




Appendix 2 – Performance Report

June 2020 / Quarter 1

Includes:

- Programme Measures
- 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.

Housing that meets your needs - KPIs

Housing that meets your needs - KPIs										
Measure	Portfolio Holder	Director/ Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD	
BP1.2.01 Number of Homeless Households living in Temporary Accommodation	Cllr J Donaldson	Gillian Douglas Stephen Chandler	56.00	35.00	▲	The number of placements for those owed statutory duties remained static due to the eviction ban. However, the number of placements under COVID-19, in line with the government directive, continued to rise. During the lockdown there has been an unprecedented increase in presentations from single clients who under normal circumstances would be unlikely to qualify for emergency accommodation. The Government has required Local Authorities to place all those who are rough sleeping or at risk and this has resulted in a dramatic increase in the numbers being placed.	171.00	105.00	▲	
BP1.2.02 Number of people helped to live independently through use of DFG & other grants/loans	Cllr J Donaldson	Gillian Douglas Stephen Chandler	37.00	45.00	▲	The total figure of 37 completed cases during June is made up of 24 smaller works, 12 larger adaptations and 1 essential repairs grant. Our ability to visit and survey homes in order to plan and arrange adaptations continues to be restricted by COVID-19, although the situation is improving, and contractor availability is also increasing. Many vulnerable and elderly clients are however still reluctant to proceed with works at the moment.	85.00	135.00	▲	
BP1.2.03 Homes improved through enforcement action	Cllr J Donaldson	Gillian Douglas Stephen Chandler	17.00	9.00	★	Although COVID-19 is still affecting our ability to inspect properties, our interventions have resulted in 17 homes being improved during June and 25 during Quarter 1.	25.00	27.00	●	
BP1.2.04 Number of affordable homes delivered including CDC and Growth Deal targets	Cllr J Donaldson	Gillian Douglas Stephen Chandler	38.00	25.00	★	The total number of new affordable homes completed in Quarter 1 of 2020/21 is 38 . All of these were completed in June after the lockdown was lifted on construction sites late in May. The 38 homes comprise of 18 Affordable Rent tenure (1 x 2bed Flat; 1 x 3bed Flat; 10 x 2bed Houses; 6 x 3bed Houses) and 20 Shared Ownership tenure (8 x 2bed Houses; 8 x 3bed Houses; 4 x 4bed Houses). There were no homes delivered with Oxfordshire Growth Deal funding.	38.00	25.00	★	
BP1.2.05 Number of Housing Standards interventions	Cllr J Donaldson	Gillian Douglas Stephen Chandler	71.00	55.00	★	Although our ability to inspect homes to identify problems in response to complaints or on a proactive basis has been restricted by COVID-19, we have continued to respond to service requests and have been able to make progress with identifying rented homes with poor energy efficiency by means of Energy Performance Certificate records.	145.00	165.00	▲	
BP1.2.06 Average time taken to process Housing Benefit New Claims	Cllr T Hott	Belinda Green Claire Taylor	14.05	15.00	★	The average time taken to assess new claims during June 20 is 14.05 days which is a huge improvement on May 20 when the average time was 20.35 days because of a sharp increase in the number of claims received during the COVID-19 crisis. The team have worked hard to assess the claims in a timely manner, and we are now working within our target of 15 days.	16.15	15.00	●	

