

Committee: Executive
Date: Monday 3 August 2009
Time: 6.30 pm
Venue: Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

**Councillor Barry Wood
(Chairman)**

Councillor Ken Atack

Councillor Norman Bolster

Councillor Michael Gibbard

Councillor G A Reynolds (Vice-Chairman)

Councillor James Macnamara

Councillor Kieron Mallon

Councillor Nigel Morris

Councillor D M Pickford

Councillor Nicholas Turner

AGENDA

1. Apologies for Absence

2. Declarations of Interest

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

3. Petitions and Requests to Address the Meeting

The Chairman to report on any requests to submit petitions or to address the meeting.

4. Urgent Business

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

5. **Minutes** (Pages 1 - 11)

To confirm as a correct record the Minutes of the meeting held on 6 July 2009.

Strategy and Policy

6. **Planning for Swine Flu Pandemic** (Pages 12 - 18)

6.35 pm

Report of Head of Legal and Democratic Services, Head of Human Resources and Head of Safer Communities & Community Development

Summary

To inform the Executive of the current situation and seek approval for proposed actions in the event of significant levels of illness.

Recommendations

The Executive is recommended to:

- 1) Note that the government may consider extending self certification from 7 days to 14 days and that a signed medical certificate will not be required.
- 2) Utilise the ICT contingency reserve to fund expenditure of £15 000 to upgrade the IT infrastructure and ensure that home working is available to all who need it.
- 3) Agree to provide mutual aid and assistance to the PCT as requested which will include making available the locations noted in the report as antiviral distribution centres and redeploying staff if requested provided those staff have the same level of protection as NHS staff. To agree that mutual aid be made available to neighbouring local authorities subject to local circumstances and availability.
- 4) Agree that the trigger for activating the Council's Pandemic Flu Plan will be when the first case is reported in a current employee.
- 5) Agree that if necessary all Executive powers be delegated to an urgency committee made up of any three of the Executive which shall include the Leader or Deputy Leader of Council if possible.
- 6) Recommend to Council that in the event of an ongoing emergency an Emergency General Purpose Committee be constituted to make any decisions the Council is able to make which are not part of the Executive functions or reserved in legislation to full Council. The composition of the Emergency General Purpose Committee would be the Leader of Council with any member of the Executive as substitute, the Deputy Leader with any member of the majority group as substitute and the Leader of the opposition, with any member of the opposition group as substitute.

7. Planning for Gypsies, Travellers and Travelling Show People in the South East (Pages 19 - 35) **6.45 pm**

Report of the Head of Planning and Affordable Housing Policy and the Head of Housing Services

Summary

To consider the Council's response to the next stage of regional consultation on the number and distribution of 'pitches' and 'plots' for Gypsies and Travellers and Travelling Showpeople.

Recommendations

The Executive is recommended to:

- 1) Raise no objection to the South East England Partnership Board's recommendations to the Secretary of State for Communities and Local Government;
- 2) Endorse this report as the Council's formal response to the Secretary of State;
- 3) Note the need for partnership working and key stakeholder involvement in preparing planning and housing policy for Gypsies, Travellers and Travelling Showpeople and in identifying suitable sites and appropriate means of site delivery.

Service Delivery and Innovation

8. Food Waste Recycling Service (Pages 36 - 43) **6.55 pm**

Report of Head of Environmental Services

Summary

To approve the policies and the delivery strategy of the food waste recycling service.

Recommendations

The Executive is recommended to:

- 1) Approve the policies set out for the food waste recycling scheme using the existing brown bin
- 2) Note the changes in rollout strategy due to delays in the provision of the outlet
- 3) Note the proposed rollout programme of food waste recycling from October 2009

9. **Rural Affordable Housing and Improvement Plan Update** 7.15 pm
(Pages 44 - 57)

Report of Head of Housing Services

Summary

To advise Executive of the outcomes of the additional recommendations that Executive agreed as part of the initial consideration of an Improvement Plan to deal with the bringing forward of rural affordable housing on Rural Exception Sites.

Recommendations

The Executive is recommended to:

- 1) Note the outcomes of actions arising from each of the three additional resolutions made at the Executive meeting of 11 May 2009 following its consideration of the Rural Affordable Housing and Exception Sites
- 2) Endorse a revised Rural Affordable Housing Improvement Plan that incorporates the research and activities undertaken following the additional actions agreed at the Executive meeting of May 2009.

Value for Money and Performance

10. **Place Survey 2009 Results** (Pages 58 - 90) 7.30 pm

Report of Chief Executive and Community and Corporate Planning Manager

Summary

This report presents the results of the Place Survey. It includes some general analysis of the 18 national performance indicators and satisfaction measures that are collected through the Place Survey and reported on by Cherwell District Council.

Recommendations

The Executive is recommended to:

- 1) Note the results of the 18 national indicators as measured by the Place Survey.
- 2) Note the results of the 4 national indicators that are included within the Oxfordshire Local Area Agreement.
- 3) Request relevant officers take appropriate steps to address areas for development or improvement as identified.

11. Performance Management Framework Quarter 1 Report
(Pages 91 - 137)

7.45 pm

Report of the Chief Executive and Head of Improvement

Summary

This report covers the Council's performance for the period April to June 2009 as measured through the Performance Management Framework

Recommendations

The Executive is recommended to:

- 1) Confirm that the responses in paragraph 2.1 to the issues raised in the 2008/09 Annual Performance Report are satisfactory or to request any further information or action.
- 2) Note the many achievements referred to in paragraph 1.3.
- 3) Agree officers' report in the second quarter report performance report on the items shown in paragraph 1.4 where performance did not meet the required target or there are issues of concern.

12. 2009/10 Projected Revenue & Capital Out turn at 30 June 2009 and 2008/09 Treasury Management Annual Report (Pages 138 - 155)

8.00 pm

** Appendix 1 to follow **

Report of Head of Finance

Summary

This report summarises the Council's Revenue and Capital performance for the first 3 months of the financial year 09/10 and projections for the full 09/10 period. These are measured by the budget monitoring function and reported via the Performance Management Framework (PMF) informing the 09/10 budget process currently underway.

To receive information on treasury management performance and compliance with treasury management policy during 2008/9 as required by the Treasury Management Code of Practice. This report also reviews the treasury performance in Q1 2009/10.

Recommendations

The Executive is recommended to:

- 1) Note the projected revenue & capital position at June 2009.
- 2) Note the performance against the 2008/09 investment strategy and the financial returns from each of the 3 funds detailed in Appendix 1 and 2.
- 3) Note the Q1 performance against 2009/10 investment strategy.

