

Housing that meets your needs - KPIs

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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	26.00	35.00	★	The number of people placed in temporary accommodation remains below target, at 26 households. The number has reduced, due to work done to move on single clients placed, as a result of the COVID-19 emergency. As of 30/10/20, only 2 people were placed as a response to COVID-19. With a 2nd lockdown, the number of single people approaching could rise again, which is a concern. Plans are in place to provide additional accommodation for rough sleepers, if the weather is severe.	42.00	35.00	▲
BP1.2.02 Number of people helped to live independently through use of DFG & other grants/loans	Cllr J Donaldson	Gillian Douglas Stephen Chandler	52.00	45.00	★	We have provided help to 52 households this month; 16 by means of major adaptations and 36 by means of smaller works.	280.00	315.00	▲
BP1.2.03 Homes improved through enforcement action	Cllr J Donaldson	Gillian Douglas Stephen Chandler	8.00	9.00	●	Our interventions have resulted in eight homes being improved through completed works this month, three of which involved energy efficiency standards.	60.00	63.00	●
BP1.2.04 Number of affordable homes delivered including CDC and Growth Deal targets	Cllr J Donaldson	Gillian Douglas Stephen Chandler	37.00	25.00	★	A total of 37 affordable homes were completed in October 2020, of which, 17 were Affordable Rented and 20 Shared Ownership tenure. There were no Oxfordshire Growth Deal units completed this month.	170.00	175.00	●
BP1.2.05 Number of Housing Standards interventions	Cllr J Donaldson	Gillian Douglas Stephen Chandler	81.00	55.00	★	Our ability to carry out proactive and unannounced visits to rented properties continues to be restricted by COVID-19 and extended lock-down, which is limiting the number of enforcement interventions we can make. The total number of interventions, this month, included contact with 36 owner/occupiers whose homes have been identified as having particularly poor energy efficiency.	382.00	385.00	●
BP1.2.06 Average time taken to process Housing Benefit New Claims	Cllr T Ilott	Belinda Green Claire Taylor	10.26	15.00	★	The average time taken to assess new claims for benefits is good, at 10.26 days during October against a target of 15 days, and a national performance of 20 days. Whilst the number of new claims received has been stable, during October, we expect numbers may rise again during November.	13.26	15.00	★
BP1.2.07 Average time taken to process Housing Benefit change events	Cllr T Ilott	Belinda Green Claire Taylor	4.76	8.00	★	The average time taken to assess change events during October was 4.76 days against a target of 8 days. Performance continues to be strong so ensuring that residents are receiving the correct level of support with their rent and Council Tax.	4.39	8.00	★
BP1.2.08 % of Major planning applications determined to National Indicator	Cllr C Clarke	David Peckford Paul Feehily	60%	60%	★	5 Major Planning Applications were determined, during October, 3 of them within National Indicator target or agreed timeframe.	60%	60%	★

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Measure	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
BP1.2.09% of Non major planning applications determined to National Indicator	Cllr C Clarke	David Peckford Paul Feehily	77%	70%	★	91 Non major Planning Applications were determined during October; 70 of them within National Indicator target or agreed timeframe.	83%	70%	★
BP1.2.10 % of Major applications overturned at appeal	Cllr C Clarke	David Peckford Paul Feehily	40.00%	10.00%	▲	2 Major Planning Applications, both previously refused at Planning Committee, were overturned by the Planning Inspectorate, during October. Therefore, the % of Major Planning Applications overturned at Appeal, this month, was set against the number of Major applications determined of 40%. Our target is for no more than 10% to be overturned by the Planning Inspectorate at Appeal.	6%	10.00%	★
BP1.2.11 % of Nonmajor applications overturned at appeal	Cllr C Clarke	David Peckford Paul Feehily	0.00%	10.00%	★	No Nonmajor Planning Application Appeals were determined by the Planning Inspectorate, during October.	0.00%	10.00%	★