Housing that meets your needs - KPIs

Measure	Portfolio Holder	Director/ Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
BP1.2.07 Average time taken to process Housing Benefit change events	Cllr T Ilott	Belinda Green Claire Taylor	3.71	8.00	★	The average time taken to assess change events during June is excellent at 3.4 days against a target of 8 days. This strong performance continues even though we have seen an increase in the number of change events received.	3.61	8.00	★
BP1.2.08 % of Major planning applications determined to National Indicator	Cllr C Clarke	David Peckford Paul Feehily	86%	60%	★	7 Major Planning Applications were determined during June 2020, 6 of them within National Indicator target or agreed timeframe. The team has remained on target during Quarter 1.	86%	60%	★
BP1.2.09% of Non-Major planning applications determined to National Indicator	Cllr C Clarke	David Peckford Paul Feehily	76%	70%	★	93 Non-Major Planning Applications were determined during June 2020, 71 of them within National Indicator target or agreed timeframe. The team has remained on target during Quarter 1.	76%	70%	★
BP1.2.10 % of Major applications overturned at appeal	Cllr C Clarke	David Peckford Paul Feehily	0%	10%	★	No Major Planning Application Appeals were overturned by the Planning Inspectorate during Quarter 1 2020, therefore the % is 0.	0%	10%	★
BP1.2.11 % of Non-Major applications overturned at appeal	Cllr C Clarke	David Peckford Paul Feehily	0%	10%	★	No Non-Major Planning Application Appeals were overturned by the Planning Inspectorate during June 2020, therefore the % is 0.	0%	10%	★
BP1.2.12 Maintain 5 Year Land Supply	Cllr C Clarke	David Peckford Paul Feehily	4.40	5.00	▲	The 2019 Annual Monitoring Report (AMR) reports a dip below 5 years (to 4.4 years). However, confirmed housing delivery in 2019/20 (1,159) was higher than our annualised plan requirement (1,142) and the Government has provided the Oxfordshire authorities with a 3 year flexibility while the Oxfordshire Plan is produced. Note: Final quarterly completions for the year 2019/20 (1,159): Q1 – 395, Q2 – 312, Q3 – 223, Q4 – 229.	4.40	5.00	▲
BP1.2.13 Net Additional Housing Completions (Quarterly)	Cllr C Clarke	David Peckford Paul Feehily	245	285	▲	Provisional quarterly net housing completions (Q1 2020/21) are 245. Figures are not verified until after the end of the accounting year.	245	285	▲

Housing that meets your needs - Programme Measures

Housing that meets your needs - Programme Measures							
Measure	Portfolio Holder	Director / Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
BP1.1.1 Homelessness Prevention	Cllr J Donaldson	Gillian Douglas Stephen Chandler	Secure ongoing additional placements in emergency accommodation to allow time for suitable move-on options to be found so that those placed do not have to return to homelessness and possible rough sleeping. Continue to work to secure suitable move-on options for as many clients as possible.	Continue to make alternative arrangements for those placed under COVID-19 as arrangement with Local Hotels comes to an end. Find as many move on options as possible to prevent individuals returning to the streets.	★	Good progress has been made in respect of move on options and 14 single individuals have been supported in gaining alternative accommodation during the months April - June.	★
BP1.1.2 Impact of Universal Credit on residents and Council	Cllr T Hott	Belinda Green Claire Taylor	We have been working closely with colleagues in the DWP UC team to support residents through the impacts from COVID-19. This includes supporting residents with online applications for UC whilst the Job Centres are closed.	An online meeting has been arranged with our Universal Credit Partnership Manager at DWP. This will be held during June and will provide us with the opportunity to plan for COVID-19 recovery.	★	We continue to perform against this measure. However recent events mean that we have moved from business as usual and progressing with the Universal Credit (UC) project to support residents through the crisis.	★
BP1.1.3 Deliver Innovative and Effective Housing Schemes	Cllr J Donaldson	Gillian Douglas Stephen Chandler	Two homes at Hope Close completed at the end of February. One purchaser still on hold awaiting progress with their Purchaser.	Completion of 4 sales by the end of May and 4 by the end of June.	●	10 of the 11 sales at Hope Close will complete by the end of June 2020. The remaining unit may be re-advertised if the potential purchaser is unable to complete on their current property. COVID-19 has delayed the 8 completions which were due in March 2020.	●

Housing that meets your needs - Programme Measures

Measure	Portfolio Holder	Director/ Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<p>BP1.1.4 Deliver the Local Plan</p>	<p>Cllr C Clarke</p>	<p>David Peckford Paul Feehily</p>	<p>Since the Local Development Scheme was approved in March (the programme for key projects), an Issues paper for the Local Plan Review (Planning for Cherwell to 2040: A Community Involvement Paper) has been prepared. It was approved by the Council's Executive 6 July 2020.</p> <p>An addendum to the Council's Statement of Community Involvement was also approved by the Executive on 6 July in response to the current COVID-19 pandemic and to guide consultation and engagement procedures for policy documents and planning applications during COVID-19 restrictions.</p> <p>Oxfordshire Plan 2050: the central Plan team has continued with evidence gathering and the consideration of spatial options for a future options consultation paper.</p>	<p>The Planning Policy, Conservation and Design service intends to work as close to business as usual as possible during the COVID-19 outbreak by:</p> <ul style="list-style-type: none"> - Publishing the addendum to the Statement of Community Involvement to guide engagement on planning documents and planning applications during the COVID-19 restrictions. - Progressing the Local Plan Partial Review to Council once the Inspector issues the final Examination report. - Holding a public consultation and engagement exercise on the Local Plan Review Issues Paper in July/August 2020. - Continuing work on the preparation of draft development briefs. - Continuing to support the preparation of the Oxfordshire Plan 2050. 	<p>★</p>	<p>The Partial Review of the Local Plan (which seeks to help Oxford with its unmet housing need) is being independently examined. The modifications were approved by the Council on 24 February 2020 and submitted to the planning Inspector the following day. Officers are awaiting the Inspector's final report.</p> <p>An updated Local Development Scheme (LDS) - the programme for the preparation of future planning policy documents - was approved by the Council's Executive on 2 March 2020. The LDS includes timetables for the completion of the Local Plan Partial Review; work on the Oxfordshire Plan 2050, a new district-wide Local Plan Review, a Banbury Canalside Supplementary Planning Document and a potential Community Infrastructure Levy.</p> <p>The Planning Policy team has been working as close to business as usual as possible during the COVID-19 outbreak. A consultation paper for the Local Plan review was approved by the Executive on 6 July. Input into the countywide Oxfordshire Plan process has continued.</p>	<p>★</p>

