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Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Committee: Overview and Scrutiny Committee
Date: Tuesday 30 January 2024
Time: 6.30 pm
Venue: Bodicote House, Bodicote, Banbury, Oxon OX15 4AA

Membership

Councillor John Broad (Chairman)	Councillor Dr Isabel Creed (Vice-Chairman)
Councillor Patrick Clarke	Councillor Ian Harwood
Councillor Simon Holland	Councillor Ian Middleton
Councillor Dr Chukwudi Okeke	Councillor Lynne Parsons
Councillor Rob Pattenden	Councillor Dorothy Walker
Councillor Douglas Webb	Councillor Bryn Williams

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

AGENDA

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

1. Apologies for Absence and Notification of Substitute Members

2. Declarations of Interest

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

3. Minutes (Pages 7 - 14)

To confirm as a correct record the minutes of the meeting held on 28 November 2023.

4. **Chairman's Announcements**

To receive communications from the Chairman.

5. **Urgent Business**

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

6. **Attendance of Thames Valley Police Chief Constable and Police and Crime Commissioner**

The Police and Crime Commissioner for Thames Valley, Matthew Barber (attending virtually), and the Chief Constable of Thames Valley Police, Jason Hogg (in person), will be in attendance to address the Committee.

Members will have an opportunity to ask questions, please submit any questions to the Democratic and Elections Team in advance of the meeting.

All Members of the Council are invited to attend the meeting for this item.

7. **Future Oxfordshire Partnership - Scrutiny Panel Update**

The Future Oxfordshire Partnership Scrutiny Panel will meet on 22 January. The agenda is publicly available via the [Vale of White Horse website](#).

Two of the Cherwell District Council appointed representatives to the Scrutiny Panel – Councillors John Broad and Sean Woodcock – will give a verbal update to the Committee on the outcome of the meeting.

8. **Performance Monitoring Report Quarter 3, 2023-2024** (Pages 15 - 50)

Report of Assistant Director – Customer Focus

Purpose of report

To give the committee an update on the council's progress towards delivering its priorities for 2023/24 during the third quarter of the financial year.

Recommendations

The meeting is recommended to:

- 1.1 Review the Council's Quarter 3 performance for 2023/24 and provide any comments or recommendations for the Executive Committee to consider on the 5 February 2024 meeting.

9. **Annual Delivery Plan 2024-25**

The Corporate Director – Resources will present an update on the draft Annual Delivery Plan for 2024-25.

10. **Cost of Living Crisis - Action Plan Update**

Verbal update by Assistant Director – Wellbeing and Housing

At its meeting in October, Executive considered a report that detailed a [Cost of Living Crisis Action Plan](#) (item 35 refers) to cover Winter 2023, that had been drafted following a motion to Full Council in July 2023.

Executive approved the development of an evaluation framework to track progress of the action plan, to form the basis of detailed updates to the Overview and Scrutiny Committee.

The Assistant Director – Wellbeing and Housing will present the update on progress of the action plan.

11. **Climate Action Working Group - updated Terms of Reference** (Pages 51 - 58)

Report of Principal Officer – Scrutiny and Democratic Lead

Purpose of report

To present updated Terms of Reference for the Climate Action Working Group to the Committee, for consideration and approval.

Recommendations

The meeting is recommended:

- 1.1 To approve the amended Terms of Reference for the Climate Action Working Group (Appendix 1 to the report).

12. **Working Group Updates - January 2024** (Pages 59 - 60)

An update on work undertaken since the last Overview and Scrutiny Committee on 28 November 2023 by the Equality, Diversity and Inclusion, Food Insecurity and Climate Action working groups.

Recommendation

The meeting is recommended:

- 1.1 To consider and comment on the work undertaken since the last Overview and Scrutiny Committee on 28 November 2023.

13. **Work Programme 2023-24** (Pages 61 - 62)

An update on the Overview and Scrutiny Work Programme 2023/24.

Recommendation

The meeting is recommended:

- 1.1 To consider and agree the indicative work programme 2023/24

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

Information about this Meeting

Apologies for Absence

Apologies for absence should be notified to democracy@cherwell-dc.gov.uk or 01295 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.

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Queries Regarding this Agenda

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

Shiraz Sheikh
Monitoring Officer

Published on Monday 22 January 2024

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Cherwell District Council

Overview and Scrutiny Committee

Minutes of a meeting of the Overview and Scrutiny Committee held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 28 November 2023 at 6.30 pm

Present:

Councillor John Broad (Chairman)
Councillor Dr Isabel Creed (Vice-Chairman)
Councillor Patrick Clarke
Councillor Ian Harwood
Councillor Dr Chukwudi Okeke
Councillor Lynne Parsons
Councillor Rob Pattenden
Councillor Dorothy Walker
Councillor Douglas Webb
Councillor Bryn Williams

Substitute Members:

Apologies for absence:

Councillor Simon Holland
Councillor Ian Middleton

Also Present:

Councillor Phil Chapman, Portfolio Holder for Healthy and Safe Communities
Councillor Sandy Dallimore, Portfolio Holder for Corporate Services
Councillor Sean Woodcock

Also Present Virtually:

Councillor Barry Wood, Leader of the Council and Portfolio Holder for Policy and Strategy
Councillor Nicholas Mawer, Portfolio Holder for Housing
Councillor Lynn Pratt

Officers:

Shahin Ismail, Interim Head of Legal Services & Deputy Monitoring Officer
Nicola Riley, Assistant Director Wellbeing & Housing
Edward Frape, Senior Healthy Place Shaping Officer
Richard Smith, Head of Housing
Aaron Hetherington, Principal Officer - Electoral Services Lead
Patrick Davis, Democratic and Elections Officer

Officers Attending Virtually:

Yvonne Rees, Chief Executive
Ian Boll, Corporate Director Communities
Shona Ware, Assistant Director Customer Focus
Michael Furness, Assistant Director Finance & S151 Officer
Susan Asbury, Safeguarding Officer
Tim Hughes, Head of Regulatory Services & Community Safety
Emma Faulkner, Principal Officer - Scrutiny and Democratic Lead

42 **Declarations of Interest**

There were no declarations of interest.

43 **Minutes**

The minutes of the meeting of the Committee held on 24 October 2023 were agreed as a correct record and signed by the Chairman.

44 **Chairman's Announcements**

There were no Chairman's announcements.

45 **Urgent Business**

There were no items of urgent business.

46 **Future Oxfordshire Partnerships Update**

The Chairman welcomed Councillor Barry Wood, Leader of the Council, Councillor Sean Woodcock, and Councillor Lynne Pratt, to the meeting to provide an update on the work of the Future Oxfordshire Partnership (FOP) and its Scrutiny Panel. The Chairman advised that he, Councillor Woodcock and Councillor Pratt were CDC's representatives on the FOP Scrutiny Panel.

The Leader explained that FOP was a joint committee of the six Oxfordshire councils that worked with key strategic partners to deliver a better future for the county. FOP's purpose was to deliver the aims of the Strategic Vision which all six councils had adopted. The Committee was advised that FOP did this by overseeing the delivery of projects that the Oxfordshire councils were seeking to deliver collaboratively in the fields of economic development and strategic planning.

The cooperation had helped Oxfordshire secure over £500m of additional investment. FOP also had an important role in representing Oxfordshire on matters of regional interest.

FOP was supported by four Advisory Sub-Groups which were attended by the relevant CDC Portfolio Holder and a Scrutiny Panel which Councillors Broad, Pratt and Woodcock were the CDC appointed representatives.

The FOP Scrutiny Panel members updated the Committee on various aspects of the Panel including the membership composition and future work programme. The Committee was also advised how the work of the FOP Scrutiny Panel had potential to impact on resourcing of housing and infrastructure projects within the Cherwell district.

