




# Appendix 2 – Monthly Performance Report

## August 2018

Includes:

- Joint Programme Measures
- Joint Key Performance Measures (KPIs)

Key to symbols

Colour	Symbol	Meaning for Joint Business Plan Measures	Meaning for Joint Key Performance Measures (KPIs)
Red		Significantly behind schedule	Worse than target by more than 10%.
Amber		Slightly behind schedule	Worse than target by up to 10%.
Green		Delivering to plan / Ahead of target	Delivering to target or ahead of it.

**Joint Programme Measures -Protected, Green and Clean**

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<b>JBP1.1.1 Maintain High Quality Waste &amp; Recycling Services</b>	Cllr D Bambridge Cllr D Pickford	Kane, Graeme Potter, Ed	Improvements being made to the bulky waste service in anticipation of an increased usage once customers can book on-line.	Develop campaigns for improving material quality, concentrating on reducing the contamination of the dry recycling streams.	★	All running to plan, garden waste tonnages are a bit lower because of the hot summer however across both CDC & SNC we are in a similar position to the same period last year. Tonnages should rise in September when residents start filling their brown bins with garden waste. The team will be looking at educational and promotional material about what residents and businesses should be putting in which waste bins (Green, Blue & Brown bins).	★
<b>JBP1.1.2 Provide High Quality Street Cleansing Services</b>	Cllr D Bambridge Cllr D Pickford	Kane, Graeme Potter, Ed	Kings End Neighbourhood blitz, Bicester. Feedback and participation from Bicester residents was good.  Litter picking on the A43, SNC.	Preparation for delivery of the next Neighbourhood blitz events covering areas of Bretch Hill in CDC in September.  Proactive litter picks on the A43 through SNC.	★	The Neighbourhood blitz events programme are on track across both CDC & SNC. In Bicester, this resulted in many alleyways being cleared of rubbish and included many other alleyways which are not the responsibility of CDC.  Continued work on keeping the A43 dual carriageway clean including the central reservation in SNC is going well.	★
<b>JBP1.1.3 Tackle Environmental Crime</b>	Cllr D Bambridge Cllr D Pickford	Kane, Graeme Potter, Ed	A number of fixed penalty notices have been issued for cigarette littering in Banbury.	The team will be investigating why and where and plans being developed to help curb this rise across CDC.	●	CDC - During this month concerns around the rise in fly tipping is being investigated, research into hot spots is being conducted.  Proactive community warden patrols have resulted in successes with Fixed Penalty notices being issued for littering (all cigarette ends) especially in Banbury. The Community wardens are conducting hot spot patrols and advising residents and businesses how to dispose of litter/cigarette ends lawfully.  SNC hasn't seen an increase of fly tipping activity during this period.	●
<b>JBP1.1.4 Reduce Our Carbon Footprint and Protect the Natural Environment</b>	Cllr D Bambridge Cllr D Pickford	Carr, Jane Riley, Nicola Webb, Richard	CDC & SNC - Air quality monitoring continues in Horsefair and Hennef Way, Banbury, Kings End in Bicester and Towcester town centre.  Four electric street cleaning vans have been ordered to replace Petrol/diesel vehicles.	Air quality monitoring to continue across the both CDC & SNC Districts.  The electric street cleaning vans are due in September.	★	The Bicester Air Quality Demonstration Project will take place over a 3 week period during September/October 2018. To increase awareness of the link between transport and air quality CDC, in partnership with the UK Space Agency, is hosting a poster competition for secondary school students in Bicester.  A key objective of the scheme is to highlight the advantages of walking and cycling over car travel and this autumn Bicester will be the focus of the UK Space Agency funded <b>Urban Healthy Living project</b> using satellite technology to map levels of Nitrogen Dioxide across the town. The team is continuing to collect air quality monitoring data on a monthly basis across both CDC & SNC. This data is then made available to support the Air Quality Management initiatives and plans we have in place.	★