Strategic Priority - Leading on environmental sustainability - KPIs

Leading on environmental sustainability - KPI Report									
Measure	Portfolio Holder	Director/ Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
BP2.2.1 % Waste Recycled & Composted	CLlr D Sames	Ed Potter Jason Russell	57.33%	56.00%	★	Additional 2266 tonnes of waste and recycling collected in the first quarter compared to last year an increase of 14% or an additional 230 waste collection lorries. Recycling rate is up 0.3% in comparison with last year.	59.15%	56.00%	★
BP2.2.2 Reduction of fuel consumption used by fleet	CLlr D Sames	Ed Potter Jason Russell	36,282	32,666	▲	We have 81 vehicles in the fleet – 31 Refuse and other Heavy goods vehicles (22 Refuse and 9 other HGVs). The other 50 vehicles range from small vans to 3.5 tonne tipping vehicles, and 2 x forklifts. Out of these 81 vehicles, 73 of them are powered by diesel fuel. The other 8 are electric vans. The big users of fuel are the Refuse vehicles and Heavy goods vehicles which have been used more in the first quarter due to COVID-19. This reflects extra tonnages which have been collected this period.	36,981	36,095	▲

Strategic Priority - Leading on environmental sustainability – Programme Measures

Leading on environmental sustainability - Programme Measures Report									
Measure	Portfolio Holder	Director/ Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD		
BP2.1.1 Delivery of a High Quality Waste & Collection Service to all Properties	CLlr D Sames	Ed Potter Jason Russell	New collection round was successfully introduced with over 2000 customers having their collection date changed, with no complaints. This will provide two years capacity for the growth of the district on the collection's rounds.	Dry recycling contamination rate as reduced by 1% compared to last year. Continued promotion through social media and education of the collection crews so the customer is provided with clear information has contributed.	★	Due to COVID-19 the environmental blitzes in May, June, July, August and September have been cancelled and rescheduled. The team hope to resume the blitz's with Bretch Hill estate in October.	★		
BP2.1.2 Ensure Clean & Tidy Streets	CLlr D Sames	Ed Potter Jason Russell	The Street Cleansing department have managed to cover all aspects of their work including litter picking, fly tip removal and mechanically sweeping the district during the lockdown period.	There has been a high demand on the dog bins emptying service and the park and open spaces bins due to the increased level of use during the lockdown period. These have been absorbed into the daily rote of staff on duty covering the district.	★	More demand on dog bins and litter bins in the residential areas and in parks during the 1st quarter but have kept up with the different demands. We will monitor the changing circumstances and the extra demands it places on the Street Cleansing department's day to day operations as the lockdown period is eased. The remaining Neighbourhood Blitz events will be reinstated when possible.	★		

