




Appendix 2 – Monthly Performance Report

October 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 KPIs - Protected, Green and Clean

Measure	Council	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
JBP1.2.1C % Waste Recycled & Composted	CDC	Cllr D Pickford	Kane, Graeme Potter, Ed	53.91%	56.22%	●	The recycling rate for CDC is currently 2.36% behind where it was last year; this is mainly due to the hot summer which has reduced the garden waste by 925 tonnes in the first 7 months. As there was a very short autumn, with the weather turning wintry very quickly, it is likely that the year-end target will be missed. A new Recycling Officer has now been appointed with the aim of promoting recycling.	57.10%	58.54%	●
JBP1.2.1S % Waste Recycled & Composted	SNC	Cllr D Bambridge	Kane, Graeme Potter, Ed	60.55%	62.64%	●	The current recycling rate is behind target because of the hot summer which has reduced garden waste by 735 tonnes in the first 7 months. As there was a very short autumn, with the weather turning wintry very quickly, it is likely that the year-end target will be missed. A new Recycling Officer has now been appointed with the aim of promoting recycling.	63.25%	64.74%	●

Joint KPIs - Thriving Communities & Wellbeing

Measure	Council	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
JBP2.2.1C Number of households living in Temporary Accommodation (TA)	CDC	Cllr J Donaldson	Carr, Jane Douglas, Gillian	26.00	43.00	★	The number of households placed in temporary and emergency accommodation in Cherwell remains low. This reflects the focus on prevention of homelessness and early intervention. The increased delivery of affordable housing in Cherwell is also contributing to the lower numbers of households presenting as homeless.	26.00	43.00	★
JBP2.2.1S Number of households living in Temporary Accommodation (TA)	SNC	Cllr K Cooper	Carr, Jane Douglas, Gillian	12.00	25.00	★	The availability of social and affordable housing in 2018 has had a significant impact on our ability to prevent and relieve homelessness. As a result there has been less pressure on temporary housing, and people have been able to move on quickly from temporary housing. Aug to October 2018 there have been 212 nominations to social and affordable housing vacancies, including many newly built homes. This compares with 96 for the same period in 2017. The supply of new homes will not continue at this rate and so we may see numbers in temporary housing rise again over the next few months. The impacts of the Homelessness Reduction Act on the need for temporary housing are yet to be fully understood.	12.00	25.00	★
JBP2.2.2C Average time taken to process Housing Benefit new claims	CDC	Cllr T Ilott	Green, Belinda Taylor, Adele	14.34	15.00	★	The average time taken to process new Housing Benefit claims for the month of October 2018 is 14.34 days against the target of 15 days. This is an improvement on the average time taken to process new claims for the month of September 2018 where it was 19.14 days. We continue to monitor the processing times for new claims daily and regularly review our procedures with the aim of keeping within our target of 15 days. Our year to date processing times for new claims remains within our target against a national average of 22 days.	13.99	15.00	★
JBP2.2.2S Average time taken to process Housing Benefit new claims	SNC	Cllr P Rawlinson	Green, Belinda Taylor, Adele	10.01	15.00	★	The average time taken to process new claims for Housing Benefit for the month of October 2018 remains good at 10.01 days against our target of 15 days. We continue to monitor our new claims daily to help us to continue to provide an excellent service and perform above our target. The year to date average time taken to process new claims remains below 15 days against a national average of 22 days.	8.37	15.00	★