**Joint Programme Measures -Protected, Green and Clean**

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<b>JBP1.1.5 Mitigate the Effects of HS2</b>	Cllr C Clarke Cllr S Clarke	Colwell, Adrian Newton, Jim	Schedule 17 submissions have been received for enabling highway works including the new Chipping Warden Relief Rd, and the highway junction improvements at Greatworth.	Determine the Schedule 17 submissions.  Planning Forum meeting.	★	Forthcoming Planning Forum meeting to include discussion on progress on formulation of route wide design parameters.	★
<b>JBP1.1.6 Maintain the District as a Low Crime Area</b>	Cllr A McHugh Cllr K Cooper	Carr, Jane Kane, Graeme Riley, Nicola Webb, Richard	Licensing - reviewing all new applicants for private hire / hackney carriage driver licences, ensuring they are undertaking all mandatory training.	Licensing - A Joint Operating Framework for taxi licensing to be adopted in Northamptonshire.	★	<p>Licensing - All new applicants for Private Hire / Hackney carriage driver licences continue to undertake mandatory safeguarding awareness training across both CDC &amp; SNC.</p> <p>Community Safety - Action plans have been revised to reflect the intelligence and address community safety concerns in both Districts. A new action plan has been developed to work in partnership with other organisations around minimizing the impact of organised crime groups operating in both district areas; this is a national trend which we are seeing in our two District areas.</p> <p>Crime remains higher when compared to previous years, but this is a national trend, both districts remain a safer place in comparison to its most similar group areas.</p> <p>A number of campaigns are being planned for the Autumn in both areas.</p> <p>A review of our staff and Councillor safeguarding training has taken place and an audit has been conducted to provide analysis of our gaps and where our focus needs to be.</p> <p>We currently have three active problem solving action plans in operation at this time across the two areas. These action plans are designed to make a direct impact on perpetrators of crime and benefit the community. Progress being made in discussions with other Councils in Northamptonshire on the introduction of a joint operating framework for licensing and safeguarding in the County. A draft Framework has been produced and is being reviewed and finalised for approval.</p>	★

**Joint Programme Measures -Protected, Green and Clean**

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<b>JBP1.1.7 Protect the Built Heritage</b>	Cllr C Clarke Cllr R Clarke	Colwell, Adrian Mitchell, Clare Newton, Jim	<p>Research for heritage and conservation area reviews.</p> <p>Refocusing Heritage at Risk Strategy</p> <p>On-going input to major development sites</p> <p>On-going input to strategic infrastructure projects including East West rail and HS2.</p>	<p>The heritage reviews for Piddington and Helmdon should be complete in September 2018.</p> <p>The conservation area reviews for Stratton Audley, Somerton and Duns Tew should be complete in November 2018.</p>	★	<p>Work continues to achieve appropriate conservation and/or re-use of historic buildings and structures currently identified as at risk. 50 buildings / sites have been contacted to undertake surveys as part of the Heritage at Risk Strategy. We anticipate that Heritage at Risk survey work for the remaining identified buildings and structures will be completed by November / December this year.</p> <p>Conservation support for major projects at the former RAF Bicester and RAF Upper Heyford sites will continue as required.</p> <p>Work continues in providing heritage advice to HS2 and East West Rail developments.</p>	★

**Joint Programme Measures - Thriving Communities & Wellbeing**

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<b>JBP2.1.1 Provide &amp; Support Health &amp; Wellbeing</b>	Cllr A McHugh Cllr C Clarke Cllr K Cooper Cllr T Ilott	Carr, Jane Colwell, Adrian Riley, Nicola Rowe, Rosie	CDC: Social Prescribing - Headline KPIs and Memo of Understanding agreed with Citizens Advice (CA).  CA has agreed contract for grant with Department of Health.  SNC: Social Prescribing - Discussions held with Northants County Council Public health re SNC involvement with Social Prescribing.	CDC: Social Prescribing - Recruitment of Community Navigators; Establish contacts with 3 <sup>rd</sup> sector referral partners. Activity Map - Publication of CDC Community Wellbeing Activity Map on the website Armed Forces Covenant - CDC to sign Oxfordshire Covenant.  SNC: Health & Wellbeing Forum - Meeting 25 September Activity Map - Publication of SNC Community Wellbeing Activity Map on the website Armed Forces Covenant - Funding decision on contribution to Armed Forces Community Covenant (AFCC) Partnership Officer post.	★	An innovative 'Business to Business' Health Check event has been successfully piloted in Bicester. The event was organized in partnership with Bicester Vision and 2B's Management Consultancy, and attracted 56 businesses interested in understanding how productivity and profit can be successfully enhanced through promoting employee wellbeing. The successful event also offered a marketplace for local health and wellbeing suppliers to connect with local firms. The event is currently being evaluated with a view to holding similar events elsewhere in the district.  CDC - Work on going to develop Social Prescribing (SP) scheme in partnership with Citizens Advice North Oxfordshire, West Oxfordshire District Council and Oxfordshire Clinical Commissioning Group. Now that the Department of Health funding is secured the community navigators will be recruited.  CDC & SNC - Across both our districts we are currently developing online 'Wellbeing Maps' which will be a visual directory of affordable community / wellbeing activities and feed into the lower 'self-referral' tier of Social prescribing. Vetting of participants has been more time consuming than anticipated, but we hope to go live in mid-September.	★
<b>JBP2.1.2 Provide enhanced leisure facilities</b>	Cllr G Reynolds Cllr K Cooper	Bolton, Sharon Carr, Jane	Holiday Hub Programme successfully delivered across both districts.  FAST programme started, over 500 cards signed up in Brighter Future Wards, Banbury.  Cooper School (Bicester) Performance Hall floor finished.	Brackley Pool expected to complete in October.  Kitchen work to commence at North Oxfordshire Academy.  FAST programme to have new offers at Spiceball with Family Membership 50% reduction included.	★	Work on Brackley Leisure Centre ongoing.  FAST programme has got off to a successful start with 550 cards being accessed by residents in targeted wards. Holiday Hub Programme very successful with record numbers, 2943, across CDC & SNC.	★

