue to monitor software performance and case manager closely. Whilst the system was down, we implemented a more manual business continuity approach to ensure claims continued to be processed, albeit, more slowly than they otherwise would have been. In addition to this we have also processed Housing Benefit and Council Tax Reduction claims where we were awaiting further information to put the claims to payment, this has also resulted in a number of high day stats which has resulted in the in-month performance of 21.79 days for December, however the year to date remains within target at 16.89 days. We will continue to monitor this area work closely in order to improve performance next month.

BP1.2.07 Average time taken to process Housing Benefit Change Events & council tax reduction (Days)	Cllr A Nell	<ul style="list-style-type: none"> <li>▪ Michael Furness</li> <li>▪ Stephen Hinds</li> </ul>	3.4 days	8 days	★	3.8 days	8 days	★
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**Commentary**

We continue to achieve a turnaround time for applications that is well below our target and the average for all English authorities of 4 days.

BP1.2.08 % of Major Planning Applications determined to National Indicator	Cllr D Sames	<ul style="list-style-type: none"> <li>▪ David Peckford</li> <li>▪ Ian Boll</li> </ul>	92.9%	60%	★	85.5%	60%	★
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**Commentary**

14 Major Planning Applications were determined during Q3 2023/24, 13 of which were determined within the National Indicator target or agreed timeframe.

Ref	Portfolio Holder	Director/Lead Officer	Actual	Target	R.A.G	YTD Actual	YTD Target	YTD R.A.G
BP1.2.09 % of Non-Major Planning Applications determined to National Indicator	Cllr D Sames	<ul style="list-style-type: none"> <li>▪ David Peckford</li> <li>▪ Ian Boll</li> </ul>	98.3%	70%	★	90.6%	70%	★
<b>Commentary</b> 303 Non-Major Planning Applications were determined during Q3 2023/24, 298 of them within National Indicator target or agreed timeframe.								
BP1.2.10 % of Major Applications overturned at appeal	Cllr D Sames	<ul style="list-style-type: none"> <li>▪ David Peckford</li> <li>▪ Ian Boll</li> </ul>	7.1%	10%	★	4.1%	10%	★
<b>Commentary</b> 1 Major Planning Application decision was allowed at Appeal by the Planning Inspectorate during Q3 2023/24, set against a total of 14 Major Planning Applications determined.								
BP1.2.11 % of Non-Major Applications overturned at appeal	Cllr D Sames	<ul style="list-style-type: none"> <li>▪ David Peckford</li> <li>▪ Ian Boll</li> </ul>	1%	10%	★	0.5%	10%	★
<b>Commentary</b> 3 Non-Major Planning Application decisions were overturned at Appeal by the Planning Inspectorate during Q3 2023/24								
BP1.2.13 Net Additional Housing Completions to meet Cherwell needs	Cllr D Sames	<ul style="list-style-type: none"> <li>▪ David Peckford</li> <li>▪ Ian Boll</li> </ul>	140	286	▲	587	857	▲
<b>Commentary</b> As expected, completions will slow during the winter period due to adverse weather conditions. Our monitoring has indicated that many sites have started and are under construction, therefore there is an expectation that completions will pick up in the next quarter. Also, completions have been affected by the national economic climate, such as inflation and high mortgage interest rates. As these economic indicators ease there are signs that build rates are likely to increase. Regarding our year to date figure (587), we are reporting 271 less completions than our 858 target, as previously mentioned this reflects national economic conditions which has led to a slower rate of housing delivery generally. Officers continue to work to progress planning and delivery matters at the district's strategic development sites and work on a new local plan which will support future delivery.								

Supporting environmental sustainability

Ref	Portfolio Holder	Director/Lead Officer	Actual	Target	R.A.G	YTD Actual	YTD Target	YTD R.A.G
BP2.2.01 % Waste Recycled & Composted	Cllr A McHugh	<ul style="list-style-type: none"> <li>▪ Ed Potter</li> <li>▪ Ian Boll</li> </ul>	46.53%	55%	▲	53.77%	55%	★

**Commentary**

Only 420 tonnes of garden waste were collected during December, the decrease in tonnage is a combination of expected reduction of garden waste during the winter months and the garden waste service only collecting 3 weeks in December.

An enterprising economy with strong and vibrant local centres

Ref	Portfolio Holder	Director/Lead Officer	Q3 Actual	End of Year Target	YTD R.A.G
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>	83.49%	97%	★

**Commentary**

We have collected over 83% of council tax in the for the year, and we are on track to meet the year-end target

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>	84.06%	97%	★
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**Commentary**

We have collected 84% of business rates for the year, and we are on track to meet the year-end target

Ref	Portfolio Holder	Director/Lead Officer	Actual	Target	R.A.G	YTD Actual	YTD Target	YTD R.A.G
BP3.2.03 % of Building Regulations Applications acknowledged to within 3 working days of deposit	Cllr D Sames	<ul style="list-style-type: none"> <li>▪ David Peckford</li> <li>▪ Ian Boll</li> </ul>	95.33%	80%	★	90.72%	80%	★

**Commentary**

We have achieved over 95% this quarter, remaining ahead of target.

BP3.2.04 % of valid Full Plan Applications determined or checked within 25 working days of deposit	Cllr D Sames	<ul style="list-style-type: none"> <li>▪ David Peckford</li> <li>▪ Ian Boll</li> </ul>	100.00%	100.00%	★	100.00%	100.00%	★
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**Commentary**

This includes those applications where we do not receive the complete details at first, in which case we are allowed an extra 15 days before needing to reject the application by default.

Healthy, resilient and engaged communities

Ref	Portfolio Holder	Director/Lead Officer	Actual	Target	R.A.G	YTD Actual	YTD Target	YTD R.A.G
BP4.2.01 Number of Visits/Usage of contracted & directly managed sports facilities	Cllr N Simpson	<ul style="list-style-type: none"> <li>▪ Nicola Riley</li> <li>▪ Yvonne Rees</li> </ul>	87,772	87,840	●	1,016,879	981,786	★
<p><b>Commentary</b>                      The usage figures at Spiceball Leisure Centre and Kidlington Leisure Centre continue to grow in comparison with the same period last year, this is particularly encouraging given that gym refurbishments have taken place at all three leisure centres which has meant some full/partial closures. These closures, in addition to the extremely wet weather conditions during December that lead to cancellations at facilities with grass pitches, have impacted the amount of visits/usage of our contracted &amp; directly managed sports facilities this month. However, we remain ahead of target for the year to date and on track to meet our yearly target.</p>								
BP4.2.04 % of due high risk food inspections completed	Cllr P Chapman	<ul style="list-style-type: none"> <li>▪ Ian Boll</li> <li>▪ Tim Hughes</li> </ul>	100.00%	100.00%	★	100.00%	100.00%	★
<p><b>Commentary</b> n/a</p>								

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## Supporting environmental sustainability

Ref	Portfolio Holder	Director/Lead Officer	Q3 Actual	YTD Actual	R.A.G
BP2.1.01 Work with partners to deliver initiatives to improve air quality in the District	Cllr P Chapman	<ul style="list-style-type: none"> <li>▪ Ian Boll</li> <li>▪ Tim Hughes</li> </ul>	Delivering to plan	Delivering to plan	★
<p><b>Commentary</b></p> <ul style="list-style-type: none"> <li>- We continue to attend and contribute to meetings of the countywide air quality group. Their latest project was the work on the Countywide air quality website providing information and data on air quality across the County, which can be found on the following link: <a href="https://www.oxonair.uk/">https://www.oxonair.uk/</a></li> <li>- We will also be participating in the delivery group for the recently produced Climate Action Plan 2023-2024.</li> <li>- Nitrogen dioxide levels across the district are measured using diffusion tubes. The location of the tubes for the current monitoring year have been reviewed based on previous years monitoring data, but also following discussions with some Ward Members.</li> <li>- The Air Quality Action Plan (AQAP) has been updated in consultation with Oxfordshire County Highways. A draft of the AQAP has been submitted to the Department for Environment Food and Rural Affairs (Defra) for comment. The draft AQAP will also be presented to the Executive for consideration at its meeting on 4 March.</li> </ul>					
BP2.1.02 Promote the green economy	Cllr P Chapman	<ul style="list-style-type: none"> <li>▪ Ed Potter</li> <li>▪ Ian Boll</li> </ul>	Delivering to plan	Delivering to plan	★
<p><b>Commentary</b></p> <p>Our Business Needs survey, delivered in December 2023, identified some interest from businesses to gain assistance in addressing the challenges and opportunities posed by the carbon reduction imperative. In response, this intelligence will be used to develop services and events – through a partnership approach - to provide information, advice, and guidance. Focus will be upon local Small and Medium Sized enterprises (SMEs) and activity will commence in Q4 (2023-24).</p>					

Ref	Portfolio Holder	Director/Lead Officer	Q3 Actual	YTD Actual	R.A.G
BP3.1.01 Monitor Cherwell elements of Future Oxfordshire Partnership Homes from Infrastructure work	Cllr D Ford	<ul style="list-style-type: none"> <li>▪ Ian Boll</li> <li>▪ Robert Jolley</li> </ul>	Delivering to plan	Delivering to plan	★
<p><b>Commentary</b>                      The Future Oxfordshire Partnership's Homes from Infrastructure programme is delivering to schedule and continues to be managed by Oxfordshire County Council, in consultation with the districts to ensure that projects are delivered by 31st March 2025.</p>					
BP3.1.02 Develop and adopt the Banbury Vision 2050 Programme	Cllr D Ford	<ul style="list-style-type: none"> <li>▪ Ian Boll</li> <li>▪ Robert Jolley</li> </ul>	Delivering to plan	Delivering to plan	★
<p><b>Commentary</b>                      The engagement and consultation programme for Banbury Vision 2050 began as scheduled on 9th November, including the survey launch; media coverage; and a workshop for local schools and colleges. Further workshops with key stakeholders followed the launch, the survey will close on 15th January 2024.</p>					
BP3.1.03 Transform Bicester Market Square through Public Realm & Environmental Improvement Project	Cllr D Ford	<ul style="list-style-type: none"> <li>▪ Ian Boll</li> <li>▪ Robert Jolley</li> </ul>	Delivering to plan	Delivering to plan	★
<p><b>Commentary</b>                      The procurement process to appoint stakeholder engagement specialists and design consultants for the Bicester Market Square project has progressed, with appointment planned during Q4. The design consultants will produce detailed design work to enable a full business plan and final designs to progress through the democratic cycle.</p>					



Healthy, resilient and engaged communities

Ref	Portfolio Holder	Director/Lead Officer	Q3 Actual	YTD Actual	R.A.G
BP4.1.02 Support Community Safety and Anti-Social Behaviour Prevention Activities	Cllr P Chapman	<ul style="list-style-type: none"> <li>▪ Ian Boll</li> <li>▪ Tim Hughes</li> </ul>	Delivering to plan	Delivering to plan	★

**Commentary**

- Our Community Safety team has 3 Community Protection Warnings and 1 Community Protection Notice in place, 1 case for an injunction is being reviewed by legal and 1 case for non-payment of an FPN is also being reviewed.
- Our Community Wardens supported and participated in a Thames Valley Policy led operation in Heyford Park to deter/prevent ASB with a focus on detecting illicit substances.
- The Violence against Women and Girls project continues, delivered in partnership with Oxfordshire Youth, youth workers are actively engaging with individuals being referred through various pathways to reduce the risk of them experiencing violence or being caught up in risky activities, including illegality.
- In December, our Youth Activators delivered our popular Mental Health School Programme, in seven schools. Five of these were primary schools (Year 5 & 6) and two secondary schools (Years 10 & 11). The Youth Activators will be in eight different schools in January for term 3 with the Mental Health and Physical Activity Sessions. These sessions are to be linked in with Oxford United FC who will also provide delivery of activities and free tickets to match days. We are assessing the second round of grants (with 14 applications received so far in advance of the deadline on Friday 12th January) intended to support local organisations in the Brighter Futures in Banbury area. These local organisations are delivering activity related schemes intended to improve health, wellbeing and contribute to reducing ASB by providing positive diversionary activity.
- Winter Wishes events were held in Brighter Future in Banbury wards during December to engage residents and young people to gather their wishes for 2024 and help develop an action plan for the new year. The youth feedback will be used to support initiatives, projects and support needed for young people in the area. The Hill youth festival took place on the 16th December, to engage young people with positive activities and have an opportunity for key stakeholders from community safety to be able to educate young people under themes of knife crime, drugs and alcohol and generally keeping safe in their community

BP4.1.04 Improve Leisure & Community Facilities in line with agreed Capital Programme	Cllr N Simpson	<ul style="list-style-type: none"> <li>▪ Nicola Riley</li> <li>▪ Yvonne Rees</li> </ul>	Delivering to plan	Delivering to plan	★
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**Commentary**

- During October we completed the new spectator area at the North Oxfordshire Academy Artificial Pitch. The installation will primarily support Banbury Hockey Club as with the promotion of the Men's 1st Team additional ancillary facilities were required, however it will also serve as a seating area for other Clubs and organisations to make use of during their times of play.
- We completed the modernisation of the Fitness Changing Rooms at Kidlington Leisure Centre, in October. This investment has been well received by its users.
- During December the 3 main gym facilities at Bicester, Spiceball and Kidlington have benefited in investment in new gym equipment. The vast majority of the existing cardio and weights equipment has been moved out with brand new Life Fitness equipment going in.
- We have made progress on other projects during Q3, including the installation of the new play zones in a couple of locations within Banbury.

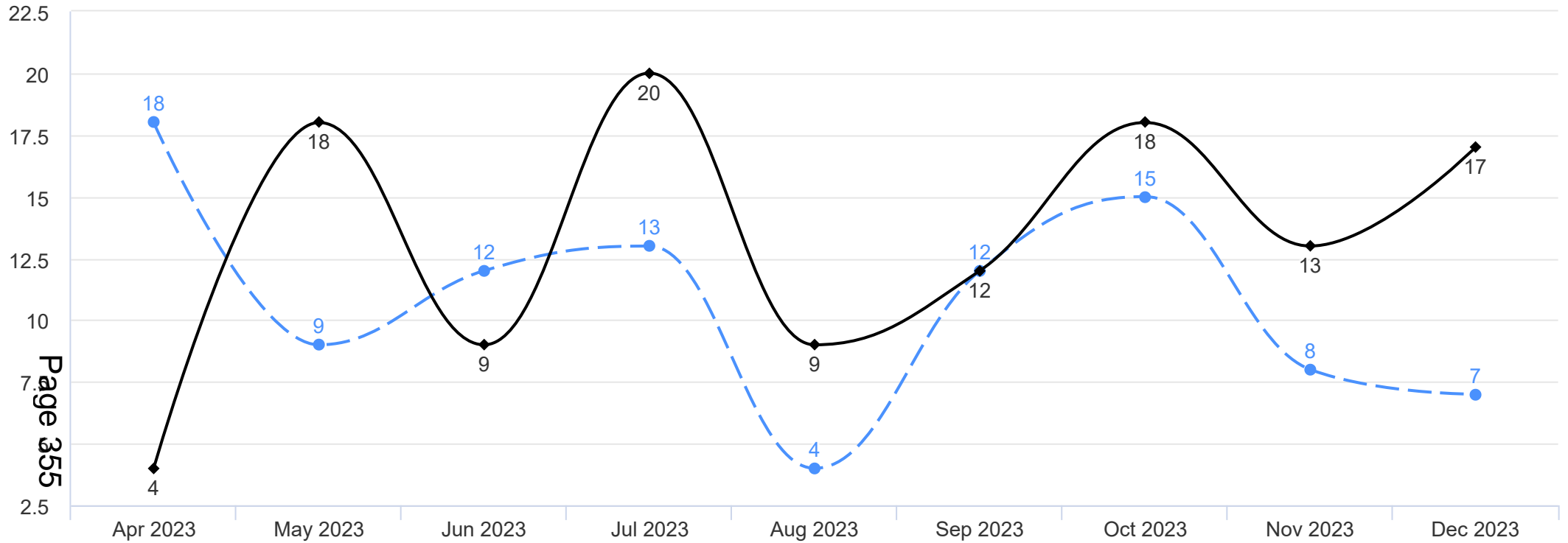
Ref	Portfolio Holder	Director/Lead Officer	Q3 Actual	YTD Actual	R.A.G
BP4.1.06 Support and Safeguard Vulnerable People	Cllr P Chapman	<ul style="list-style-type: none"> <li>▪ Nicola Riley</li> <li>▪ Yvonne Rees</li> </ul>	Delivering to plan	Delivering to plan	★

**Commentary**

- Mandatory safeguarding training is in place through our training suite, iHasco, additional training sessions on safer recruitment are mandatory for line managers. Also, Modern slavery/ Neglect can be requested by the line manager where relevant or required.
- Internal Safeguarding monthly briefings continued for new starters, and refresher training across all services is being provided, these briefings continue to do well in numbers of staff attending. So far this year 201 staff attended internal briefings, a 60% increase against the previous year's figures. These briefings cover Safeguarding/ Neglect/ Self-Neglect/ Domestic Abuse/ Modern Slavery& Exploitation.
- Bespoke safeguarding briefing was provided to our housing team, specifically for home visits, in line with the Oxfordshire Safeguarding Children Board Framework, for recording the condition of the home (this is part of our Neglect action plan).
- Handling Suicidal Conversations training was delivered by Government events provide, our Customer service, Housing and Wellbeing teams, all have attended this training.
- Our Safeguarding news bulletin is now in place for safeguarding champions in Cherwell, is also being delivered to all staff through Chief executives' newsletter.
- Oxfordshire Safeguarding Children Board 7 min briefings are being delivered during Housing, Customer Service and Community Service team meetings weekly.
- Domestic Abuse (DA) link worker is now in post, providing DA training for DA champions which are now in place, with embedded training and processes.
- During Q3 we supported the "16 Days Of Activism" global campaign from 25 Nov 23 to 10 Dec 23.

## Appendix 7 – Monitoring only Business plan objectives Quarter 3

Please note the blue line represents current performance and the black line the previous financial year 2022-23



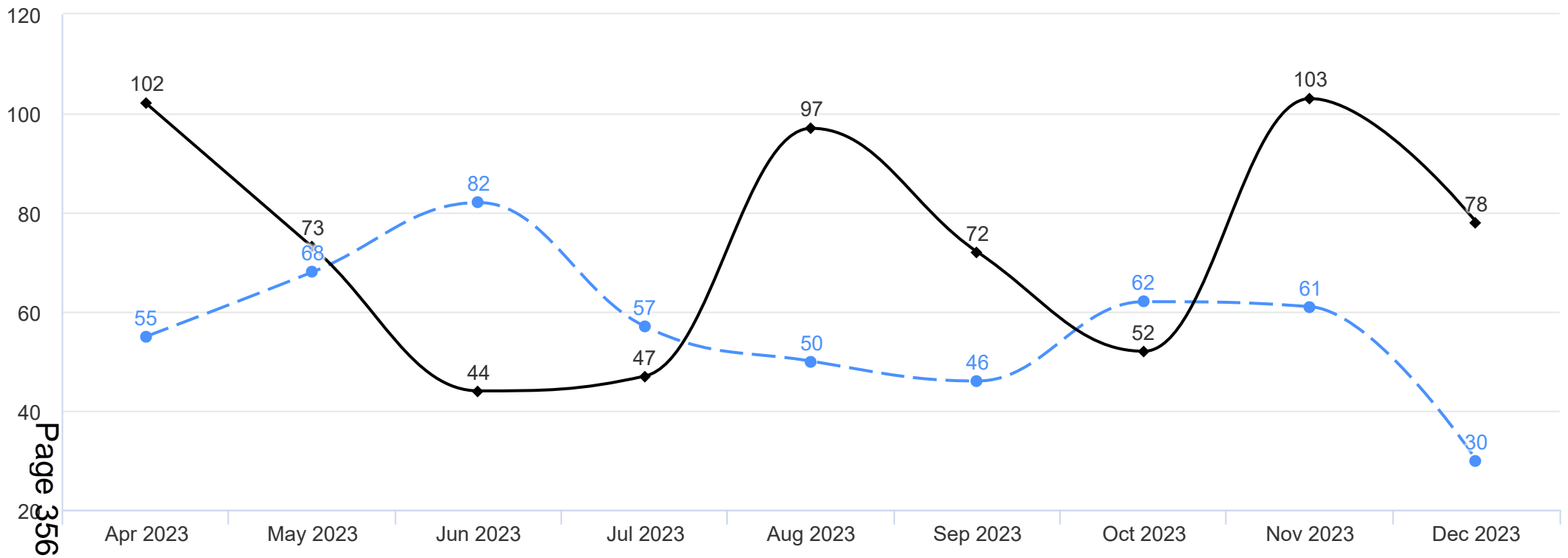
Please note the blue line represents current performance and black line the previous financial year 2022-23

**Objective:** Homes improved through enforcement action

**December:** 7

**Year to date:** 98

So far this year 98 homes have been improved through formal and informal interventions, equating to around 11 properties each month. This is lower than the last 2 years (average around 12.5 per month) but above pre-pandemic levels (average around 9 per month).



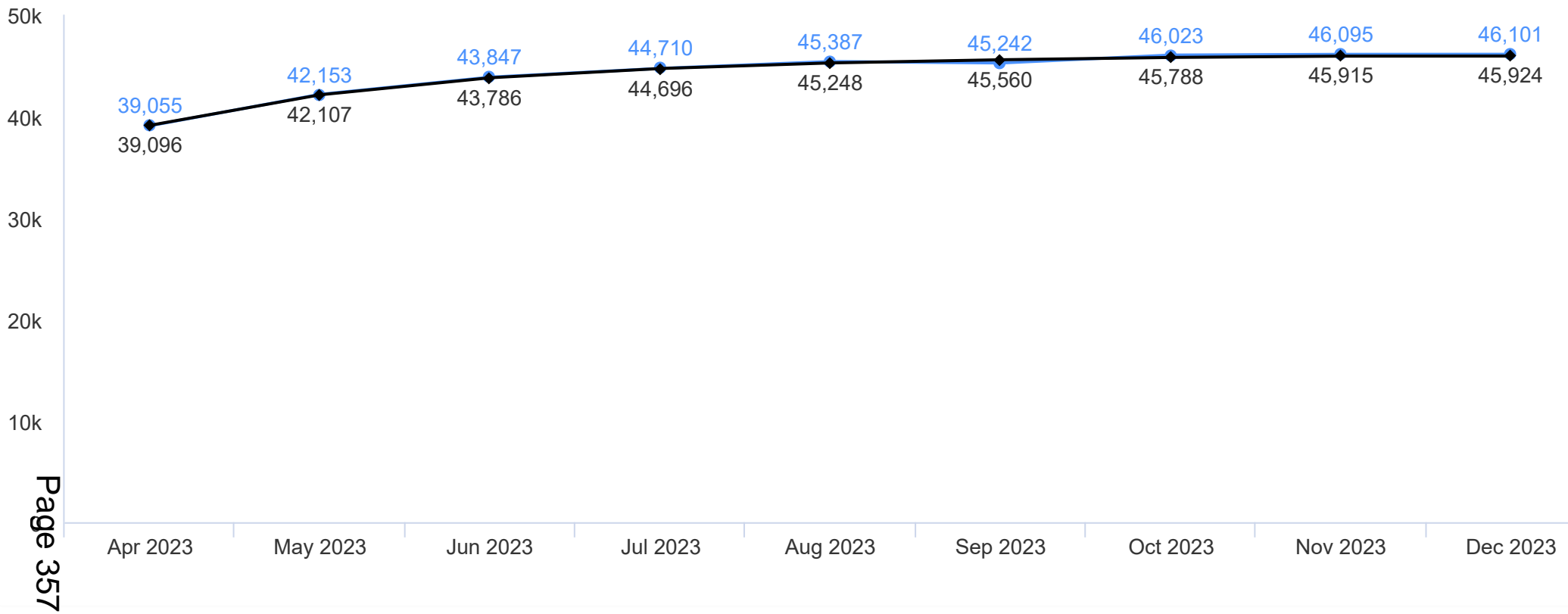
**Please note the blue line represents current performance and black line the previous financial year 2022-23**

**Objective:** Number of Housing Standards interventions

**December:** 30

**Year to date:** 511

The number of requests received and notices served last month was slightly lower than expected, but close to levels seen in December 2021 (42 interventions). The number of service requests was significantly elevated in December 2022 (78 interventions) due to the heightened focus on damp and mould at that time. The proportion of new cases relating to social landlords has halved from 28% in December 2022 to 14% in December 2023, suggesting that some improvements have been made.

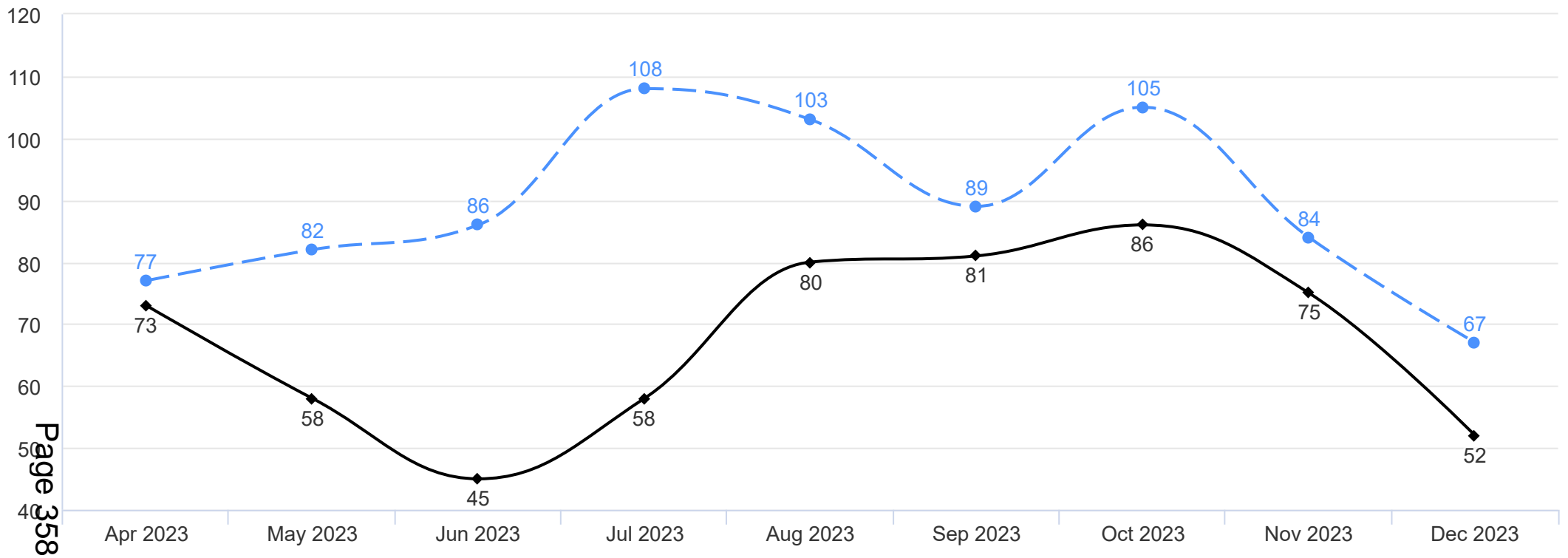


**Please note the blue line represents current performance and black line the previous financial year 2022-23 Objective: Number of garden waste subscriptions**

**December:** Total 46,101 ( 859 new subscriptions during Q3)

**Year to date:** result reflects the cumulative for year to date

The amount of subscriptions are slightly reduced in comparison with the same period in 2022, but the income for the year is up over £110k.



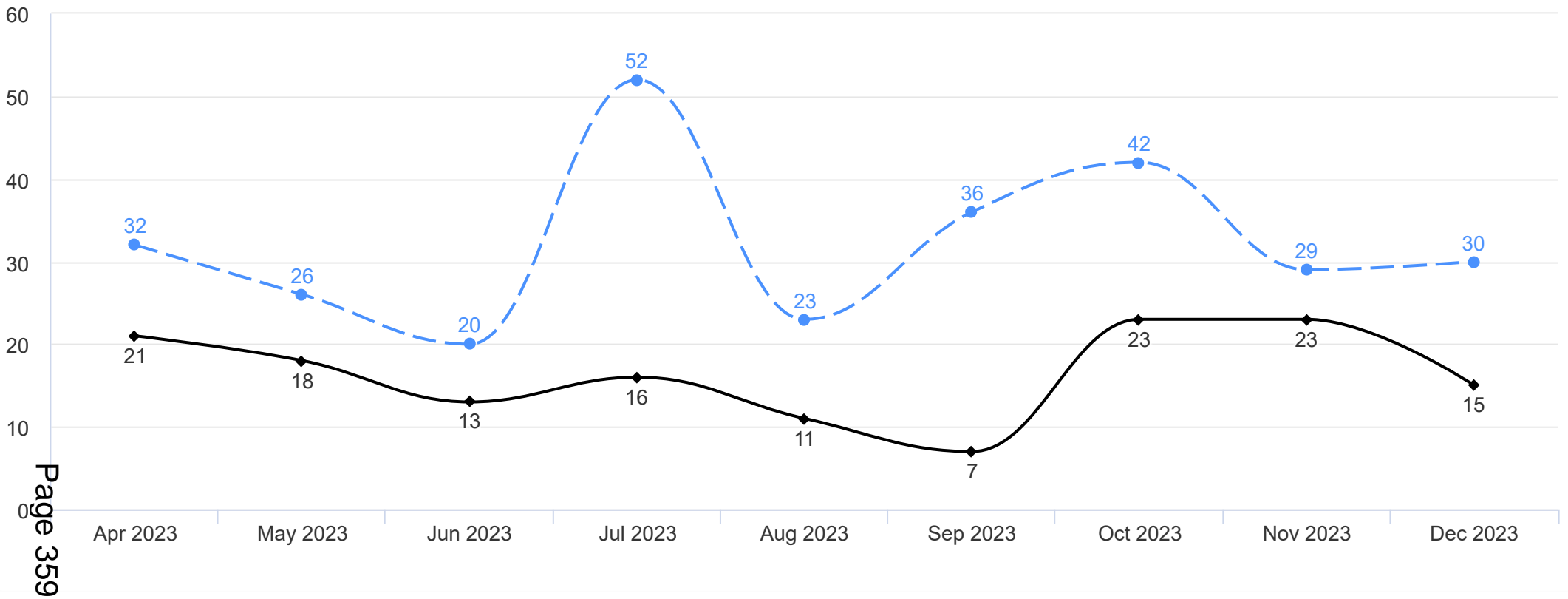
**Please note the blue line represents current performance and black line the previous financial year 2022-23**

**Objective:** Number of Illegal Fly Tips

**December:** 67

**Year to date:** 801

67 fly tips were reported in December, all of them were investigated. A reduction of 17 reports on the previous month, being the lowest number so far this financial year.