Joint KPIs - Thriving Communities & Wellbeing

Measure	Council	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
JBP2.2.3C Average time taken to process Housing Benefit change events	CDC	Cllr T Ilott	Green, Belinda Taylor, Adele	7.61	8.00	★	For the month of October 2018 change in details have been assessed within an average time of 7.61 days against a target of 8 days. This is an improvement on the average time taken in September which was 9.03 days. We continue to monitor the work daily to help us to improve our performance. Our year to date average time taken to assess change in details remains above our target of 8 days. Our work load has increased for changes due to the introduction of Universal Credit. We continue to explore options to automate some of our work process' to help us to continue to perform above target with our increased workload.	7.87	8.00	★
JBP2.2.3S Average time taken process Housing Benefit change events	SNC	Cllr P Rawlinson	Green, Belinda Taylor, Adele	8.22	8.00	●	The average time taken to process change in details for the month of October is 8.22 days. This is slightly below our target of 8 days. A plan has been put in place to help us to reduce the processing times to within our target of 8 days and we will be monitoring the work daily. Universal Credit Live Service will go live within South Northamptonshire area in November 2018 which will increase our workload. We are currently looking at our working practices to help to mitigate the increase expected. Our average year to date times for processing change in details remains above our target of 8 days.	5.41	8.00	★
JBP2.2.5C Number of visits/usage of District Leisure Centres	CDC	Cllr G Reynolds	Carr, Jane Didcock, Liam	150,427	127,285	★	Usage figures for October 2018 have all demonstrated an increase against October 2017 for each Centre with the exception of Bicester which showed a decrease of circa 1500 and Kidlington which was very marginally down. Spiceball Leisure Centre showed the biggest increase with circa 3,500 more users than the same period last year, Woodgreen Leisure Centre was circa 500 up with North Oxfordshire Academy and Cooper Sports Facility both 200 up. Whilst the like for like comparison is up, it is also worth noting the contribution of both Stratfield Brake and Whitelands Farm Sports Ground Performance. Stratfield Brake was very similar to 2017, however for Whiteland's an increase of around 11,000. The drop off in Bicester appears to be not for one particular activity as shared between swimming (circa 1,000) dry activities (circa 600) and gym sessions (circa 900).	987,095	890,995	★
JBP2.2.5S Number of Visits/Usage of District Leisure Centres	SNC	Cllr K Cooper	Carr, Jane Didcock, Liam	67,900	60,404	★	Towcester Leisure Centre and Brackley Leisure Centre continue to be strong in terms of usage. Towcester Leisure Centre is up circa 3,500 and Brackley Leisure Centre up circa 4,500 against the same month last year. Brackley Swimming Pool has shown a decrease of circa 1,500. The increase at Brackley Leisure Centre appears to be linked directly to usage of the gym.	453,629	422,828	★

Joint KPIs - Thriving Communities & Wellbeing

Measure	Council	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
JBP2.2.6C % of Council Tax collected, increasing Council Tax base	CDC	Cllr T Ilott	Green, Belinda Taylor, Adele	9.11%	9.50%	●	<p>Whilst we are under target for our in month collection rates, the amount of Council Tax that Cherwell is due to collect has increased during October, this is due to the amount of additional new builds reported for New Homes Bonus which have recently been banded by the Valuation Office Agency.</p> <p>Our cumulative collection figure is ahead of this time last year with the team due to collect an additional £7.2m in Council tax during 2018/19 compared to 2017/18.</p> <p>The outstanding work is reducing week by week with the team concentrating on tasks which will aid collection rates and reduce the oldest work date. We have continued with recovery action for accounts that are in arrears.</p>	65.73%	67.75%	●
JBP2.2.6S % of Council Tax collected, increasing Council Tax Base	SNC	Cllr P Rawlinson	Green, Belinda Taylor, Adele	9.66%	9.00%	★	<p>Whilst we have hit our in month target for collection, we are still concentrating on tasks that will aid future collection to speed up billing customers in order to receive the Council Tax payments in a timely manner.</p>	68.27%	68.00%	★
JBP2.2.7C % of Business Rates collected, increasing NNDR base	CDC	Cllr T Ilott	Green, Belinda Taylor, Adele	8.17%	9.50%	▲	<p>Whilst we are under target for our collection of Business Rates, we have concentrated on billing the customers with larger rateable values during late October to assist with collection rates later in the year. The Valuation Office Agency have only recently notified of the rateable value for some large properties and therefore the Business Rates due has resulted in larger future instalments due. We are now processing Business Rates work within 3 weeks and larger units that affect collection rates within 10 working days. We have continued issuing recovery documents to all accounts in arrears and are proactively chasing outstanding balances to improve collection rates.</p>	66.02%	68.00%	●
JBP2.2.7S % of Business Rates collected, increasing NNDR base	SNC	Cllr P Rawlinson	Green, Belinda Taylor, Adele	8.77%	9.00%	●	<p>Whilst we are slightly under target for our in month collection our team cumulative target is only 0.2% below target. We can attribute this to the delay in processing during September; however we are now processing all Business Rates work within 5 working days and all recovery notices are being issued in a timely manner. We will be making outbound telephone calls to chase the debts</p>	65.38%	66.00%	●