**Joint Programme Measures - Thriving Communities & Wellbeing**

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
JBP2.1.3 Provide support to the voluntary sector	Cllr A McHugh Cllr K Cooper	Carr, Jane Riley, Nicola	<p>SNC - Towcester Youth Partnership &amp; Brackley Youth Partnership - Appointment of Youth Co-ordinator for the district August 2018 to start in September.</p> <p>CDC - Summerfest Brighter Futures Play Day event delivered 21 August.</p> <p>Bicester Old School Play Day event delivered 28 August</p> <p>Play: Full initiative delivered in July /August in Brighter Future wards in Banbury</p>	<p>SNC- South Northants Seniors' Forum in planning stages for 31 October.</p> <p>CDC- Age Friendly Banbury focus groups launch in September - second part of the initiatives consultation.</p> <p>Little Lunch events planned for Sept/Oct.</p> <p>Cherwell Seniors Forum - September 27.</p> <p>CDC /SNC - Connecting Community events being planned for Oct - Theme Preparing for winter aimed at older residents across the districts.</p> <p>CDC: Lottery Community Fund grants policy and 'Good Cause' partners' membership policy for CEDR on 18/09.</p> <p>SNC: Agenda and arrangements for extra Parish Forum on 02/10.</p> <p>Grant application assesments for Community Funding Panel on 01/10.</p>	★	<p>SNC – Seniors Forum agenda to include Community Safety theme, Community Funding for Vol Sectors, Age UK Services update &amp; SNVB support and resources.</p> <p>Youth Coordinator pilot starts in September, funding has been secured for this post by the Brackley Youth Partnership &amp; Towcester Youth Partnership supported by SNC Community Development Officer – Young People.</p> <p>The Coordinator will work with voluntary youth groups and organisations to strengthen the offer for young people across the district.</p> <p>CDC - Summer Fest Play Day – To show case opportunities for young people and families in Brighter Future wards bringing together voluntary groups and organisations with information and engaging activities. Themes focused were 'health &amp; wellbeing, community safety and healthy eating'.</p> <p>Little lunch events will help bring communities together, reduce social isolation and make links to local organisations and groups in local areas across the district. All Community Associations in the district have been contacted to encourage events in their localities with Hanwell Fields / Ruscote &amp; Langford delivering the first events in the district.</p> <p>Age Friendly Banbury Focus group sessions are being planned as the second part of the initiatives consultation (Sept/Oct). The focus groups will look at the top 4 themes from the initial consultation and drill down into more detail with a cross section of Banbury older people groups. The consultation results will be used to shape the Age Friendly Banbury action plan.</p> <p>CDC: Lottery policies in place will enable us to generate pre-publicity for the Cherwell Community Lottery and gain expressions of interest from potential 'Good Cause' partners.</p>	★
			<p>Community Nature Plans are in place across both Districts - 2 year strategy.</p> <p>CDC - Cherwell Community Lottery - Gambling Commission licence application submitted. Outcome anticipated early Jan 2018.</p> <p>SNC - Assets of Community Value (ACV) full moratorium triggered for Middleton Cheney Library.</p>				