**Please note the blue line represents current performance and black line the previous financial year 2022-23**

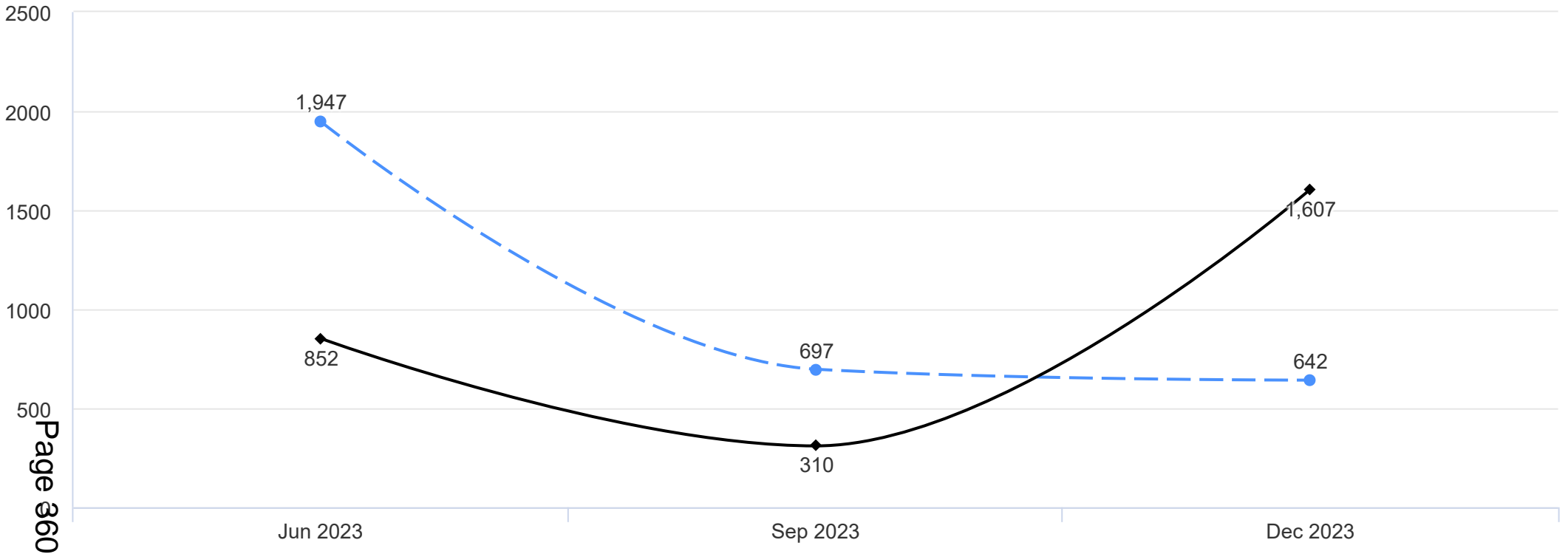
**Objective:** Number of enforcement notices issued

**December:** 30

**Year to date:** 290

In response to the evidence found 22 warning letters were sent, 6 interviews under caution were carried out, and 2 fixed penalty notices were served.

The cameras set up at the Villiers Road, Bicester and Broome Way, Banbury bottle bank sites still aren't operational due to ongoing issues with data capture and image quality. Vodafone are continuing to work on upgrades and adjustments to the camera settings.



**Please note the blue line represents current performance and black line the previous financial year 2022-23**

**Objective:** Number of individuals registered to YouMove

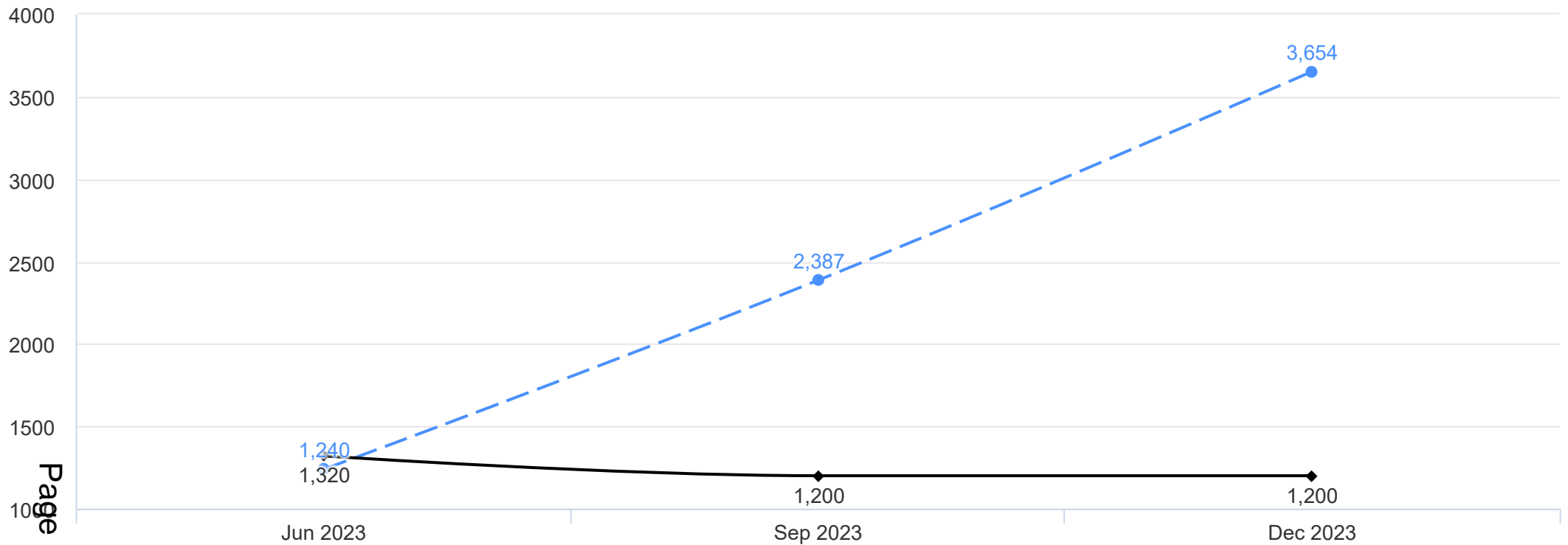
**Quarter 3:** 642

**Year to date:** 2,539

642 people (187 families) registered in the Quarter. Highest in Oxfordshire.

Overall You Move in Cherwell has 643 families and 2,539 individuals on the programme who are eligible for free school meals or have been referred by a school or health professional. Cherwell has the highest number of families register to YouMove in Oxfordshire.





**Please note the blue line represents current performance and black line the previous financial year 2022-23**

**Objective:** Number of young people who participated in Youth Activator activities

**Quarter 3:** 3,654 (1,267 more during Q3)

**Year to date:** result reflects the cumulative for year to date.

Activators have been in 34 schools this quarter delivering a range of activities along with 8 community settings.

The Activators have delivered targeted programmes to 44 schools during the year including mental health and targeting children who need more support to be active. Alongside the school provision with there was 28 free community sessions.

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Appendix 8 - Annual Delivery Priorities 2023 - 2024 - Quarter 3

Priority	Director/AD	Milestones/Actions	Quarter 3 update	Comments
ADP02 Climate Emergency Strategy	<ul style="list-style-type: none"> <li>▪ Ed Potter</li> <li>▪ Mona Walsh</li> <li>▪ Ian Boll</li> <li>▪ Stephen Hinds</li> </ul>	ADP02.02 Devise plan for new Depot at Graven Hill, which will incl. several sustainability measures	Ongoing	Property have reviewed Environmental Services requirements and how these can be accommodated on the site. The programme and scope of works is being developed.
		ADP02.03 Undertaken a Techno Feasibility Study for a Heat Network in Banbury	Ongoing	<p>Feasibility work on the Banbury Heat Network is continuing. Thames Water – effluent from their sewerage treatment works is a potential source of heat as it's several degrees warmer than the river into which it discharges. Thames Water are already looking at becoming involved in heat networks in London and they were very open to working with us.</p> <p>Fairheat, who are conducting the study, will be in a position in early Feb, to present to us on the feasibility including the potential investment opportunity this project offers.</p>
ADP03 Vibrant Economy Strategy	<ul style="list-style-type: none"> <li>▪ Ian Boll</li> <li>▪ Robert Jolley</li> </ul>	ADP03.01 Deliver the UKSPF Shared Prosperity Fund and Rural England Prosperity Fund projects.	Ongoing	<p>Ten projects were live during Q3, including:</p> <ul style="list-style-type: none"> <li>• A district-wide business needs survey to understand the issues and opportunities facing businesses in Cherwell</li> <li>• Projects to increase access and participation in cultural and arts activities</li> <li>• Increasing access to and use of a community garden space through events and skills workshops</li> <li>• Development of new public realm strategy frameworks (to identify recommendations for improvements to the three urban centres of Banbury, Bicester and Kidlington)</li> <li>• A capital grant scheme for infrastructure improvements to village and rural community halls (closing date of Monday, 6<sup>th</sup> November). A second round will launch in Q4.</li> </ul>
ADP05 Investment in our communities	<ul style="list-style-type: none"> <li>▪ Nicola Riley</li> <li>▪ Yvonne Rees</li> </ul>	ADP05.03 Hold Voluntary Organisations Forum as investment in our communities	Ongoing	<ul style="list-style-type: none"> <li>• During September a joint seniors and voluntary organisations forum packed out the Council Chamber with representatives from Age UK, OCVA, Mind, The Hill, Sunshine Centre and The Mosque. There were lively discussions following key presentations.</li> <li>• International Older Peoples Day events were held in the three urban centres to tie in with Electric Blanket testing.</li> </ul>

		ADP05.05 Support the Voluntary Sector	Ongoing	During Q3 we launch the Cost-of-Living Action plan. Grant schemes for food groups and expansion of the Warm spaces network, a refresh of the Who can Help? Booklet and distribution of same to partner organisations. UKSPF (United Kingdom Shared Prosperity Fund) Capital funding secured for projects in 2 Community Centres and work has begun.
ADP06 Local Strategic Partnership	<ul style="list-style-type: none"> <li>▪ Nicola Riley</li> <li>▪ Yvonne Rees</li> </ul>	ADP06.03 Implement agreed Local Strategic Partnership changes	Completed	The agreed changes to the LSP have been implemented and the partnership met in October. Also, Brighter Futures in Banbury annual report was shared, and update on Oxfordshire Health and Wellbeing strategy was given.
ADP07 Homelessness Strategy	<ul style="list-style-type: none"> <li>▪ Nicola Riley</li> <li>▪</li> </ul>	ADP07.02 O&S consulted on draft new Homelessness strategy	Completed	O&S consulted at the November meeting. Strategy currently out for public consultation until early January
ADP08 Everyone's Wellbeing Strategy	<ul style="list-style-type: none"> <li>▪ Nicola Riley</li> <li>▪ Yvonne Rees</li> </ul>	ADP08.03 Agree Everyone's Wellbeing strategy	Completed	Following extensive consultation and an all-Members seminar, the Executive approved in December 2023, Everyone's Wellbeing A for a healthier and Happier Cherwell 2024-2028
		ADP08.05 Promote Health & Wellbeing	Ongoing	<ul style="list-style-type: none"> <li>• Promotion of Move Together and You Move programmes, Cherwell Continues to lead the Oxfordshire System in delivering preventative health programmes linked to Physical activity.</li> <li>• Promotion of October Half Term Activate and Eat Sessions</li> <li>• New Gym equipment installed at all Leisure Centres. Legacy Leisure have invested over £700k in the new Equipment across the Leisure Centre contracts to ensure that the public gyms are modern and comparable to private offers whilst continuing to offer value for money to residents who want to improve their fitness and health.</li> <li>• New Spectator seating opened at North Oxfordshire Academy Hockey grounds</li> </ul>
		ADP08.06 Promote Healthy Place Shaping	Ongoing	<ul style="list-style-type: none"> <li>• Spark Grants were offered in Heyford for the first time, enabling groups to work with a wider group of residents or try a different activity with existing users.</li> <li>• Community Grants offered to the neighborhoods in Banbury involved in joint CCD / OCC public Health Ward Profiling work.</li> <li>• Food Action Working Group has concluded the Action plan for Cherwell to deliver the Countywide Food strategy actions.</li> <li>• Growing spaces mapped and new sites identified as part of the programme to tackle food insecurity in the longer term.</li> </ul>

ADP09 Medium Term Financial Strategy	<ul style="list-style-type: none"> <li>▪ Michael Furness</li> <li>▪ Stephen Hinds</li> </ul>	ADP09.02 Identity transformation opportunities of Medium-Term Financial Strategy	Ongoing	<ul style="list-style-type: none"> <li>• Services have been identified for the first and second waves of Transformation reviews. Resources have been recruited where appropriate and investigative work undertaken.</li> <li>• A selection of environmental services transformation opportunities has been included in the 24/25 budget consultation, with the remainder set to be consulted on in 25/26. Additional transformation reviews will take place over the coming months.</li> </ul>
		ADP09.03 Consult on transformation proposals for 2024/25 budget of Medium-Term Financial Strategy	Ongoing	Budget consultation began 22 Nov and will close on 22 Dec. A total of £0.3m of savings proposals have been consulted on, which if agreed, would help form a balanced budget for 2024/25.
ADP10 Team Cherwell	<ul style="list-style-type: none"> <li>▪ Claire Cox</li> <li>▪ Mark Duff</li> <li>▪ Shona Ware</li> <li>▪ Yvonne Rees</li> </ul>	ADP10.02 Launch and embed Team Cherwell values	Ongoing	Team Cherwell values were launched on 30 October 2023, and we are working on embedding them in everything we do.

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**Appendix 9 - Peer Review - Action Plan 2023 - 2024 - Quarter 3**

Priority	Director/AD	Milestones/Actions	Quarter 3 update	Comments
PEER01 Vision	Jo Miskin	PEER01.04 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.	In progress	<ul style="list-style-type: none"> <li>The 23/24 climate action plan has been approved by executive and is in implementation. The Climate Action working group continues to monitor and report up the Overview and Scrutiny Committee.</li> <li>Climate literacy training is being arranged for the organisation.</li> <li>Community Climate Forum will be held in January 2024</li> </ul>
PEER04 Resources	Claire Cox	PEER04.02 Develop a plan and programme of activities to support staff through the Transformation and Prioritisation Programme.	In progress	Empowering and inspiring staff to lead their service transformations is a key objective of our Transformation Strategy. To achieve this, we have encouraged services to establish their own transformation working groups with guidance and direction from the central team and external subject matter experts. Change management plans are being developed alongside any major transformation proposals.
PEER05 Regeneration	David Peckford	PEER05.04 Ensure planning service can administer continued sustainable growth.	In progress	<ul style="list-style-type: none"> <li>Consultation on a Draft Local Plan was undertaken from September to November 2023. A proposed Plan is scheduled to be consulted upon later in 2024.</li> <li>Planning improvement continues as part of wider transformation programme</li> </ul>
	Mike Gillespie / Mona Walsh	PEER05.02 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	In progress	<p>The activities below were delivered during Q3 as part of the review:</p> <ul style="list-style-type: none"> <li>4 Dec 2023 – Corporate leadership team briefing and Options Paper for Asset Strategy, Policies and Asset Review.</li> <li>19 Dec 2023 – Update to Leader and portfolio holders on work undertaken to date and next steps for Asset Strategy, Policies and Asset Review. Comments and feedback from leader and portfolio holders will help inform next steps.</li> </ul>
	Robert Jolley	PEER05.01 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.	In progress	<ul style="list-style-type: none"> <li>The engagement and consultation programme for Banbury Vision 2050 began as scheduled in November, including the survey launch; media coverage; and a workshop for local schools and colleges. Further workshops with key stakeholders followed the launch and the survey closes on 15<sup>th</sup> January 2024.</li> <li>In Bicester, council officers undertook initial engagement with Market Square businesses regarding the Market Square proposals, whilst the procurement process to appoint stakeholder engagement specialists and design consultants for the Bicester Market Square project has progressed, with appointment planned during Q4. The design consultants will produce detailed design work to enable a full business plan and final designs to progress through the democratic cycle.</li> </ul>

		PEER05.03 Create a prospectus for investment in Cherwell	In progress	<ul style="list-style-type: none"> <li>• A joint Place narrative is in development with OCC and Future Oxfordshire Partnership members, workshops are ongoing in Q4 23/24.</li> <li>• We continue to engage and work closely with the Pan Regional Partnership on the wider investment narrative for the region.</li> </ul>
PEER06 Communications	Julian Cotton	PEER06.01 Develop and agree a council wide Communications, and Marketing Strategy	In progress	A first draft of the strategy which will provide an easy-to-follow approach and guide communications has been produced.
PEER08 Infrastructure	Ian Boll	PEER08.02 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.	In progress	Council officers have continued to work with developers involved in North West Bicester to bring forward proposals for the Howes Lane/Lords Lane realignment (Strategic Link Road) and develop a funding and delivery strategy with Oxfordshire County Council. An Economic Forum is planned for March 2024 to share the UK Shared Prosperity Fund business needs survey findings.
	Robert Jolley/Ian Boll	PEER08.01 Establish a clear action plan for the next phase of the infrastructure and place-shaping relationship with Oxfordshire County Council	In progress	The Future Oxfordshire Partnership leads meet monthly to review the agenda and inform the forward work programme. Projects groups are established for Bicester and Banbury. It is expected that a similar approach will be taken for Kidlington. A shared place programme officer role has been established with OCC, due to start Jan 24.



## Appendix 10 - EDI Action plans Quarter 3 update

Inclusive Communities				
Commitment	Action	Owner	Status	Comments
EDI 1.01 Engage with, and support local community groups and organisations	1.01.01 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 and, if applicable, identify which connections need building or renewing.	Wild, Jon	In progress	Strategic review of our current partnerships has been concluded in Q3. This has highlighted the need for a comprehensive EIA to guide the development of our partnerships, which will be done in Q4.
	1.01.02 Review the process for gathering equality data on the district to ensure we have an accurate picture of our underrepresented communities and identify any gaps which require filling. This will enable us to continually direct our resources where they are needed most.	Prado-Teeling, Celia	Slightly delay	This review has been delayed due to changes in the way data across the council is gathered. The Performance and Insight team will be working during Q4 on finding alternative ways to have visibility on all equality data gathered across all council's services.
And EDI 1.02 Promote inclusive behaviour with residents and service users	1.02.01 Raise awareness of the standards we expect from ourselves and others by publicising our EDI principles, commitments, and policies.	Cotton, Julian	In progress	We continue to promote inclusivity where appropriate with staff and residents. A recent example was a dedicated comments wall that tied into Black History Month
	1.02.02 Develop and agree a policy for supporting national events that further our corporate priorities and reflect the diversity of our communities	Cotton, Julian	In progress	A draft policy has been worked up with a long list of potential events. We mention important dates to staff. The next step is to agree to a select number of key events we want to be more proactive on.
EDI 1.03 Work directly with communities to identify inequality and tackle disadvantage	1.03.01 Following on from the Wellbeing Strategy, review our community development scheme to ensure it remains effective in creating community cohesion and tackling inequality and, if appropriate, identify potential improvements	Wild, Jon	In progress	The Wellbeing strategy was completed and adopted in Q3 and so this action will now commence in Q4

<p>EDI 1.04 Promote equality, diversity and inclusion through our supply chain and strategic partnerships</p>	<p>1.04.03 Review the processes in place for considering the EDI implications partnership plans to identify if there is scope for them to be strengthened</p>	<p>Riley, Nicola</p>	<p>In progress</p>	<p>Strategic Partnerships review has concluded and there is scope to strengthen partnership plans.</p>
<p>EDI 1.05 Promote and encourage inclusive behaviour for future generations</p>	<p>1.05.01 Review our outreach to different community groups on EDI matters, including how to engage young people in the process, and identify areas where there is scope for improvement</p>	<p>Wild, Jon</p>	<p>In progress</p>	<p>In regard to outreach to community groups (EDI), this will continue and stay as a live action, and we will work with our networks in the community &amp; forums to make sure we as a council continue to connect to new groups and organisations and promote our services.</p>
<p>EDI 1.06 Work with all partner organisations to understand diverse needs and create inclusive communities</p>	<p>1.06.01 Review the membership and effectiveness of our strategic partnerships and identify areas where they might require different resources, plans and processes in order to identify and tackle the issues and barriers affecting and concerning our communities</p>	<p>Riley, Nicola</p>	<p>In progress</p>	<p>This work will be undertaken in Q4</p>

Inclusive Services				
Commitments	Action	Owner	Status	Comments
EDI 2.01 Ensure information, website and digital services are accessible to all incl. digitally excluded	2.01.01 Review all our digital services to identify any improvements needed to address any accessibility or inclusivity issues	Cotton, Julian	In progress	This continues to be looked at and the communications team support other teams and services to ensure that important information (e.g., the budget consultation) is available in an accessible form.
	2.01.02 Introduce a guide and training module for staff on writing clearly, in plain English and with the audience and accessibility rules in mind	Cotton, Julian / Reed, Teresa	In progress	Will be included as an action in the draft Communications and Marketing Strategy.
EDI 2.02 Take action to make our buildings accessible to all residents and staff	2.02.01 Include delivering against our commitment of accessible council buildings now and in the future as an objective in our emerging Property Strategy	Walsh, Mona	In progress	The strategy is in draft and being completed. An Equalities Impact Assessment will be carried out during its progress through the Governance process.
EDI 2.05 Plan and deliver services that promote inclusion	2.05.03 Ensure staff have received up-to-date EDI training	Reed, Teresa	In progress	EDI training is now fully integrated into the training suite delivered via the I-Hasco online training platform. Staff must complete the appropriate modules biennially

Inclusive Workforce				
Commitment	Action	Owner	Status	Comments
EDI 3.01 - Improve the diversity of our organisation at all levels to be representative of our communities	3.01.01 Identify additional ways to recruit new staff and promote our job opportunities so that they are brought to the attention of all members of local communities	Blunsden, Susan	In progress	We continuously work with local schools to encourage students to engage with the Council on work experiences. We are also building on our network of partnerships, such as DWP and the prison service, attending networking events and partnership meetings.

	3.01.03 Split out the workforce statistics used for the comparison with the demographics of the district by grade and department	Prado-Teeling, Celia	In progress	<p>A report summarising the current demographics of the district was presented to the EDI working group on December 2023. Also, a report with the comparison between those and council staff was presented to personnel committee in November 2023. The reports reflect the following:</p> <ul style="list-style-type: none"> <li>- Regarding ethnicity, the White category for the workforce remains 17.29% less than the District, whilst the Asian, Asian British or Asian Welsh group, which has 2.31%, and in the Black, Black British, Black Welsh, Caribbean or African group which records a 0.96% difference with the district demographics, both categories record a slight increase in the last quarter.</li> <li>- There are currently gaps in the data collection for Disabilities and sexual orientation, we have seen an increase in the number of employees completing this section of our HR system, we expect to have more robust data to analyse for Q4.</li> <li>- The council seems to mirror the district in the other protected characteristics.</li> </ul>
EDI 3.02 – Celebrate and promote diversity in our workforce	3.02.01 Promote Viva Engage as a means for employees to set up virtual social groups or employee networks for causes that are important to them. Invite employees to set up such groups and provide a commitment that the council will engage with them if requested	Cox, Claire	In progress	Several activities were delivered during Q3 such as a 16 Days of Activism to end gender-based abuse and violence, a forum for World menopause day, and activities continue to launch our Neurodiversity network during Q4.
	3.02.02 Continue to recognise, acknowledge and celebrate diversity via the Chief Executive's weekly updates and other similar channels	Cotton, Julian	In progress	Ongoing activity continues on this quarterly. The most prominent and important events are acknowledged.
EDI 3.03 - Provide a supportive environment so all staff can reach their potential	3.03.02 Develop and agree a comms plan for promoting the development opportunities	Cotton, Julian	In progress	A draft plan has been produced and is under review by HR.

<p>EDI 3.04 -Identify and tackle discrimination in all its forms</p>	<p>3.04.01 Review the processes in place for investigating and taking necessary action in response to potential issues of discrimination being brought to HR's attention</p>	<p>Blunsden, Susan</p>	<p>In progress</p>	<p>We continuously ensure relevant policies and procedures are adhered to when investigating of any issues with potential discrimination that are brought to HR's attention. Our policies have been updated during 2023 in line with the guidance from our EDI framework.</p>
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Appendix 11 – Leadership Risk Register as at 08/01/2024

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

Risk Scorecard – Residual Risks						
		Probability				
		1 - Remote	2 - Unlikely	3 - Possible	4 - Probable	5 - Highly Probable
Page 375 Impact	5 - Catastrophic			L08		
	4 - Major		L09 - L06	L03-L07-L11-L14	L01	
	3 - Moderate		L04-L05-L10	L02-L12	L13	
	2 - Minor					
	1 - Insignificant					

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

Name and Description of risk	Potential impact	Inherent (gross) risk level (before Controls)		Controls	Lead Member	Risk owner	Risk manager	Residual risk level (after existing controls)		Mitigating actions (to address control issues)	Comments	Last updated	
		Probability	Impact Rating					Probability	Impact Rating				
<b>L01 - Financial resilience –</b> Failure to react to external financial impacts, new policy and increased service demand. Poor investment and asset management decisions.	Reduced medium and long term financial viability	4	4	16	Councillor A Nell	Michael Furness	Joanne Kaye	4	4	16	This continuous process will include reviewing budget monitoring, active budget management, and reflection of economic and Local Government sector trends in the MTFS. Wherever possible, policy decisions will be taken as soon as possible, rather than waiting until the February Council meeting which sets the annual budget. This will allow officers to be ready to implement, or have implemented, policy decisions which will maximise positive impacts on the budget.	Risk reviewed on 08/01/2024	
	Reduction in services to customers			Balanced medium term and dynamic ability to prioritise resources									Financial forecasts of resources for 2024/25 and 2025/26 have assumed a reduction in resources compared to February 2023 assumptions. The budget for 2023/24 was agreed with savings proposals identified to contribute to addressing these reductions. Close monitoring of the delivery of the savings programme will take place throughout 2023/24 with mitigations required if slippage was identified.
	Increased volatility and inability to manage and respond to changes in funding levels			Highly professional, competent, qualified staff									
	Reduced financial returns (or losses) on investments/assets such as in subsidiaries.			Good networks established locally, regionally and nationally.									
	Inability to deliver financial efficiencies			Strong shareholder function and relationships with subsidiaries									Integration and continued development of Performance, Finance and Risk reporting
	Exposure to commercial pressures in relation to regeneration projects.			Financial returns from the subsidiaries are not included in the MTFS until they are reasonably assured to materialise.									Internal Audits being undertaken for core financial activity and capital as well as service activity
	Poor customer service and satisfaction			National guidance interpreting legislation available and used regularly.									Introduction and implementation of an Asset Management Strategy
	Increased complexity in governance arrangements			Progress regeneration plans in a coordinated manner. Participate in Oxfordshire Treasurers' Association's work streams									Investment Strategy agreed annually
	Lack of officer capacity to meet service demand			Review of best practice guidance from bodies such as CIPFA, LGA and NAO.									Posts are filled by appropriately qualified individuals
	Lack of financial awareness and understanding throughout the council			Treasury management and capital strategies in place Investment strategies in place Regular financial and performance monitoring in place.									Regular involvement and engagement with colleagues across the county
	Increased inflation in the costs of capital schemes			Independent third party advisers in place Regular bulletins and advice received from advisers Property portfolio income monitored through financial management arrangements on a regular basis.									Regular member training and support
Increased inflation in revenue costs			Independent third party advisers in place Asset Management Strategy in place and embedded Transformation Programme in place to deliver efficiencies and increased income in the future				Regular utilisation of advisors as appropriate Summarise and distribute announcements to CLT Timely and good quality budget monitoring reports, particularly property income and capital Work is underway to maximise the impact of the available space in Banbury town centre						
<b>L02 - Statutory functions –</b> Failure to meet statutory obligations and policy and legislative changes are not anticipated or planned for.	Legal challenge	3	4	12	Councillor S Dallimore	Stephen Hinds	Shiraz Sheikh	3	3	9	Ensure Committee forward plans are reviewed regularly by senior officers.  Ensure Internal Audit plan focusses on key leadership risks.  Establish corporate repository and accountability for policy/legislative changes taking into consideration all of the Council's functions.  External support secured for key corporate projects including Growth Deal and IT Transformation Programme.  Learning and development opportunities identified and promoted by the Chief Executive and Directors. First tranche of Senior Leadership training/development begins in August, and is cascaded throughout 2022/23. Staff briefings on rules and procedures by MO  Review Directorate/Service risk registers.  Ensure Committee forward plans are reviewed regularly by senior officers.  Ensure Internal Audit plan focusses on key leadership risks.  Establish corporate repository and accountability for policy/legislative changes taking into consideration all of the Council's functions.  External support secured for key corporate projects including Growth Deal and IT Transformation Programme.  Learning and development opportunities identified and promoted by the Chief Executive and Directors. First tranche of Senior Leadership training/development begins in August, and is cascaded throughout 2022/23. Staff briefings on rules and procedures by MO	Risks reviewed on 03/01/2024 - No changes required	
	Loss of opportunity to influence national policy / legislation			Embedded system of legislation and policy tracking In place, with clear accountabilities, reviewed regularly by Directors.									
	Financial penalties			Clear accountability for responding to consultations with defined process to ensure Member engagement									
	Reduced service to customers			National guidance interpreting legislation available and used regularly									
	Inability to deliver council's plans			Risks and issues associated with Statutory functions incorporated into Directorate Risk Registers and regularly reviewed.									
	Exposure to commercial pressures			Clear accountability for horizon scanning, risk identification / categorisation / escalation and policy interpretation in place									
	Reduced resilience and business continuity			Robust Committee forward plans to allow member oversight of policy issues and risk management, including Scrutiny and Audit									
	Reduced staff morale, increased workload and uncertainty may lead to loss of good people			Internal Audit Plan risk based to provide necessary assurances									
				Strong networks established locally, regionally and nationally to ensure influence on policy issues. In addition two Directors hold leading national roles									
				Senior Members aware and briefed regularly in 1:1s by Directors									
			Arrangements in place to source appropriate interim resource if needed										
			Ongoing programme of internal communication										
			Programme Boards in place to oversee key corporate projects and ensure resources are allocated as required.										
			Extended Leadership Team (ELT) Meetings established to oversee and provide assurance on key organisational matters including resourcing.										



Name and Description of risk	Potential impact	Inherent (gross) risk level (before Controls)			Controls	Lead Member	Risk owner	Risk manager	Residual risk level (after existing controls)			Mitigating actions (to address control issues)	Comments	Last updated
		Probability	Impact	Rating					Probability	Impact	Rating			
												Review Directorate/Service risk registers.		