Housing that meets your needs - Programme Measures

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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	An Application for funding Next Steps Accommodation Programme has been submitted to MHCLG. Further delays in resuming court eviction proceedings allow time for the Housing Team to engage with those under notice in order to resolve issues with their housing.	A grant of £120k was secured through the government Next Steps Planning fund. This will be used in Cherwell to fund 8 further units of Housing First accommodation. Also, additional resources to work with Private Sector landlords and provide further tenancy support for vulnerable clients. A further grant of £140k to secure some longer term supported accommodation has been secured for 9 units of accommodation in Bicester. The COVID-19 emergency continues to impact on work to prevent homelessness.	★	<p>The outcome of the latest application for funding Next Step Accommodation will determine what additional options can be secured, as a response to COVID-19 emergency. Plans submitted include delivering more support to assist move-on from hotel and other emergency placements, to enable clients to secure settled housing, as well as, trying to provide additional units of affordable settled accommodation in our area for single clients who have experienced homelessness.</p> <p>Caseloads for the Housing Team are still dominated by approaches from single people in crisis and working arrangements, due the COVID-19 emergency, restricted face-to-face contact with clients. Our work is still focused on early intervention and prevention, at an early stage, with many cases being resolved before statutory duties apply.</p> <p>The further stay, on evictions, has reduced caseloads for those at risk of losing tenancies, but approaches from single people in crisis continue. Plans are in place to provide additional accommodation, if needed, in severe weather and to provide some longer term accommodation over the winter period, if further funding can be secured.</p>	★

Housing that meets your needs - Programme Measures

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
BP1.1.2 Impact of Universal Credit on residents and Council	Cllr T Ilott	Belinda Green Claire Taylor	Regular liaison and close working with Universal Credit team.	A meeting with the UC Partnership Manager will take Place, during November, to review our approach to working together to support residents.	★	This is progressing well. The number of claims made for Universal Credit has increased during the COVID-19 crisis and we continue to work with partners including DWP UC partnership Manager to support residents throughout this time.	★
BP1.1.3 Deliver Innovative and Effective Housing Schemes	Cllr J Donaldson	Gillian Douglas Stephen Chandler	Following the start of marketing for the shared ownership units at Admiral Holland in early October; there is one reservation for a flat in Hood Court.	During November, we expect a reservation to be completed for the three-bedroom shared ownership house at Admiral Holland.	★	Admiral Holland has 7 shared ownership properties- six, one bedroom, flats in Hood Court and one, three- bedroom, house in Admiral Holland Close. These will continue to be marketed via Help to Buy South, Zoopla, Prime Location and Rightmove.	●
BP1.1.4 Deliver the Local Plan	Cllr C Clarke	David Peckford Paul Feehily	Review of comments to the district-wide Local Plan Review Consultation. Continued preparation of district wide Local Plan Review (Options stage). Response to the Government's Planning reform consultation.	Continue preparatory work for the next stage of the district wide Local Plan Review (Options stage). Oxfordshire Plan consultation on spatial options (date to be confirmed by the central plan team). Preparation of the Annual Monitoring Report 2019/20 Submission of Council's case to the adopted Local Plan Partial Review legal challenge.	★	The issues consultation for a separate, district-wide, review of the Local Plan ended on 14 th September. Officers continue to provide input into the Oxfordshire Plan process. Officers responded to the Government's proposed changes to the planning system, on 23 rd October. An application for a statutory review of the adopted Local Plan Partial Review (a legal challenge) has been lodged in the Planning Court and served on the Council.	★

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	60.00%	56.00%	★	Recycling rate is currently 1% above last year.	58.79%	56.00%	★
BP2.2.2 Reduction of fuel consumption used by fleet	Cllr D Sames	Ed Potter Jason Russell	37,712	39,227	★	Slight decrease in fuel usage in comparison with the same time last year, even with the increased in the tonnage of waste collected.	37,688	36,124	●

Strategic Priority - Leading on environmental sustainability - Programme Measures