**Joint Programme Measures - Thriving Communities & Wellbeing**

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<b>JBP2.1.4 Enhance community resilience as part of emergency planning</b>	Cllr A McHugh Cllr D Bambridge	Carr, Jane Kane, Graeme Riley, Nicola Webb, Richard	Identify any learning from the Silverstone Moto GP. Strengthen arrangements for setting up and managing a District Emergency Control Centre.	CDC - Development of a joint approach to Emergency Planning with Oxfordshire County Council.  Refresh of all teams' Business Continuity Plans following the workshops held over the last two months relating to both CDC & SNC.	★	Senior Officers are attending multi-agency exercises to enhance their knowledge and experience in responding to emergencies across both districts.  Arrangements for a 'District Emergency Contact Centre' are developing with the recruitment of key personnel from within the organisation, supporting both CDC & SNC.  SNC supported emergency planning arrangements for the Moto GP to ensure a safe event.  Workshops for key service representatives are taking place in August and September to support the refresh of all business continuity plans.	★
<b>JBP2.1.5 Prevent homelessness</b>	Cllr J Donaldson Cllr K Cooper	Carr, Jane Douglas, Gillian	Recruitment process for the vacant post of Housing Team Leader completed and the new postholder will commence employment in the role in mid-September.  The Accommodation Officer at CDC has commenced employment.	Meeting regarding implementation of homelessness strategy and monitoring the delivery of the action plan will take place in September across both districts.	★	There has been an increase in homelessness presentations to both CDC and SNC with teams responding effectively to demand and encouraging households to present early to maximise the opportunity for prevention.  An internal review of the needs of single homeless customers at CDC is well underway. Initial findings of this review are expected end of September.  Website content in relation to homelessness has been reviewed and updated to provide more information to help customers threatened with homelessness.  Both Councils are working with partners to submit bids to Ministry of Housing, Community Local Government for additional funding for domestic abuse services.	★
<b>JBP2.1.6 Safeguard the vulnerable</b>	Cllr A McHugh Cllr K Cooper	Carr, Jane Riley, Nicola	CDC have collaborated on a Thames Valley bid to Government for domestic abuse services and SNC on a Northamptonshire bid. These were both submitted by the deadline of 28/8/18.	Outcomes of the joint bids for funding for Services to victims of domestic abuse are awaited in Oxfordshire and Northamptonshire.	★	Both SNC & CDC continue to work with statutory and voluntary sector partners to prepare bids to submit to central government (Ministry of Housing Communities and Local Government) to try to secure funding for domestic abuse services in Northamptonshire & Oxfordshire.	★

**Joint Programme Measures - Thriving Communities & Wellbeing**

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<b>JBP2.1.7 Deliver affordable housing and work with private sector landlords</b>	Cllr C Clarke Cllr J Donaldson Cllr K Cooper Cllr R Clarke	Carr, Jane Douglas, Gillian	CDC completions in August: 1 x 2 bed house (Affordable Rent) 3 x 3 bed flat (Affordable Rent) 5 x 4 bed house (Affordable Rent) 3 x 2 bed house (Shared Ownership). SNC - The total completions for affordable housing in South Northants for August is 0 because progress has slipped to September/October	We continue to work with a community led organisation to progress an affordable housing development in Hook Norton.	●	CDC & SNC - The majority of new affordable housing is delivered via Section 106 agreements. This means that private developers build the affordable housing as a condition/obligation tied to the planning permission. As such the Council has limited control over the timescales for delivery of affordable housing.  At SNC this puts us slightly behind schedule for our 2018/19 delivery target (hence reporting as Amber this month) but pipeline delivery for the remainder of the period remains strong and we should still reach the year-end target. This month the build programmes for the developers have slightly slowed so the handover of units that were expected to be completed in August is slightly delayed.  Currently we have been informed that the units are expected to be completed and handed over in September/October.	●
<b>JBP2.1.8 Deliver the welfare reform agenda</b>	Cllr J Donaldson Cllr K Cooper Cllr P Rawlinson Cllr T Ilott	Douglas, Gillian Green, Belinda Taylor, Adele	Universal Credit full service has now been live in the Cherwell district since November 2017.  A project team has just been formed including colleagues from Benefits, Customer Services and Housing to support this change for residents and landlords.	Universal Credit full service will go live in the South Northants area in December 2018.	★	Both CDC and SNC continue to support residents through the wider welfare reform including identifying tenants who may be entitled to additional support via the Discretionary Housing Payments scheme and offering debt and money advice to maximise income.  The team continues to work with partners to support residents in this transition including offering help with online applications and referring residents for personal budgeting support.	★