Name and Description of risk	Potential impact	Inherent (gross) risk level (before Controls)		Controls	Lead Member	Risk owner	Risk manager	Residual risk level (after existing controls)		Mitigating actions (to address control issues)	Comments	Last updated
		Probability	Impact Rating					Probability	Impact Rating			
<b>L03 - CDC Local Plan</b> - Failure to ensure sound, up to date local plan remains in place for Cherwell resulting in poor planning decisions such as development in inappropriate locations, inability to demonstrate an adequate supply of land for housing and planning by appeal	Poor planning decisions leading to inappropriate growth in inappropriate place.	4	4	Local Development Scheme (LDS) is actively managed and reviewed, built into Service Plan, and integral to staff appraisals of all those significantly involved in Plan preparation and review  Team capacity and capability kept under continual review with gaps and pressures identified and managed at the earliest opportunity.  On-going review of planning appeal decisions to assess robustness and relevance of Local Plan policies	Councillor D Sames	Ian Boll	David Peckford	3	4	Annual (Authority) Monitoring Reports presented to the Executive on plan making and policy effectiveness. A report will be prepared at the end of the calendar year.  An updated LDS presented to the Executive when there is a significant change in the circumstances for the Local Plan timetable.  Programme built into Directorate level objectives (e.g. via Service Plans) and staff appraisals; on-going preparation of the Local Plan is a service priority.  A draft Plan is being presented to the Executive in September. Project management of the Local Plan process continues.  Regular Corporate Director, Lead Member and Members Advisory Group briefings	Consultation on a draft of the Cherwell Local Plan Review took place from 22 September to 3 November 2023. A new programme for the Local Plan was agreed when the Council's Executive approved an updated 'Local Development Scheme' on 5 September 2023. An Annual Monitoring Report was approved by the Executive on 4 December 2023.	Risk reviewed on 08/01/2024 - Comments updated)
	Negative (or failure to optimise) economic, social, community and environmental gain											
	Negative impact on the council's ability to deliver its strategic objectives, including its commitments within the Oxfordshire Housing & Growth Deal											
	Increased costs in planning appeals											
	Reputational damage with investor community of Cherwell as a good place to do business created by uncertainty/ lack of policy clarity											
<b>L04 - Business Continuity</b> Failure to ensure that critical services are maintained in the event of a short or long term incident impacting on the delivery of the Council's operations	Inability to deliver critical services to customers/residents	4	4	Business continuity strategy, statement of intent and framework in place and all arrangements overseen by a Business Continuity Steering Group Services prioritised and ICT recovery plans reflect those priorities and the requirements of critical services  ICT disaster recovery arrangements in place with data centre and cloud services reducing likelihood of ICT loss and data  Incident management team identified in Business Continuity Framework  All services undertake annual business impact assessments and updates of business continuity plans Cross-council Business Continuity Steering Group meets regularly to identify Business Continuity improvements needed	Councillor P Chapman	Ian Boll	Tim Hughes	2	3	BC actions post-audit are being implemented as per plan. BCSG meeting routinely and corporate refresh across all areas is progressing. BC Impact assessments and BCPs being updated and reviewed by OCC's Emergency Planning team with supporting document management system being implemented. Business Continuity Statement of Intent and Framework due to be reviewed to align with new incident management framework Cross-council BC Steering Group meets regularly to identify BC improvements needed; BC Steering Group has been reconvened, need to ensure engagement across all service areas.	Risk reviewed on 04/01/2024- No changes	
	Financial loss/ increased costs											
	Loss of important data											
	Inability to recover sufficiently to restore non-critical services before they become critical											
	Loss of reputation											
	Reduced service delivery capacity in medium term due to recovery activity											
<b>L05 - Emergency Planning (EP)</b> - Failure to ensure that the local authority has plans in place to respond appropriately to a civil emergency fulfilling its duty as a category one responder	Inability of council to respond effectively to an emergency	4	4	Incident Management Framework in place and key contact lists updated monthly.  Emergency Planning Lead Officer defined with responsibility to review, test and exercise plan and to establish, monitor and ensure all elements are covered  Expert advice and support provided by Oxfordshire County Council's Emergency Planning Team under partnership arrangements. Council Duty Directors attend training relating to role prior to joining duty director rota and have refresh training annually  Multi agency emergency exercises conducted to ensure readiness Active participation in Local Resilience Forum (LRF) activities  On-call rota being maintained and updated to reflect recent staffing changes	Councillor P Chapman	Ian Boll	Tim Hughes	2	3	Emergency plan contacts list updated monthly and reissued to all duty managers periodically. Available on ELT Teams channel. Supporting officers for incident response reviewed and identified across some areas, to ensure they are reviewed and updated across all service areas.	Risk reviewed on 04/01/2024 - No changes	
	Unnecessary hardship to residents and/or communities											
	Risk to human welfare and the environment											
	Legal challenge											
	Potential financial loss through compensation claims											
	Ineffective Cat 1 partnership relationships											
	Reputational damage											

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Name and Description of risk	Potential impact	Inherent (gross) risk level (before Controls)		Controls	Lead Member	Risk owner	Risk manager	Residual risk level (after existing controls)		Mitigating actions (to address control issues)	Comments	Last updated		
		Probability	Impact Rating					Probability	Impact Rating					
<b>L06 - Safeguarding the Vulnerable – Operational and partnership actions-</b> Failure to work effectively with partners to identify and protect vulnerable people in the district and disrupt exploitation leaving vulnerable people at risk or subject to exploitation.	Increased harm and distress caused to vulnerable individuals and their families.	4	4	Engagement with the Oxfordshire partnerships protocol review to identify improvements to local arrangements in support of the strategic partnerships. Outcomes of review to be implemented. Child Exploitation prevalence report reviewed with LPA Commander following each CE sub-group meeting. Community based exploitation disruption coordinated through the Joint Agency Tasking and Coordination Process.	Councillor P Chapman	Ian Boll	Tim Hughes	2	4	Continue in linking in with Oxfordshire partnerships protocol review to ensure outcomes relevant to CDC are understood and implemented as necessary.  Exploitation concerns and actions discussed routinely at Joint Agency Tasking and Co-ordination meetings on a monthly basis		Risk reviewed on 04/01/2024 - No changes		
	Council subject to external reviews													
	Criminal investigations potentially compromised													
	Potential financial liability if council deemed to be negligent.													
<b>L07 - Health and safety</b> Failure to ensure effective arrangements are in place for Health and Safety.	Unsafe services leading to fatality, serious injury & ill health to employees, service users or members of the public	5	4	Corporate H&S governance arrangements and policies are regularly reviewed and updated by the Corporate H&S Team and monitored by the H&S Assurance Board.  Directors and service leads are responsible for ensuring H&S arrangements are in place within their areas or responsibility. Managers are responsible for ensuring operational health and safety risks are assessed and effective control measures implemented.  Consultation with employee representatives via employer and union consultative committees (Unison)  Corporate H&S Training provided via corporate learning and development programme. Training for operational risks may be organised by services.  H&S performance monitored by accident and incident reports and corporate H&S auditing and inspection programme.  H&S information is disseminated via internal communications and updates to ELT and other relevant meetings.	Councillor S Dallimore	Claire Cox	Ruth Wooldridge	3	4	Corporate H&S Auditing and Inspection programme on track. Reports issued to managers and actions tracked for completion. Work ongoing with 2 audits per calendar month.  Work still in progress with service areas around the corporate H&S register, which will be managed and monitored with a focus on the depots as our highest risk areas.  Post decoupling senior management will have monthly monitoring of H&S matters as a standing item at senior management meetings.  Relevant and required policies and procedures are being reviewed.  Working with service areas to ensure that suitable risk assessments are in place.	RW & MG are undertaking audits and inspections on a monthly basis as per the KPI and on target for 100% completion.  Reports are going monthly to CLT. Ruth is also reporting in to monthly DLT meetings when necessary.  All Corporate Arrangements were reviewed late 2022, RW now going through again and doing further updates.	Risk reviewed on 08/01/2024 - No changes		
	Criminal prosecution for failings Breach of legislation and potential for enforcement action.													
	Financial impact (compensation or improvement actions)													
	Reputational Impact													

Name and Description of risk	Potential impact	Inherent (gross) risk level (before Controls)		Controls	Lead Member	Risk owner	Risk manager	Residual risk level (after existing controls)		Mitigating actions (to address control issues)	Comments	Last updated
		Probability	Impact Rating					Probability	Impact Rating			
<b>L08 - Cyber Security</b> -If there is insufficient security with regards to the data held and IT systems used by the councils and insufficient protection against malicious attacks on council's systems then there is a risk of: a data breach, a loss of service, cyber-ransom.	Financial loss / fine	4	5	20	Councillor S Dallimore	Stephen Hinds	David Spilsbury	3	5	15	<p>A series of all-Council staff awareness sessions and members given presentations with the Police Cyber Security Advisor.</p> <p>All staff reminded to be vigilant to unexpected emails due to the heightened risk of cyber-attack due to escalating tensions in Eastern Europe and at critical periods such as the run up to <b>Elections</b></p> <p>Cyber Security advice and guidance regularly highlighted to all staff.</p> <p>Cyber Security is mandatory e-learning for all staff to be completed annually and is part of new starters induction training. Additionally regular Mimecast videos sent to all users</p> <p>Cyber Security Officer has reviewed advice and provided assurance on our compliance.</p> <p>External Health Check undertaken each year and Cabinet Office PSN compliance reviewed and certified each year to ensure the infrastructure is secure to connect to the PSN.</p> <p>Internal Audit completed cyber audits with no major issues or significant risks identified.</p> <p>IT implemented an intrusion prevention and detection system which is monitored, and regular actions are implemented from the resulting reports.</p> <p>IT Officer has specific responsibility for Cyber Security and we have engaged a specialist partner to advise on industry best practices and standards.</p> <p>Microsoft Multi-Factor Authentication is embedded to authenticate users providing an enhanced level of cyber security.</p>	Risk reviewed on 8/01/2024
	Prosecution – penalties imposed	Managing access permissions and privileged users through AD and individual applications										
	Individuals could be placed at risk of harm	Schedule of regular security patching										
	Reduced capability to deliver customer facing services	Vulnerability scanning										
	Unlawful disclosure of sensitive information	Malware protection and detection										
	Inability to share services or work with partners	Effective information management and security training and awareness programme for staff										
	Loss of reputation	Password and Multi Factor Authentication security controls in place										
	Increased threat to security due to most staff working from home	Robust information and data related incident management procedures in place										
		Appropriate robust contractual arrangements in place with all third parties that supply systems or data processing services										
		Appropriate plans in place to ensure ongoing PSN compliance										
Adequate preventative measures in place to mitigate insider threat, including physical and system security												
Insider threat mitigated through recruitment and line management processes	A complete restructure and update of the technical approach for the infrastructure has resulted in a move to a zero trust model.											
Advice received from NCSC on specific activity alerts, the increased threat of globalised ransomware and malware attacks.	Advice received from NCSC on specific activity alerts, the increased threat of globalised ransomware and malware attacks.											
Mimecast awareness training and comprehensive defence system deployed to improve email security.	Mimecast awareness training and comprehensive defence system deployed to improve email security.											

Name and Description of risk	Potential impact	Inherent (gross) risk level (before Controls)		Controls	Lead Member	Risk owner	Risk manager	Residual risk level (after existing controls)		Mitigating actions (to address control issues)	Comments	Last updated
		Probability	Impact Rating					Probability	Impact Rating			
<b>L09 - Safeguarding the vulnerable - Internal procedures-</b> Failure to follow our internal policies and procedures in relation to safeguarding vulnerable adults and children or raising concerns about their welfare.	Increased harm and distress caused to vulnerable individuals and their families	4	4	16	Councillor P Chapman	Yvonne Rees	Nicola Riley	2	4	<b>8</b> Action plan acted upon and shared with Overview and scrutiny committee once a year  Annual refresher and new training programmes including training for new members  Continue to attend safeguarding board sub groups as necessary to maintain high levels of awareness within the system and compliance with latest practice  Corporate monitoring of all referrals  Ensure web pages remain up to date  Monitoring of implementation of corporate policies and procedures to ensure fully embedded  Regular internal cross departmental meetings to discuss safeguarding practice  SAR's and Lessons Learned reports circulated to improve practice and knowledge.	Monthly Safeguarding training/ briefings continue with good attendance, Safeguarding News Bulletin to all safeguarding champions keeping safeguarding at the forefront and identifies shared learning across the districts.  Further push on Member training saw promising results.	Risk reviewed on 05/01/2024 - Comments updated
	Council could face criminal prosecution											
	Criminal investigations potentially compromised											
	Potential financial liability if council deemed to be negligent											
	Reputational damage to the council											
<b>L10 - Sustainability of Council owned companies and delivery of planned financial and other objectives</b> Failure of council owned companies to achieve their intended outcomes or fail to meet financial objectives	Unclear governance leading to lack of clarity and oversight in terms of financial and business outcomes	3	5	15	Councillor B Wood	Stephen Hinds	Stephen Hinds	2	3	<b>6</b> A Shareholder Representative was appointed and regular governance arrangements are in place.          Resilience and support being developed across business to support and enhance knowledge around council companies.    Skills and experience being enhanced to deliver and support development, challenge and oversight.  Work with one company to ensure long term support arrangements are put in place.		Risk reviewed 08/01/2024 - No changes
	Failure of council owned companies to achieve their intended outcomes or fail to meet financial objectives											
	Lack of understanding at officer and member level about the different roles of responsibilities required when managing council owned companies											

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Name and Description of risk	Potential impact	Inherent (gross) risk level (before Controls)		Controls	Lead Member	Risk owner	Risk manager	Residual risk level (after existing controls)		Mitigating actions (to address control issues)	Comments	Last updated			
		Probability	Impact Rating					Probability	Impact Rating						
<b>L11 - Financial sustainability of third-party suppliers and contractors</b> The financial failure of a third party supplier and contractors results in the inability or reduced ability to deliver a service to customers or provide goods needed. A reduced supply market could also result in increased costs due to the council's loss of competitive advantage.	Reduced resilience and business continuity	3	4	12	Councillor A Nell	Shiraz Sheikh	Michael Sullivan	3	4	Creditsafe UK tool purchased to allow Procurement to carry out supplier credit checks when required.  Service areas to ensure supplier suitability checks have been carried out prior to award of contract and hold meetings as required with suppliers to review higher risk areas and ensure risks are being managed. Reminders to be sent to all who have Procurement/Contract Management responsibility to regularly meet with key suppliers and partners to gain early understanding of any issues arising.  Services areas to keep the key suppliers under regular check including running financial checks.	Creditsafe UK tool now operational Guidance is being developed for service areas to ensure that a contract management process is followed on a regular basis. This will include regular checks on Creditsafe UK to check on financial health; service areas will be advised to confirm that business continuity arrangements are in place and to seek evidence of regular reviews of this as part of the contract management process. Service areas to provide details of all current contracts to Procurement to enable analysis of third party spend to identify and risk assess key suppliers and contractors and to identify areas of duplication of costs.  Prior to contract award, procurement carries out a credit safe check to ensure financial viability of the preferred supplier.	Risk Reviewed 08/01/2024 - Comments made regarding action two.			
	Increased complaints and/or customer dissatisfaction														
	Increased costs and/or financial exposure to the Council due to having to cover costs or provide service due to failure of third party supplier of contractor														
<b>L12 - Corporate Governance</b> Failure of corporate governance leads to negative impact on service delivery or the implementation of major projects providing value to customers.	Threat to service delivery and performance if good management practices and controls are not adhered to.	4	4	16	Councillor S Dallimore	Stephen Hinds	Shiraz Sheikh	3	3	The Annual Governance Statement was produced and has been published and approved by the Audit, Accounts and Risk Committee. The Corporate Governance Assurance Group continues to map governance processes to ensure visibility and to refresh them.		Risk reviewed on 03/01/2024 - No changes required			
	Risk of ultra vires activity or lack of legal compliance														
	Risk of fraud or corruption														
	Risk to financial sustainability if lack of governance results in poor investment decisions or budgetary control.														
	Failure of corporate governance in terms of major projects, budgets or council owned companies impacts upon financial sustainability of the council.														
	Inability to support Council's democratic functions / obligations (e.g. return to physical public meetings and public access to meetings).														
	Elements of the COVID-19 response and recovery work may be compromised, delayed or not taken forwards.														

Name and Description of risk	Potential impact	Inherent (gross) risk level (before Controls)		Controls	Lead Member	Risk owner	Risk manager	Residual risk level (after existing controls)		Mitigating actions (to address control issues)	Comments	Last updated
		Probability	Impact Rating					Probability	Impact Rating			
<b>L13 - Monitoring and management of Major Infrastructure Projects and Programmes -</b> Failure to properly manage and monitor the various residual Oxfordshire Housing and Growth Deal infrastructure projects.	Failure to actively manage the various Infrastructure Projects and Programmes, particularly in relation to those being delivered by Oxfordshire County Council, could lead to delays or failure to deliver timely obligations, which could lead to HM Government holding back some or all of its funding, or requiring repayment.	4	5	20	Councillor D Ford	Ian Boll	Robert Jolley	4	3	12 Establishment of appropriate officer and stakeholder governance structures to support effective programme delivery Institute regular and effective dialogue with developers		Risk reviewed on 05/01/2024 - No changes
	Delivery of Infrastructure projects fail to accelerate housing delivery as commercial pressures impact house builders			Need to establish appropriate officer and stakeholder governance structures to support effective programme delivery. Need to institute regular and effective dialogue with developers.								
<b>L14 - Workforce Strategy</b> The lack of effective workforce strategies could impact on our ability to deliver Council priorities and services.	Limit our ability to recruit, retain and develop staff	3	4	12	Councillor S Dallimore	Yvonne Rees	Claire Cox	3	4	12 There are indications that specific service areas are beginning to experience recruitment difficulties for professional roles. HR is working with the relevant directors to consider alternative resourcing methods. Development of new L&D strategy, including apprenticeships. Development of relevant workforce plans. Development of specific recruitment and retention strategies. It is planned for CDC to develop a framework that suits the needs of all services ensuring that the Council has access to a much wider pool of staffing agencies at competitive rates. The new IT system has been implemented to improve our workforce data and continues to be develop to improve our ability to interrogate and access key data (ongoing) in order to inform workforce strategies.		Risk reviewed on 20/12/2023 - No changes
	Impact on our ability to deliver high quality services			Key staff in post to address risks (e.g. strategic HR business partners)								
	Overreliance on temporary staff			Weekly Vacancy Management process in place								
	Additional training and development costs			Ongoing service redesign will set out long term service requirements								

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## Cherwell District Council

### Executive

5 February 2024

### Deddington Neighbourhood Plan

### Report of Assistant Director – Planning and Development

This report is public.

### Purpose of report

To consider the Examiner's report on the draft Deddington Neighbourhood Plan (the "**Draft Neighbourhood Plan**") to determine whether the Draft Neighbourhood Plan, incorporating modifications should proceed to referendum.

#### 1.0 Recommendations

The Executive is recommended:

- 1.1 To approve all the Examiner's recommendations and modifications (Appendices 1 and 2) to enable the Plan, incorporating the recommended modifications (Appendix 3), to proceed to a referendum.
- 1.2 To authorise the issue of a 'decision statement' confirming the Executive's decision including that the Plan will now proceed to a referendum.
- 1.3 To authorise the Assistant Director – Planning and Development to make any minor presentational changes and corrections necessary to ready the Plan for referendum.

#### 2.0 Introduction

- 2.1 This report is prepared by Cherwell District Council (the "**Council**") to inform a decision by the Executive following the independent examination of the Draft Neighbourhood Plan. The examination commenced in August 2023 and the Examiner's report was received on 12 December 2023. Deddington Parish Council (the "**Parish Council**") also received a copy of the Examiner's report.
- 2.2 The Executive is invited to consider the following documents:
  - Examiner's Report (Appendix 1);
  - A schedule of the Examiner's recommendations and officer consideration of each recommendation and proposed changes (Appendix 2);

- The draft Deddington Neighbourhood Plan 2020-2040 incorporating all recommended modifications (Appendix 3).

- 2.3 All the documents submitted to the Examiner are available on-line at <https://www.cherwell.gov.uk/downloads/download/497/deddington-neighbourhood-plan>, together with the Examiner's correspondence.
- 2.4 It is the Executive's decision whether the Draft Neighbourhood Plan should proceed to referendum, and what modifications, if any, should be made to the plan.
- 2.5 An emerging neighbourhood plan is likely to be a material consideration in the consideration of many planning applications. Where the local planning authority publishes notice of a referendum, the emerging neighbourhood plan should be given more weight, while also taking account of the extent of unresolved objections to the plan and its degree of consistency with NPPF.

### 3.0 Report Details

- 3.1 The Neighbourhood Plan Area (the "**Designated Area**") was designated on the 2 December 2013 by the Executive.
- 3.2 The Parish Council initially prepared a draft Neighbourhood Plan, which was submitted to this Council in October 2018. However, the Parish Council subsequently decided to withdraw this Neighbourhood Plan following an independent examination.
- 3.3 The Parish Council has since progressed a new version of the Draft Neighbourhood Plan with public consultation on the Regulation 14 pre-submission draft having taken place between 1 October 2017 and 19 November 2017. Consultation on the Regulation 16 submission draft took place between 9 June 2023 and 21 July 2023.
- 3.4 Following the consultation on the draft in paragraph 3.3 above, the Council, in agreement with the Parish Council, appointed an independent examiner, John Slater, (the "**Examiner**") to undertake the examination. The Examiner's report has been fact checked by the Council and by the Parish Council and has been published on the Council's website.
- 3.5 The Examiner's report was received by the Council on 12 December 2023. It finds that, subject to specified modifications, the Draft Neighbourhood Plan meets the requisite Basic Conditions and other legal requirements. It is recommended by the Examiner that the Draft Neighbourhood Plan should proceed to a local referendum based on the plan area.
- 3.6 However, the decision as to whether the Basic Conditions and legal requirements have been met and therefore the determination as to whether the document can proceed to referendum, rests with the Council. The Examiner's report is presented at Appendix 1. It includes his recommended modifications to the Draft Neighbourhood Plan. At Appendix 2, Members will find a schedule of the Examiners' recommendations and officer responses. The modifications proposed by the Examiner include amendments to policy, policy maps and supporting text.

## Requirements

- 3.7 An Examination includes consideration of whether a plan meets the legal requirements in the prescribed “**Basic Conditions**” below:
- having regard to national policies and advice contained in guidance issued by the Secretary of State, it is appropriate to make the plan;
  - the making of the neighbourhood plan contributes to the achievement of sustainable development;
  - the making of the neighbourhood plan is in general conformity with the strategic policies contained in the development plan for the area of the authority (or any part of that area);
  - the making of the neighbourhood plan does not breach, and is otherwise compatible with, EU obligations; and
  - the making of the neighbourhood plan is not likely to have a significant effect on a European site or a European offshore marine site, either alone or in combination with other plans or projects.
- 3.8 In addition to the Basic Conditions, the Examiner’s report also considers:
- whether the Draft Neighbourhood Plan is compatible with the European Convention Rights; and
  - whether the Draft Neighbourhood Plan complies with the provisions made by or under sections 38A and 38B of the Planning and Compulsory Purchase Act 2004.
- 3.9 The Examiner’s report must recommend either:
- that the Draft Neighbourhood Plan is submitted to a referendum; or
  - that the modifications are made and that the modified Neighbourhood Plan (the “**Modified Neighbourhood Plan**”) is submitted to a referendum; or
  - that the Draft Neighbourhood Plan does not proceed to a referendum on the basis it does not meet the necessary legal requirements.
- 3.10 Whilst the Examiner’s report must address the issues above, it is the responsibility of the Council as local planning authority to ensure that all the regulations appropriate to the nature and scope of the Draft Neighbourhood Plan submitted have been met in order for the Draft Neighbourhood Plan to progress to referendum.
- 3.11 Schedule 4B to the Town and Country Planning Act 1990 requires that the local planning authority must:
- a) consider each of the recommendations made by the report (and the reasons for them), and
  - b) decide what action to take in response to each recommendation.
- 3.12 The local planning authority must then publish the decisions it makes in relation to the Examiner’s recommendations (the “**Decision Statement**”), including within the reasons for making those decisions and such other matters relating to those decisions and to notify the qualifying body and other relevant bodies.

- 3.13 The only modifications that the local planning authority may make are:
- modifications that the authority consider need to be made to secure that the draft order meets the Basic Conditions mentioned in paragraph 8(2);
  - modifications that the authority consider need to be made to secure that the draft order is compatible with the Convention rights;
  - modifications that the authority consider need to be made to secure that the draft order complies with the provision made by or under sections 61E(2), 61J and 61L;
  - modifications specifying a period under section 61L(2)(b) or (5);
  - modifications for the purpose of correcting errors.

- 3.14 Where a council wishes to put forward any modifications which differ from those proposed by the Examiner, the council is required to undertake further consultation.

### **Examiner's Report**

- 3.15 The Examiner's report is presented at Appendix 1. It includes his recommended modifications to the Draft Neighbourhood Plan. At Appendix 2, Members will find a schedule of the Examiners' recommendations and officer responses. The modifications proposed by the Examiner include amendments to policy, policy maps and supporting text.
- 3.16 The Examiner is satisfied that the community has had sufficient opportunity to be involved with and influence the Draft Neighbourhood Plan; that it is in general conformity with the strategic policies in the adopted Cherwell Local Plan and saved policies. He goes on to advise that he has considered compliance with the Basic Conditions relating to European legislation and Habitats Regulations, and also the Human Rights Act and is content that these Basic Conditions are met.
- 3.17 The first policy that the Examiner considers is that which relates to the settlement boundary (Policy DEDD1) and proposes that the boundary be amended to include the proposed allocation site, as this will, in due course, reflect the built area of the village. He also proposes amendments to the wording regarding development outside settlement boundaries to bring it in line with national policy.
- 3.18 Policy DEDD2 is concerned with the village site allocation and the Examiner seeks to take a flexible approach on the policy criteria, although he does propose that it is clarified that all policy criteria have been considered and applied.
- 3.19 The Draft Neighbourhood Plan allocates land at Banbury Road, to the north of the fire station for residential development, a nursery and public parking. The increased capacity of the site is 85-90 dwellings, alongside the 20-25 public parking spaces and nursery with appropriate landscaping. The development is expected to be delivered within five years and, as such, the Draft Neighbourhood Plan states that it does not expect any further development, other than infill sites.
- 3.20 The policy on Housing Mix DEDD3 is supported by a housing needs assessment undertaken for the Parish Council and the Examiner sought greater clarity on the connections required for this policy to apply and has changed the policy to become an encouraging policy. Affordable housing is to be encouraged to be allocated to those with such a connection or key workers.
- 3.21 Design quality in Deddington DEDD4 only attracts minor wording changes from the Examiner to bring the policy in line with national policy, i.e. the use of *'preserve and*

*enhance*’ when referring to conservation areas. Deddington Health Centre and the Windmill Centre are not considered to constitute a heritage asset and as such these heritage asset designations are proposed to be removed from the Draft Neighbourhood Plan.

- 3.22 Neighbourhood Plan policies relating to design quality in the other settlements are unchanged.
- 3.23 In terms of landscape character and key views (DEDD7), the only change that the Examiner sought to make was the removal of an identified key viewpoint at Snakehill Lane, Hempton.
- 3.24 The Examiner considers Policy DEDD8 Travel Planning to be overly restrictive and so amends the policy to ensure traffic calming and financial contributions to public transport are to be sought when requested by the Highway Authority. He also queried the requirement for air quality mitigation and removed this as there is no evidence to support this requirement.
- 3.25 The policy relating to Green Infrastructure remains unchanged.
- 3.26 Policy DEDD10 – Satin Lane Allotments Local Green Space is proposed by the Examiner to be brought in line with Secretary of State policy so that it does not introduce greater control over development beyond the scope of local green space policy.
- 3.27 Policy DEDD11 – Community Facilities seeks to protect specific buildings within the neighbourhood plan area unless certain criteria are met. The Examiner has proposed that two of the criteria are removed, relating to the efforts made to improve the operation and management of the facility and also whether, in the case of a public house, that suitable alternative public houses remain in the area.
- 3.28 The policy in respect of Deddington Village Centre remains unchanged.
- 3.29 Policy DEDD13 – Local Business seeks to support new business uses within the settlement boundary or adjacent an existing use if this is outwith the settlement boundary. The Examiner has amended the policy to reflect Class E uses and also introduced greater flexibility in line with national policy.
- 3.30 The Examiner has left the policy DEDD14 – home working unaltered.
- 3.31 Policy DEDD15 is concerned with broadband and mobile communications. The original Neighbourhood Plan policy required developers to provide a superfast broadband connection, though it is proposed, through the Examiner’s report that this element of the policy be deleted so that developers are required to provide the necessary infrastructure to enable such a connection to be made.
- 3.32 The Examiner explicitly sets out that his proposed modifications to Policy DEDD16 – Zero Carbon Building have been made in order to address a Basic Conditions issue. These changes reflect a more encouraging approach to zero carbon building which does not conflict with national guidance.
- 3.33 In summary, the Examiner congratulates the Parish Council on reaching a successful outcome to the examination and commends its evidence, policies and

approach. The Examiner concludes that the Draft Neighbourhood Plan as modified would achieve sustainable development and should proceed to referendum on the basis of the existing Designated Area (Executive decision 2 December 2013). He states, '*It is clear that a huge amount of hard work has gone into this plan by volunteers on behalf of the local community over many years and I am pleased to recognise their sterling work.*'

### **Officers' consideration of the Examiner's Report**

- 3.34 Having considered the Examiner's report, officers are of the view that all of his recommendations should be accepted. Officers consider that the Draft Neighbourhood Plan meets the Basic Conditions with the Examiner's proposed modifications. The modifications and necessary consequential changes and editing are shown in the Neighbourhood Draft Plan text at Appendix 3. Officers also agree with the Examiner that the referendum area should be based on the Designated Area and that the referendum area does not need to be extended.

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

- 4.1 Given the above, it is recommended that the Executive agrees to agree to submission of the Draft Neighbourhood Plan (as modified) for referendum and that a Decision Statement be issued.
- 4.2 This Council would then be responsible for making the necessary arrangements for the referendum to be held. A notice of the referendum will need to be issued. In line with the Neighbourhood Planning (referendums) Regulations 2012, Schedule 1, the following question would be asked:  
"Do you want Cherwell District Council to use the neighbourhood plan for Deddington to help it decide planning applications in the neighbourhood area?"
- 4.3 If a majority of votes are in favour of the Neighbourhood Plan, it would come into force as part of the statutory Development Plan for the District. This Council must then ensure that the plan is "made" within eight weeks of the referendum for it to take effect.

## **5.0 Consultation**

- 5.1 In the preparation of this report, Councillor Dan Sames: Portfolio Holder – Planning and Development.

## **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 accept all the Examiner's recommendations.*

Where a local planning authority proposes to make a decision that differs from the Examiner's recommendations it is required to set out these reasons in a Decision Statement which would be subject to further consultation.

Reason: Officers agree with all the Examiner's recommendations.

*Option 2: Not to accept the Examiner's recommendations and not to proceed to a referendum.*

Option 2 could only be justified if the Examiner recommends that the Draft Neighbourhood Plan should not proceed to a referendum, or the Council is not satisfied that the Draft Neighbourhood Plan has met the procedural and legal requirements.

Reason: Officers agree with the Examiner's recommendations and are of the view that the local planning authority have met the procedural and legal requirements.