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	All waste collection services being delivered on time. Expansion of the bulky waste service to meet sustained higher demand has been successful.	November will see garden waste tonnages start to fall but it is likely to lead to an overall rise in tonnages with more people working from home. Plans are in place to maintain services during this challenging period.	★	Customer satisfaction with Waste Collection is measured annually with the customer satisfaction survey. This may not be possible due to the current COVID-19 restrictions; however, other feedback routes are indicating good satisfaction.	★
BP2.1.2 Ensure Clean & Tidy Streets	Cllr D Sames	Ed Potter Jason Russell	The verges and central reservation areas, on the A41, were successfully litter-picked utilising OCC Highways booked traffic management, at no extra cost to CDC.	Cleansing operatives are carrying verge litter clearances, on the A34, with booked traffic management in place. Work commenced 25/10/20 and ended on 1/11/20.	★	The service is coping well with the surge in demand caused by leaf fall at this time of year.	★
BP2.1.3 Reduce Environmental Crime	Cllr D Sames	Jason Russell Richard Webb	Local businesses have been contacted to give advice on how to dispose of their waste legally. This includes newly established businesses, but also, older businesses, where surprisingly many still do not know their responsibilities for waste disposal.	Work will continue on giving advice to businesses on how to dispose of their waste legally. However, with the current lockdown this will be by telephone, email or letter, rather than visiting. Also, with the current lockdown we will go back to conducting interviews, under caution, by letter and not in person at Bodicote House, which have a less successful outcome.	★	Having reached a position where operations had been fully restored, we are adjusting working practices, in light of the current lockdown. We are awaiting court dates, for a number of fly tipping cases and, also, for a breach of a Community Protection Notice.	★

Leading on environmental sustainability - Programme Measures Report

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
BP2.1.4 Protect Our Natural Environment and Promote Environmental Sustainability	Cllr A McHugh	Jason Russell Richard Webb	An application for an air quality grant was submitted to Defra. The application was for two portable-monitors to measure nitrogen dioxide, particulate matter and promotional material including anti-idling signs. This will be used, in partnership with Oxfordshire County Council, on projects to increase awareness and encourage behavioural change around air quality. We will find out, in February 2021, if the application was successful.	To continue to assess the air quality impacts of all new development proposals, through the planning process.	★	To coincide with Clean Air Day, on 8 th October, a number of posts about the actions that individuals can take to help improve air quality were put out through social media. Air quality monitoring continues, at 42 locations, across the district.	★
BP2.1.5 Protect the Built Heritage	Cllr C Clarke	David Peckford Paul Feehily	Work on Conservation Area Appraisals has Continued. Draft reports have been prepared for those completed. Conservation advice continues to be provided for Development Management decision making.	Finalisation and submission of lead member reports for completed Conservation Area Appraisals (pending).	●	Work continues on Conservation Area Appraisals (Bloxham and Grimsbury). A number of officer reports, on completed Conservation Area Appraisals, require finalisation. Heritage advice continues to be provided to inform Development Management decision making.	●
BP2.1.6 Develop the Country Parks to support good lifestyle choices	Cllr D Sames	Ed Potter Jason Russell	The issues with land transfer of the two sites (Banbury and Bicester) are now resolved, so plans to open the sites can be progressed.	Developing the plans & timescales for the opening to the public of these two facilities.	★	The opening of the new Country Parks; one in Banbury and located behind M&S at Gateway and one in Bicester, between Kingsmere in Bicester & the village of Chesterton, has taken longer than expected, due to a number of minor issues in the transfer of the land to the Council. These issues have been resolved, now plans can be developed and implemented with the aim of the initial opening of these two parks early in 21/22.	★

An enterprising economy with strong & vibrant local centres - KPIs

An enterprising economy with strong & vibrant local centres -KPI Report									
Measure	Portfolio Holder	Director/Lead	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	9.23%	9.75%	●	We have achieved a cumulative collection rate of 64.37%, against a target of 67.75%. The shortfall equates to approx. £2.6m. We are issuing smaller batches of reminders in accordance with guidance from the Magistrates Court and whilst the numbers issued are vastly reduced, the reminders have a positive impact on payments received. We will continue to issue reminder notices to customers in arrears and will signpost customers to relevant organisations, should they have been adversely affected by the	64.37%	66.75%	●
BP3.2.2 % of Business Rates collected, increasing NNDR Base	Cllr T Ilott	Belinda Green Claire Taylor	10.71 %	9.50%	★	We have achieved a collection rate of 67.15%, at end of October, against a target of 68%. Whilst the collection rates are still slightly short of our cumulative target, the shortfall reduced from just under £1m to £400k, this month. Recovery through the courts is continuing and we are proactively chasing balances to reduce what is outstanding.	67.15%	68.00%	●