Resolved

- (1) That the update regarding the Future Oxfordshire Partnerships Scrutiny Panel be noted.

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October 2023 Performance Monitoring Report

The Committee considered a report from the Assistant Director – Customer Focus that detailed the Council’s performance against its indicators for October 2023.

In introducing the report, the Portfolio Holder for Corporate Services explained that all indicators were on target.

In response to a question on indicator BP1.2.01, number of homeless households living in Temporary Accommodation (TA), and how many of the families were the same as had been reported homeless at the previous meeting of the Committee in October, the Portfolio Holder for Housing responded that there were 20 families in that category. The Committee was advised that nine of those households were under offer and awaiting accommodation, with the remaining 11 families waiting for an offer or under assessment.

The Committee was also advised that around 20% of households in temporary accommodation at any one time, were waiting to have their situation assessed. Part of the role of the Housing Options Team was to assess the circumstances of people that approached the Council to understand their reasons for homelessness and whether the Council could offer them an ongoing housing duty.

The Portfolio Holder for Housing advised the Committee that none of the households still in temporary accommodation, were as a result of waiting for Sanctuary Housing to carry out and complete repairs.

Further questions were raised regarding the process for Registered Providers to nominate properties for registration on the Homechoice housing register. The Head of Housing advised that as part of the Nominations Agreement with Registered Providers, they were only able to register properties that would be ready and available within six weeks.

Following further discussion, and in response to a request for clarification regarding the target for the number of homeless households in the Cherwell District, the Assistant Director Wellbeing and Housing advised that the target number was reviewed regularly. The Committee was also advised that in the event of a large increase in the number of homeless households the Council faced capacity challenges but was able to mitigate these to a certain extent using alternative accommodation options such as hotels.

In response to a question regarding the historic data for the indicator, the Assistant Director Wellbeing and Housing confirmed that she would investigate how much historical data was available and respond accordingly.

In response to a question on indicator BP4 1.02, support community safety and anti-social behaviour prevention activities and the outcomes of the Active Leaders Course, the Portfolio Holder for Healthy and Safe Communities advised that as the first course had only recently finished, none of the participants had yet entered paid employment. The Head of Regulatory Services and Community Safety gave an overview of the course objectives and planned outcomes.

Resolved

- (1) That having given due consideration, the Council's October 2023-24 performance be noted and no recommendations be submitted for Executive consideration.

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Homelessness and Rough Sleeping Strategy

The Assistant Director Wellbeing and Housing submitted a report which presented a draft new Homelessness and Rough Sleeping Strategy 2024-2029.

The Portfolio Holder for Housing introduced the draft Strategy. The Head of Housing explained that 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 five years. The review highlighted the homeless pressures and trends within Cherwell and the findings informed the subsequent strategy and action plan objectives.

In response to a question regarding the funding of resettlement schemes the Assistant Director Wellbeing and Housing confirmed that the Council did receive funding from the Home Office for each family that came to live in Cherwell under a recognised migration scheme and that there was also a contribution to each bed space for an asylum seeker. It was clarified that this was per bed space rather than per asylum seeker.

In response to questions regarding the level of liaison between the different agencies assisting homeless people who were facing significant challenges,

the Assistant Director Wellbeing and Housing advised that the Council worked with a number of providers across the County as part of the Oxfordshire Alliance. She explained that the aim was to provide bed spaces in appropriate accommodation to people who needed rehabilitation at the same time and that information was shared, where allowed, between the various agencies to avoid wherever possible, the requirement for the individual having to continuously explain their circumstances.

In response to a question regarding the national increase in the number of Section 21 notices that had been issued, and a request for the council to again write to Central Government regarding the banning of such notices, the Portfolio Holder for Housing confirmed he would discuss with the Member who raised the question outside of the meeting.

The Chairman thanked the Head of Housing and the Housing team for their hard work developing the Strategy.

It was proposed by Councillor Webb and seconded by Councillor Okeke that having given due consideration, the draft Homelessness and Rough Sleeping Strategy 2024-2029 be recommended for adoption by Executive

Resolved

- (1) That having given due consideration, the draft Homelessness and Rough Sleeping Strategy 2024-2029 be recommended for adoption by Executive.

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Cost of Living Crisis - Action Plan update

The Portfolio Holder for Healthy and Safe Communities introduced the Cost of Living Action Plan for Winter 2023/2024 and advised the Committee that the plan provided a framework for all the activities that the Council was pursuing.

The Assistant Director Wellbeing and Housing and the Senior Healthy Place Shaping Officer gave a presentation which provided an update on the progress made against the action plan that had been submitted to Executive in October

The Senior Healthy Place Shaping Officer provided an update on the Cherwell Warm Welcome Network and explained that there had been increase of 18 new community partners this year, with the team having successfully targeted new spaces in village locations.

The Committee was updated on work that was being done to address food insecurity within the district. This included the delivery of additional food grant schemes and the provision of food during school half term through the Activate and Eat Clubs.

The Senior Healthy Place Shaping Officer advised the Committee that the Council had been successful in negotiating reduced membership fees for local

residents to join the Oil Co-operative, a scheme for rural residents that enabled members to purchase heating oil at a discounted rate with the price determined in advance.

In response to a question regarding the level of discount received, the Assistant Director Wellbeing and Housing confirmed she would provide a response for circulation after the meeting.

The Committee thanked the officers for all their hard work on the Cost of Living Action Plan.

Resolved

- (1) That the Cost of Living Crisis Action Plan update be noted.

50 **Cherwell District Council Safeguarding Self-Assessment 2023**

The Assistant Director Wellbeing and Housing submitted a report to update the Committee on how well the Council was performing in delivering its safeguarding duties.

In introducing the report, the Portfolio Holder for Healthy and Safe Communities highlighted the importance of all Members completing safeguarding training.

The Assistant Director Wellbeing and Housing and the Deputy Designated Safeguarding Lead gave a presentation detailing the annual Safeguarding Audit and work of the Safeguarding team.

The Deputy Designated Safeguarding Lead explained that the self-assessment audit had to be completed annually and that it was a joint piece of work with the Oxfordshire Safeguarding Children and Adults Board. The 2023 return was due to be submitted to the Boards in December 2023.

The Deputy Designated Safeguarding Lead reported that in 2022 the main focus for improvement was to increase awareness amongst Parish Councils of safeguarding measures and to increase the use of safeguarding communications in different languages. The Committee was advised that the focus for 2023 had been leadership, strategy and working together, commissioning arrangements and people's experience of safeguarding all of which had been achieved.

The Committee was advised that there had again been a rise in reports made on the internal reporting mechanism 'See It Report It' particularly under themes such as neglect, domestic violence and physical abuse. Training for relevant staff would be updated to reflect this trend.

Mandatory training for CDC staff was provided online via the iHasco platform which was supplemented by internal briefings that the Deputy Designated

Safeguarding Lead had been running. There had been an 87% increase in the number of staff attending these briefings over the last three years.

The Committee reiterated the importance of elected Members completing the Safeguarding Training or providing evidence of training having been completed via another route.

In response to a question regarding a more interactive approach to training for Members, the Assistant Director of Wellbeing and Housing advised that different approaches could be considered based on individual need. Alternative ways of delivering training would be discussed with the Democratic and Elections team.

In response to a request from the Committee that Political Group Leaders be kept informed regarding training levels within their groups, it was agreed the Chief Executive would raise this at the next Political Group Leaders' meeting.

It was proposed by Councillor Okeke and seconded by Councillor Creed that political group leaders be kept informed regarding the number of members from their groups that have completed safeguarding training.

Resolved

- (1) That having given due consideration, the Safeguarding Self-Assessment 2023 report be endorsed.
- (2) That Political Group Leaders be kept informed regarding the number of Members of their respective groups that had completed safeguarding training.

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Working Group Updates

The Principal Officer, Scrutiny and Democratic Lead, presented the working group updates.