**Joint Programme Measures - District of Opportunity & Growth**

	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<b>JBP3.1.1 Deliver innovative and effective housing schemes</b>	Cllr J Donaldson Cllr K Cooper	Carr, Jane Colwell, Adrian Douglas, Gillian	<p>SNC The Local Development Company (LDC) has received pre- planning comments back from the local planning authority. These comments have informed detailed financial viability appraisals for the site.</p> <p>CDC <b>BUILD!</b> Accepted the handover of 42 one and two bedroom apartments at Gardeners Close, Bicester.</p>	<p>The detailed financial viability appraisal work will inform the business plan and overall financial model for the local development company.</p> <p>The business plan and overall financial model for the local development company to be updated.</p>	★	<p>Pre-planning application comments have been received from the local planning authority with regard to the Local Development Company. These comments have informed detailed financial viability appraisals for the site.</p> <p>The project is on track to bring a report to SNC Cabinet on 8 October.</p> <p>Hook Norton Low Carbon are working with the Council's Strategic Housing Team to work up proposals for a community led development of housing to meet local housing need within the village. A village housing needs survey for Hook Norton has now been completed and analysed. The housing needs information will inform the community-led housing proposal.</p> <p><b>BUILD!</b> Of the 43 properties, 40 of these are shared ownership and can be sold at 50% of their total cost to ensure we maximise affordability for the new owners.</p>	★
<b>JBP3.1.2 Increase Tourism</b>	Cllr L Pratt Cllr S Clarke	Colwell, Adrian Newman, Steven Ward, Greg	<p>CDC New maps with visitor information installed on boards in Banbury.</p> <p>Supported the Heritage Lottery Fund submission for Bicester Dovecote on 14 Aug. Commissioned economic impact assessment of the volume and value of tourism locally.</p> <p>SNC Support and sponsorship for Brackley Festival of Motorcycling (10 Anniversary Event on 12 August). South Northamptonshire Walking &amp; Cycling guides (6 illustrated map books) updated. Rural Development Programme for England (RDPE) request for letter of support circulated to Towcester businesses.</p>	<p>CDC Projects - Produce new Cherwell Visitor Guide. Install new information boards in Bicester (Crown Walk). Review Visitor Information Centre Service Level Agreements by December. Events remote throughout the district. Publish economic impact assessment by November.</p> <p>SNC Complete first draft of the RDPE Watermeadows funding bid Full Application form. Reinstall &amp; refurbished cast iron Tourism Signage in Towcester &amp; Brackley Town Centre and at Waitrose in both Towns during September 2018.</p>	★	<p><b>CDC</b> Co-ordinated support for a rural business facing hardship, including engaging OxLEP business adviser to provide specialist advice. Nearing completion of the rural tourism development EU funding programme for rural enterprise. Membership and day-to-day liaison with Experience Oxfordshire to promote Cherwell's visitor economy, enabling business involvement in regional and national support. Contract management of Banbury and Bicester Visitor Information centres and destination management partnership - provided information and marketing services.</p> <p><b>SNC</b> Brackley Festival of Motorcycling took place on 12 August and the Economic Team worked closely with the organisers to provide sponsorship and support around event liaison, organisation and marketing (including SNC Tourism adverts in the Event programme and displayed on the large event screens). USAF Croughton: Onsite meeting held to deliver tourism brochures and also provide information to promote the district took place.</p> <p>Rural Development Programme for England Watermeadows funding bid - letter hand delivered by the Economic Growth Team to all Towcester Town Centre businesses (predominantly retailers) to request written support for the bid. Opportunity was taken to explain the bid in more detail whilst on site and to develop a dialogue with Towcester Business Groups and Clubs during the campaign.</p>	★

**Joint Programme Measures - District of Opportunity & Growth**

	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<p><b>JBP3.1.3 Deliver the masterplans for the key economic centres</b></p>	<p>Cllr C Clarke Cllr R Clarke</p>	<p>Colwell, Adrian Jolly, Robert Newman, Steven Ward, Greg</p>	<p>SNC Brackley - Delivery of the Brackley Town Football Club Civic Dinner on 1 August  Towcester - Weekly meetings with Highways England and Economic Growth Team for the A5 Towcester Roadworks programme  CDC Banbury - Supported HelloFresh's 'Meet the Employer' event on 23 August, with Job Club as well as through promotion online (CDC website), via social media, &amp; local town centre posters. Insufficient interest shown by traders for pre-Christmas recruitment event.  Bicester &amp; Kidlington- Core information, advice and guidance provided.</p>	<p>CDC - Banbury - Job Fair led by Activate Learning (Banbury College). Sponsor the 'Big Feed 2' event on 23 Sept, working with schools in developing career paths. Lead Brighter Futures projects around skills and employability support. Work experience directory linking schools with employers. Bicester - Lead 'Enterprise &amp; Skills' to be held on 27 Sept. Support Electric Vehicle event on 14 Sept. Recruitment support for Bicester's McDonalds. Kidlington - Liaise further with local businesses to offer support services.  SNC - Silverstone - Project planning with Total Sim for involvement with the Silverstone Cycle Hub funding bid. Towcester - Develop the partnership working with Highways England and Forkers Ltd to ensure that all businesses, visitors, residents affected by the roadworks are kept informed and that disruption is minimised.</p>	<p>★</p>	<p><b>SNC</b>  Brackley Town Football Club Civic Event attended by over 40 guests of the SNC Chairman. This was followed by a presentation of a special life-size chocolate trophy, from a supplier in Brackley, for their outstanding success during the year and for their win at Wembley. The Club brought along &amp; displayed the actual Wembley Trophy on the evening.  Towcester - The Economic Growth team involved in monitoring and liaising with Highways England to ensure that the programme for the A5 Towcester roadworks has the least impact on businesses and other groups as possible.  <b>CDC</b>  Banbury - On-going engagement with Castle Quay redevelopment plans to ensure that the needs of businesses are understood and met. Attended 'soft-launch' of Crown House development in Banbury. Supporting the manager and Board of the new Business Improvement District to enable it to flourish. Partner's open morning attended at EMBS Community College. Engagement with local schools, through the Young Enterprise Board and hosting a work experience student.  Bicester - Liaison with traders to resolve operational matters. Planning and promotion of Enterprise and Skills event in September, including direct contact with local and public notice boards.  Kidlington - Liaison with key businesses and developers to assist investment and operations.</p>	<p>★</p>