Joint KPIs - District of Opportunity &

Measure	Council	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
JBP3.2.1C % Major planning applications processed within 13 weeks	CDC	Cllr C Clarke	Feehily, Paul Seckington, Paul	80%	60%	★	5 Major Planning Applications were determined during October. 4 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.	88%	60%	★
JBP3.2.1S % Major planning applications processed within 13 weeks	SNC	Cllr R Clarke	Feehily, Paul Seckington, Paul	100%	60%	★	1 Major Planning Application was determined during October and it was determined within target period. As such, 100% of Major Applications were determined within time against a target of 60%.	93%	60%	★
JBP3.2.2C % Non Major planning appeal decisions allowed	CDC	Cllr C Clarke	Feehily, Paul Seckington, Paul	0%	10%	★	No Major Application Appeals were allowed during October.	1%	10%	★
JBP3.2.2S Non major planning appeal decision allowed	SNC	Cllr R Clarke	Feehily, Paul Seckington, Paul	0%	10%	★	No Non-Major Planning Application Appeals were allowed during October.	1%	10%	★
JBP3.2.3C % Planning enforcement appeal decisions allowed	CDC	Cllr C Clarke	Feehily, Paul Seckington, Paul	0%	10%	★	No Planning Enforcement Appeals were allowed during October.	0%	10%	★
JBP3.2.3S % Planning enforcement appeal decisions allowed	SNC	Cllr R Clarke	Feehily, Paul Seckington, Paul	0%	10%	★	No Planning Enforcement Appeals were allowed during October.	0%	10%	★
JBP3.2.4C % of non-major applications processed within 8 weeks	CDC	Cllr C Clarke	Feehily, Paul Seckington, Paul	94%	70%	★	105 Non-Major planning applications were determined during October, 99 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.	90%	70%	★
JBP3.2.4S % of non-major applications processed within 8 weeks	SNC	Cllr R Clarke	Feehily, Paul Seckington, Paul	86%	70%	★	57 Non-Major planning applications were determined during October and of those 49 were determined within the target or agreed time frame. Therefore the target of determining more than 70% within time has been met.	87%	70%	★
JBP3.2.6C Major planning appeal decisions allowed	CDC	Cllr C Clarke	Feehily, Paul Newton, Jim	0.00	10.00	★	No Major Planning Application Appeals were allowed during October.	3.57	10.00	★
JBP3.2.6S Major planning appeal decisions allowed	SNC	Cllr R Clarke	Feehily, Paul Newton, Jim	0.00	10.00	★	No Major Planning Application Appeals were allowed during October.	0.00	10.00	★

Joint Programme Measures -Protected, Green and Clean

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
JBP1.1.1 Maintain High Quality Waste & Recycling Services	Cllr D Bambridge Cllr D Pickford	Kane, Graeme Potter, Ed	SNC & CDC- Service on track, moved to online ordering for bulky waste for both Councils.	SNC & CDC- Resolve some of the back office issues regarding bulky waste and the new Bartec version and prepare for Christmas changes.	★	SNC & CDC- Services running to plan although promoting recycling have had a short interruption due to vacancies in the team. However a new recycling officer starts in mid-November.	★
JBP1.1.2 Provide High Quality Street Cleansing Services	Cllr D Bambridge Cllr D Pickford	Kane, Graeme Potter, Ed	Plans all on track. Additional resource allocated to leaf fall and then later onto verge clearance as the vegetation dies back.	CDC- Continuation of the Neighbourhood blitz programme in CDC. SNC- Development of a plan for on street recycling in SNC.	★	Services running well challenges due to leaf fall at this time of year but generally the service are on track.	★
JBP1.1.3 Tackle Environmental Crime	Cllr D Bambridge Cllr D Pickford	Kane, Graeme Potter, Ed	All generally on track, work still continuing on litter enforcement in the urban centres.	Further development of plans to reduce fly tipping during November.	★	Fly tipping in SNC at a similar level to last year. However fly tipping in CDC is above last year's levels and plans to tackle this growth are still being developed.	★
JBP1.1.4 Reduce Our Carbon Footprint and Protect the Natural Environment	Cllr D Bambridge Cllr D Pickford	Carr, Jane Riley, Nicola Webb, Richard	A meeting has still to be arranged with Geospatial Insight Limited to review the work on the Bicester Air Quality Demonstration Project; this is likely to take place in December now, the earliest convenient time for all those involved.	CDC- The success of the Bicester Air Quality Demonstration Project will be reviewed and evaluated to see if the work should be continued. SNC- A briefing note on air quality in the Towcester AQMA (Air Quality Management Areas) will be taken to the February Scrutiny Committee; a comparison of the data before and during the road closure through Towcester has been requested.	★	Air quality monitoring continued across both districts with the monitoring of nitrogen dioxide levels at 47 locations in CDC and 32 locations in SNC.	★
JBP1.1.5 Mitigate the Effects of HS2	Cllr C Clarke Cllr S Clarke	Feehily, Paul Newton, Jim	Schedule 17 Requests for Approval of Details for the Chipping Warden Relief Road and B5252/ Sulgrave Lane Junction improvement was approved.	Planning Forum meeting in November.	★	Continuation of discussion re forward programme and packaging of future Schedule 17 applications for approval of details for works and programme for pre- application discussions of designs of Key Design Elements - Thorpe Viaduct and Edgcote Viaduct. No schedule 17 applications received during October.	★