## **7.0 Implications**

### **Financial and Resource Implications**

- 7.1 Local Planning Authorities can claim £20,000 once they have issued a Decision Statement detailing their intention to submit a neighbourhood Development Plan for referendum (as set out under Regulation 25 of the Neighbourhood Planning (General) Regulations 2012). The date for the referendum does not have to be set in order to make this claim. There will be no additional costs borne by the Council as this funding will reimburse all r costs incurred including holding the referendum and the Examiner's fees incurred to date.

Checked by:

Kelly Wheeler, Finance Business Partner, 01295 221570

[kelly.wheeler@cherwell-dc.gov.uk](mailto:kelly.wheeler@cherwell-dc.gov.uk)

### **Legal Implications**

- 7.2 The Council has a statutory duty to assist communities in the preparation of neighbourhood development plans. The Draft Neighbourhood Plan has been prepared in accordance with the Town and Country Planning Act 1990 (as amended), the Planning and Compulsory Purchase Act 2004 (as amended), and the Neighbourhood Planning (General) Regulations 2012 (as amended). It is considered that the Draft Neighbourhood Plan meets the statutory Basic Conditions and that there is no legal reason why the Draft Neighbourhood Plan, with the modifications made by the Examine, should not proceed to referendum.

Checked by:

Kim Maher, Solicitor, 01295 221684

[kim.maher@cherwell-dc.gov.uk](mailto:kim.maher@cherwell-dc.gov.uk)

### **Risk Implications**

- 7.3 The Draft Neighbourhood Plan has been thoroughly examined and officers have considered the Draft Neighbourhood Plan and the Examiner's report. Whilst there is always the potential for legal challenge, in the circumstances described herein, there is not considered to be a notable risk of challenge. If any arise it will be managed through the service operational risk register and escalated to the Leadership Risk Register as and when deemed necessary.

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

### **Equalities and Inclusion Implications**

- 7.4 The Draft Neighbourhood Plan, and its supporting consultation statement, set out how the Parish Council has sought to prepare a neighbourhood development plan that seeks to respond to all members of its community, keeping in line with the principles of our Equalities, Diversity and Inclusion framework.

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

### **Sustainability Implications**

- 7.5 The Draft Neighbourhood Plan has been informed by a process of Sustainability Appraisal, including detailed reports on the assessment of sites. As noted by the Examiner, it supports sustainable development through its strategy and contains a suite of policies that support sustainable development, including those relating to the standards any new development should conform to, including those required to achieve climate change goals/targets.

Checked by:  
Jo Miskin, Climate Action Manager, 07900 227103  
[Jo.miskin@cherwell-dc.gov.uk](mailto:Jo.miskin@cherwell-dc.gov.uk)

## **8.0 Decision Information**

### **Key Decision**

**Financial Threshold Met: No**

**Community Impact Threshold Met: No**

### **Wards Affected**

Deddington

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

Business Plan 2023-24

The Draft Neighbourhood Plan, as modified, would assist in meeting the business plan's strategic priorities:

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



- Healthy, resilient and engaged communities

### **Lead Councillor**

Councillor Dan Sames – Portfolio Holder for Planning and Development

### **Document Information**

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

- Appendix 1 Examiner's Report 12 December 2023
- Appendix 2 Schedule of Recommendations
- Appendix 3 Post examination Draft Neighbourhood Plan with modifications in tracked changes

#### **Background papers**

None

#### **Reference papers**

Deddington Neighbourhood Plan submission documents

<https://www.cherwell.gov.uk/info/221/neighbourhood-plans/397/deddington-neighbourhood-plan/3>

Documents related to the Examination of the Deddington Neighbourhood Plan

<https://www.cherwell.gov.uk/info/221/neighbourhood-plans/397/deddington-neighbourhood-plan/5>

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

Holly Jones Interim Principal Planning Policy Officer

01295 221642

[Holly.jones@cherwell.gov.uk](mailto:Holly.jones@cherwell.gov.uk)

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# Deddington Neighbourhood Plan 2020-2040

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## Submission Version

A Report to Cherwell District Council on the Examination of the  
Deddington Neighbourhood Plan

John Slater BA (Hons), DMS, MRTPI, FRGS

John Slater Planning Ltd

[johnslaterplanning@gmail.com](mailto:johnslaterplanning@gmail.com)

12<sup>th</sup> December 2023

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## Executive Summary

My examination has concluded that the Deddington Neighbourhood Plan should proceed to referendum, subject to the Plan being amended in line with my recommended modifications, which are required to ensure the plan meets the basic conditions. The more noteworthy include –

- The inclusion of the village allocation site within the Deddington settlement boundary.
- Allowing development outside of the settlement boundaries which comply with other development plan policies.
- Increasing the capacity of the allocation site to approximately 85 - 90 units.
- Affordable housing to be encouraged to be allocated to those with the Deddington connection or key workers, in accordance with criteria now defined in the plan.
- Removing reference to ditches when describing the special character of the Deddington Conservation Area and removing the modern Deddington Health Centre and Windmill Centre from the list of non-designated heritage assets.
- Removing Viewpoint 2 from the list of key views.
- Traffic calming and financial contributions to public transport to be sought when requested by the Highway Authority.
- Removing the protection to the areas which lie outside, but adjacent to, the proposed local green space.
- Removing the criteria requiring the assessment of whether the performance of businesses and management of closed pubs could have been improved when considering alternative uses.
- Removing the restriction on new businesses in the countryside to only those that are within or adjacent to existing businesses.
- Requiring developers to provide the necessary infrastructure to allow properties to be connected to superfast broadband services.
- Removing the reference to “zero carbon ready by design”, as a design expectation and removing the elements of the policy requiring post occupational checks on expected performance and requiring remedial action where performance expectations are not met.

The referendum area does not need to be extended beyond the Plan area.

## Introduction

1. Neighbourhood planning is a process, introduced by the Localism Act 2011, which allows local communities the opportunity to create the policies that will shape the places where they live and work. A neighbourhood plan does provide the community with the ability to allocate land for particular purposes and to prepare the policies that will be used in the determination of planning applications in its area. Once a neighbourhood plan is made, it will form part of the statutory development plan alongside the policies in the Cherwell Local Plan 2011-31, adopted in July 2015 and the saved policies of the adopted Cherwell Local Plan 1996. Decision makers are required to determine planning applications in accordance with the development plan, unless material considerations indicate otherwise.
2. The neighbourhood plan making process has been undertaken under the supervision of Deddington Parish Council. A Steering Group was appointed to undertake the Plan's preparations.
3. This report is the outcome of my examination of the Submission Version of the Deddington Neighbourhood Plan. My report will make recommendations, based on my findings, on whether the Plan should go forward to a referendum. If the Plan then receives the support of over 50% of those voting at the referendum, the Plan will be "made" by Cherwell District Council.

## The Examiner's Role

4. I was appointed by Cherwell District Council in August 2023, with the agreement of Deddington Parish Council, to conduct this examination.
5. In order for me to be appointed to this role, I am required to be appropriately experienced and qualified. I have over 45 years' experience as a planning practitioner, primarily working in local government, which included 8 years as a Head of Planning at a large unitary authority on the south coast, but latterly as an independent planning consultant and director of my neighbourhood planning consultancy, John Slater Planning Ltd. I am a Chartered Town Planner and a member of the Royal Town Planning Institute. I am independent of Cherwell District Council and Deddington Parish Council and I can confirm that I have no interest in any land that is affected by the Neighbourhood Plan.

6. Under the terms of the neighbourhood planning legislation, I am required to make one of three possible recommendations:
  - That the Plan should proceed to referendum on the basis that it meets all the legal requirements.
  - That the Plan should proceed to referendum, if modified.
  - That the Plan should not proceed to referendum on the basis that it does not meet all the legal requirements.
7. Furthermore, if I am to conclude that the Plan should proceed to referendum, I need to consider whether the area covered by the referendum should extend beyond the boundaries of the area covered by the Deddington Neighbourhood Plan area.
8. In examining the Plan, the Independent Examiner is expected to address the following questions:
  - Do the policies relate to the development and use of land for a Designated Neighbourhood Plan area in accordance with Section 38A of the Planning and Compulsory Purchase Act 2004?
  - Does the Neighbourhood Plan meet the requirements of Section 38B of the Planning and Compulsory Purchase Act 2004 - namely that it specifies the period to which it is to have effect? It must not relate to matters which are referred to as “excluded development” and also that it must not cover more than one Neighbourhood Plan area.
  - Has the Neighbourhood Plan been prepared for an area designated under Section 61G of the Localism Act and been developed and submitted by a qualifying body?
9. I am able to confirm that the Plan only relates to the development and use of land, covering the area designated by Cherwell District Council, for the Deddington Neighbourhood Plan, on 2<sup>nd</sup> December 2013.
10. I can also confirm that it does specify the period over which the Plan has effect, namely the period from 2020 up to 2040.
11. I can confirm that the Plan does not contain policies dealing with any “excluded development”.
12. There are no other neighbourhood plans covering the area covered by the neighbourhood area designation.
13. I am satisfied that Deddington Parish Council as a parish council can act as a qualifying body under the terms of the legislation.

### **The Examination Process**

14. Once I had reviewed the submitted documents, my first task was to conduct a site visit to Deddington. This was carried out on Tuesday 29<sup>th</sup> August 2023.
15. I entered the parish from the west, along the B4031, driving through Hempton, across the crossroads in Deddington, through the village

centre and onto Clifton. Having orientated myself, I returned to Deddington and parked in the centre of the village and had a walk around the village centre, enjoying the quality of the conservation area with its many listed buildings. The market square was very lively. I also saw a number of the community facilities referred to in Policy DEDD 11.

16. I returned to my car and visited the proposed village housing allocation site, seeing it from both Earls Lane and Banbury Road. During my tour of the parish, I visited each of the other six sites that had been considered as possible housing sites in the SEA. I took in the number of key views as well as other community facilities situated outside the village centre as well as the allotment site proposed as a local green space.
17. Having completed my tour of Deddington, I then made a return visit to Clifton where I noted the three sites that had been considered as possible housing sites as well as the proposed local listed buildings and noted the key characteristics identified in the design quality policy. I did the same when I returned to Hempton including trying to locate the Viewpoint 2 of Snake Hill Lane. I then departed the parish towards Banbury by crossing the Oxford Canal.
18. Upon my return from Deddington, I prepared the document entitled Initial Comments of the Independent Examiner, dated 31<sup>st</sup> August 2023, which asked questions of both the Parish Council and Cherwell District Council. In that note, my view was that the examination would not need a public hearing and that remains the case.
19. I received the response from Deddington Parish Council on 21<sup>st</sup> September 2023 and from Cherwell District Council, on 5<sup>th</sup> October 2023. Both responses were placed on the appropriate websites.

### **The Consultation Process**

20. The initial public consultation on the neighbourhood plan took the form of a drop-in event held over the 21<sup>st</sup> - 23<sup>rd</sup> November 2013, inviting residents to identify issues and concerns. This was attended by 230 visitors.
21. Following that initial event, the Steering Group set about exploring a number of issues and initiated consultations with stakeholders and landowners. It appears that this work extended over a period from 2014 through to 2017.
22. In 2014, two surveys were undertaken. One was with Year 6 primary school pupils and secondly a parish questionnaire. That survey generated 914 responses from adults and 73 responses to a youth version of the questionnaire.



23. In April 2015, a second drop-in event was held over two days, feeding back the results of the questionnaires and asking additional questions. That was followed by a third drop-in event held over the 20<sup>th</sup> – 21<sup>st</sup> November 2015 which offered the public an opportunity to give their views on emerging neighbourhood plan policies.
24. A Pre-Submission version of the neighbourhood plan was published, which was subject to what was known as a Regulation 14 consultation from 1<sup>st</sup> October to 19<sup>th</sup> November 2017. This consultation produced 112 responses. Some changes to the document were made and the Submission version of the plan was prepared and submitted to Cherwell District Council.
25. That Submission version of the plan was the subject of an examination carried out by my fellow examiner, Andrew Ashcroft. In his report he deleted a number of policies and concluded that the policy to limit development in the parish to approximately 50 dwellings and a limit so that no site should exceed 20 dwellings, were found not to be based on evidence. Upon receipt of his report, the Parish Council resolved to withdraw that version of the plan and embark upon a new neighbourhood plan.
26. In commencing the preparation of this new plan, the Parish Council commissioned a Housing Needs Assessment and a Strategic Environmental Assessment. A new parish questionnaire was circulated in June 2022 which was completed by 405 residents, a 40% response rate. It set out the results of the Housing Needs Assessment and the likely housing numbers which were then expected to be required to be delivered in the period up to 2040. It identified 14 potential housing sites and 16 policy intentions. The Consultation Statement reports that there are over 1000 votes and comments made.
27. This additional evidence gathering and the community feedback informed the preparation of a new Pre-Submission version of the neighbourhood plan, which was the subject of its own Regulation 14 consultation, which ran for seven weeks during November 2022 through to January 2023. This resulted in 48 responses.
28. There was a separate six-week consultation on the draft Strategic Environmental Assessment as required by Regulation 13 of the Environmental Assessment of Plans and Programmes Regulations 2004. This consultation ran from 25<sup>th</sup> March through to 6<sup>th</sup> May 2023.
29. I am very satisfied that the community has had ample opportunity to be consulted and to be able to influence the content of this neighbourhood plan.

## Regulation 16 Consultation

30. I have had regard, in carrying out this examination, to all the comments made during the period of final consultation, which took place over a six- week period, between 9<sup>th</sup> June 2023 and 21<sup>st</sup> July 2023. This consultation was organised by Cherwell District Council, prior to the Plan being passed to me for its examination. That stage is known as the Regulation 16 consultation.
31. In total, 18 responses were received, including: Cherwell District Council, National Highways, Historic England, Oxfordshire County Council, Mid Cherwell Neighbourhood Plan Forum, Cotswold National Landscape Board, Canal and Rivers Trust, Thames Valley Police, Thames Water Ltd, Sports England, The Coal Authority and Network Rail. I also received representations submitted by BVA Planning on behalf of Welbeck Strategic Land V Ltd, Marrons on behalf of Rainier Developments, D2 Planning Ltd on behalf of Blue Cedar Homes, Ridge and Partners for M&G Real Estate and Pembury West on behalf of Mervyn Dobson. There was also a representation submitted by 2 local residents.
32. I have carefully read all the correspondence and I will refer to the representations where relevant to my considerations and conclusions in respect of specific policies or the Plan as a whole.

## The Basic Conditions

33. The Neighbourhood Planning Examination process is different to a Local Plan Examination, in that the test is not one of “soundness”. The Neighbourhood Plan is tested against what are known as the Basic Conditions as set down in legislation. It will be against these criteria that my examination must focus.
34. The five questions, which seek to establish that the Neighbourhood Plan meets the basic conditions test, are: -
- Is it appropriate to make the Plan having regard to the national policies and advice contained in the guidance issued by the Secretary of State?
  - Will the making of the Plan contribute to the achievement of sustainable development?
  - Will the making of the Plan be in general conformity with the strategic policies set out in the Development Plan for the area?
  - Will the making of the Plan breach or be otherwise incompatible with EU obligations or human rights legislation?

- Will the making of the Plan breach the requirements of Regulation 8 of Part 6 of the Conservation of Habitats and Species Regulations 2017?

## **Compliance with the Development Plan**

35. To meet the basic conditions test, the Neighbourhood Plan is required to be in general conformity with the strategic policies of the Development Plan, which in this case is the Cherwell Local Plan adopted on 20<sup>th</sup> July 2015 and the saved policies of the Cherwell Local Plan 1996.
36. One of the main objectives of the Cherwell Local Plan is to build an additional 21,734 homes during the period 2014 through to 2031. The plan provides for the building of 5,392 dwellings in the rural areas, which included Kidlington. Deddington is classed as a Category A - Service Village where the policy allows residential development within the built-up limits in the villages, plus minor development including infill and conversions. Clifton and Hempton are classed as Category B – Satellite Villages. 750 dwellings were expected to be delivered in Category A villages. Policy Village 2 sets out criteria for identifying sites for development and Policy Village 3 sets out the criteria for the consideration of rural exemption sites.
37. Cherwell District Council is currently preparing a Local Plan Review which will take the local plan through the period up to 2040. The draft local plan has reached its Regulation 18 stage and was the subject of public consultation from 22<sup>nd</sup> September 2023 until 3<sup>rd</sup> November 2023. In that document Deddington is classed as a Larger Village in the settlement hierarchy in Core Policy 35.
38. The plan set out a district housing requirement for 25,860 new homes for the period 2020 to 2040 of which 500 would be the indicative allocation for the rural areas. The strategy for rural areas is only to allow limited development designed to meet local community and business needs and to direct development to the larger, more sustainable settlements with a wider range of services.
39. This emerging local plan still has a number of stages to go in its preparation and its content and policies could change as a result of analysing consultation responses as well as being subject to its public examination.
40. In terms of the basic conditions test, the neighbourhood plan does not have to be in general conformity with the strategic policies in the emerging local plan. However, particularly in the area of housing numbers, it does indicate a direction of travel which can be influential in deciding whether the neighbourhood plan will be delivering sustainable

development, particularly in the area of whether its proposals meet the housing needs for the present and future generations.

41. My overall conclusion is that the Neighbourhood Plan, apart from where I have noted in the commentary on individual policies, is in general conformity with these strategic policies in the Cherwell Local Plan 2014-31 and the saved policies in the Cherwell Local Plan 1996.

### **Compliance with European and Human Rights Legislation**

42. The Parish Council, in preparing the latest version of the neighbourhood plan, took the early decision that it would prepare a full Strategic Environmental Assessment, as required by EU Directive 2001/42/EC, which is enshrined into UK law by the “Environmental Assessment of Plans and Programmes Regulations 2004”. It did not request a screening opinion from the district council.
43. AECOM were commissioned to undertake this assessment. I have been provided with the final version of the assessment which reflects the changes made following the Regulation 14 consultation and the separate public consultation which was carried out in respect of the SEA. The assessment follows the usual methodology and its scope reflects the consultation responses made by Historic England when it was consulted at the scoping stage. The SEA in particular, looked at assessing reasonable alternatives in terms of the housing allocations and it looked at 13 sites. Four sites were identified as having the fewest adverse effects and similar potential for positive effects. It also assessed the environmental impact of the neighbourhood plan policies when considered against a range of environmental themes and objectives.
44. The District Council, as the competent authority, screened the plan under the Conservation of Habitats and Species Regulations 2017 and concluded that the plan would not have any significant adverse effects on European protected sites, the nearest which is the Oxford Meadows SAC.
45. I am satisfied that the basic conditions regarding compliance with European legislation, including the basic condition regarding compliance with the Habitat Regulations, are met. I am also content that the Plan has no conflict with the Human Rights Act.

### **The Neighbourhood Plan: An Overview**

46. I must firstly commend the Parish Council and the Steering Group for the amount of work that has been put into this neighbourhood plan exercise, bearing in mind that the Parish Council commenced work on a neighbourhood plan for Deddington, back in 2013. Work on this

version has taken much less time than the first version, which the Parish Council chose to withdraw.

47. This is a neighbourhood plan that is very firmly focused on the parish of Deddington. In terms of its approach to planning for the future, it is ambitious in making a significant housing allocation, whilst at the same time securing major community benefits in the shape of new village parking and a replacement day nursery.
48. The plan sets high design quality expectations, protects key views in the landscape and an area of local green space as well as important community facilities. It places particular weight on protecting heritage assets and the conservation area, whilst encouraging commercial and business activity in the parish. Overall my conclusion is that it meets the definition of delivering the three strands of sustainable development, namely in the fields of its social, economic and environmental objectives.
49. The challenge facing the Parish Council in preparing this plan, is that it is proposing a plan period up to 2040, whilst the adopted Cherwell Local Plan only sets the strategic planning framework up to 2031. Cherwell District Council has embarked upon preparing a local plan review, but this has only just reached its Regulation 18 consultation stage, and is some way off of being in a position to be adopted.
50. The District Council has confirmed that it is not in a position to give the Parish Council a firm housing number to work to, which is something normally expected by the Secretary of State, as set out in paragraph 66 of the NPPF. That has meant that for the period 2031 -2040, the Parish Council was somewhat in the dark, in terms of how much development it is expected to plan for.
51. To overcome this problem, the Parish Council commissioned its own research, through a Housing Needs Assessment and has used that to arrive at a figure. It is also evident that there had been ongoing active discussions between planning officers and the Steering Group. The Steering Group feared that because of the perceived sustainability of Deddington, as a settlement which contains a range of local facilities, that the number of new homes that it would be asked to accommodate would be much higher. The latest draft of the emerging Local Plan when published, again did not allocate housing numbers to individual communities, but it proposed that 500 additional homes should be built across 11 more sustainable villages which included Deddington. In its response to my Initial Comments document, the Parish Council calculated that an 11<sup>th</sup> share of that figure would be 45.5 units.
52. I specifically asked the District Council for its view on the level of development that the neighbourhood plan is promoting, in the absence of a definitive housing figure. It said that it has no objections to the quantum of housing proposed for the parish which broadly align with

the “level of housing growth currently proposed in the draft Cherwell Local Plan Review.”

53. I am satisfied that the neighbourhood plan is proposing adequate land for housing, but if the strategic housing framework were to change once the Local Plan Review is adopted, then it would be necessary for the Parish Council to have to conduct a review of this neighbourhood plan.
54. I would also like to raise one issue in terms of the presentation of the plan, which is generally very good, it is well laid out and makes good use of photographs. However the quality of the mapping throughout this version, is poor and difficult, if not impossible, in some cases to adequately decipher what is being shown. This is not just an issue with the printed document but also extends to the web version. I would strongly urge the Parish Council to address this as an issue, possibly using a different map base or a higher resolution version of the maps. Maybe the Cherwell Planning department may be able to assist as only a small number of maps are the problem?
55. My examination has concentrated on the plan policies and their wording and whether the plan as a whole meets the basic conditions, as well as the other legal tests. It is beyond the scope of my role as examiner to have to re-draft the supporting text. However, there will be a need for an editing exercise, in view of the changes that I am recommending, to ensure that the resultant plan reflects my recommendations, yet still reads as a cogent and coherent planning document. It may be possible for the authors to take on board other comments made by consultees at Regulation 16 stage, which I do not need to address as I am restricted to matters of the basic conditions and other legal matters.
56. I will leave it to the Parish Council to work alongside the District Council planners to make these consequential changes to the supporting text and justifications, when preparing the Referendum Version of the plan, which will have to be published alongside Cherwell District Council's Decision Statement.

## **The Neighbourhood Development Plan Policies**

### **Policy DEDD1: Deddington Village Settlement Boundary**

57. This policy is in two parts. The first refers to the drawing of the settlement boundaries around Deddington, Hempton and Clifton. The second part refers to the acceptable forms of development for both inside and outside the boundary.
58. At the Regulation 16 stage there were a number of representations relating to the drawing of the boundary tight to the built-up edge and excluding land capable of development. Whilst I have not found most arguments compelling, I do agree with the comments made on behalf

of the promoters of the proposed allocation site, Welbeck Strategic Land V Limited. It would be justifiable to include the allocation site within the settlement boundary as it is intended that this housing development would be a natural extension to the village and once built out, subsequent proposals would otherwise have to be subject to policies covering the countryside. I propose that the boundary should follow the external boundaries of the proposed allocation.

59. Other representations refer to the implication of not including alternative sites which lie outside the settlement boundary, including possible sites at Clifton and Hempton. However, I find no justification for relaxing further the settlement boundary, to offer additional possibilities of new developments, bearing in mind the fact that the neighbourhood plan is allocating extra land for housing than the level of housing need, which had been identified.
60. In terms of the requirement of the second element of policy, it states that proposals will not be supported outside of a settlement boundary unless the development is essential to, or suited to, a countryside location. However, there are some developments, such as rural exception sites, which Policy Village 3 would allow outside, but adjacent to settlements. Equally, there are some forms of development, permitted by the saved policies in the 1996 Local Plan, which supports certain types of developments in the countryside, such as replacement dwellings.
61. At the same time, there are sections of the NPPF which have a presumption in favour of development in the countryside, such as the reuse of redundant or disused buildings (which enhance the immediate setting), developments which allow for the growth and expansion of all types of business in rural areas either through building conversion or well-designed new buildings.
62. Rather than having to pass the test of being essential or suited to a countryside location, I will be recommending the development will be supported outside of settlement boundaries where it is in compliance with other development plan policies.

### ***Recommendations***

***Amend the Policies Map so that the blue line showing the Deddington Village Settlement Boundary follows the external outer line of the Deddington Village Allocation site shown in red***

***In the second sentence of the second paragraph of the policy replace the text after “unless the” with “development is in compliance with other policies in the development plan”***

### **Policy DEDD 2: Deddington Village Site Allocation**

63. It is a fundamental strength of the neighbourhood plan system that communities are able to allocate land for development in their neighbourhood area. I am satisfied that the proposed Deddington allocation has been the subject of an objective site selection process

which has been carried out by both AECOM and the Parish Council and which was the subject of community assessment by a community opinion survey and viability testing through a Deliverability Appraisal, all of which has been synthesised in the final Site Allocation Report produced by the Parish Council in May 2023.

64. I have reflected on the justification set out in this final assessment report and I am satisfied that the scale of development, broadly aligns with the “level of housing growth currently proposed in the draft Cherwell Local Plan Review.” as confirmed by Cherwell District Council in its response to my Initial Comments.
65. This can be justified especially as it offered the village, the opportunity through the Parish Council’s negotiations, to secure new village facilities for which there is undoubted need, specifically a car park close to the village centre and the health centre, with the opportunity to install electric vehicle charging facilities, as well as a replacement building for the day nursery which I have been persuaded that there is an urgent need to be replaced. There are no policy objections to a neighbourhood plan promoting more housing than may be required, by an existing or future local plan, as being required to be delivered in the neighbourhood plan area.
66. I note that this is a mixed-use allocation, incorporating the three constituents of the proposed development and I consider that it is a pragmatic position to take, both providing housing and other amenities on a site which has been selected by the community. It has been selected as being in the best location within the village having considered a range of considerations whether it is being within walking distance of the village centre, or the school or having regard to landscape impact.
67. I now turn to the issue of the capacity of the site and I have noted the representations made on behalf of the owners of the allocation site, who promote an increase in the capacity of the site. The response of the Parish Council on that issue agreed that the site could accommodate 85 units and I note that that the AECOM assessment accepted a figure of 90 units. I am also conscious that the District Council, in its Regulation 16 comments, pointed out that the proposed density being promoted, is lower than required by Policy BSC 2 of the adopted local plan which refers to a net developable area having a density of at least 30 dwellings per hectare, unless there are justifiable reasons for a lower density.
68. “Making effective use of land” is a theme set out in paragraph 124 of the NPPF. Whilst I appreciate that the housing mix is to be guided by Policy DEDD 3, I believe that having a lower maximum figure would encourage developers to propose fewer, but larger homes, within the parameters of the housing mix policy, to maximise land value. I believe it will be prudent to adopt a more flexible approach, which will allow the



yield of the site, to better reflect the mix of units that are eventually arrived at, which could generate a greater number of smaller dwellings, rather than a smaller number of larger properties.

69. On the issue of the phasing of the delivery of the parking and nursery provisions, the landowners are suggesting that the obligation for these to be provided should be “prior to the occupation of the 45<sup>th</sup> unit”. The plan requires that they should be delivered “prior to the occupation of 1<sup>st</sup> unit”.
70. As this policy is for a comprehensive mixed-use allocation, it is important that all the constituent elements are seen to be delivered. The requirements set by both legislation and Secretary of State policy in terms of planning obligations, are that they should be “necessary to make the development acceptable in planning terms, directly related to the development and fairly and reasonably related in scale and kind to the development”.
71. I am persuaded that the nursery and parking are important elements of the complete package that are required to partly address what are existing needs in the village, and these additional elements have been partly the driver to promoting a housing scheme of the scale now proposed, in this location. I am satisfied that it is right that they should be seen to be being delivered during the early stages of development, rather than waiting for half of the units to be built, sold and occupied. I conclude that the proposed phasing is appropriate as the parking and nursery elements are not just driven by the needs of the new residents of the development, but are intended to be addressing existing deficiencies in terms of the current facilities.
72. Regarding the drafting of the policy, I consider that all the elements need to be met and so I will propose the addition of “and” to be added to the end of each criterion.
73. I have no other comments to make on this policy in terms of basic conditions.

#### ***Recommendations***

***In the first bullet, replace “80” with “approximately 85-90”***

***Insert “and” at the end of each bullet point apart from the final bullet***

#### **Policy DEDD 3: Housing Mix**

74. The Housing Needs Assessment produced by AECOM provides the necessary evidence for this policy.
75. At my request, the Parish Council has now produced greater clarity as to what it considers to be a “Deddington connection”. I will be recommending that this be incorporated into the plan.
76. The actual allocation of social housing is a matter that is done in accordance with the District Council’s Housing Allocation Policy, in its role as the Housing Authority rather than as Planning Authority. Unless

the site is a rural exception site, a neighbourhood plan cannot dictate who should be offered occupation of affordable housing.

77. The Parish Council has indicated that it has been successful in the past in persuading Cherwell's Housing Department to prioritise local people. This part of the policy is not a policy for the use and development of land, as it covers eligibility for occupation of properties to people in housing need. I will recommend a change in the wording so that it encourages priority to be given to the letting of affordable houses to those with a local connection or key workers.

#### ***Recommendations***

***In the final paragraph, replace "Priority to be given" with "Schemes that give priority" and at the end insert "as defined in the Appendix X will be particularly encouraged"***

***Insert the "Definition of Deddington connection" as provided by the Parish Council in its response to my Initial Comments, be attached as an Appendix to the Plan***

#### **Policy DEDD 4: Design Quality in Deddington**

78. The Planning (Listed Buildings and Conservation Areas) Act 1990 places an obligation on planning authorities to "preserve and enhance" conservation areas. Whilst I think I understand what the Parish Council are seeking to achieve by the use of "sustain and enhance", I believe that its use in the policy could cause confusion as to whether there are different expectations between the legal duty and the requirements of the policy, when dealing with proposals in a conservation area. I will avoid that by proposing that development should "preserve and enhance" the Conservation Area.
79. In terms of the policy's identification of the special characteristics of this conservation area, I was surprised to see reference to the ditches and in particular, their contribution to surface water drainage. I could find no reference to their significance in the Parish Character Study or indeed the 2012 Conservation Area Appraisal. Bearing in mind, the policy is related to design quality and in particular in the Deddington Conservation Area, I will propose that this element is deleted.
80. In terms of the proposed designation of buildings as non-designated heritage assets as set in Appendix A, I do have concerns regarding the inclusion of Deddington Health Centre and the Windmill Centre as heritage assets, as it appears that their significance is in terms of the buildings' social value to the community, providing healthcare and sports/leisure rather than due to their respective heritage significance, which is the definition used in the Glossary to the NPPF as to what constitutes a heritage asset. I note that this is a view shared by Oxfordshire County Council which also questions the inclusion of such modern buildings.
81. Beyond that I have no other concerns regarding this policy.