13. **Request for Funding for Temporary Accommodation from CDC Capital Receipts** (Pages 156 - 160) 8.15 pm

Report of Head of Housing

Summary

This report is to seek approval for a number of schemes using the capital receipts ring fenced for social housing (Homelessness Initiatives) and in line with Cherwell's Temporary Accommodation Strategy 2008-2011

Recommendations

The Executive is recommended to:

- 1) Approve a Supplementary Capital Estimate for the schemes detailed below, to be funded from earmarked Capital Receipts set-up from the sale of Temporary Accommodation premises.
 - Capital funding for 365, Warwick Road, Banbury - £74,000
 - An Acquisitions Scheme for temporary accommodation - £430,000 (maximum budget)
 - An Acquisitions Scheme for move on accommodation for young people with high support needs –cost based on tender quotations

Urgent Business

14. **Urgent Business**

Any other items which the Chairman has decided is urgent.

15. **Exclusion of the Press and Public**

The following report(s) contain exempt information as defined in the following paragraph(s) of Part 1, Schedule 12A of Local Government Act 1972.

3– Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Members are reminded that whilst the following item(s) have been marked as exempt, it is for the meeting to decide whether or not to consider each of them in private or in public. In making the decision, members should balance the interests of individuals or the Council itself in having access to the information. In considering their discretion members should also be mindful of the advice of Council Officers.

Should Members decide not to make a decision in public, they are recommended to pass the following recommendation:

“That, in accordance with Section 100A(4) of Local Government Act 1972, the press and public be excluded from the meeting for the following item(s) of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraph(s) 2 of Schedule 12A of that Act.”

(Meeting scheduled to close at 8.25 pm)

Information about this Agenda

Apologies for Absence

Apologies for absence should be notified to democracy@cherwell-dc.gov.uk or 01295 221587 prior to the start of the meeting.

Declarations of Interest

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item. The definition of personal and prejudicial interests is set out in the constitution. The Democratic Support Officer will have a copy available for inspection at all meetings.

Personal Interest: Members must declare the interest but may stay in the room, debate and vote on the issue.

Prejudicial Interest: Member must withdraw from the meeting room and should inform the Chairman accordingly.

With the exception of the some very specific circumstances, a Member with a personal interest also has a prejudicial interest if it is one which a Member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Member's judgement of the public interest.

Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates

Members are reminded that any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

Queries Regarding this Agenda

Please contact James Doble, Legal and Democratic Services james.doble@cherwell-dc.gov.uk (01295) 221587

Mary Harpley
Chief Executive

Published on Friday 24 July 2009

Agenda Item 5

Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 6 July 2009 at 6.30 pm

Present: Councillor Barry Wood (Chairman)

Councillor G A Reynolds
Councillor Ken Attack
Councillor Norman Bolster
Councillor Michael Gibbard
Councillor James Macnamara
Councillor Kieron Mallon
Councillor Nigel Morris
Councillor D M Pickford

Also present: Councillor Colin Clarke
Councillor Lawrie Stratford

Apologies for absence: Councillor Nicholas Turner
Mary Harpley Chief Executive

Officers: Ian Davies, Strategic Director - Environment and Community
Julie Evans, Strategic Director - Customer Service & Resources
John Hoad, Strategic Director - Planning, Housing and Economy
Mike Carroll, Head of Improvement
Liz Howlett, Head of Legal & Democratic Services and Monitoring Officer
Karen Curtin, Head of Finance
Tony Brummell, Head of Building Control & Engineering Services
Grahame Helm, Head of Safer Communities & Community Development
Ed Potter, Head of Environmental Services
Chris Rothwell, Head of Urban & Rural Services
Jo Smith, Communications Manager
James Doble, Democratic, Scrutiny and Elections Manager

Recommendations to Council

10 **Investment Strategy**

The Strategic Director Customer Service and Resources submitted a report setting out the revised Investment Strategy for treasury operations for 2009/10, replacing the strategy approved by the Executive on 2 March 2009.

Resolved

That the revised Investment Strategy 2009/2010, with the amendment that the split between specified and non-specified investments should be 50/50 be recommended to Council for approval.

Reasons - The strategy fulfils the Council’s requirement under the Local Government Act 2003 and guidance subsequently issued by the Office of the Deputy Prime Minister (now CLG) in March 2004, to prepare an annual investment strategy.

Options

Option One	Do nothing. Whilst the current strategy continues to comply fully with the regulatory framework the recommended changes reflect the Council’s consideration of the most recent external developments and newly published guidelines in keeping with our commitment to best practice.
Option Two	Impose immediate changes to the Council’s investment portfolio. The Council’s current investment portfolio is sound and the parameters governing those investments appropriate and robust. There is no need to exit current arrangements. To do so could incur unnecessary financial penalties.
Option Three	Continue to incorporate best practice, accommodating newly published external guidance via a smooth transitional process re-profiling investments over time.

11 **Declarations of Interest**

Councillors declared interests in the following agenda items:

8. Update on the Government's Ecotown Programme.

Councillor Barry Wood, Personal, as persons known to him have a land interest in land in the area of, but outside the eco zone.

Councillor G A Reynolds, Personal, as a County Councillor due to the County Council having a land interest at Gowell's Farm.

Councillor Kieron Mallon, Personal, as a County Councillor due to the County Council having a land interest at Gowell's Farm.

Councillor Michael Gibbard, Personal, as a County Councillor due to the County Council having a land interest at Gowell's Farm.

Councillor Norman Bolster, Personal, as a County Councillor due to the County Council having a land interest at Gowell's Farm.

10. Integrated Vehicle Parking Strategy: Taxi Ranks.

Councillor Nigel Morris, Personal, as a private hire badge holder.

11. Concessionary Fares - A Task & Finish Group Scrutiny Review.

Councillor G A Reynolds, Prejudicial, as a user of the concessionary fares scheme in receipt of tokens.

Councillor Ken Atack, Personal, as a user of the concessionary fares scheme.

Councillor Nigel Morris, Personal, as a bus pass holder.

13. Cotswold Area of Outstanding Natural Beauty Management Plan 2008-2013.

Councillor G A Reynolds, Personal, as a member of the Board of Area of Outstanding Natural beauty.

12 **Petitions and Requests to Address the Meeting**

There were no petitions or requests to address the meeting.

13 **Urgent Business**

There was no urgent business.

14 **Minutes**

The minutes of the meeting held on 15 June 2009 were agreed and signed by the Chairman.

15 **Forward Plan**

The Leader of the Council submitted the Forward Plan of key decisions to be taken over the next four months.

Resolved

That the Forward Plan for the next four months be noted.