Leading on environmental sustainability - Programme Measures

Measure	Portfolio Holder	Director/ Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<p>BP2.1.3 Reduce Environmental Crime</p>	<p>Cllr D Sames</p>	<p>Richard Webb Paul Feehily</p>	<p>During the lockdown the Environmental Enforcement Team has continued to work to tackle environmental problems. Some adjustments have been made to working practices. Activities include:</p> <p>Investigating fly tips and litter issues relating to PPE.</p> <p>Investigating waste accumulations and dog fouling complaints.</p>	<p>Going forward we will be seeking to establish procedures for conducting interviews under caution for fly tipping and Duty of Care offences.</p> <p>Working more with the community investigating where the waste has come (if it's from a property) will begin to hopefully get back to normal.</p> <p>We are also working with the communications team to do a press release regarding fly tipping and Duty of Care offences.</p>	<p>★</p>	<p>Since the COVID-19 lockdown the Environmental Enforcement Team has been working hard investigating fly tips, litter issues around PPE, waste accumulations and dog fouling complaints.</p> <p>Fly tips are still being investigated and due to not being able to conduct interviews under caution these are now being done by letter.</p> <p>Litter issues have been dealt with by working with the local company to educate them on their duty and working with another CDC department. Community Protection Notices are still being complied with for waste accumulations and enforcement action taken for dog fouling.</p>	<p>★</p>
<p>BP2.1.4 Protect Our Natural Environment and Promote Environmental Sustainability</p>	<p>Cllr A McHugh</p>	<p>Richard Webb Paul Feehily</p>	<p>The Annual Status Report which provides a review of the 2019 diffusion tube monitoring data across the district and a review of the Air Quality Action Plan has been completed and submitted to the Department for Environment Food and Rural Affairs.</p>	<p>To review the Taxi Licensing Policy to include requirements for electric vehicles.</p>	<p>★</p>	<p>Air quality monitoring continues at 42 locations across the district.</p> <p>The 2019 monitoring data showed Nitrogen dioxide levels across the district continues to trend downwards including in the four Air Quality Management Areas. A copy of the 2019 Annual Status Report can be found on the Air Quality page on the Councils web site.</p>	<p>★</p>

Leading on environmental sustainability - Programme Measures

Measure	Portfolio Holder	Director/ Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
BP2.1.5 Protect the Built Heritage	CIlr C Clarke	David Peckford Paul Feehily	<p>Lead Member Reports for seven of the draft Conservation Area Appraisals (Hethe, Horley, Stratton Audley, Somerton, Duns Tew, Balscote, and Ardley) have been drafted by officers and are ready for managers review. Continued the progression of design guides to inform Development Management.</p>	<p>Continue work on the Grimsbury Conservation Area Appraisal towards consultation stage.</p> <p>Continue work on heritage guidance notes to inform Development Management officers in their assessment of planning applications.</p> <p>Continue provision of conservation and urban design advice to Development Management and external stakeholders.</p> <p>Work on Conservation Area Appraisals has continued. Reports for seven Draft Conservation Area Appraisals (Hethe, Horley, Stratton Audley, Somerton, Duns Tew, Balscote, and Ardley) are awaiting Manager sign off for submission to Lead Member.</p> <p>Review and amend Bloxham Conservation Area Appraisal following the closure of the consultation on 23 March.</p>	●	<p>Continue to work closely with Development Management on cases of heritage interest and the on- going Conservation Area Appraisal programme. Nine Conservation Area Appraisals are in progress. Eight have been subject to public consultation and another is being drafted. Several heritage guidance notes are also being prepared. The Team intend to complete as many as possible as soon as possible while maintaining its service to Development Management in the current remote working situation.</p> <p>Consultation on the review of the Bloxham Conservation Area was completed on 23 March.</p> <p>Continue provision of conservation and urban design advice to Development Management, external stakeholders Based on the adopted and emerging Conservation Area Appraisals and their management plans officers will examine measures to protect built heritage including the suitability of Article 4 Directions and designation of Local Heritage Assets when appropriate.</p>	●
BP2.1.6 Develop the Country Parks to support good lifestyle choices	CIlr D Sames	Ed Potter Jason Russell	<p>Legal agreements agreed for Land Acquisition with the Environmental Agency and Deed of Access Agreement with Canals & Rivers trust.</p>	<p>Legal agreements to be signed and in place.</p>	★	<p>Project is on track, with land acquisition having been agreed with the Environment Agency. In addition, Deed of Access with Canal and Rivers Trust has also been agreed - legal signing of both agreements to take place in July.</p>	★

An enterprising economy with strong & vibrant local centres - KPIs

An enterprising economy with strong & vibrant local centres -KPI Report

Measure	Portfolio Holder	Director/ Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
BP3.2.1 % of Council Tax collected, increase Council Tax Base	Cllr T Ilott	Belinda Green Claire Taylor	8.99%	9.25%	●	<p>We have achieved a cumulative collection rate of 28.57% against a target of 29.50% with the targets being amended from last year to take into account the increased number of 12 monthly payers. However, whilst we are just under 1% short of our target, we are only 0.67% behind from the same period last year.</p> <p>There are 3 main factors that have affected collection rates this year; the increase in number of 12 monthly payers, an increase in the number of Council Tax Support claimants and those Council tax payers who don't pay unless reminded to do so. All of these factors are a result of COVID-19. We are not actively pursuing customers for unpaid council tax at this time however recovery will in due course.</p>	28.57%	29.50%	●
BP3.2.2 % of Business Rates collected, increasing NNDR Base	Cllr T Ilott	Belinda Green Claire Taylor	11.66%	9.75%	★	<p>We have achieved a collection rate of 28.22% as at end of June against a target of 31%.</p> <p>The amount of business rates we collect this year has dramatically decreased due to the award of the extended retail rate relief scheme with the amount we are due to collect standing at £49.2m however this figure is decreasing on a daily basis with more and more companies applying and being awarded the relief. We are pro-actively chasing debts by phone and by email however have not yet started formal recovery processes as yet.</p>	28.22%	31.00%	●