The Committee was informed that since the publication of the agenda, the Monitoring Officer had recommended that the revised Terms of Reference for the Climate Action Working Group be deferred to the next meeting of the Committee in January, to enable the group time to finalise the revisions. There was therefore no requirement for the Committee to consider recommendation 1.2 detailed on the agenda.

Resolved

- (1) That the working group updates be noted.

Work Programme 2023-24

The Committee considered the indicative work programme for 2023/24.

The Principal Officer Scrutiny and Democratic Lead advised that there were a large number of items scheduled for the January meeting, and the Committee might wish to consider how to effectively and efficiently manage the agenda. It was agreed that the Chairman, Vice-Chair, Chief Executive and Principal Officer Scrutiny and Democratic Lead should meet to discuss.

In response to a question regarding the future scrutiny of Sanctuary Housing following the decision to disband the Charter Committee, the Portfolio Holder for Housing agreed that an alternative approach would be needed, but added that although Sanctuary Housing was the largest, they were not the only Registered Provider the council worked with.

It was agreed that the Assistant Director Wellbeing and Housing, Portfolio Holder for Housing, Councillor Parsons and the Principal Officer Scrutiny and Democratic Lead would meet to discuss options for the future format of updates from Sanctuary Housing.

Resolved

- (1) That the indicative work programme be noted.
- (2) That the Portfolio Holder for Housing, the Assistant Director Wellbeing and Housing, Councillor Parsons and the Principal Officer Scrutiny and Democratic Lead meet to discuss the format of future updates from Sanctuary Housing.
- (3) That the Chairman, Vice-Chair, Chief Executive and Principal Officer Scrutiny and Democratic Lead meet to discuss the work programme for January 2024.

The meeting ended at 8.25 pm

Chairman:

Date:

Cherwell District Council

Overview and Scrutiny Committee

30 January 2024

Performance Monitoring Report Quarter 3, 2023-24

Report of Assistant Director – Customer Focus

This report is public

Purpose of report

To give the committee an update on the council's progress towards delivering its priorities for 2023/24 during the third quarter of the financial year.

1.0 Recommendations

The meeting is recommended:

- 1.1 Reviews the Council's Quarter 3 performance for 2023/24 and provide any comments or recommendations for the Executive Committee to consider on the 5 February 2024 meeting.

2.0 Introduction

- 2.1 The council actively and regularly monitors its performance to ensure it delivers its priorities for the year ahead which are set out in its Outcomes Framework as agreed by the Executive on 3 April 2023.
- 2.2 This report is to update the committee on how well the council is performing against the targets and milestones it set for the third quarter of this financial year.

3.0 Report Details

3.1 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.

3.2 From the total of 65 targeted measures and activities, 60 reported Green, three reported Amber (slightly behind target) and two reported Red (behind target) during Quarter 3, all but one of them are on track to meet their year-end targets.

Business plan measures

3.3 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).

3.4 The measures reporting slightly behind and behind target were:

- **Average time taken to process Housing Benefit New Claims and council tax reduction (Days)**

Quarter 3: 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**

(Please note this measure is reported monthly)

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.**

Quarter 3: 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**

Comments from service: 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 1 for the full list of targeted measures.

3.5 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 3 for the Q3 updates on the Annual delivery plan.

3.6 Peer Review Action Plan

During Quarter 3 all nine actions reported to be on track to be delivered within the required timeframes.

See appendix 4 for the Q3 updates for the Peer Review Action Plan

3.7 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.

See appendix 5 to review our progress against the Equalities, Diversity and Inclusion action plans.

4.0 Conclusion and Reasons for Recommendations

4.1 The council has achieved 92% of its targets for Quarter 3 of this financial year (2023/24). The committee is asked to review this performance and make recommendations for Executive consideration.

5.0 Consultation

This report sets out the performance position for the third quarter of this financial year, therefore no formal consultation or engagement is required.

6.0 Alternative Options and Reasons for Rejection

6.1 This report sets out the performance position for the third quarter of this financial year, therefore no formal consultation or engagement is required.

7.0 Implications

Financial and Resource Implications

7.1 There are no financial implications arising directly from this report.

Comments checked by:

Michael Furness, Assistant Director of Finance / Section 151,

Legal Implications

7.2 Where we are not yet meeting targets, we need to check whether any are contractual or otherwise imposed and if so if there are any implications for CDC.

Comments checked by:

Alison Coles Legal Services Operations Manager,

Risk Implications

7.3 The Risk Implications are detailed within the Executive and AARC Report for Quarter 3, 2023.

Comments checked by:

Celia Prado-Teeling, Performance and Insight Team Leader,

Equalities and Inclusion Implications

7.4 There are no equality implications arising directly as a consequence of this report. An update on our progress against the commitments established on our Equalities, Diversity, and Inclusion action plans, can be found on Appendix 5 of this report.

Comments checked by:

Celia Prado-Teeling, Performance and Insight Team Leader, 16 January 2024

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

N/A

Lead Councillor

Councillor Sandy Dallimore, Portfolio Holder for Corporate Services.

Document Information

Appendix number and title

- Appendix 1 - Business Plan Measures Performance Q3
- Appendix 2 - Monitoring Only Business Plan Objectives
- Appendix 3 - Annual Delivery Plan Q3
- Appendix 4 - Corporate Peer Review Challenge Action Plan Q3
- Appendix 5 - Equalities, Diversity and Inclusion Action Plans Q3

Background papers

None

Report Author and contact details

Celia Prado-Teeling, Performance and Insight Team Leader, 01295 221556

Celia.prado-teeling@Cherwell-dc.gov.uk

Appendix 1 - 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"> ▪ Nicola Riley ▪ Yvonne Rees 	39	40	★	35	40	★
<p>Commentary 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&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"> ▪ Nicola Riley ▪ Yvonne Rees 	72.73%	80%	★	80.52%	80%	★
<p>Commentary 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"> ▪ Nicola Riley ▪ Yvonne Rees 	112	59	★	223	154	★
<p>Commentary 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>								

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"> ▪ Michael Furness ▪ Stephen Hinds 	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"> ▪ Michael Furness ▪ Stephen Hinds 	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"> ▪ David Peckford ▪ Ian Boll 	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"> ▪ David Peckford ▪ Ian Boll 	98.3%	70%	★	90.6%	70%	★
Commentary 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"> ▪ David Peckford ▪ Ian Boll 	7.1%	10%	★	4.1%	10%	★
Commentary 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"> ▪ David Peckford ▪ Ian Boll 	1%	10%	★	0.5%	10%	★
Commentary 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"> ▪ David Peckford ▪ Ian Boll 	140	286	▲	587	857	▲
Commentary 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.								

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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"> ▪ Ed Potter ▪ Ian Boll 	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"> ▪ Michael Furness ▪ Stephen Hinds 	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"> ▪ Michael Furness ▪ Stephen Hinds 	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"> ▪ David Peckford ▪ Ian Boll 	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"> ▪ David Peckford ▪ Ian Boll 	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"> ▪ Nicola Riley ▪ Yvonne Rees 	87,772	87,840	●	1,016,879	981,786	★
<p>Commentary 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.</p>								
BP4.2.04 % of due high risk food inspections completed	Cllr P Chapman	<ul style="list-style-type: none"> ▪ Ian Boll ▪ Tim Hughes 	100.00%	100.00%	★	100.00%	100.00%	★
<p>Commentary 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"> ▪ Ian Boll ▪ Tim Hughes 	Delivering to plan	Delivering to plan	★
<p>Commentary</p> <ul style="list-style-type: none"> - 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: https://www.oxonair.uk/ - We will also be participating in the delivery group for the recently produced Climate Action Plan 2023-2024. - 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. - 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. 					
BP2.1.02 Promote the green economy	Cllr P Chapman	<ul style="list-style-type: none"> ▪ Ed Potter ▪ Ian Boll 	Delivering to plan	Delivering to plan	★
<p>Commentary</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"> ▪ Ian Boll ▪ Robert Jolley 	Delivering to plan	Delivering to plan	★
<p>Commentary 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"> ▪ Ian Boll ▪ Robert Jolley 	Delivering to plan	Delivering to plan	★
<p>Commentary 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"> ▪ Ian Boll ▪ Robert Jolley 	Delivering to plan	Delivering to plan	★
<p>Commentary 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"> ▪ Ian Boll ▪ Tim Hughes 	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"> ▪ Nicola Riley ▪ Yvonne Rees 	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.