Reasons – to create a Forward Plan for the Council as required by the Local Government Act 2000.

Options

Option One	To adopt the recommendation. The Council must by law publish a Forward Plan. The only options concern its contents.
Option Two	To propose amendments to the Forward Plan.

16 **Cherwell Sustainable Community Strategy**

The Chief Executive and Community and Corporate Planning Manager submitted a report to agree a consultation draft of the Cherwell Sustainable Community Strategy.

Resolved

- 1) That a draft of the Cherwell Sustainable Community Strategy be agreed prior to three months of public consultation.
- 2) That any amendments on the draft arising from Cherwell Community Planning Partnership be agreed with the Portfolio Holder for Policy and Community Planning.

Reasons - The Cherwell Sustainable Community Strategy will be the top level guiding document for the Cherwell area. It will influence future policies and plans and it will be used to influence future funding including Local Area Agreements. It will be the key strategic document for Cherwell District Council and drive the content of the next Cherwell District Council Corporate Plan.

Options

Option One	To agree the draft Cherwell Sustainable Community Strategy for public consultation as set out in Appendix 1.
Option Two	To make amendments to the draft Cherwell Sustainable Community Strategy set out in Appendix 1.

Option Three	To delegate a decision on the draft Cherwell Sustainable Community Strategy to the Portfolio Holder for Policy and Community Planning.
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17

Update on the Government's Ecotown Programme

The Head of Planning and Affordable Housing submitted a report to update the Executive on the Government's ecotown programme.

Resolved

That officers be instructed to prepare and report back on full proposals for:

- 1) A small, single purpose, local authority committee charged by relevant Councils with all decision making on implementation issues for a defined development area. This to include options for a formal joint committee including the County Council as highway authority / service provider and the Town Council as service provider. The committee should hold appropriate delegated powers from all the councils involved. The committee should be led and chaired by Cherwell.
- 2) A dedicated, multi-disciplinary, officer team / network to provide project management, administrative and technical / regulatory support to the committee.
- 3) Direct involvement of the Government in the Committee preferably through co opted, non voting membership of the Committee from the Homes and Communities Agency (the Government body expected to take responsibility for implementation of the eco towns programme following finalisation of the policy position) and other relevant Government bodies and agencies.
- 4) Negotiation of appropriate resource contributions to the officer team / network from local partners and Government agencies. This to include staff support and project funding.
- 5) Exploration of appropriate mechanisms, initially for liaison, and eventually for formal partnership, with the private sector on implementation of the development.
- 6) A programme for early and strong public engagement between the Council (via the new committee) and local stakeholders and the public on detailed plans for the new development and the relationship between the plans and the overall economic and community development of Bicester.

Reasons - A Government decision is expected in mid July. There has been a clear statement from the Department of Communities and Local Government (CLG) that there will only be one eco town location for Cherwell. It is hoped that the Council's hard work in promoting an alternative to Weston Otmoor will be reflected in the selection of NW Bicester as an eco town location listed in the PPS. With the decision imminent it is important to be able to move quickly in response.

Integrated Vehicle Parking Strategy: Taxi Ranks

The Head of Urban and Rural Services submitted a report to advise Members on progress with the initial options appraisal for additional rank space for Hackney Carriage Vehicles in Banbury, Bicester and Kidlington.

Resolved

- 1) That the review and options appraisal be noted.
- 2) That further detailed design/investigation into additional rank space be approved on the preferred options of:
 - Banbury: Bridge Street
 - Banbury: Horsefair
 - Banbury: North Bar
 - Bicester: Bell Lane
 - Kidlington: Oxford Road
- 3) That the Head of Urban and Rural Services be delegated in consultation with the Leader of the Council to:
 - Seek agreement with Oxfordshire County Council on funding and implementation of the final schemes
 - Undertake formal consultation on the selected options, and
 - Secure any approvals from the Department for Transport

Reasons - The Executive received a report at its 2 March 2009 meeting and resolved that options for additional taxi rank spaces should be investigated further.

Options

Options	The Council can: <ul style="list-style-type: none"> • Progress with all options or • Progress some of the options or • Retain the current provision with no increase
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Concessionary Fares - A Task & Finish Group Scrutiny Review

The Overview and Scrutiny Committee submitted a report to consider the overview and scrutiny Task & Finish Group report on Concessionary Fares. Cllr Clarke, Chairman of the Task & Finish Group presented the key findings.

Resolved

- 1) That the work of the Task and Finish Group scrutiny review into Concessionary Fares as detailed in Appendix 1 to the report be noted;

- 2) That the Overview and Scrutiny Committee recommendations regarding concessionary travel as detailed below be approved:

Recommendation 1: Smart Card Reader Scheme

That Cherwell District Council should not pursue the introduction of a Smart Card Reader scheme at this time due to the significant financial investment required and reservations about the current technical capacity of such schemes to meet the Council's needs.

Recommendation 2: Mis-ticketing

That the Portfolio Holder should publicise the importance of checking bus tickets and encourage bus pass holders to submit examples of mis-ticketing. The Portfolio Holder should follow-up examples of mis-ticketing with the bus companies; monitor the scale and value of the problem for the remainder of the financial year; and report on the results and proposed actions to the Overview and Scrutiny Committee in the spring of 2010.

Recommendation 3: Management Information

That the Portfolio Holder should encourage the concessionary fare service providers to move to a monthly rather than quarterly claim and settlement cycle.

Recommendation 4: National Travel Tokens

That the current arrangements for the issue of national travel tokens should continue for 2009/10 and that the Portfolio Holder should monitor the take up and use of the national travel token scheme. The Council's continued participation in the national travel token scheme should be reviewed against the findings of the independent research into the provision of community transport schemes in the district (see recommendation 5).

Recommendation 5: Community Transport

That Cherwell District Council should continue to support and promote the provision of community transport schemes across the District. In support of this corporate priority the Portfolio Holder should commission research into the feasibility of introducing alternative community transport schemes in those parts of the district where residents do not benefit from the concessionary bus pass, national travel tokens or the Dial-A-Ride service.

Recommendation 6: Consortium approach

That the Portfolio Holder should open discussions with colleagues at the County Council and the District/City councils with a view to promoting a co-ordinated approach to the delivery of the national concessionary travel scheme, subject to the outcome of the government's consultation on the administration of concessionary fares schemes.

Recommendation 7: Government Consultation

That the Portfolio Holder should be invited to use the work of this Task & Finish Group and the conclusions and recommendations in this

report to inform the Council's response to the government's consultation on the administration of concessionary fares schemes.