### ***Recommendations***

***In A replace “sustain” with “preserve”***

***Delete the third bullet in Clause A***

***Omit the Deddington Health Centre and the Windmill Centre from the list of non-designated heritage assets in Appendix A***

### **Policy DEDD 5: Design Quality in Hempton**

82. I have no comments to make in terms of this policy.

### **Policy DEDD 6: Design Quality in Clifton**

83. Again I have no comments to make on this policy.

### **Policy DEDD 7: Landscape Character and Key Views**

84. On my site visit, I was able to appreciate the distinctive rural landscape of the parish and in particular the generous panoramic views to the north and south from the ridgeline.

85. In terms of the selection of the key views, I did try to identify Viewpoint 2 - from Snakehill Lane, Hempton, looking north east to the Swere Valley. However at the time of my visit, the view was not available due to the height of the hedge. I do not therefore consider that this can be included as a key viewpoint in the plan. A decision maker would not be in a position to assess the impact of a development on the integrity of that view, if it is dependent upon the landowner cutting the hedge to a height that allows people to see over it. I would not consider a view over a hedge to be an important viewpoint which justifies special protection. I am therefore recommending that this view be deleted from the policy.

### ***Recommendation***

***Delete Viewpoint 2 from the list in Clause B***

### **Policy DEDD 8: Travel Planning**

86. The policy limits the requirement to provide access to the local road network in a way that mitigates potential adverse impact, to just *new residential development*. There could be many other types of development that take place within the parish, in the period up to 2040, that could have an impact on the road network. A simple amendment could apply it to all development. I will also recommend that the introduction of traffic calming measures should only be required works considered necessary by the Highway Authority as this would need the use of powers under the Highway Acts.

87. I have particular reservations regarding the requirement for the applicant to have to demonstrate that their development will either avoid or mitigate, any adverse impact of traffic on air quality at the Deddington crossroads, where the A 4260 crosses the B4031.

88. I asked the Parish Council whether there was any data justifying that there was an air quality problem at this junction. It is not an Air Quality Management Area. I noted that the SEA states that “Due to the absence of any significant air quality issues within the neighbourhood area and the minimal level of growth likely to be delivered through this plan, the air quality topic is being scoped out for the purpose of the SEA”.
89. The Secretary of State advice on the issue of air quality and neighbourhood planning as set out in the Planning Practice Guidance is that parish councils should rely on the environmental health department to advise whether there is a problem. The Parish Council, when pressed, were only able to offer anecdotal comments regarding increased traffic having to wait at the traffic lights at peak periods rather than offering any quantifiable evidence of problems with air quality.
90. It is a Secretary of State expectation that neighbourhood plan policies should be based on “proportionate, robust evidence” to justify the requirements being placed on applicants. I propose that this element of the policy be deleted as I have been presented with no objective evidence of there being an air quality problem at this location.
91. In terms of Clause B there is no guidance as to what the developments will be expected to make as a financial contribution to local sustainable transport measures. The Parish Council informed me that Oxfordshire County Council have a well-established formula and I will propose the inclusion of a caveat, that this contribution should only be sought when requested by the Highway Authority.
92. Beyond these matters I have no further comments to make on the policy.

#### ***Recommendations***

***In Clause A, delete “residential” and after “traffic calming measures” insert “where required by the Highway Authority”***

***Delete the final sentence in Clause A***

***In Clause B, at the end of the first sentence insert, “when requested by the Highway Authority.”***

#### **Policy DEDD 9: Green Infrastructure**

93. I have no comments to make on this policy.

#### **Policy DEDD 10: Satin Lane Allotments Local Green Space**

94. My only reservation with regard to this policy is that it introduces extra controls over development which lies adjacent to the allotments. That goes beyond the scope of local green spaces policy as set out in Paragraphs 101 to 103 of the NPPF which controls development within the local green space and I will recommend that element be deleted as it is not in accordance with Secretary of State policy.

#### ***Recommendation***

***Delete the final sentence of the policy***

### **Policy DEDD 11: Community Facilities**

95. In terms of the choice of community facilities I have no concerns regarding the facilities, although I know that four of the premises are actually businesses i.e. pubs which also can form a community role.
96. I did raise with the Parish Council, having been prompted by a comment made by the District Council, a question as to how long the premises will be expected to be marketed before alternative uses could be considered. The Parish Council responded that rather than set an arbitrary time frame, the period of time for marketing should be left as a matter for the discretion of the applicant and local planning authority to decide, based on the nature of use. For example, the implications for the community of the loss of a pub will be different to the closure of health facilities. Whilst many such policies do set a minimum marketing period, I do accept that argument.
97. I consider that it would be completely unacceptable for a decision maker to be placed in a situation of trying to make an objective assessment as to whether “all reasonable efforts have been made to improve the operation of management and business or facilities”. Whilst the Parish Council may feel that it is in a position to comment on that issue as a consultee on a planning application, the policy places the onus on the decision maker to justify its conclusion. I believe it is beyond the scope of the planning system to be making such judgements over matters of business performance and indeed the possibility of viability returning. I will be recommending that this element to be removed from the policy.
98. I cannot see that a community can benefit, in the long term, of retaining a vacant, disused pub with no prospect of it reopening, and having it to remain empty just because there is no suitable alternative public house to serve that community. I do not consider that would constitute sustainable development. I believe that more appropriate powers exist under the Right to Bid provisions if the community achieves the designation of the public house as an Asset of Community Value.

#### ***Recommendation***

***Delete the second and fourth bullet points***

### **Policy DEDD 12: Deddington Village Centre**

99. I have no comments to make on this policy as it recognises the limits of the policy to prevent the loss of commercial premises, to residential use under permitted development rights.

### **Policy DEDD 13: Local Business**

100. The Parish Council, in its response to my Initial Comments document accepts that the scope of this policy are activities that fall within the new Use Class E.
101. As previously mentioned, the NPPF under the heading “Supporting a prosperous rural economy” suggest that planning policy should support

all types of businesses in rural areas, as well as the “diversification and development of agricultural and other land-based rural businesses or sustainable tourism and leisure development which respect the character of the countryside”.

102. I propose therefore the removal of the reference to the policy only supporting development outside settlement boundary, if it is adjoining an established business use. I believe that the proposed policy could undermine the delivery of the economic thread of sustainable development.
103. I do not share the Parish Council’s concerns regarding the uses that are on Clifton Road and indeed, I suspect it would be difficult to envisage that such users could be better located within the settlement boundary of the three villages in the parish.
104. I do not find that the nature of this part of the Oxfordshire countryside is sufficiently unique to justify departing from the approach promoted by the Secretary of State.

#### ***Recommendations***

***After “business and service uses” insert “falling within Use Class E”***

***In Clause B, delete “within or adjoining an established business use”***

#### **Policy DEDD 14: Home Working**

105. I have no comments to make on this policy, as most cases involving extensions and alterations to residential properties, even for home working, will be treated as domestic uses and incidental to the enjoyment of the dwelling house.

#### **Policy DEDD 15: Broadband and Mobile Communications**

106. The policy requires the provision of a superfast broadband connection, but that provision lies beyond the remit of most developers, as the connection is normally the responsibility of the broadband provider. What the policy can legitimately require is for the developer to put in the necessary infrastructure as set out in the second paragraph, so that the property is capable of receiving superfast broadband services.

#### ***Recommendations***

***Delete the first paragraph.***

***Delete all the text at the start of the second paragraph up to “should be made” and insert “All new dwellings and business premises in the Parish should be provided with the necessary infrastructure to enable a superfast broadband connection to be installed....”***

## Policy DEDD 16: Zero Carbon Building

107. In terms of requirement, the new plan does not define what is expected to be “zero carbon ready by design”. The applicant would therefore not know what measures are accepted to meet that specification. I do consider that the objective of this first part of the policy to, for example, maximise passive solar gain is a legitimate planning expectation and falls within the remit of proper planning considerations.
108. However, the next part of the policy relates to the post occupation performance of the property and is not specific as to setting out what the building performance “as predicted” is. It places the onus on the applicant taking remedial action, but it is unlikely the builder will be in a position to implement changes to the property, as it will likely to have been sold or let. I do not believe that this is an enforceable requirement.
109. The final paragraph imposes a requirement, albeit caveated, “wherever feasible” that all buildings should be certified to a particular standard or deliver a standard of space heating demand. Notwithstanding the arguments made by the Parish Council in its response to the Initial Comments document, I still maintain that the policy requirement is contrary to the Secretary of State Written Ministerial Statement to the House of Commons dated 25<sup>th</sup> March 2015 that neighbourhood plans “must not set any additional local technical standards or requirements relating to the construction, internal layout or performance of dwellings”. In terms of energy performance, that is a matter that can be required by local plans if justified by evidence, but that ability does not extend to neighbourhood plans.
110. I do appreciate the ambitions of the Parish Council to address this climate change issue in the parish, but I have to reflect on the Secretary of State explicit policy. I consider that this is a basic conditions issue. I will therefore be recommending that rather than setting a requirement the policy should offer to support such schemes that deliver this performance or meet the particular requirements.

### *Recommendations*

***In Clause A delete “be ‘zero carbon ready by design’”***

***Delete Clause B***

***In Clause C, replace “Wherever feasible, all buildings should be” with “Buildings which are” and at the end of the sentence add “will be encouraged.”***

## The Referendum Area

111. If I am to recommend that the Plan progresses to its referendum stage, I am required to confirm whether the referendum should cover a larger area than the area covered by the Neighbourhood Plan. In this instance, I can confirm that the area of the Deddington Parish Neighbourhood Plan as designated by Cherwell District Council on 2<sup>nd</sup> December 2013 is the

appropriate area for the referendum to be held and the area for the referendum does not need to be extended.

## Summary

112. I congratulate Deddington Parish Council on reaching a successful outcome to the examination of its neighbourhood plan.
113. It is clear that a huge amount of hard work has gone into this plan by volunteers on behalf of the local community over many years and I am pleased to recognise their sterling work.
114. I commend the evidence that supports the plan and its policies and the pragmatic approach the plan has taken to allow a larger development than may otherwise have been justified in order to achieve wider community goals. That is a creative use of the neighbourhood planning system.
115. To conclude, I can confirm that my overall conclusions are that the Plan, if amended in line with my recommendations, meets all the statutory requirements including the basic conditions test, and that it is appropriate, if successful at referendum, that the Plan be made.
116. **I am therefore delighted to recommend to Cherwell District Council, that the Deddington Neighbourhood Plan, as modified by my recommendations, should proceed, in due course, to referendum.**

JOHN SLATER BA(Hons), DMS, MRTPI, FRGS  
John Slater Planning Ltd  
12<sup>th</sup> December 2023



<b>Appendix 2 – Schedule of the Examiner’s recommendations and officers’ consideration of each recommendation and proposed changes</b>		
<b>Recommendation reference</b>	<b>Recommended modification to the Submission Neighbourhood Plan</b>	<b>Officer response and proposed changes to the draft Submission Plan</b>
Recommendation Policy DEDD1: Deddington Village Settlement Boundary	<p>Amend the Policies Map so that the blue line showing the Deddington Village Settlement Boundary follows the external outer line of the Deddington Village Allocation site shown in red.</p> <p>In the second sentence of the second paragraph of the policy replace the text after “unless the” with “development is in compliance with other policies in the development plan”</p>	Accept recommendation
Policy DEDD2: Deddington Village Site Allocation	<p>In the first bullet, replace “80” with “approximately 85-90”</p> <p>Insert “and” at the end of each bullet point apart from the final bullet</p>	<p>Accept recommendation.</p> <p>Note the Examiner’s comments regarding flexibility and welcome the addition of ‘and’ to ensure all criteria are met. This policy should not be viewed in isolation and existing Local Plan policies may still be relevant in the context of decision taking.</p>
Policy DEDD3: Housing Mix	<p>In the final paragraph, replace” Priority to be given” with “Schemes that give priority” and at the end insert” “as defined in the Appendix X will be particularly encouraged”</p> <p>Insert the “Definition of Deddington connection” as provided by the Parish Council in its response to my Initial Comments, be attached as an Appendix to the Plan</p>	Accept recommendation
Policy DEDD4: Design Quality in Deddington	<p>In A replace “sustain” with “preserve”</p> <p>Delete the third bullet in Clause A</p>	Accept recommendation

	Omit the Deddington Health Centre and the Windmill Centre from the list of non-designated heritage assets in Appendix A	
Policy DEDD7: Landscape Character and Key Views	Delete Viewpoint 2 from the list in Clause B	Accept recommendation
Policy DEDD8: Travel Planning	In Clause A, delete “residential” and after “traffic calming measures” insert “where required by the Highway Authority” Delete the final sentence in Clause A In Clause B, at the end of the first sentence insert, “when requested by the Highway Authority.”	Accept recommendation
Policy DEDD10: Satin Lane Allotments Local Green Spaces	Delete the final sentence of the policy	Accept recommendation
Policy DEDD 11: Community Facilities	Delete the second and fourth bullet points	Accept recommendation.  The examiner has clarified in his report that it will be for the district council to consider whether appropriate marketing has taken place prior to the loss of such a facility.
Policy DEDD 13: Local Business	After “business and service uses” insert “falling within Use Class E” In Clause B, delete “within or adjoining an established business use”	Accept recommendation.  Welcome change to bring in line with national policy.
Policy DEDD 15: Broadband and Mobile Communications	Delete the first paragraph. Delete all the text at the start of the second paragraph up to “should be made” and insert “All new dwellings and business premises in the Parish should be	Accept recommendation

	provided with the necessary infrastructure to enable a superfast broadband connection to be installed....”	
Policy DEDD 16: Zero Carbon Building	In Clause A delete “be ‘zero carbon ready by design” Delete Clause B In Clause C, replace “Wherever feasible, all buildings should be” with “Buildings which are” and at the end of the sentence add “will be encouraged.”	Accept recommendation. The overall aims of this policy for zero carbon buildings are strongly supported.

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# Deddington

## Neighbourhood Plan

2020 – 2040



Published by  
DEDDINGTON PARISH COUNCIL  
Neighbourhood Plan for referendum  
December 2023

# GUIDE TO READING THIS PLAN

## 1. INTRODUCTION & BACKGROUND

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This section explains the background to this Neighbourhood Plan and its purpose.

## 2. THE NEIGHBOURHOOD AREA

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This section summarises the key facts and features of the designated Neighbourhood Area, that is the villages of Deddington, Clifton and Hempton and their surrounding countryside.

## 3. PLANNING POLICY CONTEXT

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This section identifies the key national planning policies and those of the local planning authority, Cherwell District Council, that relate to this area and have guided the preparation of the plan.

## 4. COMMUNITY VIEWS ON PLANNING ISSUES

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This section explains the community involvement that has taken place so far.

## 5. VISION, OBJECTIVES & LAND USE POLICIES

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This section sets out a vision of the area in 2040 and the objectives of the plan. It then proposes the land use planning policies to achieve those objectives over the plan period, which are accompanied by some explanatory text. There are Policy Maps at the back of the document which show where area or site-specific policies will apply.

## 6. IMPLEMENTATION

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This section explains how the Plan will be implemented and future development guided and managed. It also proposes priorities for how the S106 contributions or Community Infrastructure Levy (CIL) if adopted will be reinvested by the Parish Council in support of the plan objectives. Finally, it proposes how any issues that are outside the scope of land use planning (and therefore this Neighbourhood Plan) may be taken forward by the Parish Council.

Cover image: View of Deddington by Kevin Mayo

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## FOREWORD

*The aim of this Neighbourhood Plan is to enable the people of Clifton, Deddington and Hempton to shape the future development of the Parish. Once adopted, the Plan will have statutory status. Cherwell District Council will be obliged to give the Deddington Neighbourhood Plan as much weight as they give their own Local Plan in making planning decisions.*

*What is our starting point? The 2011 Census revealed that about three-quarters of the existing residents of the three villages are owner-occupiers. More than 90% of the working population commute to work by car.*

*Around a quarter of the population is aged over 65 and – as we discovered from our questionnaire – a fair number of them would like to downsize if only they could find a suitable property.*

*House prices are generally considered prohibitively high, forcing young people to move elsewhere to find a home of their own. A significant number responding to our questionnaire expressed the wish for a starter home they could afford in Deddington.*

*It would be fair to say from our various consultations that there is no great enthusiasm for extensive new development in the Parish, but many recognised that some expansion is necessary. And indeed, neighbourhood plans are required to provide at least the level of housing growth specified in the current Local Plan. Overwhelmingly, the feeling was that if there were to be new housing it should be starter homes, affordable housing, and homes, including bungalows, suitable for downsizers.*

*The beauty, tranquillity and rural charm of the Parish are highly valued. The historic features of the Parish are cherished. Many speak of a notable friendliness and community spirit. However, there are concerns about local infrastructure and facilities – access to health care, access to the primary school, inadequate public transport, lack of parking space, traffic congestion and pollution.*

*The difficulties being experienced by Deddington Health Centre in coping with the large influx of new patients over recent years – exacerbated by the Covid pandemic – so that waiting times for an appointment can be a month or more, was a key concern among parishioners in the parish survey carried out last summer. We know from senior Health Centre staff that lack of parking space in the Earls Lane area has made it impossible for them to expand with extra consulting rooms or reception area in the car park of their current premises.*



*The urgent need for a new nursery building was another concern widely expressed. The current nursery, run by a charity, is greatly valued, preparing as it does some 30 children each year for Pre-School and then their first year at primary school, but the existing nursery building is at end of life. The current location of the nursery, at some distance from the primary school and PFSU (Pre-School), is not ideal.*

*It has been our aim to embody these messages from the community in the Plan.*

*This is the Deddington Neighbourhood Plan's steering group second formulation of a plan for the parish. The first version was not approved by the government examiner appointed to adjudicate on it. This time, for Neighbourhood Plan mark 2, we have employed a planning consultant with the financial assistance of Locality, a government sponsored agency. So far, no parish funds have been spent on forming either of the neighbourhood plans, aside from a £1,000 contribution from the Deddington News, for which we are very grateful.*

*This time, for the second plan, the decision was taken to allocate sites for development in the Parish. We have employed (free of charge) the assistance of AECOM, a government-sponsored consultancy firm, to carry out a housing needs survey and to conduct sustainability assessments of the various sites offered in our own and Cherwell District Council's Calls for Sites. Our most recent parish survey, conducted by the steering group in June 2022, enabled parishioners to vote on which sites they most favoured for housing, to state whether or not they favoured our prospective policies and to pinpoint their wider concerns. It was on the basis of the Parish's wishes expressed in the survey and planning considerations independently assessed that the Neighbourhood Plan has been created and revised.*

*Alongside professional help, the plan is the result of a great amount of work by residents, including those who contributed to the various working groups, the 'street captains' who ensured such a high response to the parish questionnaires, the Webmaster, and the support of Deddington Parish Council. To all of these we offer heartfelt thanks.*

*The plan provides a framework for the community to work alongside landowners and developers to deliver sustainable development that matches new housing to need and respects the distinctive character of the natural, built and historic environment of the Parish so highly prized by local people.*



Cosy Lane: Photograph by Bryn Williams

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## 1. INTRODUCTION & BACKGROUND

1.1. Deddington Parish Council has prepared a Neighbourhood Plan for the area designated by the local planning authority, Cherwell District Council, in December 2013. The area coincides with the parish boundary (see Plan A). The plan is being prepared in accordance with the Neighbourhood Planning (General) Regulations of 2012 (as amended).

1.2. The purpose of the Neighbourhood Plan is to set out a series of planning policies that will be used to determine planning applications in the area in the period to 2040. The Plan will form part of the development plan for the District, alongside the adopted Cherwell Local Plan (2011–2031) and the saved policies of the adopted Cherwell Local Plan 1996, which will eventually be replaced by the emerging Cherwell Local Plan 2040 and is intended to cover the same period.

1.3. Neighbourhood Plans provide local communities with the chance to manage the quality of development of their areas. Once approved at a referendum, the plan becomes part of the Council's statutory development plan and will carry significant weight in how planning applications are decided in the neighbourhood area. Plans must therefore contain only land use planning policies that can be used for this purpose. This often means that there are important issues of interest to the local community that cannot be addressed in a plan if they are not directly related to planning. Although there is scope for the local community to decide on its planning policies, Neighbourhood Plans must meet all of the relevant basic conditions (see Figure 1 overleaf).

1.4. In addition, the Parish Council will need to demonstrate to an independent examiner that it has successfully engaged with the local community and stakeholders in preparing the plan. If the examiner is satisfied that it has, and considers the plan meets the above conditions, then the plan will go to a referendum of the local electorate. If a simple majority of the turnout votes in favour of the plan, then it becomes adopted as formal planning policy.

### EMERGING NATIONAL POLICY INITIATIVES

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1.5. During the preparation of this plan the Government published for consultation its proposed Levelling Up & Infrastructure Bill and further revisions to the National Planning Policy Framework (NPPF) with some changes to both the development plan and management system. They indicate there is a positive future for neighbourhood planning in that system. The expectation is that the Bill will be

enacted during the latter part of 2023 and therefore likely after the examination of this Neighbourhood Plan.

1.6. The Environment Act 2021 has also been consented during the preparation of the plan. It contains a number of proposals that may influence the final version of the plan, notably in respect of development proposals delivering biodiversity net gain and of addressing local nature recovery. The councils will keep a keen eye on the implementation of the Act in the coming months as these new policy initiatives chime well with the expressed interests of the local communities.

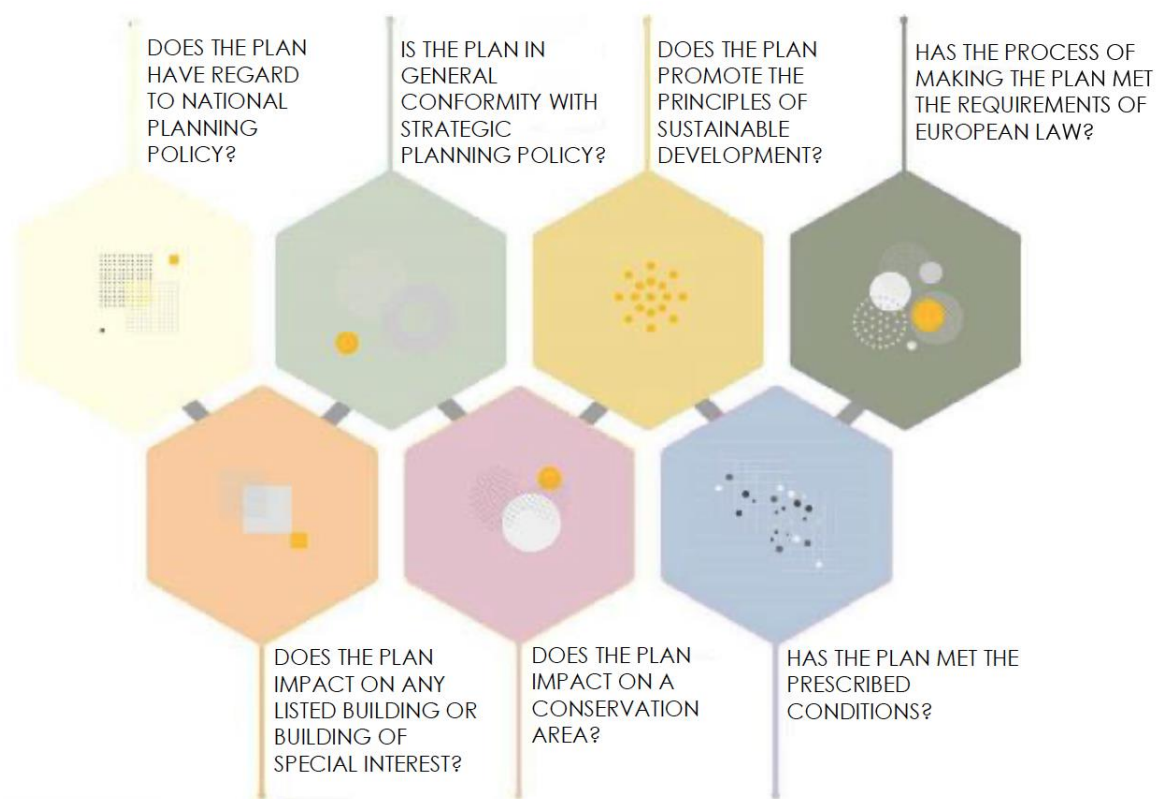


Figure 1: The Basic Conditions

## THE SUBMISSION PLAN

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1.7. The Submission Plan embraces the core planning principle of the NPPF, namely to contribute to sustainable development with new housing and attendant infrastructure; to foster well-designed places with accessible services and open spaces; to protect and enhance our historic environment; and to improve biodiversity and tackle climate change.

1.8. It is the version of the plan that is subject to examination and then a referendum. It follows a formal consultation period on the 'Pre Submission' version of the plan in January – February 2023, on which the Parish Council consulted on its proposed vision, objectives and policies of the Plan. It has reviewed the comments made by the local communities, the District and County Councils, other statutory bodies, land interests and other stakeholders. Some changes have been made as a result of their comments, which are summarised in the separate Consultation Statement.

## STRATEGIC ENVIRONMENTAL ASSESSMENT & THE HABITATS REGULATIONS

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1.9. The District Council confirmed in its screening opinion of June 2020 that the Plan would require a strategic environmental assessment (SEA) as per the Environmental Assessment of Plans & Programmes Regulations 2004. The councils have proceeded to meet that obligation in the form of a broader sustainability appraisal (SA/SEA) to enable them to assess the social and economic effects of the plan, as well as its environmental effects. A draft environmental (SA/SEA) report has been published separately alongside the plan for consultation in accordance with the regulations.

1.10. The Neighbourhood Area does not contain a European Site for nature conservation and the nearest designated European Site is Oxford Meadows SAC (Special Area of Conservation), some 15 miles (24 km.) from the Plan area. There is one SSSI adjacent to the south-east boundary of the designated area (Bestmoor SSSI), which is not considered to be adversely affected by the Plan. The Plan is therefore unlikely to have an impact on the integrity of a European Site. The District Council is required to confirm this in a screening opinion for the purposes of complying with the Conservation of Habitats and Species Regulations 2017 (as amended) at the submission stage.



Plan A: Designated Deddington Neighbourhood Area

## 2. THE NEIGHBOURHOOD AREA

2.1 The Parish of Deddington is located in north Oxfordshire. The principal settlement of Deddington lies approximately 9km south of Banbury and 27km north of Oxford. The Parish includes the two smaller villages of Hempton and Clifton.

2.2 The Parish extends over 1,718ha and has a population of approximately 2,150. The majority of the population live in the village of Deddington, with a smaller population in Hempton (c.285) and Clifton (c.240). It was estimated that there were approximately 909 dwellings in the Parish in 2017. According to the 2011 Census, the percentages of residents aged under 16 and over 65 are both higher than the national average.



Market Place: Photograph by Mike Higgins

2.3 The Parish is served by existing, generally small-scale retail and service outlets in Deddington which include the Co-operative Food Store, a post office, a hotel, four public houses, a delicatessen/butchers and four hairdressers. There is also a dress shop, a florist, a cycle shop and an art gallery.





Bird's eye view of Deddington painted by Joseph Wilkins, a Deddington resident and cartographer, around 1860

2.4 The earliest documentation of Deddington is 1086 in the Domesday Book. Given its strategic location at the convergence of the ancient roads from Oxford to Banbury and from Buckingham to Chipping Norton, Deddington functioned as a trading centre.

2.5 There are 115 Listed Buildings in Deddington, including 1 Grade I and six Grade II\* Listed Buildings. Two sites in the Parish, Deddington Castle with surrounding earthworks and Ilbury Camp Iron Age hill fort, are designated as Scheduled Ancient Monuments. A large part of Deddington village is designated as a Conservation Area on account of the special architectural or historic interest of many buildings and features in Deddington, including the Norman castle earthworks, mediaeval street layout and vernacular building materials. The Conservation Area was designated in 1988 and an appraisal by CDC confirmed its existing boundaries in 2012.

2.6 The western side of the village along Hempton Road consists of more modern development. There has also been a limited amount of modern development on the north side of the western end of Earls Lane near the primary school and a small amount of newer housing in Clifton.



Tays Gateway: Photograph by Alex Jeyes

There is one Local Wildlife Site within the Parish at Deddington Mill. This is a 6.6ha area of woodland next to the river Swere which provides valuable habitat for woodland birds. A millennium project, Daeda's Wood – 3.7 hectares of woodland – was established with the support of the Woodland Trust on the east side of the Swere in 1997. The wood provides a quiet riverside area, maturing woodland and open meadow for informal recreation.

2.7 A heritage community orchard was planted in Welford's Piece in Clifton in 2021, with Deddington Environment Network taking the lead. A project seeding a small wildflower meadow is now under way.

2.8 Bestmoor SSSI adjoins the south-east corner of the Parish approximately 2km south of Clifton. This 12ha site supports a population of narrow-leaved water dropwort.



### 3. PLANNING POLICY CONTEXT

3.1 The parish lies within the Cherwell District area in the county of Oxfordshire.

#### NATIONAL PLANNING POLICY

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3.2 The National Planning Policy Framework (NPPF) published by the Government is an important guide in the preparation of local plans and neighbourhood plans. The following paragraphs of the latest NPPF version published in 2021 are considered especially relevant:

- Promoting neighbourhood planning (§28 – §30)
- Boosting the supply of new homes in neighbourhood plans (§60 & §66)
- Supporting a prosperous rural economy (§84 – §85)
- Planning positively for the provision of new community facilities (§93)
- Protecting Local Green Spaces (§101 – §103)
- Promoting sustainable transport (§104 etc)
- Achieving well-designed places (§126 etc)
- Conserving and enhancing the natural environment (§174 etc)
- Protecting and enhancing biodiversity (§179)
- Conserving and enhancing the historic environment (§189 etc)

## STRATEGIC PLANNING POLICY

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3.3 The Neighbourhood Plan must be in general conformity with the strategic policies of Cherwell District. The development plan primarily comprises the Cherwell Local Plan 2011- 2031 adopted in 2015 and saved policies from the Cherwell Local Plan 1996. Its key policies applying to the Deddington Neighbourhood Plan are:

- SLE 1: Employment Development
- BSC 3: Affordable Housing
- BSC 4: Housing Mix
- BSC 12: Indoor Sport, Recreation and Community Facilities
- ESD 1: Mitigating and Adapting to Climate Change
- ESD 2: Energy Hierarchy and Allowable Solutions
- ESD 3: Sustainable Construction
- ESD 4: Decentralised Energy Systems
- ESD 5: Renewable Energy
- ESD 13: Protection and Enhancement of Biodiversity and the Natural Environment
- ESD15: The Character of the Built and Historic Environment
- ESD 17: Green Infrastructure
- Villages 1: Village Categorisation
- Villages 2: Distributing Growth across the Rural Areas

3.4 Policy Villages 2 provided for the 24 Category A villages (including Deddington) to supply a total of 750 homes for the plan period (in addition to windfall housing consents). This target has been more than met across these villages. The emerging Local Plan in effect proposes a total of 45 new dwellings for Deddington as supplied from housing site allocations for its plan period to 2040 (after taking into account

planning consents since 2019). This forms the 'housing requirement figure' for the Parish, as per NPPF §66. Separately, the earlier (2021) Housing Needs Assessment produced for the Neighbourhood Plan by consultants AECOM indicated that the Parish may need to supply 76 homes up to 2040, taking into account the 50 homes built or committed on three developments on the edge of the village.