An enterprising economy with strong & vibrant local centres - Programme Measures

An enterprising economy with strong & vibrant local centres - Programme Measures Report

Measure	Portfolio Holder	Director/ Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
BP3.1.1 Promote the district as a visitor destination	Cllr L Pratt	Robert Jolley Paul Feehily	Reviewed impact of COVID-19 pandemic on this sector.	Continue to monitor COVID-19 impact. Work with partners to promote the district as a visitor destination.	★	<p>Hospitality venues and visitor attractions are in the Government's last phase of COVID-19 lockdown easing, with reopening on 4 July. They face the challenge of maintaining appeal at the same time as introducing social distancing requirements and winning back customer confidence. Multiple knock on effects are being felt throughout the supply chains serving the visitor economy.</p> <p>We are working closely with Experience Oxfordshire (EO) who are in turn working with VisitEngland and VisitBritain. EO are very keen that Oxfordshire venues pioneer a self-accreditation kitemark for cleanliness & safety; this kitemark was launched by VisitEngland on 24/06/20.</p>	★

An enterprising economy with strong & vibrant local centres - Programme Measures Report

Measure	Portfolio Holder	Director/ Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
BP3.1.2 Develop a Cherwell Industrial Strategy	Cllr L Pratt	Robert Jolley Paul Feehily	Work on the Cherwell Industrial Strategy was paused to create capacity to support local businesses in response to COVID-19.	Review the priorities of the emerging Cherwell Industrial Strategy to address post COVID-19 economic recovery.	●	<p>The Cherwell Industrial Strategy (CIS) is important as a process of meaningful engagement with a range of internal and external partners as well as for its end product.</p> <p>A draft strategy, planned for consultation in Summer 2020, was paused because of the need for staff engagement with the business community in response to COVID-19. The pandemic has triggered the most severe recession in nearly a century and there will be severe consequences for the Cherwell and Oxfordshire economies.</p> <p>CIS links to the OxLEP Local Industrial Strategy (LIS) which is a key and underpinning component of the Oxfordshire Housing and Growth Deal (Productivity workstream).</p> <p>The LIS and the CIS are being reviewed to take account of the impact of COVID-19 on the Oxfordshire and Cherwell economies.</p>	●
BP3.1.3 Support Business Enterprise, Retention, Growth and Promote Inward Investment	Cllr L Pratt	Robert Jolley Paul Feehily	<p>Supported CDC's implementation of the COVID-19 Government grant schemes (Small Business Grant Fund; Retail, Hospitality and Leisure Grant Fund; and Discretionary Grant Fund) to local businesses.</p> <p>Promoted the OxLEP Business Resilience Grant scheme to assist the development of enterprises.</p> <p>One-to-one advice and detailed support provided to 134 businesses during April 2020 to June 2020.</p> <p>Provided additional support to potential inward investors and property developers.</p>	<p>Provide information and advice to local businesses during the COVID-19 pandemic.</p> <p>Continue to provide support to potential new business investors.</p> <p>Continue the development of a Digital Strategy for Oxfordshire to ensure the broadband and mobile telephone services in Cherwell are prepared for future demands.</p>	★	<p>CDC is in close liaison with colleagues at local authorities in Oxfordshire and at OxLEP and Government departments to ensure support to businesses during the COVID-19 pandemic.</p>	★

An enterprising economy with strong & vibrant local centres - Programme Measures Report