Recommendation 8: Concessionary Travel Scheme

That the start time for the concessionary travel scheme in Cherwell should not be reviewed again and should remain at 09.30 am, in line with the statutory scheme, until April 2011 when the new arrangements for the administration of the concessionary travel scheme will come into force.

- 3) That following further discussion between Oxfordshire local authorities that the response from this authority to the Government should state that the concessionary travel scheme be operated nationally by the Government (who would deal with the cost of the scheme and reimbursements), but administered locally by District Councils (who would deal with local residents).
- 4) That the Portfolio Holder be requested to investigate placing adverts on buses raising the issue of mis-ticketing and the cost per use of the dial-a-ride service.

Reasons - The Overview and Scrutiny Committee considered the conclusions of a Task & Finish Group review into concessionary travel at its meeting on 9 June 2009. The Overview and Scrutiny Committee resolved to refer the report and its recommendations to the Executive. The report covers the second phase of a scrutiny review into concessionary travel. The initial scrutiny work conducted in 2008 concentrated on the financial implications to the Council of changing the start time of the concessionary travel scheme within the district. That work was completed in November 2008 but it identified a number of wider issues relating to concessionary travel that the Task & Finish Group agreed to look at in 2009.

Options

Option One	To accept some or all of the overview and scrutiny recommendations.
Option Two	To reject some or all of the overview and scrutiny recommendations.

20

Definition of Waste and Collection from Schools and Charities

The Head of Environmental Services submitted a report to agree the approach and the charges for collecting chargeable household waste from charities and schools

Resolved

- 1) That the approach to dealing with chargeable household waste as set out in annex to these minutes (as set out in the minute book) be agreed.

- 2) That the proposed fees for the collection of waste from schools and charities be agreed
- 3) That the Council work with other authorities in Oxfordshire through the Oxfordshire Waste Partnership to ensure a consistent approach to the different waste categories to minimise any additional cost to the taxpayer

Reasons - The Council has been collecting household waste from all domestic properties. In addition to domestic properties, places of religious worship and village halls have been largely treated in a similar manner to domestic properties. Introducing chargeable household waste collections could present issues regarding administration and the charging mechanism. However it is proposed that for charity shops the existing pre-paid commercial refuse & recycling sacks (orange – for refuse, blue for recycling) are offered with the disposal and treatment charges removed. This is the easiest way of administering charges to small charities. For larger charities and schools to encourage these institutions to recycle as much of their waste as possible it is proposed that they are treated as households receiving an alternate week collection service only. Consequently each school or charity would be issued with containers that have at least 50% capacity for recycling. The proposed charges are annual charges. The larger the residual waste bin required then the greater the charges made. Brown bins will be made available once food waste collections commence across the district.

Options

Option One	Collect waste from schools and charities but make no charge. This will increase Cherwell's Waste Collection costs
Option Two	Implement a chargeable Household Waste scheme to schools and charities which covers all the costs of the Waste Collection service and ensures the service complies with Defra's interpretation of The Controlled Waste Regulations

21 **Cotswold Area Of Outstanding Natural Beauty Management Plan 2008-2013**

The Head of Planning and Affordable Housing submitted a report to consider whether to endorse the Cotswolds Area of Outstanding Natural Beauty Management Plan as supplementary guidance.

Resolved

- 1) That the Cotswolds Area of Outstanding Natural Beauty Management Plan as supplementary guidance as allowed by the provisions of paragraph 6.3 of Planning Policy Statement PPS12 be endorsed.

Reasons - the Cotswolds Conservation Board has requested the Council to endorse the Cotswolds AONB Management Plan as supplementary guidance under the provisions of Section 6.3 of PPS12.

Options

Option One	To endorse the Cotswolds AONB Management Plan as supplementary guidance
Option Two	To not endorse the Cotswolds AONB Management as supplementary guidance

22

Exclusion of the Press and Public

Resolved

That, in accordance with Section 100A(4) of Local Government Act 1972, the press and public be excluded from the meeting for the following item of business, on the grounds that it could involve the likely disclosure of exempt information as defined in paragraphs 3 of Schedule 12A of that Act.

EXEMPT

23 **Banbury Market Future Management**

The Head of Urban and Rural Services submitted a report setting out the options appraisal for the future operation and management of Banbury Market

Resolved

That the recommendations as set out in the exempt report be agreed , with the amendment to Recommendation 5 that the proposal set out in Recommendation 5 be taken forward for a future decision.

Reasons – An appraisal has been undertaken on options identified by the Executive at its 16 March 2009 meeting.

The meeting ended at 8.23 pm

Chairman:

Date:

Agenda Item 6

Executive

Planning for a Flu Pandemic

3 August 2009

Report of Head of Legal and Democratic Services, Head of Human Resources and Head of Safer Communities & Community Development

PURPOSE OF REPORT

To inform the Executive of the current situation and seek approval for proposed actions in the event of significant levels of illness.

This report is public

Recommendations

The Executive is recommended:

- (1) To note that the government may consider extending self certification from 7 days to 14 days and that a signed medical certificate will not be required.
- (2) To utilise the ICT contingency reserve to fund expenditure of £15 000 to upgrade the IT infrastructure and ensure that home working is available to all who need it.
- (3) To agree to provide mutual aid and assistance to the PCT as requested which will include making available the locations noted in the report as antiviral distribution centres and redeploying staff if requested provided those staff have the same level of protection as NHS staff. To agree that mutual aid be made available to neighbouring local authorities subject to local circumstances and availability.
- (4) To agree that the trigger for activating the Council's Pandemic Flu Plan will be when the first case is reported in a current employee.
- (5) To agree that if necessary all Executive powers be delegated to an urgency committee made up of any three of the Executive which shall include the Leader or Deputy Leader of Council if possible.
- (6) To recommend to Council that in the event of an ongoing emergency an Emergency General Purpose Committee be constituted to make any decisions the Council is able to make which are not part of the Executive

functions or reserved in legislation to full Council. The composition of the Emergency General Purpose Committee would be the Leader of Council with any member of the Executive as substitute, the Deputy Leader with any member of the majority group as substitute and the Leader of the opposition, with any member of the opposition group as substitute.