**Joint Programme Measures - District of Opportunity & Growth**

	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<b>JBP3.1.4 Increase employment at strategic employment sites, promote investments &amp; business growth</b>	Cllr L Pratt Cllr S Clarke	Colwell, Adrian Jolly, Robert Newman, Steven Ward, Greg	<p>SNC - Job Club/Job Match: 3 Jobseekers directly supported back to work Business Support: 27 one to one support, advice and guidance sessions undertaken Business Incubator Feasibility Study FINAL DRAFT Report competed for final review. Inward Investment Guide distribution completed.</p> <p>CDC - Job Clubs - new 5 day a week signposting service - progressing well alongside new Job Seeker guide. Detailed advice provided on key planning applications at Heyford Park and Begbroke Science Park. Support and guidance provided in the development of large industrial buildings to maximising their potential of representing leading employers.</p>	<p>CDC Publish examples of new commercial investment in Cherwell Link by Oct. Produce new Investment Guide by Sept. Develop a new Commercial investment website by Oct. Review small employment sites prior to Local Plan Part 2 (ensuring needs of SMEs are met). Enable the extension of enterprise support services by Oct. Trial new Invest North Oxfordshire website by Sept.</p> <p>SNC Job Match Workshop to be delivered 12 September 2018. Innovation and Investment Conference delivery of event. Attending SEMLEP Local Growth Fund Workshops and European Regional Development Fund Information events. Redundancy Support for Towcester Racecourse.</p>	★	<p><b>CDC</b> New industrial units in Bicester and Banbury under development, support provided to new occupiers. Promote workshops and grants available through both Local Enterprise Partnerships. Support implementation of Innovation Programme by engaging businesses.</p> <p><b>SNC</b> Job Club successes slightly down against target (3 against target of 4) owing to the summer holiday period. 3 successes were employees of Direct Legal and Collection (DLC). 89% of employees from Job Clubs have found employment. Business Support Visits comprised of 6 Business Start Up meetings, 18 Established Business Support Meetings and 3 Enterprise Club face to face consultations. SNC Innovation and Investment Conference on track for the September 19 event at The Wing, Silverstone (200 delegates booked on). Support offered to Towcester Racecourse after announcement on going into administration.</p>	★

**Joint Programme Measures - District of Opportunity & Growth**

	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<b>JBP3.1.5 Delivery against Local Plans for CDC &amp; SNC</b>	Cllr C Clarke Cllr R Clarke	Bowe, Andrew Colwell, Adrian Darcy, Andy Newton, Jim Peckford, David	<p>CDC - A programme of infrastructure projects are progressing to support the delivery of the adopted Cherwell Local Plan in Bicester, Banbury and elsewhere in the District.</p> <p>SNC - the Towcester Relief Road detailed design is being considered by developers together with exploring the options for accelerating its delivery and securing the funding required to bring forward the construction programme. Improvements to the Oxford Road / A43 Roundabout in Brackley have been completed.</p>	<p>SNC: Undertake a 6 week public consultation exercise and submit the Plan to Full Council for approval to submit to the Planning Inspectorate for examination no later than January 23 2019.</p>	●	<p>SNC: Progress has not kept pace with the local development scheme (which is the formal timetable). A substantial risk to the Plan emerged, which needed to be addressed. In order that the Plan as whole did not fail at a critical stage, which would have sent it back to the beginning of the process, instead a short delay enabled the risk to be reduced. This proactive risk management has resulted in a stronger Plan.</p> <p>It should be noted that, according to the legal requirements, the local development scheme should be up to date at the point the Plan is Submitted to the Secretary of State, and there is no restriction on the number of times the local development scheme may be updated. That said, we are confident that the revised local development scheme, which is due to be considered by next week's meeting of the PPRS, is challenging and realistic.</p> <p>CDC - The Partial Review Local Plan was submitted to PINs (Planning Inspectorate) for Examination on 5 March 2018. A preliminary hearing will be held on 28 September 2018. The dates for the main public hearings are not yet known, but the process of Examination is on-going. The programme for examination is overseen by the Planning Inspectorate not the Council.</p> <p>The programme for the next Local Plan is under review having regard to the revised National Planning Policy Framework (published 24 July 2018) and the on-going scoping for the countywide Joint Statutory Spatial Plan.</p>	●

**Joint KPIs - Protected, Green and Clean**

Measure	Council	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
<b>JBP1.2.1C % Waste Recycled &amp; Composted</b>	CDC	Cllr D Pickford	Kane, Graeme Potter, Ed	57.40%	57.78%	●	CDC Recycling rate is down by 1.5% in comparison to last year mainly due to the reduced garden waste.	57.40%	59.14%	●
<b>JBP1.2.1S % Waste Recycled &amp; Composted</b>	SNC	Cllr D Bambridge	Kane, Graeme Potter, Ed	62.47%	64.44%	●	Performance is lower because of the extremely hot and dry summer. This means that a lot less garden waste has been collected from the green bins.	64.39%	65.27%	●