3.5 The Parish Council has worked closely with CDC officers to ensure that there will be no need for the emerging Local Plan to contradict the policies of the neighbourhood plan or to supplement its housing supply proposals. To expand on this: in the absence of a target figure set by Cherwell District Council (CDC) the Neighbourhood Plan based its assessment of housing need in Deddington on our own housing survey which was part of the 2014 Parish Questionnaire and the AECOM Housing Needs Assessment (HNA) delivered to us in July 2021 (full report included in supporting documents).

The key findings of the steering group's housing survey were:

- Three- and two-bedroomed properties were considered the most needed by the majority of respondents – 76% and 69% respectively. The housing needs element of the survey confirmed this: 43 individuals said they were looking for a 3-bedroom house, 42 a two-bedroom home.
- 53 people were hoping to find a starter home.
- 55 people were planning to downsize, and another 183 were considering it in the future.
- 52 said they required affordable housing. 18 said they were already on the CDC housing register or thought they would qualify for it. More people wanted a home to purchase (through Help to Buy or shared ownership) than to rent.
- 77.76% of respondents rated low energy use as the main priority in new housing.

The HNA based its research on multiple sources of their own and upon our housing survey. The findings, eight years apart, were notably similar. The HNA report concluded that 7 dwellings per year were needed to the end of the Plan period making a total of 126 homes, from which can be deducted the number of dwellings in developments receiving planning approval since 2019, of which there have been 50. This gave us a target figure of 76 new homes.

The report provided a lot of helpful information about the demography of the parish and hence the type of housing needed.

- Deddington has an older population profile than Cherwell or the country at large. A year ago, 62% were over the age of 45 and 30% over 65. It was reckoned by 2040 the over-65 cohort could double, making up 51% of Deddington's population. The younger population is declining. AECOM believes the ageing population is a major drive of housing need.
- The average income in Deddington is £59,000. Unless they had a very large deposit, a would-be purchaser would need an income of £80,000 to buy even an entry-level property (£108,000 to buy a new build, which have a 20-25% premium, except compared with well-located historic properties).
- It is easier to rent: households earning between £40,000 and £80,000 can potentially afford entry-level private rentals.
- Deddington has a high proportion of owned houses – 77.4% compared with 63.3% across the country. It also has a substantially higher proportion of houses with four or more bedrooms – 40% compared with 19% across the country.
- The prime need is for three-bedroomed houses, and to a lesser degree two-bedroomed homes. There will still be a need for some bigger houses, since the existing larger properties may be beyond the means of potential purchasers.
- Deddington has an undersupply of affordable homes. AECOM calculate 79 new affordable homes will be needed by the end of the plan period.
- AECOM recommended that 50% of affordable homes in a new development should be for purchase (via First Home or shared ownership) - again in tune with our own findings - and that the income levels and property prices in Deddington warranted a 50% First Home discount.

## OTHER DEVELOPMENT PLAN POLICY

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3.6 There are other development plans – waste and minerals for example – that apply in the Parish, but none are considered relevant in the preparation of this Neighbourhood Plan. There are made neighbourhood plans in the vicinity. Mid Cherwell Neighbourhood Plan was prepared by a group of parishes, including adjacent parishes of Duns Tew, Somerton and North Aston. This plan was made in 2019 and is currently under review by the Parishes. Additionally, the adjacent parish of Adderbury to the north has a made Neighbourhood Plan.

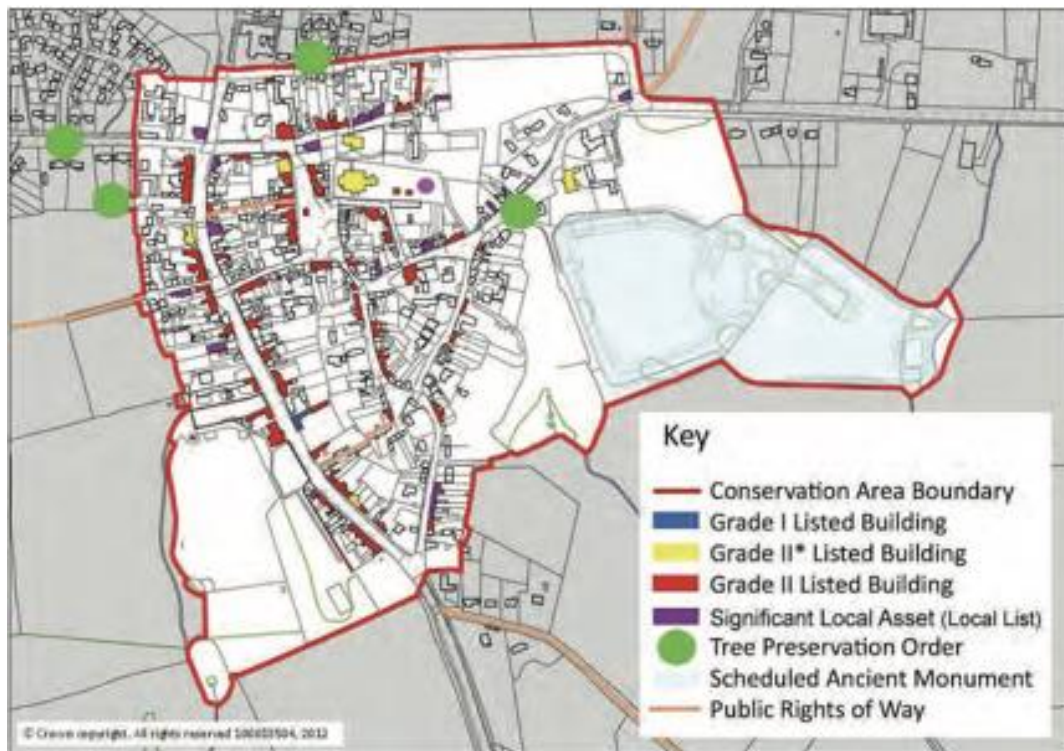
## DEDDINGTON CONSERVATION AREA

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3.7 As set out in Section 2, the Conservation Area was designated in March 1988 (see Plan B). Conservation Areas were introduced by the Civic Amenities Act of 1967, to

protect areas of special interest as opposed to individual buildings. Since 1967 some 8,000 conservation areas have been designated in England. Under the Planning (Listed Buildings and Conservation Areas) Act 1990 local authorities have a duty to designate conservation areas and from time to time to review the boundaries. Such areas are defined as 'areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance'. The excellent Deddington Conservation Area Appraisal published in April 2012 is described in detail and updated in the Parish Character Study that accompanies this Neighbourhood Plan and gives useful pointers for developers to the prevailing architectural features of Deddington village.

3.8 The main attributes that define the special character of an area are its physical appearance and history, i.e. the form and features of buildings and the spaces between them, their former uses and historical development. Where there are a number of periods of historical development, the character of individual parts of the conservation area may differ. Contrasts between the appearance of areas and the combination of buildings of various ages, materials and styles may contribute to its special character.



Plan B: Conservation Area

## 4. COMMUNITY VIEWS ON PLANNING ISSUES

4.1 Various methods have been used by the Deddington Neighbourhood Plan steering group to inform people about the plan and its progress and invite feedback, including regular articles in the Deddington News, community 'drop-in' events, leaflet drops, posters, banners and a dedicated Neighbourhood Plan website. The Parish Council has an agenda-ed item on the Neighbourhood Plan at its meeting every month when latest progress in the plan is reported and councillors and members of the public attending the meetings have the opportunity to ask questions and make comments. In addition to ongoing stakeholder consultation, community consultation involved the following stages:

- identifying the issues through a three-day 'drop-in' event in November 2013
- a parish questionnaire conducted in October/November 2014 with 81 (mostly multi- part) questions, including a housing needs survey, which was completed by 914 respondents (a 58.85% response rate);
- a youth questionnaire conducted at the same time for 11 to 17-year olds, with 15 questions, which was completed by 73 young people (48.67%);
- consultation on strategic goals and objectives through a second 'drop-in' event in April 2015 over two days;
- consultation on emerging policies through a third 'drop-in' event in November 2015 over two days;
- a supplemental questionnaire conducted in March 2017 about unadopted estate infrastructure and freehold v. 999-year leasehold tenure, which was completed by 268 residents;
- a second parish questionnaire conducted in June 2022, including potential sites for allocation and draft policy intents, via a 20-page booklet delivered to every house in the parish and on Survey Monkey. It was completed by 405 parishioners – about 40% of households. While the consultation was underway, Deddington Development Watch, a local conservation campaigning group, circulated a leaflet to parishioners objecting to the possible allocation of one of the sites listed in the questionnaire, DNP4 The Poplars. This was not taken into account by the NP steering group.

4.2 The Regulation 14 Consultation on the Pre-Submission Neighbourhood Plan was conducted online over seven weeks in December 2022 and January 2023. The draft Neighbourhood Plan (including site allocations and policies), a Site Assessment report (describing how long list, short list and allocations of sites were selected), Housing Needs Assessment, Strategic Environmental Assessment reports on the various sites offered, and a character study of the three villages that comprise Deddington parish, were published on the Deddington Neighbourhood Plan website and the Deddington Parish Council website. 48 responses were received by email.



4.3 Letters were sent to six landowners and/or their agents with an interest in the shortlisted sites for allocation with additional questions about their sites. All responded.

4.4 The main themes emerging from the public consultations were:

- Small developments have consistently been favoured by a large majority of those consulted. A minority in the June 2022 consultation suggested one large site would be desirable if it accounted for all the new housing required to 2040 (proportionately more of these came from Hempton or Clifton rather than Deddington village).
- Smaller homes were almost universally favoured - more modest for young families and more well-appointed for older people wishing to downsize, in particular bungalows.
- A strong wish expressed for genuinely affordable homes, and that people with Deddington connection be given priority for affordable homes.
- A keen interest in and support for measures to combat climate change.
- Wide support for a green infrastructure network.
- A widespread pride in and affection for the rural nature of the Parish, its beauty and historic features.
- Concern about lack of parking, especially in Deddington Market Place.
- Concern about speeding, congestion, air pollution.
- Widespread concern about the Health Centre's inability to cope with the ever-increasing patient numbers on its register and the length of waiting time needed for an appointment.
- The need for a new nursery building, at a suitable location close to the primary school and Pre-School, to replace the end-of-life nursery building at the Windmill Centre.

4.5 Responses to the Regulation 14 Consultation were received from statutory consultees, including Cherwell District Council (CDC), Oxfordshire County Council (OCC) and eight landowners or their agents.

- CDC, whom three members of the NP steering group subsequently met for discussions, made a number of detailed suggestions on how the draft Neighbourhood Plan could be expanded and how the policies could be clarified or amended. These suggestions have been noted and absorbed into this Submission Plan.

- OCC drew attention to their updated standards for parking and cycling provision; requested that the fire station be deleted from the list of Locally Listed Structures (now renamed Non-Designated Heritage Assets); made suggestions concerning access to sites, and highways and travel planning considerations; highlighted archaeological, zero-carbon, waste & recycling, and public health issues; emphasised need for appropriate S106 contributions.
- Both OCC and CDC suggested that one of our allocated sites, DNP1 at Chapmans Lane, should be dropped because of, respectively, highways and landscape considerations. The NP steering group has agreed to delete the allocation of the site, particularly in light of the fact that fewer new houses than we were anticipating are being proposed in the emerging CDC Local Plan.
- The landowners or their agents who responded: listed the virtues of their respective sites and reasons why they should be allocated; queried elements of the draft neighbourhood plan or AECOM's Strategic Environmental Assessments or both; in some cases made critical references to other sites. Robert Webb of Pembury Webb noted that the policy map for the site he represented – DNP6 North of Wimborn Close – was wrongly drawn, excluding the western part of the site. This was acknowledged by the NP steering group – the site had appeared correctly in the map included in the June 2022 consultation.
- The Friends of Castle Grounds, the Satin Lane Allotment Society and some individual parishioners objected to the allocation of DNP1 Chapmans Lane.
- Some respondents, statutory and non-statutory, pointed out that larger developments came with more community benefits which could be a consideration in allocation of sites.

4.6 The results of the various consultations, the basic requirements of the NPPF, the evidence provided by the AECOM reports on housing need and sustainability, and our own research provided the basis of the NP's Vision and Objectives and our policies.

4.7 The need for some new housing was acknowledged but there was a clear desire that new development would not harm the historic character, rural nature and beauty of the parish – and that the mix of housing should match the housing need revealed in our own housing needs survey in 2014 and subsequently by AECOM's HNA. House prices are high in Deddington and parishioners emphasised their wish that there should be properties younger people wishing to carry on living in the Parish could afford. There is also a cohort of older residents looking to downsize.

4.8 A high value was placed on the range of shops and services available in Deddington and a strong wish expressed to preserve them. It was also clear that health provision and primary and pre-school education were a major preoccupation. Climate change is a major concern with parishioners.

4.9 We tried to reflect all these issues in our Vision and Objectives.



The party in the Parish Church for the Queen's 90<sup>th</sup> birthday

## 5. VISION, OBJECTIVES & LAND USE POLICIES

# VISION

*“Over the plan period Clifton, Deddington and Hempton will continue to develop as a vibrant parish community within a conserved and enhanced historic environment and with a good mix of high-quality homes that meets the needs of the community.*

*Residents will enjoy an enhanced and healthier quality of life with access to a comprehensive range of indoor and outdoor social and recreational facilities, a good selection of shops, services and retail catering in Deddington, a network of safe pedestrian and cycle routes, and a variety of local working opportunities.”*

# OBJECTIVES

To deliver high-quality and sustainable housing development that satisfies strategic growth requirements, fulfils local housing needs and is compatible with the historic rural character of the Parish and its landscape setting	To combat climate change by encouraging a zero-carbon community, ensuring adequate infrastructure, high standards of sustainability in new buildings, maximum energy efficiency, the installation of renewable energy systems
To provide affordable homes (both social housing and market affordable) to enable young people and lower income families to remain in the Parish	To promote social interaction and enable residents on new developments to integrate into the existing community, for instance through interlinking footways and cycleways and access to community facilities
To provide a choice of high-quality homes in appropriate locations responsive to local needs, including the needs of an ageing population and those wishing to downsize	To ensure that children's play areas on new estates are properly equipped and publicly adopted and that any other amenity space is likewise adopted
To ensure that the size and location of individual developments respect and enhance the distinctive parish heritage and landscape	To promote policies to reduce traffic speeds, improve road safety and alleviate parking problems in the Parish and prioritise pedestrians and cyclists
To ensure that new development meets high standards of design	To ensure that estate roads on new developments are publicly adopted
To support the conservation and enjoyment of the rural landscape, key views, historic environment and heritage assets (designated and non-designated) of the Parish	To maintain and enhance local employment opportunities and businesses, including agriculture, thereby contributing to the economic well-being of the Parish
To protect and enhance biodiversity and wildlife habitats in the Parish, including green infrastructure	

## LAND USE POLICIES

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5.1 The purpose of these policies is both to encourage planning applications for proposals that the local community would like to support, and to discourage applications for development that the community does not consider represent sustainable development in the Parish.

5.2 The planning framework for the Parish will continue to be judged using national and local policies in addition to the policies of the Neighbourhood Plan, which are set out below. Each policy is numbered and titled, and it is shown in bold italics for ease of reference. Where necessary, the area to which it will apply is shown on the Policies Map and Insets at the end of the document. After each policy is supporting text that explains the purpose of the policy, how it will be applied and, where helpful, how it relates to other development plan policies.

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### POLICY DEDD1: DEDDINGTON VILLAGE SETTLEMENT BOUNDARY

**The Neighbourhood Plan defines Settlement Boundaries at Deddington, Clifton and Hempton as shown on the Policies Map.**

**Proposals for development within a Settlement Boundary will be supported in principle. Development proposals will not be supported outside a Settlement Boundary unless the ~~use is essential to or suited to a countryside location~~ development is in compliance with other policies in the development plan.**

5.3 This policy translates the term 'built up limits' used in Policies Villages 1 and Villages 2 of the adopted Local Plan onto the Policies Map for each of the three villages in the Parish to ensure applicants, the local community and CDC are all clear on when settlement or countryside policies should apply to development proposals.

5.4 Site proposals for development inside the defined boundary should therefore accord with the relevant Local Plan policies and definitions on infill and design for example. Proposals outside the boundary should ~~only~~ be those that are suited to countryside businesses, notably in agriculture, horticulture, woodland management and informal recreation, but not housing unless other than for proposals that meet the tests of the NPPF in respect of 'isolated homes in the countryside', or exception sites suitable for first-time buyers, offering affordable housing on land adjacent to existing settlements. The site proposed for allocation in Policy DEDD2 is shown inside the boundary on the Policies Map.



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## POLICY DEDD2: DEDDINGTON VILLAGE SITE ALLOCATION

The Neighbourhood Plan allocates land off Banbury Road (north of the Fire Station), as shown on the Policies Map, for a comprehensive residential, nursery and public parking development. Proposals will be supported, provided:

- The residential (Class C3) scheme comprises ~~80~~ approximately 85-90 dwellings of a mix of types that reflects the principles set out in Policy DEDD3; and
- The nursery (Class E(f)) scheme comprises a suitable building located on the Banbury Road frontage with adequate parking for staff and a vehicular drop off space; and
- The public parking scheme comprises approx. 20–25 spaces on the Earls Lane frontage and laid out with permeable surfacing, trees and shrubs and EV charging points; and
- A S106 agreement is made that requires the delivery and transfer of the nursery and public parking schemes to the Parish Council at no charge prior to the occupation of the first dwelling; and
- The layout comprises a single vehicular, pedestrian and cycle access from Banbury Road to the residential scheme and a separate vehicular, pedestrian and cycle access from Banbury Road to the nursery scheme, both of which must not compromise the existing Fire Station access and which should minimise the loss of the existing mature hedgerow on the Banbury Road frontage; and
- The layout also comprises a tree-lined public footpath from Earls Lane through the residential scheme to Banbury Road and connecting a children’s play area and new woodland and informal amenity areas; and
- The landscape scheme comprises the bolstering of the existing hedgerow and tree planting along each of the site boundaries, a new community orchard in the vicinity of the Earls Lane frontage, an informal amenity area and ecological corridors permeating the whole scheme; and
- The outline layout and location of buildings allow for one or more glimpse views from the south-west corner of the site on Banbury Road through the scheme to the countryside to the north-east of the site; and
- The design of the scheme reflects the design principles set out in Policy DEDD4 and responds positively to the prominence of the north-west corner of the site in views from the north towards the village.

5.5 This policy plans for housing growth over the plan period informed by the housing requirement in the emerging Local Plan (of 45.5 homes). It allocates one site on Banbury Road to achieve this target but also to deliver additional homes to enable the delivery of a new childcare facility and public car park within the scheme. In doing so it is expected that there will be no need for the emerging Local Plan to make any additional housing site allocations for the plan period.

5.6 The Banbury Road site (see concept plan below) is available for development now and so will be able to deliver new homes in the first five years of the plan period. Thereafter only suitable infill schemes will be supported under Policy DEDD1 unless a future review of the Local Plan requires additional housing supply.



5.7 The 'U-shaped' site lies on the north-eastern edge of the village, partially wedged between the fire station and woodland on its south and east and the main Banbury Road and extending to Earls Lane on the eastern side of the woodland. Aside from contributing to meeting local housing (including affordable) supply, the site is very well located to accommodate a new nursery (to replace the existing facility on Hempton Road which has reached the end of its life). The nursery already has a close operational partnership with the Primary School that is just 50m to the



south of the site on Banbury Road. The site will also enable the provision of a new public car park off Earls Lane to address the significant parking problems along the road with the school (at peak times) and the health centre.

5.8 The policy requires that the nursery and car park are built and transferred to the Parish Council to arrange for a lease to the existing community nursery operator and to operate the car park respectively. It requires this to be done through a S106 agreement and they are delivered before the residential scheme is occupied. The land interest has confirmed that these policy provisions are viable and acceptable.

5.9 Given the landscape and amenity sensitivity of the edges of the site, the policy requires the landscape scheme to pay special attention to mitigating the harmful effects of the new scheme, and to incorporate those measures with a new footpath link from Earls Lane to Banbury Road. This will maximise the convenience of walking from the scheme to the village centre less than 200m to the south and will connect other sites features, including the play area, amenity area and community orchard.

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### POLICY DEDD3: HOUSING MIX

**A. Residential developments that provide any of the following housing types will be particularly supported:**

- one, two- and three-bedroomed homes designed for first-time buyers
- dwellings suitable for older persons
- single-storey dwellings
- accessible, elderly-friendly and disabled-friendly accommodation

**B. Where affordable housing is required by development plan policy, the mix of affordable homes shall be:**

- 50% affordable or social rent
- 25% First Homes at a 50% discount rate
- 25% other forms of intermediate affordable housing for sale
- ~~Priority to be given~~ **Schemes that give priority** in the letting and the sale of the affordable homes to those with a connection to the Parish or are designated Key Workers **as defined in Appendix C will be particularly encouraged.**

5.10 This policy establishes key principles for delivering new homes in the Parish, including those provided for in the Policy DEDD2 allocation, but also any infill or other housing scheme proposals that are made in the plan period. Clause A establishes its clear support for proposals that address the imbalances of the existing housing stock by providing smaller, more affordable and accessible homes suited to a wide range of households. In particular, opportunities should be taken to deliver home types (including bungalows) that will enable existing elderly villagers to 'downsize' from larger homes. It is based on the evidence of the Housing Needs Assessment report prepared for the Neighbourhood Plan.

5.11 Its clause B sets out the [recommended require](#) mix of affordable homes, again based on the evidence of that Assessment, to ensure that the mix is best able to meet local needs. With the advent of the 'First Homes' product, the Assessment concludes that in order for that product to succeed in the Parish, the full 50% (rather than default 30%) discount rate should be required.

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#### POLICY DEDD4: DESIGN QUALITY IN DEDDINGTON

**A. Development proposals in the Deddington Conservation Area, as shown on the Policies Map, must [sustain preserve](#) and enhance its significance as defined by the Conservation Area Appraisal, paying special attention to the following characteristics:**

- Ironstone walls are an important feature throughout the Conservation Area and contribute to its character and must be preserved and maintenance encouraged.
- Hedges and ditches make an important contribution to the character of the village, as well as providing wildlife corridors.
- ~~Ditches make an important contribution to surface water drainage where they act as reservoirs in periods of intensive rain. They should not be piped.~~

**B. Development proposals within the defined Village Settlement Boundary but outside the Conservation Area should have regard to the following design matters and shall demonstrate that they have been properly understood and responded to as relevant to the location and nature of the application:**

- Views of the tower of St Peter's & St Paul's Church
- The character of adjacent parts of the Conservation Area

- **The network of stone walls, hedges and ditches**
- **Reflect the charm of Deddington created by the diversity of design, construction, materials and style of adjacent dwellings, and avoid uniformity.**

**C. The Neighbourhood Plan identifies and describes the significance of buildings and structures known as non-designated heritage assets in Appendix A. In determining applications that directly or indirectly affect a non-designated heritage asset, the scale of any harm or loss will be weighed against its defined significance.**

5.12 This policy requires in its clause A applicants to have acknowledged, understood and responded to the design guidance contained in the adopted Conservation Area Appraisal in their development proposals. The Conservation Area covers a large part of the village, focused on its historic core around Market Place but extending west (to include High Street/New Street) and east (to include the Castle and the Hopcraft Lane/St Thomas Street area). Much of the rest of the village to its north-west and west lies within the setting of the Conservation Area and national and Local Plan policy require that proposals address their potential effects on it. The new Parish Character Study (published separately) has sought to provide guidance in this respect.

5.13 That Study has also supplemented the Appraisal guidance by drawing special attention to some key design features of the village that make an especially important contribution to its distinct character. These have been included in its clause B and will affect some proposals in the area based on their nature, scale and location.

5.14 Both the Appraisal and Study identify 'non-designated heritage assets', as defined in the NPPF. They are listed in Appendix A. Both have taken account of guidance published by English Heritage/Historic England over many years to inform how such buildings and structures are identified and described. As per the NPPF, clause C of the policy does not ascribe statutory listing status to the structures but does require that proposals affecting a structure take proper account of why it has been identified, with a view to avoiding unnecessary harm to its local heritage value.

5.15 Developers should seek advice from Thames Valley Police to ensure their developments are 'Secured by Design' in the interests of reducing potential crime.

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## POLICY DEDD5: DESIGN QUALITY IN HEMPTON

**A. The Deddington Parish Neighbourhood Plan Parish Character Study identifies features of Hempton that contribute to defining its special local character. Development proposals must be**

able to demonstrate that they have properly understood and responded to this character as relevant to their location and nature.

**B. Attention is drawn to the following characteristics in particular:**

- the prominence of The Old Stores (and its sign) and Stonelea in the street scene
- views of the thatched cottages at the corner of Barford Road and of Batchelor's Row
- ironstone walls that are an important feature throughout Hempton

**C. The Neighbourhood Plan identifies and describes the significance of buildings and structures known as non-designated heritage assets in Appendix A. In determining applications that directly or indirectly affect a non-designated heritage asset, the scale of any harm or loss will be weighed against its defined significance.**

5.16 This policy is intended to shape design quality in Hempton, derived from the Parish Character Study prepared for the Neighbourhood Plan. Although the village does not have a designated Conservation Area, it is of good example of the local architectural vernacular in building style and of a small, traditional linear village in the District.

5.17 Its clause A requires applicants to have acknowledged, understood and responded to the design guidance contained in the Study in their development proposals and draws special attention to some key design features of the village that make an especially important contribution to its distinct character. They will affect some proposals in the area based on their nature, scale and location.

5.18 The Study also identify 'non-designated heritage assets' as defined in the NPPF. They are listed in Appendix A. It has taken account of guidance published by Historic England to inform how such buildings and structures are identified and described. As per the NPPF, clause B of the policy does not ascribe statutory listing status to the structures but does require that proposals affecting a structure take proper account of why it has been identified, with a view to avoiding unnecessary harm to its local heritage value.

5.19 Developers should seek advice from Thames Valley Police to ensure their developments are 'Secured by Design' in the interests of reducing potential crime.

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## POLICY DEDD6: DESIGN QUALITY IN CLIFTON

**A. The Deddington Parish Neighbourhood Plan Parish Character Study identifies features of Clifton that contribute to defining its special local character. Development proposals must be able to demonstrate that they have properly understood and responded to this character as relevant to their location and nature.**

**B. Attention is drawn to the following characteristics in particular:**

- views of the bellcote tower of the former St James Chapel
- the prominence in the street scene of The Duke PH and Manor Farm

**C. The Neighbourhood Plan identifies and describes the significance of buildings and structures known as non-designated heritage assets in Appendix A. In determining applications that directly or indirectly affect a non-designated heritage asset, the scale of any harm or loss will be weighed against its defined significance.**

5.20 This policy is intended to shape design quality in Clifton, derived from the Parish Character Study prepared for the Neighbourhood Plan. Like Hempton, although the village does not have a designated Conservation Area, it is another good example of the local architectural vernacular in building style and of a small, traditional linear village in the District.

5.21 Its clause A requires applicants to have acknowledged, understood and responded to the design guidance contained in the Study in their development proposals and draws special attention to some key design features of the village that make an especially important contribution to its distinct character. They will affect some proposals in the area based on their nature, scale and location.

5.22 The Study also identify 'non-designated heritage assets', defined in the NPPF. They are listed in Appendix A. It has taken account of guidance published by Historic England to inform how such buildings and structures are identified and described. As per the NPPF, clause B of the policy does not ascribe statutory listing status to the structures but does require that proposals affecting a structure take proper account of why it has been identified, with a view to avoiding unnecessary harm to its local heritage value.

5.23 Developers should seek advice from Thames Valley Police to ensure their developments are 'Secured by Design' in the interests of reducing potential crime.

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**POLICY DEDD7: LANDSCAPE CHARACTER & KEY VIEWS**

**A. The Parish and its settlements occupy a distinct ridge top running from Hempton to Clifton through Deddington village which sets the settlements in prominent positions within the landscape and especially the valleys to their north and south. The tower of St Peter and Paul Church in Deddington lies at the mid-point of the ridge and provides an important marker of the village from far around. Development proposals in the surrounding countryside that meet the provisions of Policy DEDD1 must demonstrate they will not adversely affect this landscape character.**

**B. The Neighbourhood Plan identifies the following as key views on the Policies Map:**

1. From Hempton Road and Duns Tew Road, Hempton, west to Chipping Norton
- ~~2. From Snakehill Lane, north-east to the Swere Valley~~
- 2a. From Cosy Lane (BW 187/16) north across the Swere Valley
- 2b. From Cosy Lane, north-east to Kings Spring Field
- 3a. From Hempton Road, north across Swere Valley
- 3b. From Hempton Road, south to Duns Tew
4. From Clifton Road, south to Deddington Castle earthworks
5. From Clifton Road, north-east to Kings Sutton
6. From Jerusalem Lane (BW 187/7), north-west to church tower
7. From Earls Lane, north to woodland
8. From Earls Lane, south-west to church tower
9. From Green Hedges Lane (FP 187/71), north to Adderbury
10. From Green Hedges Lane, south-west to church tower
- 11a. From Chapmans Lane (FP 187/19), north to Deddington Castle ramparts
- 11b. From Chapmans Lane, north-east towards Clifton
- 11c. From Chapmans Lane, south to North Aston
12. From Coombe Hill, south-east to church tower
- 13a. From Grove Fields (FP 187/9), east to church tower
- 13b. From start of Grove Fields footpath, south to Duns Tew

Development proposals that would have an unacceptable detrimental impact on the integrity of any of the identified key views will not be supported.

5.24 In its clause A, this policy acknowledges the special relationship between the landscape character, topography and settlements of the Parish. It requires that this relationship is properly understood and responded to in proposals that may otherwise be acceptable in principle in accordance with Policy DEDD1.

5.25 In clause B, the policy identifies a series of key views, which are defined on the Policies Map. They have been derived from the village character analysis work carried out for the plan. Again, the policy requires applicants to show that they have understood the potential for their proposals to cause harm to a view and that options have been looked at to avoid such an outcome. This need not prevent development but should enable careful siting, design and layout decisions to be made.

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## POLICY DEDD8: TRAVEL PLANNING

A. Any new ~~residential~~ development should seek to provide access to the local road network in a way that mitigates potential adverse transport impacts, including by the introduction of traffic calming measures where required by the Highway Authority. ~~Development proposals should demonstrate that they will either avoid or satisfactorily mitigate any adverse effects of the traffic they generate or attract on the air quality at the junction of the A4260 and B4031 in Deddington.~~

**B. In order to encourage and enable the use of local bus services, walking and cycling, all development proposals, where reasonable to do so, will make a financial contribution to a package of local sustainable transport measures, including the S4 bus service [when requested by the Highway Authority](#).**

Proposals for new residential development should take full account of the needs of pedestrians and cyclists. As appropriate to their scale and location, proposals should provide safe and well-defined pedestrian and cycle routes to local facilities, services and amenities.