Measure	Portfolio Holder	Director/ Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
BP3.1.4 Develop Our Town Centres	Cllr L Pratt	Robert Jolley Paul Feehily	<p>Worked closely with officer groups and partners to ensure that the high streets within the district reopened safely.</p> <p>Reviewed the impact of the COVID-19 pandemic on the district's urban centres.</p> <p>Assisted businesses with operational matters.</p>	<p>Maintain close working with officer groups and partners to ensure continued safety regarding the reopening of the high streets within the district.</p> <p>Engage with stakeholders regarding the Reopening High Streets Safely Fund.</p> <p>Continue to review the impact of the COVID-19 impact on the district's urban centres.</p>	★	<p>Continued support provided to Banbury BID (Business Improvement District) in the delivery of projects to support businesses throughout the COVID-19 pandemic.</p> <p>Work continues with the Bicester Town Centre Task Force to develop projects which will address the impact of the pandemic.</p>	★
BP3.1.5 Deliver the Growth Deal	Cllr B Wood	Robert Jolley Paul Feehily	<p>Following the pandemic lockdown, the Growth Deal workstreams have been impacted in various ways.</p> <p>With restrictions now easing, work is underway to recover the loss of time and where necessary to look at reprofiling agreed timescales.</p>	<p>A review of the Year Three plans will be undertaken in light of the COVID-19 impact on Quarter 1.</p> <p>Where necessary, revisions of the Year Three plans will be made and presented to Chief Executive Direct Reports (CEDR).</p>	★	<p>Progress of the Growth Deal Programme has been maintained with regular board meetings and reporting. The impact on the delivery of programme outputs (accelerated housing, additional affordable units etc..) is being reviewed and understood in the context of the wider partnership.</p>	★

Healthy, resilient and engaged communities - KPIs

Healthy, resilient and engaged communities - KPIs										
Measure	Portfolio Holder	Director/ Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD	
BP4.2.1 Number of visits/ usage of District Leisure Centre	Cllr G Reynolds	Ansaf Azhar Nicola Riley	0.00	0.00	-	<p>Due to the coronavirus pandemic the Leisure Centres and Joint Use Facilities have remained closed since 20th March and therefore no visits recorded. Facilities are now in mobilisation stage for re-opening with Outdoor Facilities starting to re-open but with social distancing measures in place. Re-openings are expected to take place in July.</p> <p>At this stage there has been no announcement as to when Leisure Centres can re-open, however a decision is expected shortly.</p>	0.00	0.00	-	
BP4.2.2 High risk food businesses inspected	Cllr A McHugh	Richard Webb Rob MacDougall	0.00	0.00	-	The Food Standards Agency has sent out an instruction to all local authorities responsible for carrying out food hygiene inspections that proactive inspections should cease until further notice. As such we have carried out no proactive inspections identified in the programme as per the instruction received.	0.00	0.00	-	

Healthy, resilient and engaged communities - Programme Measures

Healthy, resilient and engaged communities - Programme Measures							
Measure	Portfolio Holder	Director/ Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
BP4.1.1 Support Community Safety and Reduce Anti-Social Behaviour	Cllr A McHugh	Richard Webb Rob MacDougall	<p>During the COVID-19 pandemic the community safety team continued to provide a presence across Cherwell.</p> <p>The team supported the Police to enforce lock-down measures.</p> <p>Responded to complaints about anti-social behavior. Engaged with all house boat residents to ensure they had the support they needed.</p> <p>Assessed town centres for potential problem areas as shops re- opened.</p> <p>Supported shops to resolve social distancing problems.</p>	<p>The community safety team will be focusing on helping to resolve any problems arising as bars, cafes and restaurants re-open.</p> <p>The team will also start to address any town centre anti-social behavior problems that arise in the town centres as they re-open.</p> <p>Plans for this year included assessing whether a Public Spaces Protection Order is required for Bicester town centre.</p>	★	<p>The Community Safety Teams undertook a programme of visits to all villages during lockdown, supporting the Police to ensure movement restrictions were adhered to.</p> <p>The team also engaged with all businesses in Bicester, Banbury and Kidlington town centres to ensure their views on measures required to safely re-open the high streets were included in our plans.</p> <p>Work to tackle anti-social behavior has continued as normal during lockdown without any significant increase in case numbers</p>	★