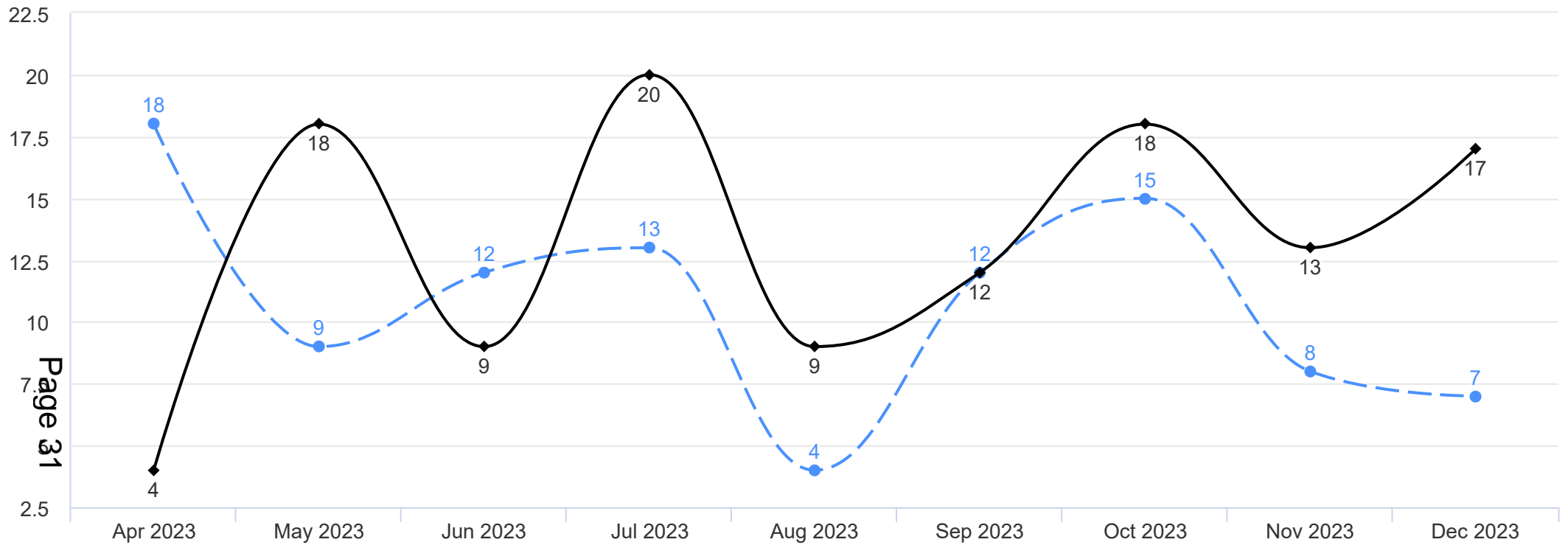
Ref	Portfolio Holder	Director/Lead Officer	Q3 Actual	YTD Actual	R.A.G
BP4.1.06 Support and Safeguard Vulnerable People	Cllr P Chapman	<ul style="list-style-type: none"> ▪ Nicola Riley ▪ Yvonne Rees 	Delivering to plan	Delivering to plan	★

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 2 – 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



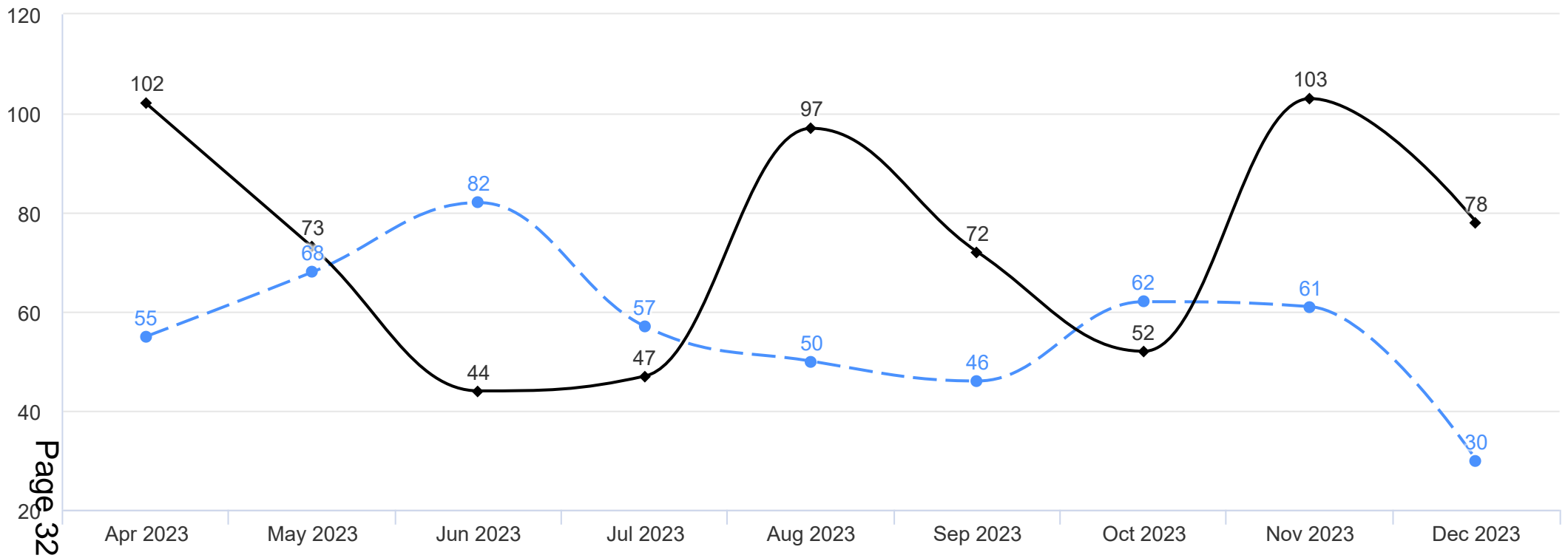
Please note the blue line represents current performance and black line the previous financial year 2022-23

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).