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	Paul Feehily Robert Jolley	Reviewed impact of COVID-19 pandemic on this sector.	Continue to monitor COVID-19 impact. Continue to work with partners to promote the district as a visitor destination, in light of current national restrictions.	★	Hospitality venues and visitor attractions are both facing significant difficulties. These sectors were among the last to benefit from lockdown arrangements being lifted in the summer and the national restrictions coming into effect, on 5th November, which will have a further severe impact and additional knock-on effects for the supply chains serving the visitor economy. Officers are working closely with Experience Oxfordshire (EO) who are, in turn, working with VisitEngland and VisitBritain to help the local visitor economy sectors meet the challenges involved.	★		
BP3.1.2 Develop a Cherwell Industrial Strategy	Cllr L Pratt	Paul Feehily Robert Jolley	Restarted the development of the Cherwell Industrial Strategy, ensuring that COVID-19 recovery was incorporated.	Draft the foundation modules of the refocused CIS document.	●	The drafted ten-year Cherwell Industrial Strategy (CIS) was planned to go to consultation, by Summer 2020. However, this was paused because of the need to re-deploy staff in response to supporting business communities, during the COVID-19 pandemic. This has triggered the most severe recession in nearly a century and there will be further significant consequences. The CIS focus and timeline has been reviewed. The CIS draft will take account of the impact on the Oxfordshire and Cherwell economies. CIS links to OxLEP Local Industrial Strategy (LIS) is a key component of the Oxfordshire Housing and Growth Deal (Productivity workstream).	●		

An enterprising economy with strong & vibrant local centres - Programme Measures Report							
Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
BP3.1.3 Support Business Enterprise, Retention, Growth and Promote Inward Investment	Cllr L Pratt	Paul Feehily Robert Jolley	One-to-one advice and detailed support provided to Cherwell businesses, as well as guidance on grants. Provided information and support to potential inward investors and property developers.	Support CDC's implementation of the autumn round for COVID-19 Government business and discretionary grant schemes. Provide information and advice to local businesses during the COVID-19 pandemic and during the transition period from the UK leaving the EU. Continue to provide support to potential new business investors.	★	The Council's business webpages have been updated and support provided to businesses in the run up to the Brexit Transition Phase, ending on 31st December 2020. CDC continues to liaise, closely, with colleagues at local authorities in Oxfordshire, at OxLEP and at Government departments, to provide support to businesses during the COVID-19 pandemic. CDC continues to work closely with Oxfordshire County Council and partners, to enhance digital infrastructure throughout the district. 98% of premises in the district are now able to access Superfast Broadband services.	★
BP3.1.4 Develop Our Town Centres	Cllr L Pratt	Paul Feehily Robert Jolley	Reviewed the impact of COVID-19 on the district's urban centres.	"Re-imagining Bicester for the 21 st Century" report back event, on 19 November. Continue to review impact of COVID-19 on the district's urban centres. Await confirmation from Government as to which projects, submitted for the Reopening High Streets Safely funding scheme, are eligible for delivery.	★	Continued support provided to Banbury BID (Business Improvement District) in the delivery of projects to support businesses. Maintained closely working with officer groups and external partners to ensure continued safety on the high streets within the district. Work continues with the Bicester Town Centre Task Force to develop projects which will help mitigate the impact of the pandemic. Following the Bicester Town Centre workshop, in June 2019, a task group of volunteers has been working on an outlined plan for the town centre. This will be shared at the report back event planned for 19th November.	★
BP3.1.5 Deliver the Growth Deal	Cllr B Wood	Paul Feehily Robert Jolley	Additional Affordable Housing units confirmed, with the programme being updated to reflect revised numbers.	Year Four planning to commence to align Growth Deal Programme with appropriate service plans.	★	The autumn national COVID-19 restrictions are not expected to impact Growth Deal significantly, because the construction industry is still able to operate.	★