**Joint KPIs - Thriving Communities & Wellbeing**

Measure	Council	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
<b>JBP2.2.1C Number of households living in Temporary Accommodation (TA)</b>	CDC	Cllr J Donaldson	Carr, Jane Douglas, Gillian	30.00	43.00	★	The Housing Team continues to proactively work to prevent and relieve homelessness. Despite the new duties under the Homelessness Reduction Act and increased demand, TA figures remain within target.	30.00	43.00	★
<b>JBP2.2.1S Number of households living in Temporary Accommodation (TA)</b>	SNC	Cllr K Cooper	Carr, Jane Douglas, Gillian	16.00	25.00	★	The Housing Options team is actively working within the framework of the Homelessness Reduction Act, with the main emphasis being on prevention. This has meant working hard with landlords to sustain tenancies and control use of TA.	16.00	25.00	★
<b>JBP2.2.2C Average time taken to process Housing Benefit new claims</b>	CDC	Cllr T Ilott	Green, Belinda Taylor, Adele	14.81	15.00	★	The average time taken to assess new claims for benefit was 14.8 days for the month of August against a target of 15 days. The national average time taken to assess new claims is 22 days. Performance is strong and is reflected in the year to date figure of 12.89 days.	12.89	15.00	★
<b>JBP2.2.2S Average time taken to process Housing Benefit new claims</b>	SNC	Cllr P Rawlinson	Green, Belinda Taylor, Adele	5.16	15.00	★	The average time taken to assess new claims for Housing Benefit is 5.16 days against a target of 15 days. This is excellent performance and is reflected in the year to date figure of 7.91 days. New claims will continue to be monitored and a pro-active approach taken to the assessment including contacting the customer for information and use of the DWP and HMRC data systems.	7.91	15.00	★
<b>JBP2.2.3C Average time taken to process Housing Benefit change events</b>	CDC	Cllr T Ilott	Green, Belinda Taylor, Adele	5.06	8.00	★	The average time taken to assess change events is 5.06 days. This follows the introduction of a new work plan leading to a vast improvement on the average time for July of 14.45 days. The number of real time information files received from DWP and HMRC continues to increase and the team is undertaking a project to automate as many of these files as possible.	7.89	8.00	★
<b>JBP2.2.3S Average time taken process Housing Benefit change events</b>	SNC	Cllr P Rawlinson	Green, Belinda Taylor, Adele	5.82	8.00	★	The average time taken to assess change events is 5.82 days against a target of 8 days. This good performance is also reflected in the year to date figure of 4.64 days. The number of real time information change files received from the DWP and HMRC continue to increase in volume and the team is undertaking a project to automate as many of the change files as possible.	4.64	8.00	★

**Joint KPIs - Thriving Communities & Wellbeing**

Measure	Council	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
<b>JBP2.2.5C Number of visits/usage of District Leisure Centres</b>	CDC	Cllr G Reynolds	Bolton, Sharon Carr, Jane	132,006	127,285	★	August 2018 compared to 2017 has seen an increase in usage from 117,328 to 120,240 (overall figure recorded is 132,006 however this includes Stratfield Brake and Whitelands for which there are no comparison figures for last year as they are new facilities). Usage at the Leisure Facilities across the month was fairly consistent with Bicester showing a 3,000 drop during August 2017 but Woodgreen Leisure Centre up 3,000 and Kidlington Leisure Centre up circa 2,000. This resulted in a net increase against 2017 of circa 3,000 users.	698,654	636,425	★
<b>JBP2.2.5S Number of Visits/Usage of District Leisure Centres</b>	SNC	Cllr K Cooper	Bolton, Sharon Carr, Jane	59,110	60,404	●	Usage across the Leisure Facilities is fairly consistent in comparison to the same month last year (59,110 - 2018 against 57,503 - 2017) an overall increase of circa 1,500 users. Individually Towcester Centre for Leisure increased by circa 900 users and Brackley Leisure Centre increased by around 1,300. Brackley Swimming Pool has decreased by circa 500 users which has caused this to report as Amber. This is due to a reduced number of swimming lesson attendance and the booking of birthday parties has reduced. However, Year to date we are over target by 20,000 increased usage which is fantastic.	321,383	302,020	★
<b>JBP2.2.6C % of Council Tax collected, increasing Council Tax base</b>	CDC	Cllr T Ilott	Green, Belinda Taylor, Adele	8.92%	9.50%	●	We are slightly below target both in month and cumulatively for August 2018. This is due in part to the growth in the Cherwell District and the number of new builds coming on stream for billing as the Valuation Officer assesses them. This results in back billing for customers which can skew the usual installment profiles. However, the incoming work is now being processed in fewer days which will assist with the collection of Council Tax. More active recovery will continue in future months which will also increase collection.	47.51%	49.00%	●
<b>JBP2.2.6S % of Council Tax collected, increasing Council Tax Base</b>	SNC	Cllr P Rawlinson	Green, Belinda Taylor, Adele	9.11%	10.00%	●	We have achieved our cumulative target for August 2018. Plans are in place to process the outstanding work in a more timely way which will continue to have a positive impact on the collection rates.	49.49%	49.00%	★
<b>JBP2.2.7C % of Business Rates collected, increasing NNDR base</b>	CDC	Cllr T Ilott	Green, Belinda Taylor, Adele	9.24%	9.00%	★	We have achieved both the monthly and cumulative target for August 2018. We are processing the incoming work in a more timely way which will continue to have a positive impact on the collection rates.	49.41%	49.00%	★
<b>JBP2.2.7S % of Business Rates collected, increasing NNDR base</b>	SNC	Cllr P Rawlinson	Green, Belinda Taylor, Adele	7.52%	9.00%	▲	We are slightly under the monthly target collection rate. We will closely monitor collection rates throughout September and plans are in place to analyse outstanding arrears and to refocus resources to process documents in a timely way which will have a positive impact on collection rates.	45.34%	48.00%	●