Executive Summary

Introduction

- 1.1 The government is forecasting 100 000 cases per day of flu by the end of August. To date there have been 30 deaths in the UK with 652 patients hospitalised in England. The World Health Organisation has moved to phase 6 which means there is human to human spread of the virus in at least two geographical regions. The UK government has moved from “containment” to “treatment” phase. There are 14 cases in the Cherwell district confirmed by laboratory testing at the time of writing this report. These statistics are changing daily.
- 1.2 “Treatment” means that doctors will diagnose from symptoms rather than laboratory testing. This means the figures will be less reliable than they have been. Schools and colleges will not now close. Antiviral drugs will not be given to slow the spread. Plans for distribution centres for antiviral drugs are being put in place across the country. A National Pandemic Flu Service will be launched by 24th July.
- 1.3 There is detailed provision in the constitution for the Chief Executive to take such action as is necessary in an emergency. It is likely that this power will need to be exercised as a rapid response to a quickly changing situation will be needed. However, this emergency is expected and as such this is an opportunity both to inform the Executive and seek approval for the actions we need to take now, and the likely action we will need to take in the future.
- 1.4 If we assume a 25% illness level then the Council is likely to suffer absences by 40% of staff over a 12 week period. It is assumed that staff will be off between 7 and 14 days but time off may be extended by responsibility for caring for dependants.

Proposals

- 1.5 We need to ensure disruption to service is minimised. However we might need to suspend some non-essential services temporarily and re-deploy staff (dependant on skills) to maintain essential services.
- 1.6 Up to date accurate information needs to be readily accessible for all staff, councillors and the public. We propose that there is a standing item in the weekly members bulletin telling councillors current position as well as information on the front of the website. This will happen once the trigger has been hit. The Corporate Management Team is reviewing the situation weekly and will implement the Pandemic Flu Plan as soon as there is one reported case in a current employee

- 1.7 When the trigger is hit, changes will be made to the sickness absence reporting procedure to the extent that Human Resources should be informed daily of absences due to flu like symptoms. The self certification period will be extended to 14 days if and when there is a government decision to do so and paid time off for dependants shall be granted at the discretion of any member of the Corporate Management Team or the Head of Human Resources.
- 1.8 These proposals have been discussed in detail with the Trade Union and will be communicated to all staff.
- 1.9 The Primary Care Trust has asked that distribution centres be made available and to date the following will be used:
- Bicester Leisure Centre (sports hall) – when required
 - Kidlington Leisure Centre (sports hall) – when required
 - Woodgreen Leisure Centre (bowls area) – opened July 20th
 - Windmill Centre, Deddington – when required

Conclusion

- 1.10 It is important that the Council ensures that essential services can continue for residents of the district and the proposals in this report should enable this to happen.

Background Information

- 2.1 Council officers attended an emergency planning exercise at Newport Pagnell on 13th July to test the Thames Valley Local Resilience Forum's pandemic flu plan. All the district council representatives agreed we are likely to have a limited role in the wider community with the exception of Communications who can play a key part in issuing advice. It was also recognised that environmental health staff might be called upon to assist the PCT in "non-council" activities. Therefore we see our focus should be on maintaining the Council's essential services.
- 2.2 A Business Continuity Plan has therefore been produced specifically to address these issues. Our essential services have been identified as;
- Customer Service
 - Dangerous Structures (Building Control)
 - Environmental Services
 - Housing
 - Revenues and Benefits
 - Communications
- 2.3 Subject to staff absence levels, there might be a need to suspend some non-essential services and move staff (with appropriate skills) around the organisation to maintain these essential ones. Decisions will be taken by the Corporate Management Team which is now keeping the situation under weekly review. No swine flu staff absences have been identified to date. We will also be in contact with neighbouring authorities to explore opportunities for mutual aid.
- 2.4 Oxfordshire Primary Care Trust expect up to 40 000 cases a week in Oxfordshire when the pandemic reaches a peak. It expects a peak in September then later in the year around Christmas. At the moment the illness is mild in 98% of cases.

Key Issues for Consideration/Reasons for Decision and Options

- 3.1 It will be necessary to invoke the emergency powers at page 21 of the constitution. This report confirms action taken to date and gives as much notice as possible of the action proposed. Any action taken will be reported to the next available Executive in accordance with the constitution but it may be necessary to suspend meetings at the height of an outbreak either to limit infection or because there are insufficient healthy staff or councillors to attend. This report therefore seeks authority, if necessary in the opinion of the Chief Executive in consultation with the Leader of the Council, to delegate all executive powers to a committee of any three of the Executive. If possible that committee shall include the Leader of Council or Deputy Leader.

The following options have been identified. The approach in the recommendations is believed to be the best way forward

- Option One** Invoke the pandemic flu plan as and when the Corporate Management Team agree it is appropriate.

- Option Two** Invoke the pandemic flu plan at the agreed trigger point of the first reported case amongst current employees.
- Option Three** Do not invoke the pandemic flu plan.

Consultations

Trade Unions Supportive of focusing on essential services for the district

Implications

Financial: The cost of upgrading the infrastructure (£15 000) will be met from the ICT contingency reserve

Comments checked by Karen Curtin, Head of Finance 01295 221551

Legal: Whilst there are emergency powers under the constitution we do have notice of the emergency in this case and are therefore seeking authority to anticipated actions.

Comments checked by Liz Howlett, Head of Legal and Democratic Services 01295 221686

Risk Management: By the nature of the report this is dealing with a risk to the district, the residents and to the services we provide. This report seeks to clarify the priorities and ensure that at least essential services will continue to be delivered

Comments checked by Rosemary Watts, Risk Management and Insurance Officer 01295 221566

Wards Affected

All

Corporate Plan Themes

Safer healthier communities

Executive Portfolio

Councillor Pickford
Portfolio Holder for Democratic Services and Member Development

Document Information

Appendix No	Title
One	<i>Cherwell District Council's Decision making contingency plans</i>
Background Papers	
Cherwell District Council Pandemic Flu Plan	
Report Author	Liz Howlett, Head of Legal and Democratic Services
Contact Information	01295 221686 liz.howlett@Cherwell-dc.gov.uk

Cherwell District Council Decision Making Contingency Plans

Level 1 Contingency - Essential Decisions Only (for maintaining essential council services and dealing with the contingency) –members unable to act

- Chief Executive (or a Strategic Director in their absence) to make all decisions under urgency provisions in the constitution
- Informal consultation process with Leader and Executive Members by whatever means possible
- No need for publication of decision although would need to be formally reported at a later date
- No Democratic Service Staff would be required

Level 2 Contingency - Normal Business Suspended – very few members able to act

- Suspension of all Committees except Executive, call-in to be waived
- Possibility of Executive meeting with a quorum of 4
- Meetings can be convened with less than 5 days notice under a loop hole in the legislation if required, but should be avoided if possible
- Executive Portfolio Holder decisions could be used as normal and could be maximised with Executive delegating decisions to Leader and Deputy Leader. Leader and Deputy Leader both have reserve powers to act in case of inability of Executive member to act.
- Non-urgent Executive business rescheduled
- Emergency General Purposes Committee to take urgent decisions outside the scope of the Executive.
- Full Council to be summoned for urgent matters reserved to Full Council e.g. setting Council Tax, quorum is 17.
- Minimal Democratic staff required

Level 3 Contingency - Meetings without pressing business cancelled – limited number of members able to act

- Regulatory and Executive committees meet to consider pressing business, all other business rescheduled
- Other meetings suspended
- Minimal Democratic staff required

For situations below level 3, normal meetings continue with greater use of substitute members where possible.