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	75,610.00	33,333.00	★	As expected, due to Covid-19, visitor numbers across the Leisure Facilities are significantly down against the same period last year, however, there has been an upward trend of attendance compared to the previous month.	156,191.00	93,333.00	★
BP4.2.2 High risk food businesses inspected	Cllr A McHugh	Jason Russell Richard Webb	-	100.00%	-	The Food Inspection plan was suspended by the Food Standards Agency from April. Inspections will be recommencing, but we are waiting on the details of what we will be required to do in respect of those premises that we would have inspected in the first half of the year and what the expectation is with those that remain for the rest of the reporting period (now until end of March 2021).	-	100.00%	-

Healthy, resilient and engaged communities - Programme Measures

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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	Through October the Community Safety team continued to carry out a range of work to promote and support community safety in the area. This included- supporting the Intensive Engagement project in Banbury. Assisting the Police in searches for a wanted person sighted in Banbury, in searching for a car following an alert raised about a potential attempted child abduction and a missing vulnerable elderly adult. A week-long joint operation with scrap metal operation with Thames Valley Police and Trading Standards. HI-visibility reassurance patrols near schools. Evening patrols of licensed premises to ensure compliance with COVID-19 regulations.	In November, our community safety focus will be on- Bonfire night / Fireworks and Hi-visibility reassurance and educational interaction. Supporting the national Knife Crime action week, over week of 9th - 13th. Assisting in a planned anti-fly tipping operation. Supporting work to ensure the national restrictions are complied with.	★	The community safety team organised a multi-agency scrap metal and waste carrier enforcement operation, in October. With support from Thames Valley Police and the County Council Trading Standards team, the aim was to identify any potential rogue traders operating in the area, check fly tipping hotspots and check for any unlicensed scrap metal collectors operating in the district. Two unlicensed scrap collectors were identified and are being investigated. The team were also first in attendance at a vehicle accident where a car had lost control and hit barriers. The driver had fled the scene, leaving a distressed passenger. The team called the Police and remained with the passenger until officers arrived. For Halloween, the team carried out an evening of reassurance patrols around Bicester, Caversfield and Kidlington, engaging with local residents and seized alcohol off an underage drinker. In November, following the announcement of new national restrictions, all teams will be refocusing their work to ensure that the legislation controlling business activities is understood and businesses are supported to meet the new requirements.			★

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	COVID-19 Winter Preparedness - The Community Hub telephone service has been linked into the local Track and Trace service. Preparations have been made to identify and proactively call Clinically Extremely Vulnerable individuals.	Operate and promote the 'COVID-19 Councillors Priority Grant' and 'Community Hubs Emergency Relief Grant' schemes, to support voluntary and community organisations, delivering grassroots responses to the COVID-19 pandemic.	★	The 'COVID-19 Councillors Priority Grant' and 'Community Hubs Emergency Relief Grant' schemes support voluntary and community organisations, delivering grassroots responses to the COVID-19 pandemic. The Community Hub telephone service takes referrals from people required to self-isolate (either through Track & Trace notification or registration as Clinically Extremely Vulnerable) who need extra assistance to meet their basic needs.	★
BP4.1.3 Improve Leisure & Community Facilities	Cllr G Reynolds	Ansaf Azhar Nicola Riley	As part of the last milestone, reference was made to the commencement of officer workshop in regards to the Feasibility Studies. This work has continued with the 3rd workshop, on 19th October, outlining some of the draft proposals in relation to future leisure provision within the District. This work will now be taken on into future milestones.	As part of the next milestone, work will concentrate on the feasibility studies as to future leisure provision. A part of the next milestone works will continue in relation to the feasibility studies as to future leisure provision in the district.	★	In terms of completion against the milestones, this month has seen the continued work into the leisure center feasibility studies and the continued improvement to the changing rooms at the Cooper Sports Facility. As mentioned, previously, we were just about to launch our 'on-line' booking platform for sports pitches/sports facilities at the Cooper Sports Facility and North Oxfordshire Academy. This has now gone live, with the majority of all users/organisations signed up to manage their bookings this way. Work will also complete on the Cooper School changing rooms with some additional flooring works due to be done.	★