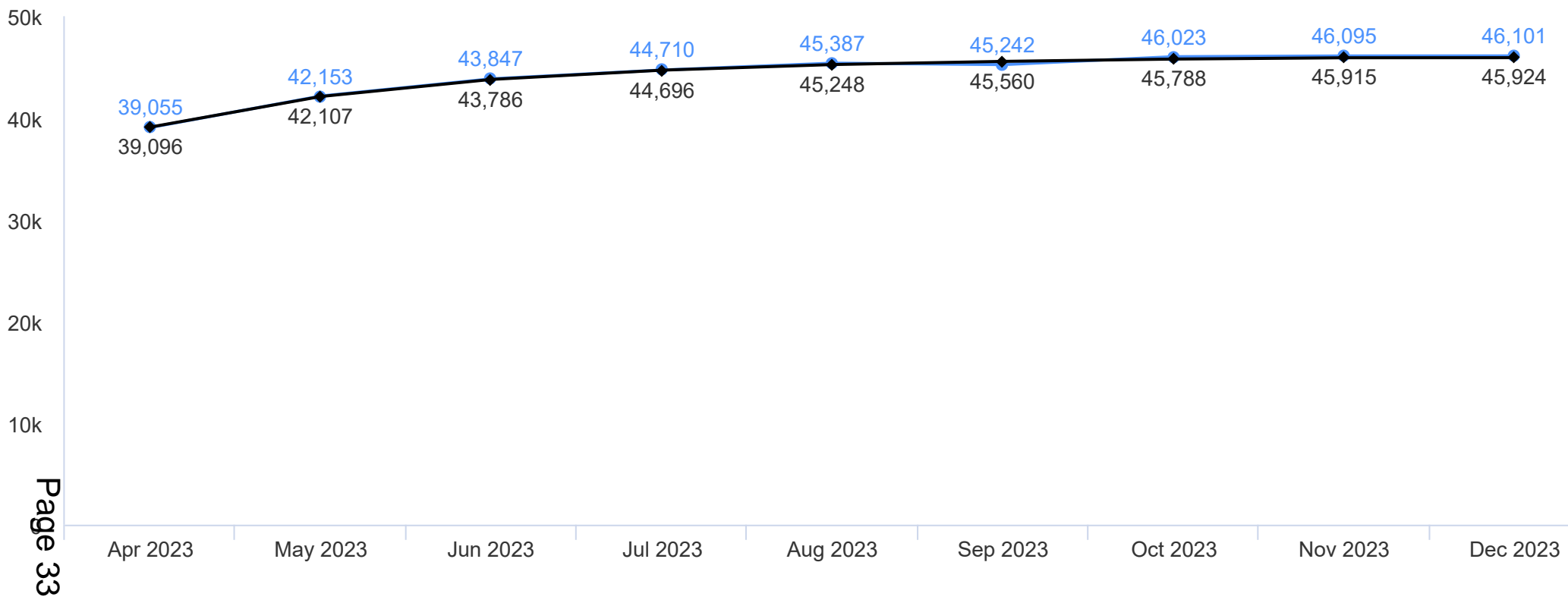
Please note the blue line represents current performance and black line the previous financial year 2022-23

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.

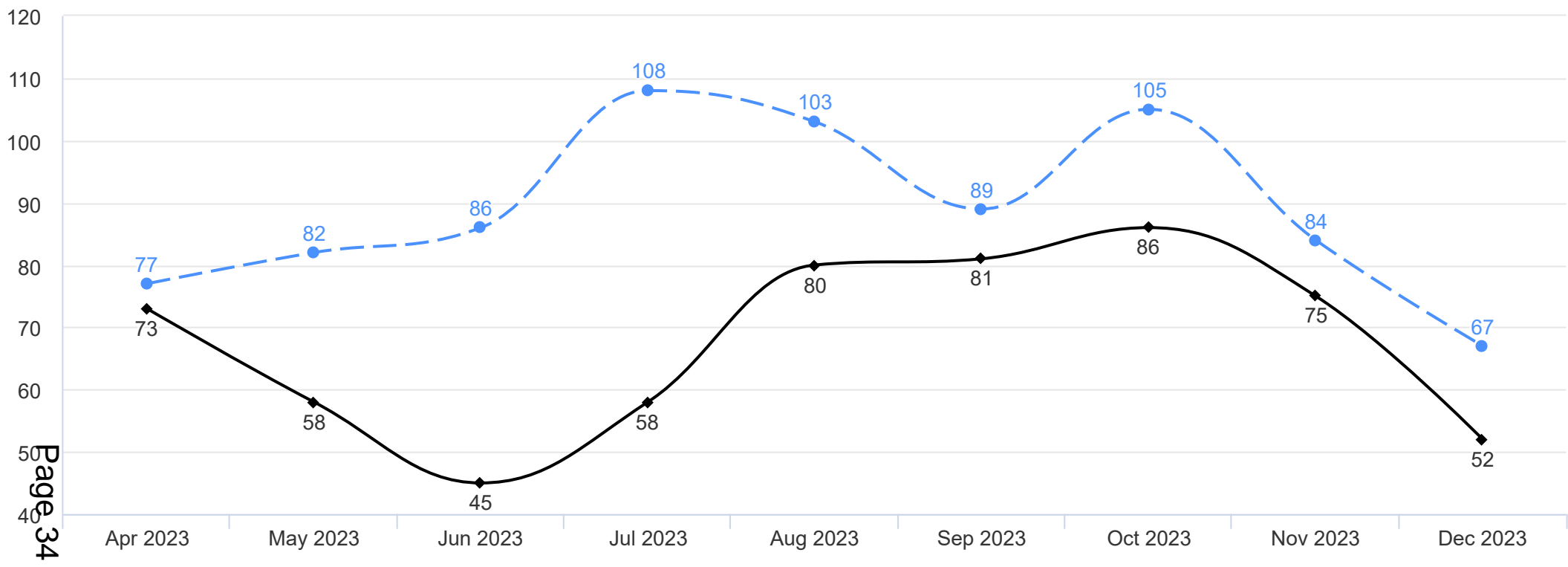


Please note the blue line represents current performance and black line the previous financial year 2022-23 Objective: Number of garden waste subscriptions

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.



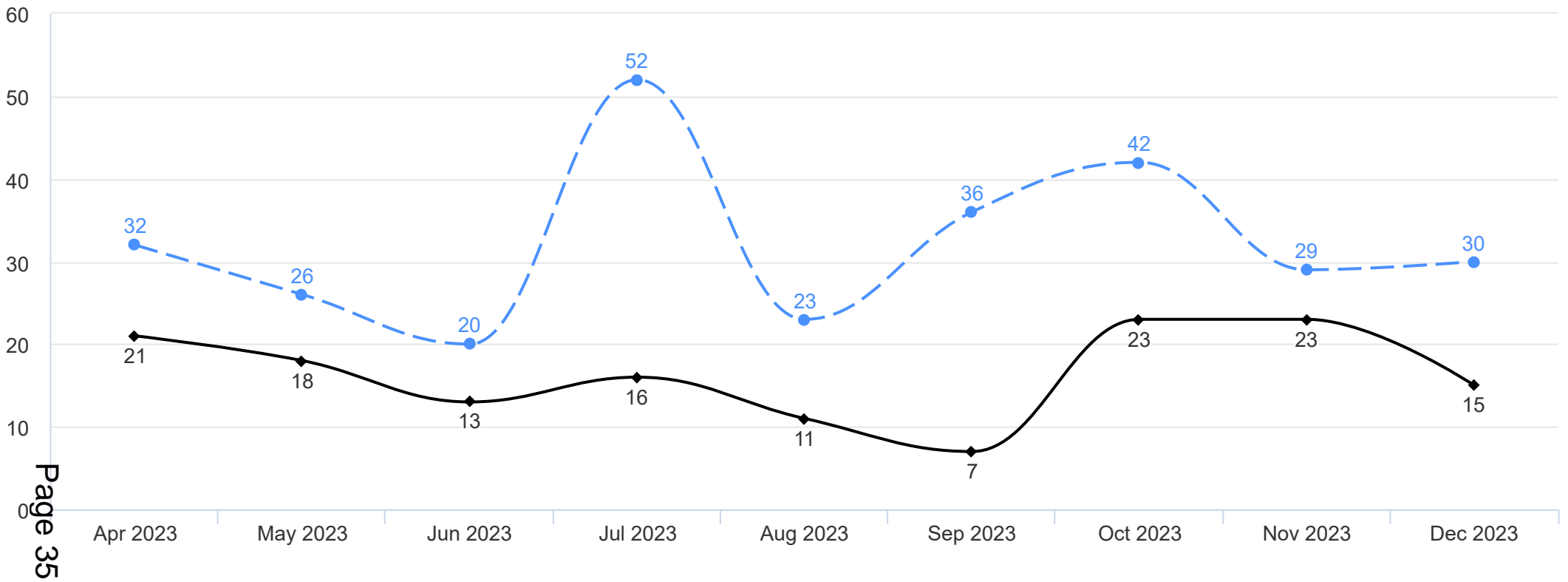
Please note the blue line represents current performance and black line the previous financial year 2022-23