Joint Programme Measures -Protected, Green and Clean

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
JBP1.1.6 Maintain the District as a Low Crime Area	Cllr A McHugh Cllr K Cooper	Carr, Jane Kane, Graeme Riley, Nicola Webb, Richard	<p>CDC & SNC- Community Safety: To complete a review of service delivery and performance measures of the Community Safety Team including Community Wardens.</p> <p>Licensing: To ensure that all new taxi licence applicants receive safeguarding training before their licence is issued.</p>	<p>CDC- Implement new delivery model for the Community Safety Team and Wardens in Banbury and Bicester.</p> <p>SNC- Proactive engagement with the Unitary and Community Safety Partnership (CSP) review in Northamptonshire to provide a clear outcome in preparation for April 2019. Briefing to be developed for CSP in November.</p> <p>CDC & SNC- All new taxi driver licence applicants will receive safeguarding training before their licence is issued. Further, by the end of quarter 3 we aim to ensure that 100% of licensed drivers refresh their safeguarding awareness within 3 years of the previous training.</p>	★	<p>SNC- There is a continued increase in reported crime in both District areas. South Northants area has seen an increase in crimes which have likely been reported due to increase in proactive work by SNC and its community safety partners. However, the comparison over the last 12 months demonstrates a peak in reported crime over the summer months which have previously been covered in previous updates. Locally in SNC particular focus has been put on Domestic Abuse and Rural Crime, both crimes are often under reported and it is hoped that planned engagement and awareness over the coming months will look at reducing these crime areas, but due to it's under reporting we will likely see an increase within these areas. A joint plan to work across the County and locally to improve coordination of activities often committed by organised crime groups has taken shape and activities will increase. One such example was a multi-agency day held in Towcester at a particular location which provided positive outcomes to the residents of the town.</p> <p>CDC- In Cherwell the Community Safety team has adopted a new approach which should ensure robust activity and more presence in Bicester and Banbury utilising partner and Council data to focus on problem locations. Op Jobe has been reinstated which will focus on the PSPO (Public Protection Spaces Order) area in Banbury and will be carried out in partnership with Thames Valley Police. Licensing - Taxi driver applicants continue to be vetted for fitness to hold a licence. All drivers are required to undertake safeguarding training and at the end of quarter two 98% of licensed drivers had received this training or undertaken refresher within the last 3 years (against target of 100%).</p>	★
JBP1.1.7 Protect the Built Heritage	Cllr C Clarke Cllr R Clarke	Feehily, Paul Newton, Jim	<p>CDC - Research for heritage and Conservation Area review is on-going, but nearing completion. Refocusing 'Heritage at Risk' Strategy. On-going input to major development sites and input to strategic infrastructure projects included East West Rail and HS2.</p> <p>SNC - Conservation Area Assessments are on-going.</p>	<p>CDC - Complete research and produce draft text for 2 conservation area reviews. On-going input to major development sites and strategic infrastructure projects.</p> <p>SNC - Continue to work on Conservation Assessments (5 villages).</p>	★	<p>CDC - The text for Stratton Audley and Somerton Conservation Areas will be complete by end of November and will then be sent to mapping and graphic design teams for finalising. Work on the Ardley Conservation Area Appraisal has been delayed partially due to the loss of the Team Leader (and a knock on impact on workloads) and partially due to the need for a re-working of Rousham Conservation Area Appraisal (2017-18).</p> <p>SNC - Conservation Area Assessments are ongoing at present, 8 villages were put forward to assessment - Helmdon, Wappenham, Whittlebury, Horton, Shutlanger, Piddington, Hackleton and Syresham. Piddington has been assessed and taken to committee. Hackleton to be assessed in November and Shutlanger in January.</p>	★