Level of Contingency to be declared by Chief Executive or Monitoring Officer or in their absence their appointed deputies.

In preparation for a contingency it is recommended that full Council establish an Emergency General Purpose Committee with the following terms of reference:

Emergency General Purpose Committee

Composition:	Leader of Council	Deputy Leader of Council	Leader of opposition
Substitutes:	Any member of Executive	Any member of majority group	Any member of opposition group

In the event of a Level 2 or 3 contingency to make any decisions within the power of Cherwell District Council or its committees that are not part of the Executive functions or reserved in legislation to full Council.

Executive

Planning for Gypsies, Travellers and Travelling Showpeople in the South East

3 August 2009

Report of the Head of Planning and Affordable Housing Policy and the Head of Housing Services

PURPOSE OF REPORT

To consider the Council's response to the next stage of regional consultation on the number and distribution of 'pitches' and 'plots' for Gypsies and Travellers and Travelling Showpeople

This report is public

Recommendations

The Executive is recommended to:

- (1) raise no objection to the South East England Partnership Board's recommendations to the Secretary of State for Communities and Local Government;
- (2) endorse this report as the Council's formal response to the Secretary of State;
- (3) note the need for partnership working and key stakeholder involvement in preparing planning and housing policy for Gypsies, Travellers and Travelling Showpeople and in identifying suitable sites and appropriate means of site delivery.

Executive Summary

Introduction

- 1.1 The South East Plan is being partially reviewed to establish regional policy for meeting the accommodation needs of Gypsies, Travellers and Travelling Showpeople. On 4 March 2009 the former South East England Regional Assembly (SEERA) agreed its recommendations for the level and distribution of additional 'pitches' for Gypsies and Travellers and 'plots' for Travelling Showpeople across the region.

- 1.2 The recommendations have now been submitted by the new South East England Partnership Board to the Secretary of State for Communities and Local Government and are subject to public consultation until 1 September 2009. After consultation, the recommendations will be subject to an 'Examination in Public' scheduled for February 2010.
- 1.3 The recommendations include the proposal that Cherwell provides for an additional 15 pitches for Gypsies and Travellers from 2006 to 2016. Across the South East, it is recommended that 1064 new pitches be distributed among 67 local authorities, an average of 15.9 pitches per authority.
- 1.4 The recommendations also include the proposal that Cherwell provides for an additional 11 plots for Travelling Showpeople over the same period. Across the region, it is recommended that 302 plots be distributed among the 67 authorities, an average of 4.5 plots per authority.
- 1.5 An earlier regional consultation on different levels of provision and distribution options was held in 2008. A report was considered by the Executive on 3 November 2008 (see Appendix 1). The Executive endorsed options that would have produced requirements of either 8 or 11 pitches for Gypsies and Travellers in Cherwell and 2 plots for Travelling Showpeople.
- 1.6 Although the approach recommended to the Secretary of State is not one of the options previously favoured by the Executive, the proposed number of pitches for Gypsies and Travellers is slightly lower than the regional average (15.9). It is also lower than the estimated level of need for Cherwell extrapolated from a Gypsy and Traveller Accommodation needs Assessment for the Thames Valley Area (21 pitches - Oxfordshire Councils have expressed concerns about some assumptions used in that Assessment). The recommendations allow for some redistribution across the region, a compromise between what the majority of Council respondents supported during the last consultation in 2008 and the wishes of the travelling communities for greater redistribution (which would have produced 25 pitches for Cherwell).
- 1.7 Despite being higher than the average for individual Councils in the South East, the recommendations for Travelling Showpeople in Cherwell take into account, and are consistent with, the results of a Needs Assessment for Oxfordshire, produced since the last consultation.
- 1.8 The recommendations to the Secretary of State are therefore considered to be reasonable.
- 1.9 Subject to no objection from the Executive, the Council now has firm proposals to work with. Policy to meet the needs of the travelling communities will need to be established in both the Local Development Framework and the next review of the Housing Strategy. Specific sites and the means of delivery will also need to be identified. Joint working between Planning and Affordable Housing Policy and Housing Services will be required as will liaison with stakeholders such as the travelling communities, the County Council, landowners, developers and Registered Social Landlords.

Proposals

- 1.10 It is noted that the recommendations for Cherwell differ to the options endorsed by the Executive on 3 November 2008. However, for the reasons explained in this report, it is proposed that the Council does not object to the recommended approach.
- 1.11 The need for Planning and Affordable Housing Policy and Housing Services to work jointly in establishing policy with key stakeholders is also proposed.

Conclusion

- 1.12 The recommendations submitted to the Secretary of State by the South East England Partnership Board represent a pragmatic and reasonable compromise between the options favoured by the Council and the travelling communities' wish for greater redistribution. There is a national shortage of pitches for Gypsies and Travellers and the number of pitches proposed for Cherwell is lower than that derived from the Gypsy and Traveller Accommodation needs Assessment which has been the subject of some concern among Oxfordshire authorities. The number of plots for Travelling Showpeople is consistent with the conclusions of a recent Needs Assessment which did not raise the same concerns.

Background Information

Establishing the District's Requirements

- 2.1 The South East Plan is being partially reviewed in response to the Housing Act 2004 and related Government guidance which first, require the housing needs of Gypsies and Travellers and Travelling Showpeople to be assessed, and second, places a responsibility on Local Planning Authorities to identify sites to meet those needs. One in four Gypsy, Traveller and Showpeople families living in caravans or mobile homes (as opposed to housing) are homeless as they have no legal place to stop. This makes it difficult to access services such as doctors and schools and causes problems of illegal camping (*source: SEERA*).
- 2.2 The former South East England Regional Assembly (SEERA) consulted on issues and distribution options in Autumn 2008. On 3 November 2008, the Executive endorsed options which best accorded with political advice previously given by an Oxfordshire Steering Group attended by the Portfolio Holder for Planning and Housing (see report at Appendix 1).
- 2.3 The endorsed options were based on provision being made either in the same general areas where Gypsies and Travellers presently live (producing 8 pitches for Cherwell from 2006-2016), or as close as possible to existing sites (producing 11 pitches). For Travelling Showpeople, the option endorsed was based on provision being made as close as possible to existing sites (producing 2 plots from 2006-2016).
- 2.4 The overall level of need for Oxfordshire that SEERA consulted on in 2008 for Gypsies and Travellers (42 pitches) was based on the Oxfordshire Steering Group's recommendations having 'tested' the Gypsy and Traveller Accommodation needs Assessment (GTAA) for the Thames Valley area. The

level of need put forward by the Steering Group was lower than that extrapolated from the GTAA (98 pitches) for 2006-2016 due to concerns about some of the assumptions within the assessment.