**C. The provision of off-road car parking for any new residential development shall be not less than the recommendations in the Oxfordshire County Council Residential Road Design Guide Second Edition or any replacement table subsequently published from time to time.**

**D. In the case of new dwellings with three or four bedrooms up to two car parking spaces should be provided within the development site. For dwellings of five or more bedrooms up to three car parking spaces should be provided within the development site. If less than half of the parking provision associated with the development is unallocated, provision should be made for visitor parking of 0.2 spaces per dwelling.**

**E. Any new dwelling shall provide cycle parking facilities for residents and visitors which are covered and secure, and otherwise at least equal to Oxfordshire County Council's approved cycle parking standards for residential development set out in the Oxfordshire County Council's Parking Standards for New Developments or any replacement cycle parking standards subsequently published from time to time.**

5.26 This policy brings together a series of traffic and parking related requirements in seeking to plan for local travel needs in the future. Traffic flows through Deddington are consistently high on both the A4260 Oxford to Banbury road and the B4031 west-east route leading to/from the M40 (Junction 10). The B4031 has significant physical constraints as it passes through Hempton and Deddington, and just beyond Clifton. While Deddington straddles the A4260 and the B4031, the village is further from main employment areas and major retail centres than most of the other larger rural settlements in north Oxfordshire. The greater majority of Deddington residents therefore commute extended distances by car to various work destinations and only 13% work in Banbury. Deddington was given a poor transport sustainability rating in terms of average network distance and travel time.

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## POLICY DEDD9: GREEN INFRASTRUCTURE

**A. The Neighbourhood Plan defines the Deddington Parish Green Infrastructure Network around and within the villages, as shown on the Policies Map. The Network comprises a variety of green infrastructure assets, including informal open space, a Local Green Space, allotments, playing fields, assets of biodiversity value and children's play areas, footpaths and bridleways.**

**B. Development proposals on land that lies within or immediately adjoining the defined Network must demonstrate how they will maintain or enhance its green infrastructure value in that location, by way of their landscaping schemes, layouts, access and public open space provision. Proposals will be supported where they seek to improve the function of the Network, including by sequestering carbon through woodland planting and by the use of planters and mini orchards in development schemes.**

**C. Proposals for new buildings, wherever possible, should incorporate grey and rainwater harvesting measures to manage surface water flood risk and habitat enhancement measures, including bat boxes, swifts' bricks and hedgehog routes, to encourage wildlife.**

5.27 This policy identifies and maps the network of a wide variety of green (and some blue) infrastructure assets across the Parish that functions to support biodiversity and community enjoyment. Not only are many assets of special value in their own right, they are well connected to function as habitat corridors and as more sustainable means of travelling around the Parish by foot or cycle.

5.28 The policy complements the more general requirements of the adopted Local Plan Policy ESD17 on green infrastructure by encouraging opportunities for woodland planting as part of landscape schemes to contribute to carbon sequestration ('sinking') in tackling climate change. It also reinforces the need for new buildings to harvest grey and rainwater to help manage flood risk and to create other means of encouraging wildlife using simple, on-site measures like bat boxes and the like.

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## POLICY DEDD10: SATIN LANE ALLOTMENTS LOCAL GREEN SPACE

**The Neighbourhood Plan designates the Satin Lane Allotments in Deddington, as shown on the Policies Map, as Local Green Space. New development will not be permitted on land designated as Local Green Space except in very special circumstances. ~~New development adjacent to designated Local Green Space must not detract from its special value.~~**

5.29 This policy takes forward the provisions of the NPPF in respect of protecting this privately owned, but greatly cherished, allotment on the south-eastern edge of the village. Its designation as a Local Green Space confers on the land the same national policy protection as that of the Green Belt. Only in very special circumstances will inappropriate development therefore be permitted.

5.30 A survey of all potential candidate sites has been undertaken. Of the few candidates considered to meet the NPPF tests to qualifying for this designation, all apart from the allotments are in local public ownership with no prospect of any proposals for harmful development. The Parish Council considers that the allotments site meets the tests: it is not an extensive tract of land; it is close to the community it



benefits; and it has been enjoyed not only as an allotment but as a publicly accessible and tranquil space for decades.

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## POLICY DEDD11: COMMUNITY FACILITIES

The Neighbourhood Plan identifies the following buildings and their curtilage as community facilities, as shown on the Policies Map:

- a) Windmill Community Centre premises, Hempton Road, Deddington
- b) Deddington Library, High Street, Deddington
- c) Deddington Village Nursery, Hempton Road, and Deddington Partnership Foundation Stage Unit (pre-school), Earls Lane, Deddington
- d) Deddington Health Centre, Earls Lane, Deddington
- e) Duke of Cumberland PH, Clifton
- f) Red Lion, Market Place, Deddington
- g) Crown and Tuns, New Street, Deddington
- h) Deddington Arms, Victoria Terrace, Deddington
- j) Unicorn, Market Place, Deddington

Proposals that will harm or result in the loss of a local community use or pub will be resisted unless it can be clearly demonstrated that:

- all reasonable efforts have been made to market the premises for its existing use and no other potential occupier can be found;
- ~~all reasonable efforts have been made to improve the operation and management of the business or facility;~~
- the land is no longer a suitable location for a local community use or pub;
- ~~in the case of the loss of a public house, suitable alternative public houses exist to meet the needs of the local community; or~~
- in the case of the loss of a local community use, suitable alternative uses exist to meet the needs of the local community.

5.31 This policy identifies a number of community facilities across the Parish for the purpose of protecting them from harmful development including a change of use. All of the facilities continue to serve a vital social function in this relatively remote rural area; their loss will likely lead to a greater dependence of the local community on services outside the Parish requiring car trips.

5.32 It is accepted that not every facility that operates as a commercial concern or as a local public service may remain viable in the long term as community needs and habits change. However, the policy places the onus on the applicant to demonstrate that all reasonable options have been explored not only to find an alternative operator of the facility, but also to find another type of community use for the premises and land. This reflects the fact that once the premises and land

have been lost to this use then it is very unlikely such facilities will be re-provided elsewhere.

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## POLICY DEDD12: DEDDINGTON VILLAGE CENTRE

**A. Within the Deddington Village Centre as shown on the Policies Map the following development proposals will be supported, provided that they accord with national and local policies to protect heritage assets and their setting, and with the relevant design guidance:**

- improvements to, or for the extension of, premises that are in an established commercial, business, service, public house or hot food take-away use.
- the change of use of premises to a new commercial, business or service use.

**B. Within the Deddington Village Centre, proposals where planning permission is required for a change of use of the ground floor of premises in an established commercial, business, service, public house or hot food take-away use to a residential use will be resisted, unless it can be demonstrated that:**

- the location is no longer economically viable for its established use, nor for a new commercial, business or service use; and
- the premises are incapable of improvement or extension to provide a viable commercial, business or service use without causing unacceptable harm to their heritage significance or in an economically viable way.

**C. Within the Village Centre, proposals for the installation, alteration or replacement of a shop front or shop sign will be supported provided that:**

- they do not require the loss of an existing shop front of heritage value; and
- the design, colour, materials, signs and details of the proposed work sustain or enhance the character of the building and surrounding shop frontages and are in keeping with the Deddington Conservation Area.

5.33 This policy highlights the importance of the village centre in serving the needs of the village and surrounding smaller rural settlements like Clifton and Hempton. The centre is focused on the historic Market Place but also includes Hudson Street, Bull Ring, Church Street, Chapel Square and part of High Street and of New Street. It is not defined in the adopted Local Plan as a policy entity but its future is vital to the sustainability of the village, especially as its population grows.

5.34 The policy has taken into account the Use Class Order 2020 in terms of its re-definition of previously separate 'town centre' uses into the single Class E ('commercial, business and services') along with offices, light industrial uses and health facilities. It requires that the village centre remains the right place in the village for these facilities to consolidate and hopefully grow. It is also accepted that

some changes of use from a Class E use to a dwelling can be carried out without a planning application. However, many of the buildings in the village centre are listed (in which case that permitted development right does not apply). In addition, CDC can still take into account in determining if 'prior approval' for a change of use of a ground floor use the evidence and rationale of this Neighbourhood Plan in measuring the impact on the character or sustainability of the Conservation Area within which the whole of the village centre lies.

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### POLICY DEDD13: LOCAL BUSINESS

Proposals for new business and service uses **falling within Use Class E** will be supported, providing that they are either:

**A. located within the Deddington Village Settlement Boundary defined in Policy DEDD1 if they accord with all other relevant policies of the development plan; or**

**B. located ~~within or adjoining an established business use~~ beyond the Deddington Village Settlement Boundary if they can demonstrate they will not generate a scale of traffic that will have an adverse effect on local roads or will conflict with the landscape character and key views of Policy DEDD7.**

5.35 This policy serves two purposes: to encourage the retention and growth of existing employment uses in the Parish and to support proposals for new businesses provided ~~they lie on land within the defined settlement boundary or, in certain circumstances, adjacent to the settlement boundary,~~ they are compliant with NPPF guidance (para 85).

5.36 Although not a town, the village has a long history in serving a wider rural population as a location for jobs. In recent years, established employment sites in the village such as Johnson & Co, NFU Mutual, Home Farm Works and TWB Motors have been supplemented by more home working and some small offices. These businesses and home working have enabled many in the community to work and shop locally, although many more continue to have to commute out of the Parish.

5.37 Clause A of the policy encourages existing sites to intensify their uses if that is necessary to remain viable but within the policy constraints, notably relating to heritage and residential amenity. Existing employment land is already protected from a change of use by the adopted Local Plan Policy SLE1 and so this is not repeated here.

5.38 Clause B encourages proposals for new business and service uses (that is Class E(d-g)) ~~within the village~~, but not commercial uses (that is Class E (a-c)) that are best suited to premises in the defined village centre (for which Policy DEDD13

provides). It is considered that Clifton and Hempton are too small and remote to be sustainable locations for new employment development and so this clause does not extend to include their settlement boundaries.

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#### POLICY DEDD14: HOME WORKING

**Insofar as planning permission is required, home extensions or other building alterations to facilitate working from home will be supported within the curtilage of any residential plot in the Parish, providing that they accord with all other relevant policies of the development plan as relevant to their location and scale and subject to activity at such development not harming residential amenity.**

5.39 This policy is to encourage more residents to work at or from home, thereby taking advantage of modern technology and reducing the need to commute. Home working increases local employment options and supports the NPPF goal of a prosperous rural economy. It also benefits people who have limited mobility. In 2017 it was estimated that some 14–15% of economically active residents in the Parish work at or from home and it is expected that this number will have significantly increased since then.

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#### POLICY DEDD15: BROADBAND AND MOBILE COMMUNICATIONS

~~All new dwellings and business premises in the Parish should be provided with a superfast broadband connection installed on an open access basis which is directly accessible from the nearest suitable exchange and fitted so as to permit future repair, replacement or upgrading.~~

~~All new dwellings and business premises in the Parish should be provided with the necessary infrastructure to enable a superfast broadband connection to be installed. Where it is practicable to do so, broadband connections should be made~~ by way of suitable ducting to enable one or more service providers to provide a fibre connection to individual properties from a connection chamber or chambers located on the public highway, or else from an alternative connection point available to different service providers.

**Proposals for new or improved mobile phone infrastructure will be supported, providing that the proposals do not adversely affect the surrounding built or natural environment (including without limitation the setting of heritage assets and key views).**

5.40 This policy seeks to ensure that all new homes and business premises in the Parish ~~are can be~~ provided with a superfast broadband connection. Apart from the social dimension, this will support business development and home working. The NPPF notes that high speed broadband plays a vital role in enhancing the provision of local community facilities and services.

5.41 Policy BSC 9 'Public Services and Utilities' of the adopted Local Plan expects superfast broadband connectivity to be provided on new developments. Fibre to the premises (FTTP) offers broadband connection speeds of up to 330 mbps and even the base speed of 40 mbps is sufficiently fast to allow buffering-free high definition webcasts, video communications such as Skype and remote access which are simply unworkable with the older ADSL technology. Any community which lacks superfast broadband is therefore at a business and social disadvantage compared with most of the country which has superfast broadband.

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## POLICY DEDD16: ZERO-CARBON BUILDINGS

A. All development must ~~be 'zero carbon ready by design'~~ minimise the amount of energy needed to heat and cool buildings through landform, layout, building orientation, massing and landscaping.

~~B. All planning permissions granted for new and refurbished buildings should demonstrate that they have been tested to ensure the buildings will perform as predicted and will include the planning condition to require the provision of a Post Occupancy Evaluation Report to the Local Planning Authority within a specified period unless exempted by Clause B. Where the Report identifies poor energy performance and makes recommendations for reasonable corrective action, the applicant must demonstrate that those actions have been implemented before the condition will be discharged.~~

B. Buildings which are ~~Wherever feasible, all buildings should be~~ certified to a Passivhaus or equivalent standard with a space heating demand of less than 15KWh/m<sup>2</sup>/year will be encouraged. Where schemes that maximise their potential to meet this standard by proposing the use of building forms or a plot size, plot coverage or layout that are different to those characteristic of the immediate area within which the proposal is located, this will be supported, provided it can be demonstrated that the scheme will not have a significant harmful effect on heritage assets.

5.42 This policy is in ~~two~~<sup>three</sup> parts, the combination of which is intended to encourage a step change in the energy performance of all new developments in the Parish and, in doing so, to incentivise the use of the Passivhaus or equivalent standard of building design. Achieving this level of performance will make a significant contribution to mitigating climate change that the Neighbourhood Plan can deliver. This is especially important in view of the fuel crisis, the hugely inflated cost of fuel for the foreseeable future, and the need in the current geo-political circumstances to be fuel self-sufficient in the UK. A truly insulated and fuel-economical home is crucial both for the community at large and for the individual resident. To stint would be a false economy.

5.43 Clause A of the policy requires developers to ensure they address the Government's climate change targets and energy performance at the very initial stages of design. This involves making spatial decisions on layout and orientation of buildings at the outset to maximise the passive design benefits ('free heat') of a site and avoids leaving this to technical choices and assessment at the Building Regulation stage, by which time the opportunity may have been lost.

~~5.44 [Clause B](#)It's [Clause B](#) requires the developer of a consented housing development scheme of any size to carry out Post-Occupancy Evaluation (POE), including actual metered energy use and to submit the report to the Local Planning Authority. It will be implemented by attaching a planning condition, which will only be discharged once the report has been submitted and any recommended actions to rectify any performance gap with the design stage assessment (as proposed in the Energy Statement already required by CDC) are carried out by the developer.~~

encourages all schemes, no matter what their intended use or size other than householder extensions, to use the Passivhaus Planning Package (PHPP) or equivalent design methodology for all buildings where it is feasible to do so. ~~Certified Passivhaus (or equivalent) schemes are not required to meet the provisions of Clause B as such schemes cannot fail in that way.~~

5.45 In respect of scheme viability, any extra-over cost of building to the 'zero-carbon ready' Passivhaus standard (now less than 5%) will diminish to zero well within the period of this Plan, as per both the Governments Regulatory Impact Assessments and research by the Passivhaus Trust. The policy is intended to ensure that expensive and unnecessary retrofit costs are not passed down to building occupiers in the future, particularly in an area which has relatively high property values.

5.46 The policy anticipates that in order to achieve a zero-carbon standard the scheme design may need to be innovative in its building forms and plot characteristics and some compromise may be needed. Within the Deddington Conservation Area proposals must be able to show that such a compromise will only lead to minor harm to its character and appearance of a scale that is outweighed by the climate change mitigation benefit. Elsewhere in the Parish applicants will still be required to show how any compromise will not undermine the character of the local area as defined by the Parish Character Study.

5.47 Proposals seeking to apply the PHPP must be able to demonstrate that the Passivhaus standard can be achieved. Prior to commencement a 'pre-construction compliance check' completed by a Passivhaus Designer accredited by the Passive House Institute (PHI) will be required and secured by condition. Upon completion Quality Approved Passivhaus certificate for each building will be required prior to occupation, again secured by condition.



## 6. IMPLEMENTATION

6.1 The Neighbourhood Plan will be implemented through Cherwell District Council's consideration and determination of planning applications for development in the Parish.

### DEVELOPMENT MANAGEMENT

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6.2 The Parish Council will use a combination of the Local Plan and these Neighbourhood Plan policies to inform and determine its planning application decisions. The Parish Council is a statutory consultee on planning applications made in the Parish and it will be made aware of any future planning applications or alterations to those applications by the planning authority. It will seek to ensure that the Neighbourhood Plan policies have been identified and applied correctly by applicants and by officers in their decision reports.

### LOCAL INFRASTRUCTURE IMPROVEMENTS

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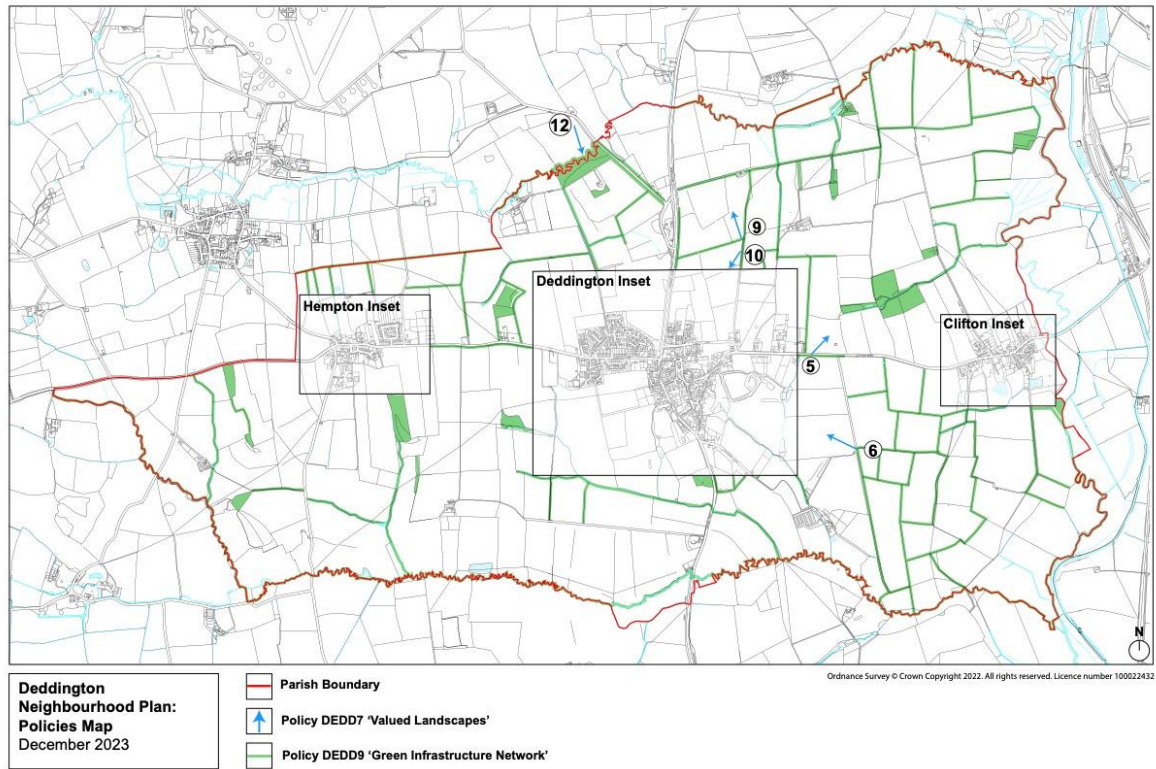
6.3 Where opportunities arise through Section 106 agreements (or through the Community Infrastructure Levy) to secure financial contributions to invest in improving local infrastructure, the Parish Council will review the evidence base and community consultations for the Neighbourhood Plan to inform its view in liaising with the local planning authorities.

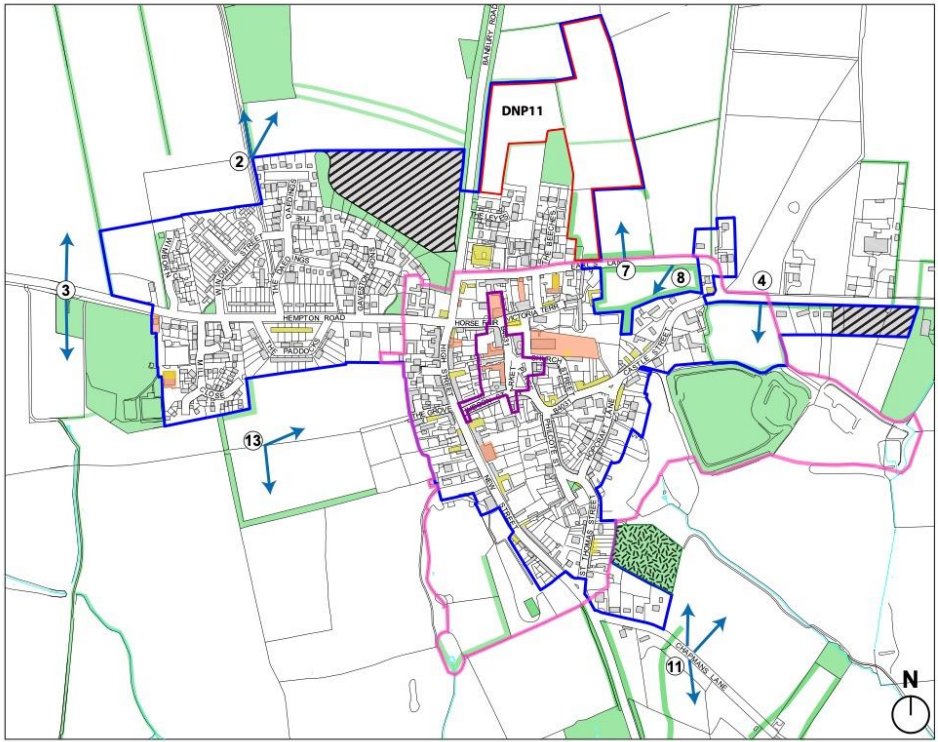
6.4 During the process of preparing the Neighbourhood Plan, there have been many ideas for improving or addressing current problems in the Parish that lie outside the scope of the land use planning system to control. The Parish Council has noted these issues and will take them forward through its day-to-day business and in partnership with the local community and relevant parties. These include:

- Play areas should be publicly adopted by the relevant local authority (parish council or district council), and roads within developments should be built to adoptable standard and be adopted by the highways authority, Oxfordshire County Council. Open market houses should be for sale freehold and not leasehold
- Purchasing a speeding indicator device to locate in and around the Parish to encourage lower driving speed.
- Traffic calming is needed, particularly to reinforce the 20mph speed limit introduced in Hempton, Clifton and Deddington. Particular attention is necessary either side of the pinch point in Hempton where there has been a recent serious collision and a high number of other incidents, on the Hempton Road in Deddington and in Earls Lane.

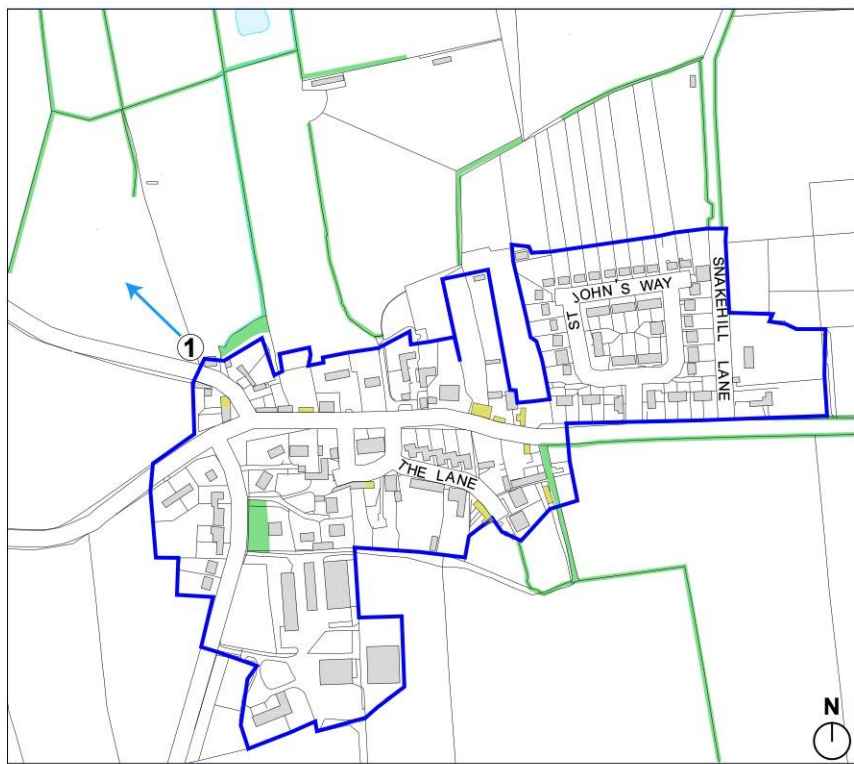
## 7. POLICIES MAPS & INSETS

*(All maps have been replaced with higher quality ones)*

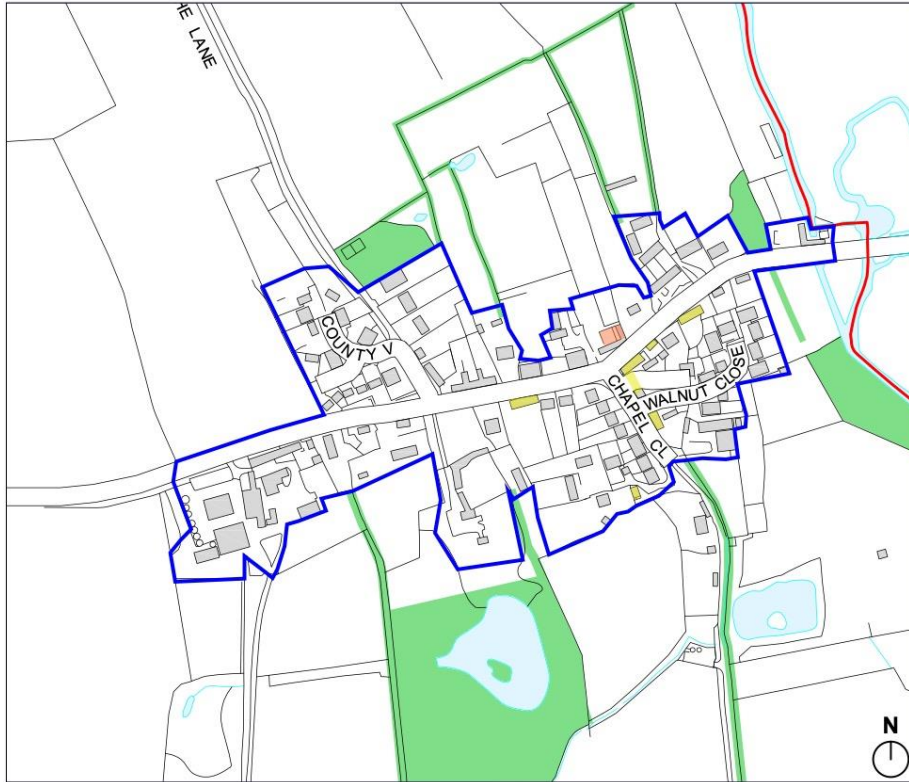




- Deddington Neighbourhood Plan: Policies Map Deddington Village Inset December 2023**
- Policy DEDD1 'Deddington Village Settlement Boundary'
  - Policy DEDD2 'Deddington Village Site Allocation'
  - Policy DEDD4 'Design Quality in Deddington: Conservation Area'
  - Policy DEDD7 'Landscape Character & Key Views'
  - Policy DEDD9 'Green Infrastructure Network'
  - Policy DEDD10 'Satin Lane Allotments Local Green Space'
  - Policy DEDD11 'Community Facilities'
  - Policy DEDD12 'Deddington Village Centre'
  - Recent Residential Development



- Deddington Neighbourhood Plan: Policies Map Hempton Village Inset December 2023**
- Policy DEDD1 'Deddington Village Settlement Boundary'
  - Policy DEDD5 'Design Quality in Hempton: Locally Listed Structures'
  - Policy DEDD7 'Landscape Character & Key Views'
  - Policy DEDD9 'Green Infrastructure Network'



**Deddington Neighbourhood Plan:  
Policies Map  
Clifton Village Inset  
December 2023**

- Parish Boundary
- Policy DEDD1 'Deddington Village Settlement Boundary'
- Policy DEDD6 'Design Quality in Clifton: Locally Listed Structures'
- Policy DEDD9 'Green Infrastructure Network'
- Policy DEDD11 'Community Facilities'

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## APPENDICES

### APPENDIX A – NON-DESIGNATED HERITAGE ASSETS

This list of Non-designated Heritage Assets is intended to support the identification of buildings and structures in the Neighbourhood Plan. It provides a summary description of the type of local heritage value for each building but is not intended as a definitive analysis of significance. No detailed internal inspections have been undertaken and limited desk-based research. Rather, it is the responsibility of an applicant to acknowledge, understand and respond to that significance, prompted by this summary information.

In compiling the list particular reference has been made to the guidance contained in the publication by Historic England: Local Heritage Listing Advice Note 7 of March 2017. It notes “Creating a local heritage list is a way for local councils and communities to identify and celebrate historic buildings, archaeological sites and designed landscapes which enrich and enliven their area.” It goes on to state that in its §24, “Selection criteria are essential in defining the scope of the local heritage list and should take account of the range of assets in an area. This includes recognition that local distinctiveness may lie as much in the commonplace or everyday as it does in the rare and spectacular.”

This approach was used by the District Council in its Deddington Conservation Area Appraisal of 2012 and the Locally Listed Buildings it identifies have not been repeated here. Similarly, the Study has used the criteria below to identify which buildings and structures are worthy of inclusion in the policy set out below:

Criterion	Description
Age	The age of an asset may be an important criterion, and the age range can be adjusted to take into account distinctive local characteristics or building traditions.
Rarity	Appropriate for all assets, as judged against local characteristics.
Aesthetic Interest	The intrinsic design value of an asset relating to local styles, materials or any other distinctive local characteristics.
Group Value	Groupings of assets with a clear visual design or historic relationship.
Archaeological Interest	The non-designated heritage asset may provide evidence about past human activity in the locality, which may be archaeological – that is in the form of buried remains – but may also be revealed in the structure of buildings or in a manmade landscape. Heritage assets with archaeological interest are the primary source of evidence about the substance and evolution of places, and of the people and cultures that made them.
Archival Interest	The significance of a non-designated heritage asset of any kind may be enhanced by a significant contemporary or historic written record.