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

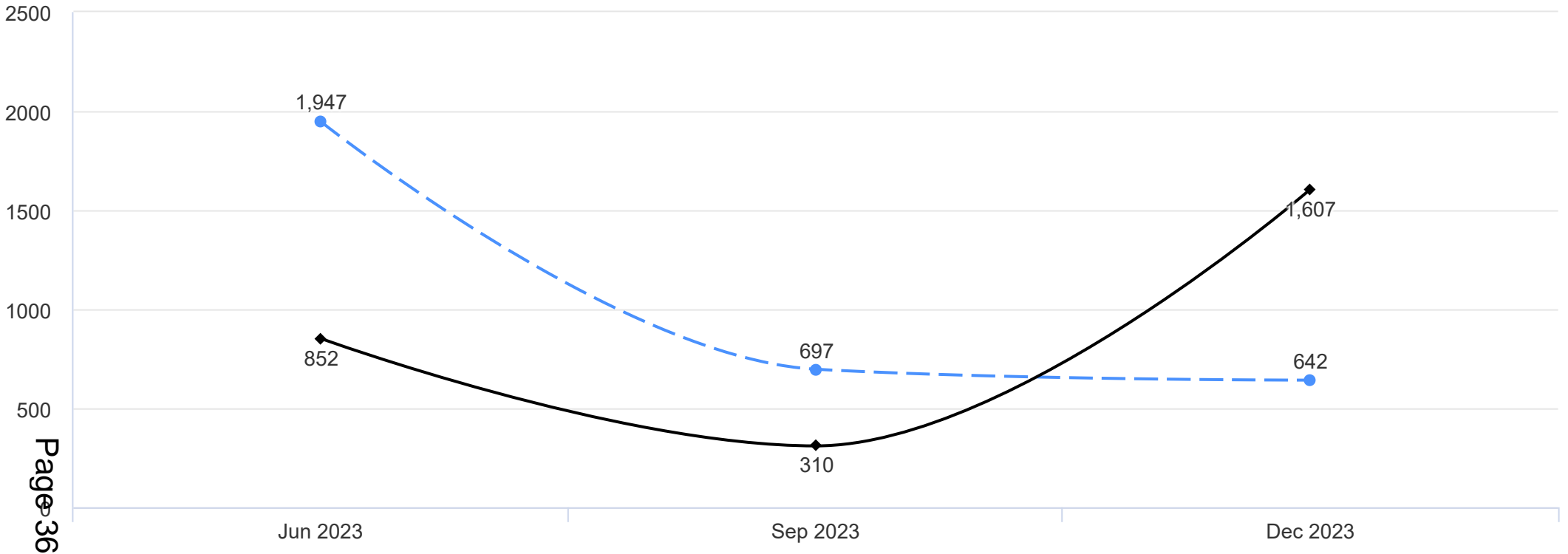
Objective: Number of enforcement notices issued

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

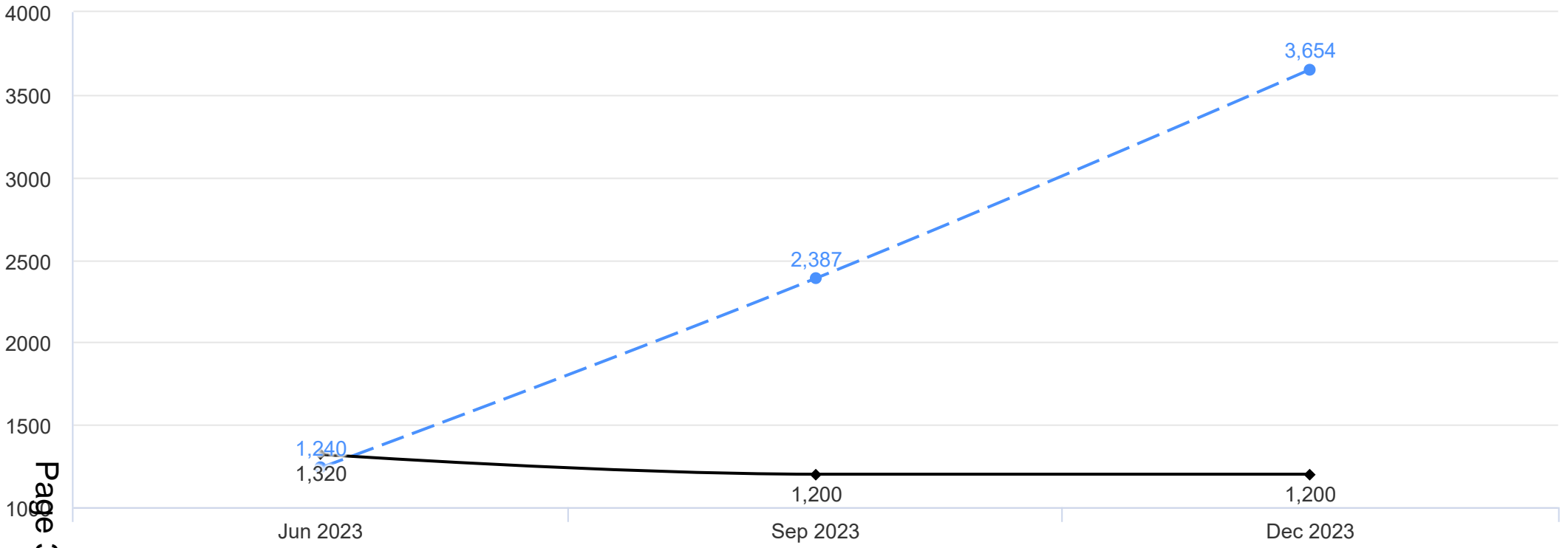
Objective: Number of individuals registered to YouMove

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.



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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 3- 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"> ▪ Ed Potter ▪ Mona Walsh 	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.
	<ul style="list-style-type: none"> ▪ Ian Boll ▪ Stephen Hinds 	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>
<p>ADP03 Vibrant Economy Strategy</p> <p style="text-align: center; font-size: 2em; font-weight: bold;">Page 39</p>	<ul style="list-style-type: none"> ▪ Ian Boll ▪ Robert Jolley 	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"> • A district-wide business needs survey to understand the issues and opportunities facing businesses in Cherwell • Projects to increase access and participation in cultural and arts activities • Increasing access to and use of a community garden space through events and skills workshops • Development of new public realm strategy frameworks (to identify recommendations for improvements to the three urban centres of Banbury, Bicester and Kidlington) • A capital grant scheme for infrastructure improvements to village and rural community halls (closing date of Monday, 6th November). A second round will launch in Q4.
ADP05 Investment in our communities	<ul style="list-style-type: none"> ▪ Nicola Riley ▪ Yvonne Rees 	ADP05.03 Hold Voluntary Organisations Forum as investment in our communities	Ongoing	<ul style="list-style-type: none"> • 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. • International Older Peoples Day events were held in the three urban centres to tie in with Electric Blanket testing.

		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"> ▪ Nicola Riley ▪ Yvonne Rees 	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"> ▪ Nicola Riley ▪ Yvonne Rees 	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"> ▪ Nicola Riley ▪ Yvonne Rees 	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"> • Promotion of Move Together and You Move programmes, Cherwell Continues to lead the Oxfordshire System in delivering preventative health programmes linked to Physical activity. • Promotion of October Half Term Activate and Eat Sessions • 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. • New Spectator seating opened at North Oxfordshire Academy Hockey grounds
		ADP08.06 Promote Healthy Place Shaping	Ongoing	<ul style="list-style-type: none"> • 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. • Community Grants offered to the neighborhoods in Banbury involved in joint CCD / OCC public Health Ward Profiling work. • Food Action Working Group has concluded the Action plan for Cherwell to deliver the Countywide Food strategy actions. • Growing spaces mapped and new sites identified as part of the programme to tackle food insecurity in the longer term.