- 2.5 The level of need for Oxfordshire that SEERA consulted on in 2008 for Travelling Showpeople (7 plots in total) was based on a very basic projection of need in advance of the preparation of a detailed Travelling Showpeople Accommodation needs Assessment.
- 2.6 The recommendations that have now been submitted to the Secretary of State propose that Cherwell provides 15 additional pitches for Gypsies and Travellers (2006-2016) and 11 plots for Travelling Showpeople. They are based on most new pitches and plots being in the same general areas where the travelling communities currently live but with a quarter of new pitches being spread across the region to make sure that all areas provide accommodation. SEERA considered this to be a compromise between non-redistributive options (producing 8 or 11 pitches for Cherwell) and an option which would involve redistribution of half of the new pitches across the region (producing a requirement of 25 pitches for Cherwell).

Considering the Recommendations

- 2.7 The report presented to the Executive on 3 November 2008, noted that the methodology for how redistribution is calculated had not been provided by SEERA. However, it also highlighted that SEERA's consultation with the travelling communities would be important in understanding whether Gypsies and Travellers and Travelling Showpeople would prefer new sites to be provided in areas with larger established communities or a more dispersed approach. The consultation results were that the communities favoured redistribution (51% for a redistribution of half of the new pitches/plots and 15% for a quarter redistribution).
- 2.8 Although the recommended approach is not one of the options favoured by the Council, the proposed number of additional pitches for Gypsies and Travellers in Cherwell (15) is slightly lower than the regional average (15.9) and lower than the estimated level of need extrapolated from a Gypsy and Traveller Accommodation needs Assessment for the Thames Valley Area (21). Oxfordshire Councils have jointly expressed concerns about some of the assumptions relied upon in that study and advised SEERA that the actual level of need was significantly lower than that suggested by the Assessment. SEERA fed the Oxfordshire advice into its calculations despite reservations.
- 2.9 With regard to the number of plots for Travelling Showpeople, the options previously consulted upon by SEERA (between 2 and 8 plots), were produced before a Needs Assessment for Travelling Showpeople was completed for Oxfordshire. The figures consulted upon were working estimates based on a 1.5% per annum population growth rate. A detailed Needs Assessment has since been completed and signed-off by officers of all Councils. It concludes that the additional need for new plots for the County is 33.7 over a ten year period. The net need in Cherwell was estimated to be 11.71. The recommendation of 11 plots for Cherwell submitted to the Secretary of State is consistent with this Assessment.

- 2.10 It therefore considered that the recommendations submitted to the Secretary of State are reasonable basis on which to plan to meet the accommodation needs of the travelling communities.

Preparing Policy and Delivering Sites

- 2.11 Under the Housing Act 2004, the Council has a duty as Local Housing Authority and Local Planning Authority to consider the needs of Gypsies, Travellers and Travelling Showpeople. Joint working will be important in preparing planning policy to deliver sites in suitable locations and in preparing housing policy to ensure housing need is met.
- 2.12 The next review of the Housing Strategy will need to ensure that the accommodation needs of the travelling communities are set out and monitored. The Local Development Framework will to establish criteria for the location of sites as well as specific sites to meet needs. Planning and Affordable Housing Policy and Housing Services will need to work in partnership.
- 2.13 In identifying suitable sites and the means of delivering those sites, liaison with key stakeholders will be important. These include the travelling communities themselves, the County Council's Gypsy and Traveller Services Manager, Registered Social Landlords, developers and local communities.
- 2.14 The existing Gypsy, Traveller and Travelling Showpeople sites in Cherwell are all privately owned. The County Council manages social Gypsy and Traveller sites elsewhere in the county and provides education and social services. All options for delivering new sites will need to be considered. They include:
- private sites bought or leased by the travelling communities in suitable locations;
 - social sites owned and / or managed by the County or District Council;
 - social sites owned and / or managed by Registered Social Landlords;
 - private or social sites secured as part of major development proposals.
- 2.15 Oxfordshire Councils, including the County Council, have had initial discussions about site delivery issues. Engagement with key stakeholders will be important in shaping planning policy in the emerging Core Strategy.
- 2.16 Funding opportunities may affect the approach to site delivery. The Homes and Communities Agency (HCA) is administering a grant funding programme for 2009/10 and 2010/11 for local authorities and Registered Social Landlords to create new sites and to refurbish existing sites. The HCA liaises with regional assemblies and local authorities to ensure that decisions on grant allocations take into account their view of priorities, and encourage stakeholders to consider the needs of Gypsies and Travellers within housing strategies and related areas. Whether such funding opportunities will be available beyond 2010/11 is not known and it is therefore important that all reasonable site delivery opportunities are explored.

Key Issues for Consideration/Reasons for Decision and Options

- 3.1 The main issue for consideration is whether or not to object to the South East Plan recommendations submitted to the Secretary of State. Although the recommendations do not reflect the options endorsed by the Executive on 3 November 2008, it is considered that they represent a reasonable and pragmatic way forward to resolving a complex set of issues. A figure of 15 additional Gypsy and Traveller pitches for Cherwell falls between previously suggested requirements ranging from 8 to 25 pitches. The proposal for 11 plots for Travelling Showpeople, although comparatively high, is consistent with a recent Needs Assessment which is considered to have a sound methodology.
- 3.2 The following options have been identified. Option 1 is considered to be the best way forward as reflected by the recommendations.

Option One	To raise no objection to the South East England Partnership Board's recommendations to the Secretary of State for Communities and Local Government
Option Two	To raise objection
Option Three	To raise no objection subject to comments

Consultations

Cllr Michael Gibbard Informal briefing

Implications

Financial:	Financial effects - There are no financial implications arising from this report. Comments checked by Eric Meadows, Service Accountant, 01295 221552
Legal:	Gypsies and Irish Travellers are recognised ethnic groups for the purposes of the Race Relations Act (1976) (as amended), identified as having a shared culture, language and beliefs. The Act makes it unlawful to discriminate on the grounds of race, colour, nationality, ethnic or national origin. The amending Act (2000) places a general duty on most public authorities to promote race equality. The Council's decisions, and the reasons for them, must be consistent with these duties. Comments checked by Sue Christie, Assistant Solicitor, 01295 221690
Risk Management:	This is a response to a regional consultation which will inform the preparation of statutory Development Plan policies. Not responding to the consultation could mean that the Council's views are not taken into account in the preparation of those policies. Comments checked by Rosemary Watts, Risk Management and Insurance Officer, 01295 221566

Equalities: The South East England Partnership Board's submission to the Secretary of State states, "*Gypsies and Irish Travellers already fare the worst of any British ethnic group in terms of health and education. The [national] shortage of authorised sites makes it more difficult for an already socially excluded and discriminated against part of the community to access employment, health care, education and other services*". How the Council addresses housing need will affect the quality of life of the community locally.