Joint Programme Measures - Thriving Communities & Wellbeing

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
JBP2.1.1 Provide & Support Health & Wellbeing	Cllr A McHugh Cllr C Clarke Cllr K Cooper Cllr T Ilott	Carr, Jane Feehily, Paul Riley, Nicola Rowe, Rosie	<p>CDC & SNC- Meetings held with Volunteer Link-up (CDC) and Northants ACRE (Action in Communities for Rural England) (SNC) to discuss increased future support for rural 'Good Neighbour' schemes.</p> <p>CDC - Community Connect social prescribing area navigator appointed. Wellbeing Activity map launched on CDC website.</p> <p>SNC - Wellbeing activity map launched on SNC website.</p>	<p>CDC & SNC- Promotion of 'Good Neighbour' and healthy placemaking initiatives at Cherwell Parish Liaison and SNC Parish Forum meetings in November.</p>	★	<p>CDC & SNC- The model we will promote for 'Good Neighbour' schemes particularly targets social isolation and loneliness. After initial assistance and a small capital grant, local schemes will become self-sustaining.</p> <p>CDC- Very successful evening meeting held with Montgomery House surgery on diabetes and food on 10 October 2018. 76 patients from the Bicester practice attended and heard how they could better manage their condition through changes in their diet. Following the meeting 16 people signed up to participate in the 'GO Active (with diabetes) Programme' which CDC runs with Active Oxfordshire to offer motivational pathways for patients and to provide affordable, accessible community classes.</p>	★
JBP2.1.2 Provide enhanced leisure facilities	Cllr G Reynolds Cllr K Cooper	Carr, Jane Didcock, Liam	<p>SNC - Continued re-development of Brackley Leisure Centre.</p> <p>CDC - Completion of the Pavilion refurbishment at North Oxfordshire Academy.</p>	<p>SNC - Completion of Brackley Leisure Centre re-development with all facilities available and open to the Public from 12th November 2018. Return of the Old Brackley Swimming Pool Facility from the Leisure Operator to the Council - 30th November 2018.</p> <p>CDC - Completion of Cherwell District Council Leisure Centre Gym refurbishment, due to complete by 21st/22nd December 2018.</p>	★	<p>SNC - The Re-development of Brackley Leisure Centre is in its final stages. Progress has been made over recent weeks in finalising the internal finishes to the building, the re-modeling of the Car Park and associated pedestrian route and the completion of the Junction works as part of the planning condition. The new facility is expected to open to the Public on Monday 12th November. Discussions are now ongoing with Northamptonshire County Council over the plans for the old Brackley Swimming Pool site. The old pool will close its doors on Sunday 11th November. The Leisure Operator will continue to be responsible for the building until the 30th November at which point the lease on the building will be handed back to the Council. Property and Investment Team are in discussions with Northamptonshire County Council.</p> <p>CDC - Plans are in place to upgrade all of the fitness equipment in the Gyms in the Leisure Centres at Spiceball, Bicester and Kidlington. Investment through building lifecycle will also be made to upgrade flooring and internal redecoration works. Partial closures are planned for December (with the odd full day closure), however works are expected to be completed before new year membership rush in January.</p>	★

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>CDC - 3 Community Capital grants, totaling £11,192 1 SPARK (Bicester) grant of £1,000. Play Bin Initiative launched - October Half Term. Pop Up Youth Club pilot - Castle Quay Shopping Centre. Brighter Futures Halloween engagement & prevention event.</p> <p>SNC - 2 October Parish forum informed parish representatives re forthcoming LGR. Community Funding Panel approved 18 grants totaling £259,572. Two small grants approved, totaling £1,950.</p> <p>CDC & SNC - South Northants Senior Forum - 31 October. Brackley Play Day - 25 October.</p>	<p>CDC- Parish Liaison meeting, 07 November. Cherwell Volunteer Awards - 13th November. Age Friendly Banbury Consultation event - 19 November.</p> <p>SNC- Launch Community Grants consultation, to run throughout November. Parish Clerk Forum 16 November.</p>	★	<p>SNC- Community grants consultation focuses on broadening New Homes Bonus Local Community Grant (NHBLCG) funding, and simplifying processes, to increase community benefit.</p> <p>The first Seniors Forum in South Northants took place and brought together organisations and groups working with older people in the district to hear from key speakers and attend a mark place event to share information and good practice. The speakers included Gary Crook – Community Safety / Sarah Burns – Funding opportunities / Caroline Gooch – AgeUK. Northamptonshire and Rob Tracey - South Northants Volunteer Bureau.</p> <p>350 people attended Brackley Play Day which took place working with the Brackley Youth Partnership to showcase opportunities available for young people. Local youth groups, organisations and clubs hosted free activities to engage young people and families as well as sign posting them to information.</p> <p>CDC- Parish Liaison meeting will include participation by Oxfordshire County Colleagues colleagues.</p> <p>The Play Bin initiative uses fun games to educate young people around the themes of Health & Wellbeing and Recycling, with resources all stored in a recycling bin. The bins will be promoted across both districts for schools, youth clubs and community groups to borrow.</p> <p>Pop Up Youth Club Pilot Banbury – this ran for 3 days in Castle Quay working in partnership with North Oxfordshire Academy and Community Safety partners to engage young people in the town centre with positive activities. The initiative was well received and consultation with young people during the 3 days will help shape future plans for a town centre provision or additional pop up youth clubs across the town addressing the needs and gaps in provision for young people.</p> <p>160 young people attended the Brighter Futures Halloween event in Bretch Hill as part of the Brighter Futures agenda working in partnership with the Community Safety Team, local youth groups, and Police & Fire services to engage young people on Halloween with positive activities and messages to keep them, and the local community, safe.</p>	★