Healthy, resilient and engaged communities - Programme Measures

Measure	Portfolio Holder	Director/ Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
BP4.1.2 Promote Health & Wellbeing	Cllr A McHugh Cllr C Clarke	Ansaf Azhar Nicola Riley	<ul style="list-style-type: none"> - Social Prescribing: Revised delivery model agreed in response to COVID-19 crisis. - Thrive@Work accreditation work delayed by COVID-19 crisis and profound changes to CDC working practices. - Defence Employer Recognition Scheme Silver Award application submitted. 	<ul style="list-style-type: none"> -Secure £200k Financial contributions through s.106 developer contributions for leisure & community projects. -Gain approval for distribution of revised Thrive@Work Health Needs Assessment to CDC staff. -Achieve Employer Recognition Scheme Silver award. 	●	<ul style="list-style-type: none"> - Social Prescribing - Service criteria broadened to deal with anxiety and take self-referrals. - Thrive @ Work accreditation Health Needs Assessment revised and will need senior management approval before being promoted to all staff. - Defence Employer Recognition Scheme Silver Award. Result was expected mid-June, but MoD has delayed announcement of results to early July. 	●
BP4.1.3 Improve Leisure & Community Facilities	Cllr G Reynolds	Ansaf Azhar Nicola Riley	<p>As reported in the last milestone, the Leisure Centres and Joint Use Facilities have remained closed and therefore any physical improvements have generally slowed, however works have continued and been completed to the Athletics Track at the North Oxfordshire Academy (only outstanding item is the test on the hammer cage).</p> <p>The improvements made will benefit the resident Athletics Club as well as the Local Community.</p>	<p>Within the next 1/4 of the year we will see the completion of the internal works to Bicester Leisure Centre with the expansion of the Gym into the previous Spin Studio, with the Spin Studio then being relocated to the existing Creche Facility. The Leisure Centres will aim to re-open with social distancing measures /restrictions in place so improvements are being made to facilitate this. In addition, quotations have been sought to undertake a refurbishment of the Changing Rooms at the Cooper School, Joint Use leisure facility. It is expected that these works will take place during August. The next 1/4 will also see the commencement of the feasibility studies into the Leisure Centres within the District.</p>	★	<p>With the Leisure Centres and Joint Use Facilities remaining closed since March 20th any physical improvements to the Leisure Centres have generally slowed down, however as restrictions start to ease Contractors are being engaged to carry out some works within the Centres.</p> <p>Kidlington Leisure Centre has recently benefited from improvements to the fitness changing rooms with new showers and whiterock paneling being installed. At Spiceball Leisure Centre work has commenced on the upper floors of the changing rooms as part of a programme of works.</p> <p>For the North Oxfordshire Academy a programme of works has been undertaken to the Athletics Track as part of the application for UK Athletics new 'track mark' accreditation which has included the purchasing of new equipment as well as physical works to the hammer/discuss circle and cage, currently awaiting the test of the cage before submission of application.</p> <p>Works are planned to take place at the Cooper Sports Facility in Bicester as programme of refurbishment to the 4 changing rooms. This is expected to take place in August. Awaiting to appoint Contractor to the works.</p> <p>Initial works into the feasibility studies for the Leisure Centres is due to commence over the next few months as we start to plan for future provision in the District.</p>	★

Healthy, resilient and engaged communities - Programme Measures

Measure	Portfolio Holder	Director / Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD	
BP4.1.4 Support the Voluntary Sector	Cllr A McHugh	Ansaf Azhar Nicola Riley	10 Community Infrastructure Capital grants awarded total £71,000.					
			Cherwell Lottery £34,101 annualised income achieved for Good Cause Partners.				Parish Liaison meeting will be held virtually in July. Fortnightly Parish Bulletin has been distributed to all Cherwell Parishes since early April.	
			Parish Liaison meeting postponed.	Hold virtual Parish Liaison Meeting.		Councillor COVID-19 Priority Fund designed and launched in April in response to the COVID-19 Crisis:		
			Councillors' COVID-19 Priority Fund.	Hold virtual Local Strategic Partnership meeting.		- Supporting Community Centres across the district who are entitled to rates relief to encourage them to apply for the Retail, Hospitality and Leisure Grant which covers community spaces.		
			42 grants issued totalling £30,694.	Work with partners (including Community First Oxfordshire & Volunteer Link up) to develop a model for supporting neighbourhood mutual aid groups.	★	- Working with the organisation Muddy Feet who we support to deliver nature conservation work in schools during normal times we have developed a "Transitioning back to school" resource pack. The pack includes 6 nature connection workshops for teachers to use taking a therapeutic nature based approach. This resource has been circulated to all schools.	★	
			Supporting Community Centre's during the COVID-19 crisis, developing with partners resources to support schools to return to the classroom Developing online training to support partners across the district.	Virtual voluntary organisations forum/ webinar in partnership with Oxfordshire Community & Voluntary Action (OCVA)		- Through the Cultural Education Partnership, we are offering all schools a 3-day emotional literacy through art training opportunity. This will support schools using art as a wellbeing tool after lockdown and the first Level 1 training will be delivered via zoom in May. 12 places will be funded through the North Oxon Cultural Education Partnership.		
			Older people's activity sheets Play Day activity resource virtual support and guidance given to all our voluntary organisations and groups.	Supporting recovery of voluntary organisations.		- Activity sheets for older people – 2 activity sheets have been designed to help support older residents and the voluntary sector working with them by engaging residents in activities during lockdown, with fun quizzes, recipes, exercise ideas and key contacts. The sheets will be printed and distributed to residents and groups in May / June.		
Guidance for community halls and spaces to reopen Community Link publication distributed May/June to support voluntary organisations.			- Play Day Activity resource – With activity days and community events being cancelled due to the current situation an activity resource booklet has been created to support young people and the voluntary organisations working with them to continue to engage and share positive messages and information. The resource will be shared electronically with partners and hard copies distributed to groups.					