ADP09 Medium Term Financial Strategy	<ul style="list-style-type: none"> ▪ Michael Furness ▪ Stephen Hinds 	ADP09.02 Identity transformation opportunities of Medium-Term Financial Strategy	Ongoing	<ul style="list-style-type: none"> • Services have been identified for the first and second waves of Transformation reviews. Resources have been recruited where appropriate and investigative work undertaken. • 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.
		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"> ▪ Claire Cox ▪ Mark Duff ▪ Shona Ware ▪ Yvonne Rees 	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 4 - 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"> 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. Climate literacy training is being arranged for the organisation. Community Climate Forum will be held in January 2024
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"> 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. Planning improvement continues as part of wider transformation programme
	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"> 4 Dec 2023 – Corporate leadership team briefing and Options Paper for Asset Strategy, Policies and Asset Review. 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.
	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"> 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 15th January 2024. 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.

		PEER05.03 Create a prospectus for investment in Cherwell	In progress	<ul style="list-style-type: none"> • A joint Place narrative is in development with OCC and Future Oxfordshire Partnership members, workshops are ongoing in Q4 23/24. • We continue to engage and work closely with the Pan Regional Partnership on the wider investment narrative for the region.
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 5 - 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 & 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"> - 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. - 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. - The council seems to mirror the district in the other protected characteristics.
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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Cherwell District Council

Overview and Scrutiny Committee

30 January 2024

Climate Action Working Group – updated Terms of Reference

Report of Principal Officer – Scrutiny & Democratic Lead

This report is public

Purpose of report

To present updated Terms of Reference for the Climate Action Working Group to the Committee, for consideration and approval.

1.0 Recommendations

The meeting is recommended:

- 1.1 To approve the amended Terms of Reference for the Climate Action Working Group (Appendix 1).

2.0 Introduction

- 2.1 In September 2022, the Overview and Scrutiny Committee agreed to establish a Climate Action Working Group ('the Working Group') to work with officers in relation to ongoing Climate Action work, and in response to the climate emergency that was declared in 2019.
- 2.2 The Terms of Reference agreed at the time require updating, to reflect changes regarding work completed so far, upcoming work and changes in membership of the Working Group as a result of elections.

3.0 Report Details

- 3.1 Appendix 1 to the report shows the revised Terms of Reference, which have been discussed and agreed by the Working Group.
- 3.2 Amendments are proposed in all sections of the document, except 'Out of Scope' and 'Site Visits'. Additions are shown in italic text, deletions are crossed through.

- 3.3 The changes reflect the appointment of the Climate Action Manager Jo Miskin, as well as the development of the Climate Action Plan that was approved by Executive in November 2023, which will provide the focus for the Working Group in the coming months.

4.0 Conclusion and Reasons for Recommendations

- 4.1 The current approved Terms of Reference are out of date, following changes to membership, officer support and approved policies and action plans. The proposed revisions ensure that the Terms of Reference accurately reflect the remit of the work of the group for the coming months.

5.0 Consultation

Climate Action Working Group.

6.0 Alternative Options and Reasons for Rejection

Not to approve the amended Terms of Reference. This is rejected, as the Terms of Reference should always reflect the updated position.

7.0 Implications

Financial and Resource Implications

- 7.1 There are no financial implications identified with the updating of the Terms of Reference.

Comments checked by: Kelly Wheeler, Finance Business Partner.

Kelly.wheeler@cherwell-dc.gov.uk

Legal Implications

- 7.2 There are no direct legal implications as a result of the proposed update to the Terms of Reference.

Comments checked by: Shiraz Sheikh, Monitoring Officer. Shiraz.sheikh@cherwell-dc.gov.uk

Risk Implications

- 7.3 There are no risk implications arising directly as a result of this report. Any future arising risk will be managed through the service operational risk and escalated to the leadership risk register as and when deemed necessary.

Comments checked by:

Celia Prado-Teeling, Performance & Insight Team Leader, 01295 221556

Celia.Prado-Teeling@cherwell-dc.gov.uk

Equalities and Inclusion Implications

- 7.4 There are no equalities implications arising directly because of this report. In line with our Equalities, Diversity and Inclusion framework, all proposals, changes in policies or new projects have an attached Equalities Impact Assessment .

Comments checked by:

Celia Prado-Teeling, Performance & Insight Team Leader, 01295 221556

Celia.Prado-Teeling@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

Supporting Environmental Sustainability

Lead Councillor

Councillor Dr Isabel Creed, Chair of Climate Action Working Group

Councillor Andrew McHugh, Portfolio Holder for Cleaner and Greener Communities

Document Information

Appendix number and title

- Appendix 1 – Revised Climate Action Group Terms of Reference

Background papers

None

Report Author and contact details

Emma Faulkner – Principal Officer – Scrutiny & Democratic Lead

democracy@cherwell-dc.gov.uk; 01295 221534.

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This scoping template is designed to assist councillors and officers in establishing the focus of a scrutiny review group. It emphasises the need for scrutiny review groups to have a clear purpose, rationale and focus for their work, and to make the best use of the resources available within a given time frame.

This document will act as a reference guide throughout the review process to ensure the does not deviate from its intended purpose.

<p>Review Group Overview & Scrutiny (O&S) Committee Member Lead</p>	<p><i>Cllr Dr Isabel Creed, Chair of Group</i></p>
<p>Membership</p>	<p><i>Councillors Isabel Creed, John Broad, Ian Middleton, Patrick Clarke, Rebecca Biegel, John Donaldson, Simon Holland, Lesley McLean and Sean Woodcock, with Andrew McHugh attending as Portfolio Holder.</i></p> <p><i>This should remain a cross-party group. Councillors Matt Hodgson, Perran Moon and John Broad have expressed interest.</i></p>
<p>Officer Support</p>	<p><i>Jo Miskin, Climate Action Manager</i> <i>Emma Faulkner, Democratic and Elections Officer</i> <i>Ian Boll, Corporate Director Communities</i> <i>Ed Potter, Assistant Director Environmental Services</i> <i>Climate Action Manager when appointed (recruitment is in progress)</i></p>
<p>Background</p>	<p><i>At Full Council in July 2019 a motion was adopted which declared a climate emergency in Cherwell, and pledged to make Cherwell District Council carbon net zero by 2030.</i></p> <p><i>Work has been underway towards the net zero target, and through the award of £6m funding via the public sector decarbonisation scheme, air source heat pumps, a solar heat array and photo voltaic car ports have been installed in council buildings.</i></p> <p><i>Initially the group focussed on how the Council should adopt the principles of Bioregional's One Planet Living (OPL), recommending to Executive that the OPL principles be adopted. In addition, there was a motion to full Council in December 2022 on this topic, which was unanimously agreed.</i></p> <p><i>The group wishes to continue to retain a focus on the 10 principles, and to monitor progress made in adopting them into the council's policies and operational practice.</i></p> <p><i>During 2023, a Climate Action Plan was produced under the guidance of this group and the implementation of the plan will become a focus of this group. The Plan was approved by Executive on 6 November 2023.</i></p> <p><i>Bioregional were recently commissioned to review the council's activities against the 'One Planet Living' (OPL) framework. The</i></p>