Joint Programme Measures - Thriving Communities & Wellbeing

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
JBP2.1.4 Enhance community resilience as part of emergency planning	Cllr A McHugh Cllr D Bambridge	Carr, Jane Kane, Graeme Riley, Nicola Webb, Richard	To develop a joint approach to emergency planning with Oxfordshire County Council. All business continuity impact analysis and business continuity plans to be refreshed in October.	Oxfordshire County Council are increasing the capacity of their Emergency Planning team to provide support to Cherwell District Council under the new partnership approach to emergency planning. The next step in improving our business continuity arrangements is for the cross council steering group to review the refreshed service business continuity plans to ensure they are resilient and inter-operable.	★	A major multi-agency exercise is being undertaken in early November, an element of which will involve testing our ability to develop recovery plans following a major incident in the area. The learning from this exercise will be used to determine whether work is required on our major incident recovery arrangements. All services and critical functions have business continuity plans which set out the risks to the Council's operations and the arrangements for responding to incidents. These plans need to be refreshed periodically, understood by staff and tested. Following recent changes to structures and support functions a plan is in place to review our arrangements and to ensure they remain robust.	★
JBP2.1.5 Prevent homelessness	Cllr J Donaldson Cllr K Cooper	Carr, Jane Douglas, Gillian	Homelessness Prevention Networks are working well at both councils and partners are using the Duty to Refer portals through CDC and SNC websites to refer their clients to us.	CDC & SNC - In January we will review quarter 3 data to see whether approaches and numbers of cases are continuing at a higher level as a result of the Homelessness Reduction Act 2017. We are also monitoring the number of referrals by partner agencies including those that have statutory Duty to Refer responsibilities (e.g. health, social services, probation).	★	CDC & SNC - The Homelessness Reduction Act 2017 requirements are well embedded in both services and although demand has increased we have not had to make greater use of temporary accommodation. Ongoing staff development and training is key to maintaining performance as is recruiting to current Housing options vacancies at SNC.	★

Joint Programme Measures - Thriving Communities & Wellbeing

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
JBP2.1.6 Safeguard the vulnerable	Cllr A McHugh Cllr K Cooper	Carr, Jane Riley, Nicola	The Section 11 (Safeguarding) in Oxfordshire has been completed and returned, similar to the above report one element of the Section 11 is near completion. One of the recommendations from last year: - Training of staff is now regularly monitored and recorded. Two safeguarding briefings will be held with Councillors in February 2019.	To review staff completion of Safeguarding training and follow up outstanding staff not completed the required training. To coordinate Safeguarding training in early 2019.	★	<p>SNC- The Debt and Money Advice Team continue to support some of the most vulnerable residents across the South Northants district. The team achieved financial gains of £36,000 for the month of September bringing the cumulative total for gains to £3m since the team began. Safeguarding - There is no formal Section 11 Review (Safeguarding) this year in South Northants, an internal review has taken place based around the recommendations from last year and most actions have been completed with one outstanding but is near completion.</p> <p>CDC- Cherwell the CAB service offer a range of services to support vulnerable residents including support with Universal Credit Personal Budgeting.</p>	★