Healthy, resilient and engaged communities - Programme Measures

Measure	Portfolio Holder	Director/ Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
BP4.1.5 Enhanced Community Resilience	Cllr A McHugh	Richard Webb Rob MacDougall	<p>During the COVID-19 pandemic the council has focused on providing support to vulnerable people who were shielding and required food or medicines to be delivered to them. All services refocused their work to respond to the pandemic and the needs of Cherwell's residents and businesses.</p> <p>In addition, the council has supported the multi-agency response to COVID-19 through joint work with Oxfordshire County Council and Thames Valley Local Resilience Forum.</p>	<p>The council's teams continue to provide support to vulnerable residents who need help whilst shielding. Teams are now focusing on supporting the re-opening of the High Streets, ensuring town centres support social distancing and working with county colleagues on promoting active transport and tackling areas where social distancing is difficult.</p>	★	<p>Council teams have undertaken a wide range of actions to provide support to Cherwell's communities during the COVID-19 pandemic. This has included:</p> <ul style="list-style-type: none"> - Contacting local residents who are shielding to help them set up support arrangements. - Helping local voluntary groups who have been supporting communities. - Provision of food and medicines deliveries to vulnerable residents. - Developing materials for families to use at home to help with home schooling and to encourage exercising. - Providing accommodation for rough sleepers to enable them to reduce risk of infection. - Administering the provision of business support grants and financial relief programmes. - Enforcing business closure and social distancing legislation. - Providing a wide range of advice and guidance reference materials. 	★
BP4.1.6 Support and Safeguard Vulnerable People	Cllr A McHugh	Ansaf Azhar Rosie Rowe	<p>Benefits have seen a sharp increase in the number of new claims received during the last two months. We have worked with DWP to support residents and this includes requesting less evidence in support of claims to speed up the process.</p> <p>Revenues have also taken the decision not to take any active recovery action for Council tax or Business Rates.</p>	<p>Revenues and Benefits will continue to work with partners to safeguard our more vulnerable residents and a meeting will be held with our DWP partnership manager in June to discuss recovery from COVID-19 crisis.</p>	★	<p>Revenues and Benefits are continuing to work with partners both internal and external to meet this measure</p>	★

Healthy, resilient and engaged communities - Programme Measures

Measure	Portfolio Holder	Director/Lead Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
BP4.1.7 Promote Healthy Place Making	Cllr A McHugh	Ansaf Azhar Rosie Rowe	Recruitment of wayfinding officer post for Kidlington project in progress with interviews scheduled for 7 July.	Hold inception meeting for evaluation of wayfinding scheme in Kidlington and commence recruitment of community evaluators.		Work this month continues to be a mix of COVID- 19 response as issues emerge as lockdown eases and planned programme work. Q1 over 14,000 prescriptions were delivered to vulnerable residents in Banbury, Bicester and Kidlington who were self isolating from Covid19 by volunteer runners, riders and drivers through the Oxfordshire Medicine Supply runs set up by the District Council. Support has been given to enable residents to walk and cycle to and in our town centres, working with OCC colleagues to deliver Tranche 1 of the national Active Travel Fund, and providing free bike repairs for key workers and residents on a low income.	
			Procurement of evaluation support for wayfinding scheme resulted in three bids - currently agreeing contract with the preferred bidder.	Providing ongoing place based advice into road reallocation teams to promote safe cycling and walking.			
			Provided place based advice into road reallocation teams to promote safe cycling and walking Advertised MECC training to new volunteers.	Hold place based support session for new MECC trained volunteers.	★		
			Scaled down volunteer prescription support as lockdown eases.	Hold review session for early years providers in Bicester Seek feedback on draft Health Impact Assessment tool with Development Management.			
			Dr Bike sessions held in Banbury, Bicester and Kidlington to provide free minor bike repairs to promote active travel.	Hold a COVID-19 lessons learned session with Banbury PCNs Undertake survey of business volunteers to identify how best to support them to sustain some level of volunteering.			