Historical Association	The significance of a non-designated heritage asset of any kind may be enhanced by a significant historical association of local or national note, including links to important local figures. Blue Plaque and other similar schemes may be relevant.
Designed Landscape Interest	The interest attached to locally important historic designed landscapes, parks and gardens which may relate to their design or social history. This may complement a local green space designation, which provides special protection against development for green areas of particular importance to local communities for their current use.
Landmark Status Social and Communal Value	An asset with strong communal or historical associations, or because it has especially striking aesthetic value, may be singled out as a landmark within the local scene.

In addition to a short description based on the selection criteria above, buildings included on the Local Heritage List have been assigned a letter summarising their value of significance based on the four areas of value defined by Historic England in their document Conservation Principles Policies and Guidance for the Sustainable Management of the Historic Environment (English Heritage April 2008). These are as follows:

- **Evidential Value (E)** – derived from the potential of a place to yield evidence about past human activity.
- **Historical Value (H)** – derived from the ways in which past people, events and aspects of life can be connected through a place to the present. It tends to be illustrative or associative.
- **Aesthetic Value (A)** – derived from the ways in which people draw sensory and intellectual stimulation from a place. Aesthetic values can be the result of the conscious design of a place, including artistic endeavour. Equally, they can be the seemingly fortuitous outcome of the way in which a place has evolved and been used over time. Many places combine these two aspects – for example, where the qualities of an already attractive landscape have been reinforced by artifice – while others may inspire awe or fear. Aesthetic values tend to be specific to a time and cultural context, but appreciation of them is not culturally exclusive.
- **Social Value (S)** – compared with other heritage values, social values tend to be less dependent on the survival of historic fabric. They may survive the replacement of the original physical structure, so long as its key social and cultural characteristics are maintained; and can be the popular driving force for the re-creation of lost (and often deliberately destroyed or desecrated) places with high symbolic value, although this is rare in England.

BUILDING	DESCRIPTION OF SIGNIFICANCE	VALUE TYPE
<b>DEDDINGTON</b>		
Deddington Church of England Primary School, Earls Lane	Caters for children from the Parish and from Barford. There has been a National School in Deddington from 1815. It is a key resource in the village for children and parents alike.	A, H, S
<del>Deddington Health Centre, Earls Lane</del>	<del>Provides health care to Deddington and the local area. As the village and the surrounding areas increase in population there will be ever increasing pressure on a finite resource with extremely limited expansion capability.</del>	<del>S</del>
<del>Windmill Centre, Hempton Road</del>	<del>Community hall and sports facilities are the primary community resource for the village, providing a variety of sports facilities: including badminton football, cricket, netball, tennis and multi-sports court. It also provides rooms of various sizes to cater for meetings, events and groups.</del>	<del>S</del>
Hempton Road cottages	Some still retain their original numbers on the front of the buildings. They represent the development of Deddington following the second world war. Originally designed without bathrooms, then taken over by the council they have been upgraded.	H, S
Baerlein House (the Old Mortuary), Goose Green	Formerly a store for coal distributed by a coal charity, then a mortuary, a fire station and now used as an office.	H, E
Faulkner Museum of Curiosities, Hudson Street	Gothic stone-built private museum built by local antiquarian Charles Faulkner c.1850 (now two shops, MediPill and Cyclological). There were two wings with a fernery between. The surviving parts include the east wing.	H, A
<b>CLIFTON</b>		
Chase Villas, Chapel Close	A pair of semi-detached homes with charming decorative brickwork and embellishments are very characterful, more so than many of the homes in the village. Thought to be Victorian.	A
Old Wesleyan Chapel, Chapel Close	A symbol of the village's spiritual history is a very well converted living space with a prominent position in the village when approached from the south. Built 1869.	S, H
Four Winds, Sedgheill and Old Stores, Main Street	Four Winds and Sedgheill are key buildings in the agricultural history of the village having been built for senior farming management. Four Winds features in a much revered 'aerial view' drawing of the village made many decades before the age of flight.	A, H S
Former St James Chapel, Main Street	Another reminder of the spiritual history of Clifton in a classic village church building. Consecrated in 1853. It has a nave, south porch and a western turret with two bells.	A, S H
St Anne's Care Home, Main Street	16 <sup>th</sup> century cottage, now a care home.	A, S



Denbigh Place, Main Street	Often referred to as the Gingerbread House because of its Brothers Grimm qualities, it is certainly an architectural star of the village.	A
Victoria Terrace, Sunnyvale and the Post Office, Main Street	These are the only terraced houses in the village and incorporate great starter homes as well as larger properties and the old Post Office that is very connected to the history of the village.	A
Hartwell Cottage, Pepper Alley	A delightful, low-ceilinged cottage tucked 'out of the way' down Pepper Alley also accessed recently via the new Walnut Close. Thought to be at least 18 <sup>th</sup> century.	A
<b>HEMPTON</b>		
The Old Stores and Stonelea, B4031	18 <sup>th</sup> century local style	A, S
Fairview, B4031	19 <sup>th</sup> century local style; together with Mount Pleasant to its south, both oriented north–south and double-fronted, it occupies a very prominent location at the eastern entrance to the village.	A
Mount Pleasant, B4031	Property dates from late 17 <sup>th</sup> century and was almost certainly occupied continuously by the Hollier family for several hundred years. Oriented north–south and double fronted, it occupies a prominent location at the eastern entrance to the village.	A
Batchelors Row, The Lane	18 <sup>th</sup> century local style five cottages, two brick.	A
Folly Cottage, The Lane	19 <sup>th</sup> century local style, group value with adjoining listed Jeffcoates.	A, H
Two cottages on the Barford Road	18 <sup>th</sup> century, group value with listed Crossways Cottage to their south on the corner.	A, HA
The Old Chapel and Coombe Cottage	18 <sup>th</sup> century local style historical old chapel on B4031.	A, H
Church Farm Cottage, B4031	19 <sup>th</sup> century local style, group value with listed Middle Corner Cottage to its west and St John's Church to its east.	A

## APPENDIX B – EVIDENCE BASE

- Deddington Conservation Area Appraisal, Cherwell DC, 2012
- Cherwell Local Plan, Cherwell DC, 1996
- Cherwell Local Plan Part 1, 2015
- Cherwell Local Plan Review, Community Involvement Paper 1, Cherwell DC, 2020
- Cherwell Local Plan Review, Community Involvement Paper 2, Cherwell DC, 2021
- Cherwell Local Plan Review, Draft for Consultation, Cherwell DC, 2023
- Cherwell Local Plan Review Interim Sustainability Appraisal, AECOM for Cherwell DC, 2021
- Deddington Parish Local Insight Profile, OCSI, 2020
- Category A Village Analysis, Cherwell DC, 2016
- Housing Needs Assessment, AECOM for Deddington PC, 2021
- Appeal Decisions on Land South of Clifton Road, Deddington (APP/C3105/W/19/3242236 & APP/C3105/W/20/3247598), Planning Inspectorate, 2020
- Appeal Decision on Land to rear of Valley View, St. Thomas Street, Deddington (APP/C3105/A/14/2228558), Planning Inspectorate, 2015
- Review of Special Landscape Areas, South Northamptonshire DC, 2017
- Deddington Parish Character Study, Deddington PC, 2022
- Deddington Neighbourhood Plan Strategic Environmental Assessment, AECOM for Deddington PC, 2022
- Deddington Neighbourhood Plan Draft Site Assessment Report, O’Neill Homer for Deddington PC, 2022
- Deddington Parish Profile, Cherwell DC, 2021
- Open Space, Sport & Recreation Assessment & Strategies, Nortoft for Cherwell DC, 2020
- Cherwell District: Natural Capital Resources, University of Oxford for Cherwell DC, 2021
- Cherwell Residential Design Guide SPD, Cherwell DC, 2018
- Cherwell Developer Contributions SPD, Cherwell DC, 2018

## APPENDIX C – DEFINITION OF ‘DEDDINGTON CONNECTION’

*(The following three appendices were added at the request of the Examiner)*

1. To constitute a qualifying village or parish connection, an applicant or at least one of joint applicants must:

- have lived in the Parish for at least the last two years; or
- be employed in the Parish for a minimum of 15 hours per week and the employment is not of a short-term nature; or
- have at least six years' previous residence in the Parish if not currently residing there; or
- be over 55 or with a disability requiring support on health grounds from close relatives currently living in the Parish; or
- be a key worker as defined in paragraph 2 (a) below; or
- have close relatives as defined in paragraph 3 below living in the Parish for a period of at least the last two years.

2 (a) A 'key worker' means a person who is employed full time or part time under contract within the District as one of the following:

- ambulance service staff stationed in the District;
- a healthcare professional (e.g. qualified nurse) working in primary or secondary care in the District (e.g. Deddington Health Centre, NHS hospital);
- a fire fighter or police officer stationed in the District;
- a teacher working in one of the District's state maintained schools, nursery nurses and staff;
- a probation officer or prison officer stationed within the District;
- a social care worker; a social worker or therapist

(b) Preference shall be given to key workers whose principal place of work or residence is in the Parish.

3. 'Close relatives' means parents, children, siblings, grandparents or grandchildren including step-relatives, where there is evidence of frequent contact or dependency.

4. 'District' means the area administered by Cherwell District Council.

APPENDIX D – PHOTOGRAPHS OF KEY VIEWS



1. From Hempton Road west across Steepness Hill to Chipping Norton; similar view visible from Duns Tew Road



2a. From Cosy Lane, north across Swere Valley



2b. From Cosy Lane, north-east to Kings Spring Field



3a. From Hempton Road, north across Swere Valley



3b. From Hempton Road, south to Duns Tew



4. From Clifton Rd, south to Deddington Castle earthworks



5. From Clifton Road, north-east to Kings Sutton



6. From Jerusalem Lane, north-west to church



7. From Earls Lane, north to woodland



8. From Earls Lane, south-west to church tower



9. From Green Hedges Lane, north towards Adderbury



10. From Green Hedges Lane, south-west to church



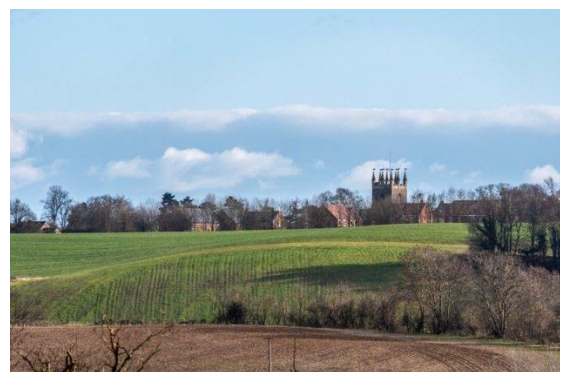
11a. From Chapmans Lane, north to Deddington Castle earthworks



11b. From Chapmans Lane, north-east towards Clifton



11c. From Chapmans Lane, south to North Aston



12. From Coombe Hill, south-east to church tower



13a. From Grove Fields, east to church tower



13b. From start of Grove Fields footpath, south towards Duns Tew



Church from North Aston



Church from Duns Tew



West from church tower



South from church tower

## APPENDIX E– DESCRIPTION OF STANDPOINTS FOR DEDDINGTON KEY VIEWS

### **1. From Hempton Road, west across Steepness Hill to Chipping Norton**

This view can be seen to the right beyond the last house in Hempton as you head westward and there's a similar view a few hundred yards down Duns Tew Road, on the right coming from Hempton

### **2a. From Cosy Lane, north across the Swere Valley**

Once you are clear of the houses at the top end of Cosy Lane, this view or similar is visible all the way down the hill

### **2b. From Cosy Lane, north-east to Kings Spring Field**

When you reach the end of The Daedings houses, to the right from Cosy Lane, you have the view of this field and the copse

### **3a. From Hempton Road, north across the Swere Valley**

Photograph taken from the Hempton Road between the end of Deddington village and Spencer's building yard, but the view is visible to the north for nearly the whole length of the Hempton Road between Hempton and Deddington

### **3b. From Hempton Road, south to Duns Tew**

Most visible where the Tomwell Farm track meets the Hempton Road (where the photograph was taken), but it can be viewed through or over the hedgerow at various points along the south side of the Hempton Road

### **4. From Clifton Road, south to Deddington Castle earthworks**

There is one longish break and some smaller in the hedgerow alongside The Poplars field on the south side of Clifton Road across to the Deddington Castle earthworks and the trees on top of them

### **5. From Clifton Road, north-east to Kings Sutton**

This view or similar is visible from various points along Clifton Road to the north-east, especially in the stretch when you pass the last of the Deddington houses

### **6. From Jerusalem Lane, north-west to the church tower**

The church is visible to the right from two-thirds of the way along Jerusalem Lane as you head southwards

### **7. From Earls Lane, north to woodland**

There are views of fields, hedgerows and woodland to the north all along Earls Lane

### **8. From Earls Lane, south-west to church tower**

This view from the south side of Earls Lane is visible from almost the whole length of the lane apart from where there is the odd tree in the way

### **9. From Green Hedges Lane, north towards Adderbury**

View from the end of Green Hedges Lane northwards. It's a fair distance from Deddington village so an unlikely candidate for development

### **10. From Green Hedges Lanes, south-west to church tower**

This view is visible through the gaps in the hedgerow and the farm gates along the west side of Green Hedges Lane

### **11a. From Chapmans Lane, north to Deddington Castle earthworks**

This view is visible after the last houses on Chapmans Lane through several gaps, some quite wide, through the hedgerow on the north side of the track

**11b. From Chapmans Lane, north-east towards Clifton**

This view is also visible after the last houses on Chapmans Lane through the gaps in the hedgerow but looking towards the north-east

**11c. From Chapmans Lane, south to North Aston**

This is the view from the south side of Chapmans Lane, a short distance after the last house

**12. From Coombe Hill, south-east to church tower**

This view is visible from most of the section of the Deddington Loop footpath leading down the south side of Coombe Hill

**13a. From Grove Fields, east to church tower**

There is a view of the church tower from almost all of the footpath across Grove Fields

**13b. From start of Grove Fields footpath, south towards Duns Tew**

This view is visible all along the first (easternmost) part of the footpath that goes from The Grove across Grove Fields. A view towards Duns Tew and Over Worton is visible from the footpath a few hundred yards west of The Grove

The remaining photographs show the lie of the land viewed from Duns Tew and North Aston, and from the top of the church tower



## **Cherwell District Council**

### **Executive**

**5 February 2024**

## **Sale of Bodicote House Site, White Post Road, Bodicote, OX15 4AA**

### **Report of Corporate Director Resources**

This report is public

### **Purpose of Report**

Bodicote House site has been marketed for sale, to facilitate the Council moving to new offices. The report seeks delegated authority and approval to proceed with the Heads of Terms attached to the Exempt part of this report and enter negotiations for the sale contract.

Parts of this report contain commercially sensitive information relating to the financial and business affairs of the Council and others. That information is exempt from publication and included in the exempt version of this report.

## **1.0 Recommendations**

Executive recommends:

- 1.1 To delegate authority to the Corporate Director of Resources in consultation with the Portfolio Holder for Property and the S151 Officer, to proceed with the Heads of Terms attached to the Exempt part and enter into negotiations for the sale contract with Lucy Developments Ltd.
- 1.2 To delegate authority to Assistant Director Law & Governance to enter into Heads of Terms.

## **2.0 Introduction**

- 2.1 The Council, as freehold owner, occupies the site as its HQ offices. There has been a decision taken on 6 November 2023 by Executive to relocate the Council's main offices to Castle Quay Centre Banbury. The site is no longer considered fit for purpose, the existing accommodation being of the wrong size for today's and anticipated future needs and hybrid working practices and will continue to be a significant drain on resources with high occupational costs as it reaches the end of its useful life.
- 2.2 The site, shown in Appendix 1, comprises of circa 8.2 acres which includes 3 buildings, mature gardens, landscaping and car parking:

- Bodicote House – is a 3-storey office, including the Council Chamber annex, was purpose built in 1970s.
- Old Bodicote House is a Grade II Listed building with adjoining Stables and storage/workshop outbuildings.
- The Lodge gatehouse, again is a Grade II listed building, comprising a two-bedroom cottage, which is currently vacant.

2.2 The Site was valued at 31 March 2023, reflecting its current use, for asset valuation purposes.

The valuation report extract containing commercially sensitive information is in the Exempt part of this report.

2.3 The site is currently subject to two leases:

- Sanctuary Housing – expired 12 May 2023
- Oxfordshire County Council's Registry Office (OCC) - expired 3 October 2022

Sanctuary Housing have now served a notice to vacate under their lease. This leaves OCC holding over under the Landlord and Tenant Act 1954 and continuing to pay rent. They have been notified of the Council's intention to sell the site and the Council has engaged with them to assist with their potential relocation.

2.4 The site includes two Grade II listed buildings and abuts the Bodicote Conservation Area. It lies within the built-up limits of the village.

2.5 The Council's Planning department, confirmed that Bodicote is a category 'A' village in the Cherwell Local Plan 2011- 2031 which provides for minor development, infilling and conversions within built-up limits.

In assessing whether proposals constitute acceptable 'minor development' the Plan requires regard to be given to the following criteria:

- the size of the village and the level of service provision
- the site's context within the existing built environment
- whether it is in keeping with the character and form of the village
- its local landscape setting
- careful consideration of the appropriate scale of development

2.6 The advice provided, stated that the main considerations affecting the developable area are likely to be

- the setting of the Listed Buildings,
- the areas of strategic soft landscaping / biodiversity value at the site's periphery
- significant trees worthy of protection.
- there are potential further issues surrounding the sensitivity on the conversion of the historic buildings and to accommodate some new development within the grounds.

However, this is subject to the planning process and more detailed comments cannot be provided without sight of and being consulted upon, detailed proposed layouts.

- 2.7 The Adopted Local Plan policy would require 30% of the proposed housing to be affordable.
- 2.8 Knight Frank, the Council's appointed property agents, produced a marketing recommendation report in October 2020. This was updated in May 2023, and they were subsequently engaged to market the property for sale in Sept 2023 in accordance with their recommended marketing strategy. The freehold has been offered for sale, with vacant possession to be given, with best bids received on 2 October 2023.
- 2.9 At the same time a Topographical Survey and a Heritage Report were commissioned by the Council and provided to all potential bidders, together with all relevant property information.
- 2.10 In September 2023 some 83 development and land promotion companies were approached by Knight Frank. From this, 8 companies requested further information, viewed the site, and subsequently made bids during early September 2023, with best bids received on 2 October 2023.
- 2.11 Council costs committed to date are c£40,000 plus VAT to include agents' fees, EPC certificates, and survey costs.

### **3.0 Marketing Report Recommendation**

- 3.1 Knight Frank's Summary Overview of all bids, containing commercially sensitive information is in the Exempt part of this report. In summary, eight potential purchasers considered making a bid for the site, however, only seven were received. A preferred shortlist of three bidders was selected after all bids were analysed. There is one overriding condition contained within all the bids which is that all the offers are subject to planning.
- 3.2 All bids are based on the demolition of the main Bodicote House, with the conversion of Old Bodicote House and Stables area, into apartments/houses. The Lodge is likely to remain in residential use, with the remaining site comprising of all new build housing units.
- 3.3 All the bids are subject to the planning process, with additional caveats and assumptions. This means a straight comparison is difficult to make at this stage. For example, each bidder makes different provision for affordable units.
- 3.4 All the bids are significantly higher than the current book value for existing use as advised by the Councils corporate asset valuers Montagu Evans.
- 3.5 Each bidder was given an alphabetic identifier and bids were scored against a matrix. Further details about the matrix are in the Exempt part of this report:
- Timescale for receipt of sale monies.
  - Value achievable. Density of housing units assumed, pending planning application.
  - Percentage of affordable units included
  - Track record of bidder and their deliverability of bid.

- Quality and detail provided in the submission.
- Financial status, ability to deliver the scheme and therefore pay the Council.
- Location of bidders' existing and previous schemes. Preference was given to locally based developers.

3.6 The 3 shortlisted preferred offers, excluding VAT if applicable, are summarised as follows. All shortlisted bids comply with minimum affordable housing requirements. Details are provided in the Exempt part of this report.

3.7 Analysis

Details are provided in the Exempt part of this report.

## **4.0 Market Appraisals and Valuation Advice**

4.1 Under Section 123 of the Local Government Act 1972 the Council has a statutory duty to ensure that the sale price agreed for the site is the best consideration that can be reasonably obtained and that the transaction is not at an undervalue.

4.2 In order to satisfy our duty, the following marketing appraisals and advice have been received from Knight Frank:

This information is available in the Exempt part of this report.

4.3 This matter was previously considered by the Executive committee on the 6 November 2023, where the delegated authority was granted to the Corporate Director of Resources in consultation with the Portfolio Holder for Property and the S151 Officer, to proceed with the issuing of draft Heads of Terms to Company C (Lucy Developments Ltd).

## **5.0 HEADS OF TERMS**

5.1 The main points of the Heads of Terms are as follows:

- A contract for the sale of Bodicote House will be entered into which will be conditional upon the Buyer (Lucy Developments Ltd) obtaining a satisfactory planning permission within a timescale set out in the contract. If a satisfactory planning permission is not achieved in the timescale, then completion of the sale will not proceed. This will mean that the Council will need to review the position and consider taking the site back to the market to achieve a sale.
- The initial timescale agreed is 24 months to obtain the planning permission running from exchange of contracts, which will be extended to 36 months under specific circumstances. This clause is usual in conditional contracts of this nature and is to allow the Buyer the time needed to deal with the planning process. Please note this may have an impact on other projects that may be dependent on this transaction.
- Details of the purchase price are in the Exempt part of this report.
- The Buyer will be obliged to progress the application for planning permission diligently and the Council (as landowner) will be under an obligation to use reasonable endeavours to assist the Buyer with their application.

- The Buyer and the Council will both agree the application for planning permission before it is submitted to the planning authority. The Buyer will be obliged to appeal a refusal or unacceptable condition on the planning permission within certain parameters.

## 6.0 Conclusion and Reasons for Recommendations

- 6.1 The offer from Company C (Lucy Developments Ltd) as the preferred bidder is recommended because;
- They have offered the best bid for the site, upon receiving planning permission.
  - The offer is considered to provide the best value, in that it meets the Councils affordable housing policy.
  - The proposal is considered to provide a better likelihood to achieve the highest density of units and obtaining planning permission for the proposed redevelopment.
  - Company C are a regional developer, with a proven track record.
  - Company C have confirmed the purchase and development can be funded from existing resources and without the need to borrow funds.
- 6.2 The Council meets its obligations under S123 of the LGA 1972 to sell land at the best price reasonably obtainable in the marketplace at the time and not at an undervalue. We have been advised that a “Red Book” valuation from a RICS qualified surveyor cannot be obtained due to the variables involved. However, the property has been widely marketed with marketing appraisals including valuation advice from Knight Frank, throughout the process who have confirmed that the offer from Company C (Lucy Developments Ltd) is the best obtainable.

## 7.0 Consultation

None

## 8.0 Alternative Options and Reasons for Rejection

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

### Option 1: Do Nothing

- Not granting the delegated approval for the negotiation of the sale contracts via the Heads of Terms will mean a delay in the receipt of monies and create a funding issue for the relocation.
- Continued ownership of the property will
  - The property continues to be a significant cost to the Council.
  - There is substantial excess space which is not well utilised and difficult to sublet.
  - Surplus to requirement space will continue to need to be maintained for the duration of any occupation.
  - Significant capital costs are required to maintain the building.

This option is therefore not considered a viable alternative.

### Option 2: Seek an alternative purchaser

- This will result in serious delay in the disposal and therefore the funding of the relocation
- The holding costs of the property as well as all of the points raise in Option (1) above.

## **9.0 Implications**

### **Financial and Resource Implications**

9.1 The Council has a duty to provide best value.

As each of the shortlisted bids meet the Council's minimum criteria it is important that it therefore ensures that the best price is achieved from the sale of the land.

A capital receipt from Company C is the largest bid and would ensure that the Council had sufficient resource to fund the business case for the move of the Council's head office accommodation to Castle Quay. The proposed sale will result in a significant net capital receipt to the Council, whilst at the same time meeting the Council's aims of 30% affordable housing, which helps to point to the conclusion that this bid provides the best value option to the Council.

9.2 It should be noted that there is also S106 funding factored into the Company C bid which means that there will be further resources coming back to the public sector.

Comments checked by:

Michael Furness, Assistant Director of Finance and S151,  
01295 221845, Michael.Furness@cherwell-dc.gov.uk

### **Legal Implications**

9.3 It is noted at Paragraph 4.1 that the S123 statutory duty is being fulfilled, however there is no RICS red book valuation that can be obtained in respect of the development potential of the site. A RICS Red Book valuation is usually undertaken to obtain a formal opinion of value which can be relied on, prepared in accordance with the strict RICS valuation standards using specified valuation methods. The recommendations set out in this report are instead based on the bidding exercise detailed in the report. It should be noted that S106 contributions by a buyer cannot be taken into account when considering the s123 duty.

9.4 The agreement made between the Council and the Buyer will be a conditional contract which means the sale proceeding will be dependent on a satisfactory planning permission being obtained within tight timescales. Obtaining a satisfactory planning permission could take longer than expected therefore the timescales may not be met and/or the sale may not proceed to completion. The Council will need to have contingency plans in place in case this impacts on other related projects.

Comments checked by:

Shiraz Sheikh Monitoring Officer AD Law and Governance  
Shiraz.Sheikh@cherwell-dc.gov.uk

## **Risk Implications**

- 9.5 There are no significant risks arising directly from this report. Any strategic risks arising through the development of this project will be managed corporately and any local operational risks will be managed within the service area.

Comments checked by:

Celia Prado-Teeling, Performance Team Leader,  
01295 221556, [Celia.Prado-Teeling@Cherwell-DC.gov.uk](mailto:Celia.Prado-Teeling@Cherwell-DC.gov.uk)

## **Equalities and Inclusion Implications**

- 9.6 There are no equalities issues arising directly from this report, the proposal has been developed in line with the commitments established in our Equalities, Diversity and Inclusion Framework.

Comments checked by:

Celia Prado-Teeling, Performance Team Leader,  
01295 221556, [Celia.Prado-Teeling@Cherwell-DC.gov.uk](mailto:Celia.Prado-Teeling@Cherwell-DC.gov.uk)

## **Sustainability Implications**

- 9.7 There are no sustainability implications relating to the issuing of the Heads of Terms with the intention of entering into contract negotiations.

Comments checked by:

Jo Miskin, Climate Action Manager, Environmental Services, 07900 227103  
[Jo.Miskin@cherwell-dc.gov.uk](mailto:Jo.Miskin@cherwell-dc.gov.uk)

## **10.0 Decision Information**

**Key Decision** Yes

**Financial Threshold Met:** Yes

**Community Impact Threshold Met:** No

### **Wards Affected**

Adderbury, Bloxham and Bodicote Ward

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

To provide offices that meet the needs of all staff both now and for the future in a sustainable and efficient way, taking into account hybrid working.

To obtain best value for any sale of assets.

### **Lead Councillor**

Cllr Eddie Reeves, Portfolio Holder for Property

## **Document Information**

### **Appendix number and title**

- Appendix 1 – Freehold Title Number ON281356 plan

### **Background papers**

None

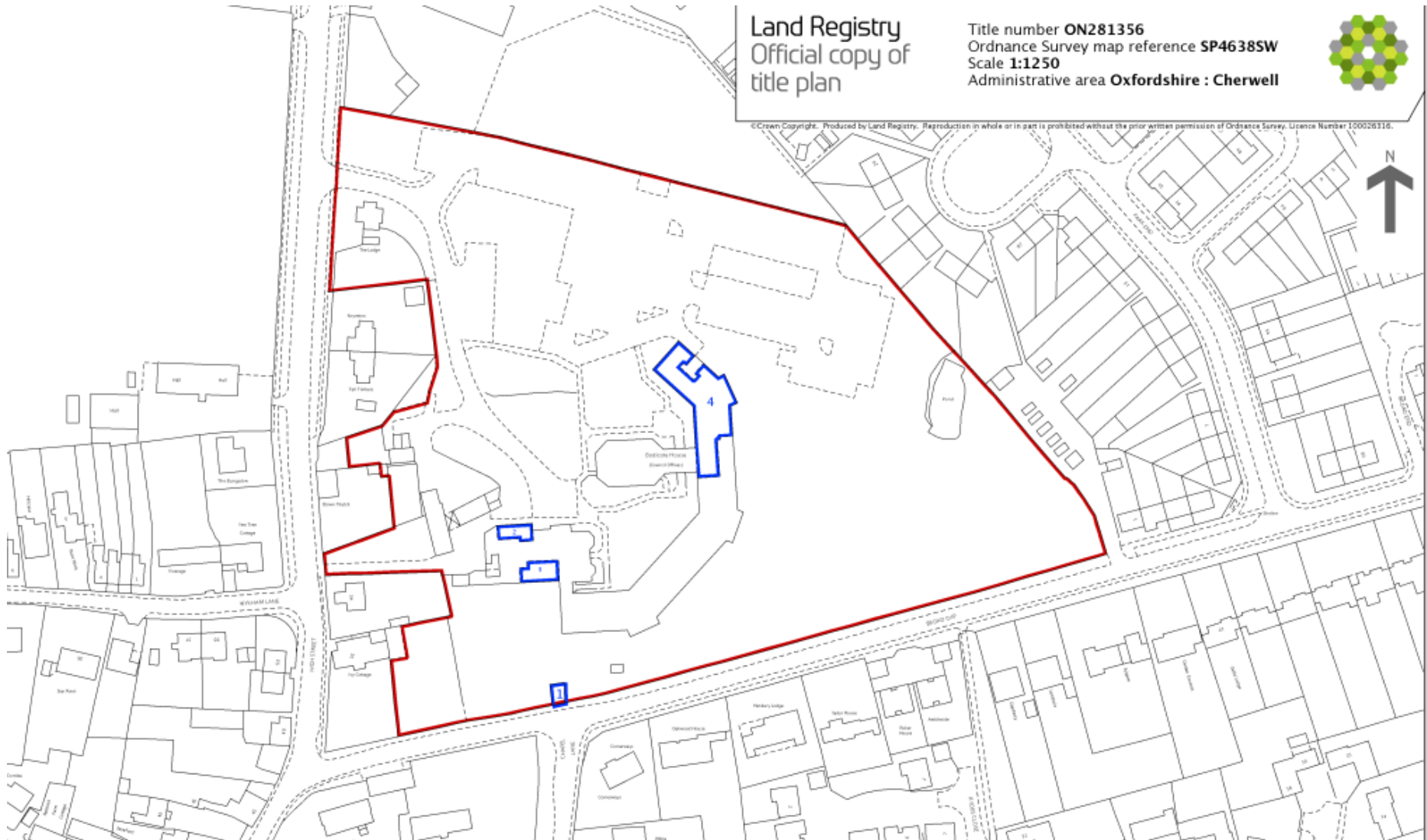
### **Report Author and contact details**

Mona Walsh, Assistant Director Property

E: [mona.walsh@cherwell-dc.gov.uk](mailto:mona.walsh@cherwell-dc.gov.uk)

T: 01295 221602





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