Joint Programme Measures - Thriving Communities & Wellbeing

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
JBP2.1.7 Deliver affordable housing and work with private sector landlords	Cllr C Clarke Cllr J Donaldson Cllr K Cooper Cllr R Clarke	Carr, Jane Douglas, Gillian	<p>CDC- SHMA (Strategic Housing Market Assessment) target for new Affordable Housing delivery is 400 units per annum. Expected delivery for 2018/19 is 537 units comprising 353 Affordable Rent and 184 shared ownership.</p> <p>SNC- 20 new affordable homes were completed in October in South Northants.</p>	<p>CDC- Delivery is expected to continue above target as we move away from the seasonal slowdown in August/September.</p> <p>SNC- It is anticipated that 41 new affordable homes will be completed in November (this is on the basis that developers do not slow down their development programmes).</p>	★	<p>CDC- 21 units completed in October comprising 14 affordable rented and 7 shared ownership. 14 x affordable rent = 2 x 1 bed flats 3 x 2 bed flats 7 x 2 bed houses 2 x 3 bed houses</p> <p>7 x shared ownership = 2 x 2 bed flats 5 x 2 bed houses The total delivery so far this year is 276 and we are currently over target to meet the annual SHMA target. The tenure split for quarters 1 and 2 was 189 affordable rent and 66 shared ownership.</p> <p>SNC- There were 20 completions during October these comprised of 17 affordable rent (AR) and 3 shared ownership (SO). 17 x Affordable rent = 2 x 1 bed flats 11 x 2 bed houses 4 x 3 bed houses 3 x shared ownership = 2 x 2 bed house (SO) 1 x 3 bed house (SO) The total for 2018-19 is 98 which means that we are just on course to meet the SHMA target (173). There has been some further slippage which is beyond the council's control and is largely due to labour/materials shortages.</p>	★
JBP2.1.8 Deliver the welfare reform agenda	Cllr J Donaldson Cllr K Cooper Cllr P Rawlinson Cllr T Ilott	Douglas, Gillian Green, Belinda Taylor, Adele	<p>SNC - A project team has been set up to support the implementation of Universal Credit (UC) and to work with partners to support residents.</p> <p>CDC - UC full service has been live since November 2017, on-going support with residents and landlords.</p>	<p>SNC - Universal Credit full service will go live in Northampton on 14th November and Milton Keynes on 5th December (both job centres have an impact on South Northants).</p>	★	<p>CDC & SNC- Universal Credit (UC) full service has been live in the Cherwell district since November 2017. We continue to work with residents and landlords to support them through this change.</p> <p>The Government has just announced that Digital Support for UC and Personal Budgeting Support will be carried out by Citizen Advice Bureaux rather than local councils from April 2019.</p> <p>Managed migration to UC has now been delayed and will begin in 2020 not 2019. This means that both Councils will continue to administer Housing Benefit for some working age customers for longer than expected.</p>	★

Joint Programme Measures - District of Opportunity & Growth

	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
JBP3.1.1 Deliver innovative and effective housing schemes	Cllr J Donaldson Cllr K Cooper	Carr, Jane Douglas, Gillian Feehily, Paul	<p>CDC- Shared Ownership properties at Gardener's Close have been attracting strong interest and shared ownership properties are selling fast.</p> <p>SNC- The updated business plan and financial model for the local development company were considered by Cabinet on 8 October.</p>	<p>CDC- We are working with Hook Norton Low Carbon on proposals for a small new housing development in the village.</p> <p>SNC- Councillors have asked the housing team to arrange to meet registered provider partners to develop a proposal to deliver similar outputs to the local development company (i.e. smaller units of housing for open market sale and good quality, well managed private rented housing) on council owned land.</p>	★	<p>CDC/SNC- Our new draft Housing Strategy will be published for consultation in December and sets out our commitment to housing diversification and a range of models for the delivery of affordable housing.</p>	★
JBP3.1.2 Increase Tourism	Cllr L Pratt Cllr S Clarke	Feehily, Paul Jolley, Robert	<p>SNC - Country pursuits guide update meeting held.</p> <p>CDC - Completed the 'volume and value of tourism' economic impact assessment of the District.</p>	<p>SNC - Review for draft Country pursuit's guide. Re-order any tourism guides needed following event.</p> <p>CDC - Agree new Visitor Information Centre service level agreements by November. Prepare Cherwell's double spread for Experience Oxfordshire's Visitor Guide 2019.</p>	★	<p>CDC - The latest Cherwell figures (for 2017) reveal that £427m was spent on 7.7m trips to our district (by day and overnight visitors). This supports over 7,500 jobs and indicates an increase in total value of 7.6% in 12 months (since 2016).</p> <p>SNC - Rural Development Programme for England -Watermeadows bid is progressing to full application Distribution of tourism guides to local sites continues. Preparation for the SNC team at Northampton Winter Food Festival - November 2018.</p>	★