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	International older persons day celebration events delivered across the district to prepare older residents for winter. Electric blanket testing for Cherwell delivered in October. Connect pilot launched in October. Autumn Community Link publication circulated to support voluntary initiative organisations across the district. Play-Full initiative delivered in the Brighter Future Wards in Banbury during October half term, to address holiday hunger for most deprived families.	Cherwell annual senior's forum newsletter, to be circulated to support voluntary organisations working with older people. November, Wild Bicester Initiative to launch.	★	'Connect!' initiative launched in October - A new pilot initiative for Banbury to support older residents with technology and help connect them to opportunities, family and their community. Partnership initiative with AgeUK Oxfordshire, The Royal Voluntary Service and Citizens Advice. International Older Persons celebration pop up events took place in Banbury on the 1 of October and Bicester & Kidlington on the 2 of October. Over 350 information packs were given out. Cherwell Seniors Forum - due to current circumstances, the annual senior's forum will take a different format this year as a newsletter, allowing all partners to get essential information to support older people in the district. The annual electric blanket testing took place in October over 200 blankets were tested, and information packs were sent out with the returned blankets to vulnerable residents.	★
BP4.1.5 Enhanced Community Resilience	Cllr A McHugh	Richard Webb Rob MacDougall	During October, the focus for emergency planning works continued to relate with support for communities concerning COVID-19 related matters and working with partners on the response and recovery from the pandemic. In addition, we have responded to the recent flooding in Kidlington, delivering on an action plan to reduce the potential for further similar flooding and making changes to improve our response arrangements.	During November, the council will be refocusing on COVID-19 responses, as a result of the new restrictions taking effect. This includes establishing new community support systems for individuals who will require support over the period with restrictions that apply and the administration of funding support for individuals and businesses. In addition, EU Exit preparations continue with partners.	★	The reinstatement of national restrictions has prompted the council to stand-up its COVID-19 response arrangements for November, to ensure that we assess and act on the impacts. In relation to EU Exit, the council continues to liaise with partners to identify potential impacts from the end of the transition period. However, the uncertainty restricts the amount of preparation that can be done. The focus is on ensuring business start preparing for the changes which will affect them.	★

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BP4.1.6 Support and Safeguard Vulnerable People	Cllr A McHugh	Ansaf Azhar Rosie Rowe	We continue to assess claims for Housing Benefit and Council Tax Reduction in a timely way, supporting residents. Discretionary Housing Payments have been made to support residents with a shortfall in their rent.	We will continue to assess and award Council Tax COVID-19 Hardship Payments to residents impacted by the crisis, as well as, ensuring these are done in a timely way.	★	This is on track, we have continued to assess and award Council Tax COVID-19 Hardship payments, of £150, to new claims for Council Tax Relief Scheme and made payments from the discretionary fund, to support those residents impacted by Covid-19.	★
BP4.1.7 Promote Healthy Place Making	Cllr A McHugh	Ansaf Azhar Rosie Rowe	Virtual Make Every Contact Count (MECC) training has been provided to voluntary groups to support them to signpost health and care services. School StreetTag competition was launched in October and 26 primary schools across Cherwell have signed up to take part to promote cycling and walking to school. Health Impact Assessment Toolkit was approved by the Executive Officer Group of the Growth Board.	Launch heritage trail leaflet in Kidlington and surrounding villages. Develop training resources for use of Health Impact Assessment Toolkit by development management colleagues. Disseminate workforce with wellbeing materials relating to staying COVID-19 safe. Work with Bicester Town Council to hold a virtual meeting of Bicester's Voluntary Organisation Network.	★	<p>The second national lockdown has delayed delivery of the following activities:</p> <ul style="list-style-type: none"> - Three further Dr Bike sessions, in Banbury; - Face-to-face delivery of MECC training to community groups involved in Active Reach Programme, in Banbury; <p>The Bicester 'Welcome Pack' is being disseminated via estate agents and encourages people to walk and cycle in the town and encourages them to get involved in local community groups.</p> <p>Two projects in Bicester and Kidlington have started to encourage people to enjoy the outdoor natural world Digital and print versions of a 'Welcome Pack' which have been produced for residents moving into a new home in Bicester.</p>	★