**Joint KPIs - District of Opportunity & Growth**

Measure	Council	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
<b>JBP3.2.1C % Major planning applications processed within 13 weeks</b>	CDC	Cllr C Clarke	Colwell, Adrian Newton, Jim Seckington, Paul	91%	60%	★	11 Major Planning Applications were determined during August. 10 of them were determined within the target period or agreed time frame. As such, our target of determining more than 60% of Major Applications within time has been met.	87%	60%	★
<b>JBP3.2.1S % Major planning applications processed within 13 weeks</b>	SNC	Cllr R Clarke	Colwell, Adrian Newton, Jim Seckington, Paul	100%	60%	★	3 Major Planning Applications were determined during August and all were determined within target period. As such, 100% of Major Applications were determined within time against a target of 60%.	90%	60%	★
<b>JBP3.2.2C % Non Major planning appeal decisions allowed</b>	CDC	Cllr C Clarke	Colwell, Adrian Newton, Jim Seckington, Paul	1%	10%	★	11 Major Planning Applications were determined and no Major Planning Appeals were determined during August. Both Appeals were dismissed; therefore the target of less than 10% of Major Appeals allowed by the Planning Inspectorate has been met.	1%	10%	★
<b>JBP3.2.2S Non major planning appeal decision allowed</b>	SNC	Cllr R Clarke	Colwell, Adrian Newton, Jim Seckington, Paul	0%	10%	★	64 Non-Major applications were determined during August and 1 Non-Major Appeal was allowed by the Planning Inspectorate. Therefore we are achieving our target of less than 10% of Non-Major Planning Appeals allowed.	1%	10%	★
<b>JBP3.2.3C % Planning enforcement appeal decisions allowed</b>	CDC	Cllr C Clarke	Colwell, Adrian Newton, Jim Seckington, Paul	0%	10%	★	No Enforcement Appeals were determined during August	0%	10%	★
<b>JBP3.2.3S % Planning enforcement appeal decisions allowed</b>	SNC	Cllr R Clarke	Colwell, Adrian Newton, Jim Seckington, Paul	0%	10%	★	No Planning Enforcement Appeals were determined during August	0%	10%	★
<b>JBP3.2.4C % of non-major applications processed within 8 weeks</b>	CDC	Cllr C Clarke	Colwell, Adrian Newton, Jim Seckington, Paul	94%	70%	★	108 Non-Major planning applications were determined during August, 101 were determined within the target period or agreed timeframe. Therefore the target of determining more than 70% of Non-Major Applications within the period has been met	89%	70%	★
<b>JBP3.2.4S % of non-major applications processed within 8 weeks</b>	SNC	Cllr R Clarke	Colwell, Adrian Newton, Jim Seckington, Paul	81%	70%	★	64 Non-Major planning applications were determined during August and of those 52 were determined within the target or agreed time frame. Therefore the target of determining more than 70% within time has been met.	87%	70%	★
<b>JBP3.2.6C Major planning appeal decisions allowed</b>	CDC	Cllr C Clarke	Colwell, Adrian Newton, Jim	0.00	10.00	★	No Major planning appeals were determined during August	0.00	10.00	★
<b>JBP3.2.6S Major planning appeal decisions allowed</b>	SNC	Cllr R Clarke	Charlett, Jeremy Newton, Jim Seckington, Paul	0.00	10.00	★	No Major Planning Appeals were determined during August	0.00	10.00	★