Joint Programme Measures - District of Opportunity & Growth

Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<p>JBP3.1.3 Deliver the masterplans for the key economic centres</p>	<p>Cllr C Clarke Cllr R Clarke</p>	<p>Feehily, Paul Jolley, Robert</p>	<p>SNC - Support to Brackley Town Football Club. Business support provided to local businesses. CDC - Launch of highlights video for 'Enterprise and Skills in Bicester' event to extend the valuable insights to all businesses and residents. Attended Community Information event at Hanwell Fields to offer Job Club services: Direct support for 6 jobseekers, 2 businesses and 1 voluntary organisation. Supported plans for October 2018 seasonal Job Fair led by Activate Learning (Banbury College).</p>	<p>SNC - Follow up of enquiries from the Advanced Engineering Show. Continued monitoring of the A5 Towcester roadworks. CDC - Enable Young Enterprise Trade Fair on 8 Dec in Banbury Market Place (involving schools from across the district). Participate in Banbury Chamber conference on 22 Nov to offer services to businesses and explain progress with Castle Quay, etc.</p>	<p align="center">★</p> <p>SNC - Letter of support provided to Sulgrave Manor for Heritage Lottery Fund bid. Business support given to 4 startup businesses. Promotion of South Northants at Advanced Engineering Show. CDC - Actively engaged Education and employers to tackle issues of work readiness, skill gaps, the need for innovation and enterprise development. Preparing to host work experience students.</p>	<p align="center">★</p>
<p>JBP3.1.4 Increase employment at strategic employment sites, promote investments & business growth</p>	<p>Cllr L Pratt Cllr S Clarke</p>	<p>Feehily, Paul Jolley, Robert</p>	<p>SNC - 6 SNC Job Club members supported back into work. Brackley Town Football Club attended Brackley Job Club. CDC - Exhibited and promoted Cherwell as a place to invest at a major property and investment exhibition in London (MIPIM) on 17-18 Oct as part of the Oxford to Cambridge Corridor partnership.</p>	<p>SNC - Further review of the Final Draft Business incubator Feasibility Study. Attending Rural Enterprise Funding Show. CDC - Launch the 2019 Cherwell Business Awards on 20 Nov. Conclusion of year 2 of the Apprenticeship and Training Company programme and confirmation of forward plan in Nov. Publish CDC Job Fair programme in Jan 2019.</p>	<p align="center">★</p> <p>SNC - 6 SNC Job Club members supported back into work. Brackley Town Football Club attended Brackley Job Club. CDC - Key account meetings held. Support to Medline, Magna, Value Retail, and Whateley Hall Hotel. Confidential inward investment meeting held. Supported employer engagement at Banbury college student Job Fair. 17 local employers attended. 7 Banbury and Bicester employer support enquiries dealt with. Cherwell Industrial Strategy consultation workshops to be held in series from Jan 2019.</p>	<p align="center">★</p>

Joint Programme Measures - District of Opportunity & Growth

	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
JBP3.1.5 Delivery against Local Plans for CDC & SNC	Cllr C Clarke Cllr R Clarke	Bowe, Andrew Darcy, Andy Feehily, Paul Peckford, David	<p>CDC- The Preliminary Hearing for the Partial Review of the Local Plan was held on 28 September.</p> <p>SNC- Consultation began in October 2018 on the Regulation 19 Submission Draft Local Plan. Briefing events held for members, developers and parish councils. 'Drop in' events held at Roade, Towcester, Brackley, Deanshanger, Bugbrooke and Middleton Cheney.</p>	<p>CDC- Officers are waiting for the dates of the main public hearings for the Partial Review of the Local Plan to be confirmed by the Planning Inspector. Matters and issues for the hearings are to be provided by the Inspector in early December.</p> <p>SNC- Consultation ends on November 16. Responses will be assessed and additional supporting documents prepared. Plan to be submitted to Full Council for approval to submit to the Planning Inspectorate for examination no later than January 23 2019.</p>	★	<p>SNC - Plan currently being prepared in accordance with the agreed timetable.</p> <p>CDC - On 29 October 2018, the Council received a letter from the Local Plan Inspector confirming that the Council can proceed to the main public hearings for the examination of the Partial Review of the Local Plan. Officers are waiting for the dates of the hearings to be confirmed. The Inspector has advised that the list of matters and issues to be considered at the hearings will be provided in early December.</p>	★