	<p>O&S Committee have recommended to Executive that the OPL approach be endorsed, and further work is now required to determine the implications of the 10 OPL principles, and which ones should be fully incorporated into council policy.</p>
Rationale	<p>Since the climate emergency declaration work has been underway towards the carbon net zero target, however there has initially been a unified update to Members on progress of the work. The endorsement of the OPL framework is an opportunity to restart conversations on climate activities taking place across the council <i>and the wider district</i>, whilst providing officers with additional resource to work through the detail of the framework and what can realistically be incorporated into policy. <i>This was developed further by the production of the Climate Action Plan.</i></p>
Indicators of Success	<ul style="list-style-type: none"> • <i>To assist the Council to reach net zero, and encourage the reduction of emissions across the wider district</i> • A clear action plan for the incorporation of OPL principles in council policy • Ongoing progress towards the 2030 net carbon target regularly reported to Members (format to be determined during the review) • <i>Updates on progress made on completing elements of the Climate Action Plan</i>
Out of Scope	<p>Although the OPL principles will impact on the ongoing Local Plan work, detailed Local Plan work will be picked up by the relevant Member and officer working groups. This working group will focus on understanding current and future climate activity work.</p>
Method / Approach	<ul style="list-style-type: none"> • Discussions with Bioregional to understand the details and potential complexities of the OPL principles. • Discussions with relevant CDC officers to understand how OPL principles can be aligned with existing and developing council policy, and how they may form the basis of future strategic priorities and delivery themes. • Individual working group members will be expected to carry out research on agreed areas between meetings • Virtual meetings and MS Teams to be primary method of meeting, as this offers more flexibility to all working group members. • Updates on progress to be provided to formal O&S committee meetings.
Guest speakers / Witnesses / Experts	<p>Bioregional, <i>and others who may be appropriate during the course of the work, as and when.</i> Councillor Dan Sames, Portfolio Holder for Cleaner and Greener Communities.</p>
Evidence required and documents	<p>One Planet Living Framework <i>Gap analysis</i> Carbon Management Plan (O&S 6 September) <i>Climate Action Plan 2023 – 2024</i></p>

Site Visits	None anticipated at this stage.		
Risks	Budget implications of adopting OPL principles <i>Budget implications of implementing Climate Action Plan – business cases will be developed as and when required. Overall cost of the council meeting its 2030 target will need to be considered as part of the annual budget of the council.</i> Availability of councillors and officers to progress the work.		
Projected Start Date	As soon as possible September 2022	Draft Report Deadline	TBC
Meeting Frequency	As required Quarterly	Projected Completion Date	December 2022 TBC

Approved by Overview & Scrutiny Committee	Date: 6 September 2022
<i>Amended Terms of Reference submitted to Overview & Scrutiny Committee</i>	<i>30 January 2024</i>

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Overview and Scrutiny Committee Briefing Paper

Subject: Working Groups update

If in attendance at the meeting on 30 January, the chair from each group will be invited to give verbal updates.

Climate Action

Councillor Dr Isabel Creed - Chair
Councillor John Broad
Councillor Patrick Clarke
Councillor Ian Middleton
Councillor Rebecca Biegel
Councillor John Donaldson
Councillor Simon Holland
Councillor Sean Woodcock
Councillor Andrew McHugh – as Portfolio Holder, Cleaner and Greener Communities

The Climate Action group met on 17 January, to finalise the update to the Terms of Reference as detailed at agenda item 11.

The other items scheduled for discussion at the meeting have had to be rescheduled, as Jo Miskin was unwell and unable to attend. The next meeting of the group will be arranged when Jo returns to work.

Equality, Diversity and Inclusion (EDI) – joint group with Personnel Committee

Councillor Gemma Coton – Chair, and Personnel nominated member
Councillor Patrick Clarke
Councillor Lynne Parsons
Councillor Rob Pattenden
Councillor Chris Pruden – Personnel nominated member
Councillor Sandy Dallimore – as Portfolio Holder, Corporate Services

The EDI group have met twice since the last update to Overview and Scrutiny; on 12 December, to discuss the Inclusive Workforce action plan, and on 16 January to consider the Inclusive Communities action plan.

Councillor Okeke stood down from the group as a Personnel nominated member in December 2023. As the next scheduled meeting of the Personnel Committee is 7 February, and all actions plans would have been reviewed by early February, the working group decided to continue as a group of five for the remainder of the municipal year rather than request Personnel Committee to nominate a replacement working group member.

The group are due to meet on 23 January to continue discussions on the Inclusive Services action plan, before a final meeting on 13 February.



The updated action plans for 2024/25 remain on course to be submitted for consideration and comment to Personnel Committee in February 2024 (Inclusive Workforce), Overview & Scrutiny (Inclusive Services and Inclusive Communities) in March 2024, and all actions plans for agreement to Executive in April 2024.

Food Insecurity

Councillor Rebecca Biegel – Chair
Councillor Patrick Clarke
Councillor Isabel Creed
Councillor Dr Chukwudi Okeke
Councillor Bryn Williams
Councillor Dorothy Walker
Councillor Phil Chapman – as Portfolio Holder, Healthy and Safe Communities

The Food Insecurity group met on 9 January, and received detailed updates on the food voucher scheme, food grants, household support equipment grants, school support and holiday activity fund, as well as an update on the Winter Warmers programme, some of which will be covered under the Cost of Living update at agenda item 10.

The group also discussed the current draft of the Cherwell Food Action Plan, which is listed on the Executive Forward Plan for consideration in March 2024.

The group will meet again on 20 February, when they will receive a data dashboard update on the various programmes.

Completed by: Emma Faulkner, Principal Officer – Scrutiny & Democratic Lead
Date: 22 January 2024

Presented to Overview and Scrutiny Committee: 30 January 2024



Overview and Scrutiny Work Programme 2023-24

(Updated: 17 January 2024)

Tuesday 12 March 2024		
Performance Monitoring – Outcomes Framework 2024/25	Performance Monitoring. To consider the outcomes framework. Covers all priorities.	Shona Ware, Assistant Director Customer Focus & Celia Prado-Teeling, Performance Team Leader Portfolio Holder - Councillor Sandy Dallimore, Corporate Services
Regulatory Services and Community Safety and Wellbeing / Brighter Futures initiatives and activities	Performance monitoring. General session on regulatory services, importance of KPIs etc around Environmental Protection, Environmental Health, Community Safety. Overview of Brighter Futures/wellbeing activities and initiatives linked to community safety and anti-social behaviour activities Priority – healthy, resilient and engaged communities.	Regulatory Services & Community Safety: Ian Boll, Corporate Director Communities & Tim Hughes, Assistant Director Regulatory Services and Community Safety Wellbeing/Brighter Futures Initiatives: Nicola Riley, Assistant Director Wellbeing and Housing Portfolio Holder - Councillor Phil Chapman, Healthy and Safe Communities
Equality, Diversity and Inclusion Action Plans 2024-25	To consider and comment on Inclusive Services and Inclusive Communities Action plans for 2024-25, prior to consideration by Executive. Priority - healthy, resilient and engaged communities.	Shona Ware, Assistant Director Customer Focus & Celia Prado-Teeling, Performance Team Leader Portfolio Holder - Councillor Sandy Dallimore, Corporate Services
Future Oxfordshire Partnership – Scrutiny Panel Update	External Scrutiny	Ian Boll, Corporate Director Communities



	To update OSC on the items considered at FOP Scrutiny Panel meeting on 11 March. FOP activity covers all priorities	Portfolio Holder – Councillor Barry Wood, Leader
Working Groups update	Standing item. Progress update relating to established working groups.	Emma Faulkner, Principal Officer – Scrutiny & Democratic Lead
Work Programme 2023-24 (standing item at each meeting)	Standing item. Review of work programme, update on topics suggested for consideration, update on items previously considered	Emma Faulkner, Principal Officer - Scrutiny & Democratic Lead

Remaining meeting Dates 2023/24 (All Tuesday, 6.30pm unless indicated)

12 March 2024

Work Programme Items:

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

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

The [Executive Forward Plan](#) is published on the Cherwell District Council website