Comments checked by Clare Taylor, Community and Corporate Planning Manager, 01295 221563

Wards Affected

All

Corporate Plan Themes

Theme 2: Improve Health
 Theme 3: Improving Education and Life-Long Learning
 Theme 6: Protect and Enhance the Local Environment
 Theme 10: Focus on Cherwell's People

Executive Portfolio

Councillor Michael Gibbard
 Portfolio Holder for Planning and Housing

Document Information

Appendix No	Title
Appendix 1	<i>Planning for Gypsies, Travellers and Travelling Showpeople in the South East</i> , Report of the Head of Planning and Affordable Housing Policy to the Executive, 3 November 2008
Background Papers	
Partial Review of the Regional Spatial Strategy for the South East: Provision for Gypsies, Travellers and Travelling Showpeople - Recommendations for New Policy H7, June 2009	
Needs Assessment for Travelling Showpeople (November 2008) (Note: exempt background paper by virtue of paragraph 2)	
Gypsy and Traveller Accommodation needs Assessment for the Thames Valley Region (September 2006)	
Report Author	David Peckford, Senior Planning Officer
Contact Information	01295 221841 david.peckford@cherwell-dc.gov.uk

Executive

Planning for Gypsies, Travellers and Travelling Showpeople in the South East

3 November 2008

Report of The Head of Planning and Affordable Housing Policy

PURPOSE OF REPORT

To consider the Council's response to a consultation from the South East England Regional Assembly (SEERA) on 'Somewhere to Live - Planning for Gypsies, Travellers and Travelling Showpeople in the South East'

This report is public

Recommendations

The Executive is recommended to:

- (1) endorse this report as the Council's formal response to the South East England Regional Assembly's consultation;
- (2) endorse first, option B, and second, option A, as set out in paragraph 2.17 of this report, as the Council's preferred options for the distribution of new pitches for Gypsies and Travellers;
- (3) endorse option A, as set out in paragraph 2.18 of this report, as the Council's preferred option for the distribution of new plots for Travelling Showpeople.

Executive Summary

Introduction

- 1.1 The South East England Regional Assembly (SEERA) is consulting on the accommodation needs of Gypsies, Travellers and Travelling Showpeople to inform a partial review of the emerging South East Plan.
- 1.2 The South East Plan is being partially reviewed in response to new Government policy which firstly requires the housing needs of Gypsies and Travellers and Travelling Showpeople to be comprehensively assessed and secondly places a responsibility on Local Planning Authorities to identify sites to meet those needs.

- 1.3 Gypsies and Travellers are recognised ethnic minorities and the courts have established that they have a right to their traditional lifestyles - living in caravans or mobile homes and travelling. Travelling Showpeople, including circus people, are not an ethnic group. They are small business operators who travel to pursue their livelihoods. They need a permanent home base with storage and maintenance areas for their show or fairground equipment, vehicles and in some cases animals.
- 1.4 The Regional Assembly's consultation highlights that one in four Gypsy, Traveller and Showpeople families living in caravans or mobile homes (as opposed to housing) are homeless as they have no legal place to stop. This makes it difficult to access services such as doctors and schools and causes problems of illegal camping.
- 1.5 The South East Plan will identify, for each local planning authority area, how many household 'pitches' should be planned for Gypsy and Traveller households and how many household 'plots' for Travelling Showpeople.
- 1.6 Advice submitted by Councils to the Regional Assembly suggests that there is a need to provide 1,064 new household pitches for Gypsies and Travellers. Detailed advice was not requested on Travelling Showpeople. For this consultation, SEERA has estimated a need for some 276 plots for Showpeople across the South East between 2006 and 2016.
- 1.7 The consultation paper includes four options (A-D) on how these might be distributed for Gypsies and Travellers, and three options (A, C and D) for Travelling Showpeople. Each option produces different figures for Cherwell. These range from 8 to 25 pitches for Gypsies and Travellers and 2 to 8 plots for Travelling Showpeople.

Proposal

- 1.8 The options it is recommended to endorse for Gypsies and Travellers (options B and A) are those which best accord with advice previously given by the Council to the Regional Assembly through an Oxfordshire steering group, attended by the Portfolio Holder for Planning and Housing.
- 1.9 Option B is that new pitches should all be in the same general areas where Gypsies and Travellers currently live. Neighbouring councils would share the duty for providing new spaces but some council areas would have none. For Cherwell, this option presently produces a requirement for an additional 8 pitches from 2006 to 2016.
- 1.10 Option A is that new pitches should all be provided as close as possible to where Gypsies and Travellers currently live. This may mean that some Council areas have no spaces. For Cherwell, this option presently produces a requirement for an additional 11 pitches for Gypsies and Travellers from 2006 to 2016.
- 1.11 The option it is recommended to endorse for Travelling Showpeople (option A) is also that which best accords with the advice of the Steering Group i.e. that need should be met in the general location where it arises. For Cherwell, this option presently produces a requirement for an additional 2 plots from 2006 to 2016. However, it is acknowledged that SEERA will need to consider

the results of the forthcoming Travelling Showpeople Accommodation Assessment for Oxfordshire.

Conclusion

- 1.12 Options B and A represent the most appropriate distribution approaches for new pitches and plots for Gypsies and Travellers in Cherwell and should be endorsed. Option B would widen the locational choice at a local level and increase the opportunity for people to benefit from services and facilities in Oxford. Option A would ensure that new pitches and plots are provided to meet local needs. The methodology used for the regional redistribution proposed by Options C and D is not clear. Option A for Travelling Showpeople also aims to address need where it arises (no option B is presented by SEERA).

Background Information

Current Site Provision

- 2.1 Cherwell has three privately owned Gypsy and Traveller sites: Station Caravan Park, Station Approach, Banbury; Smiths Caravan Park, Bloxham Road, Milton; and Bicester Trailer Park, Oxford Road, Chesterton. In 2006, there were 48 household pitches on these sites.
- 2.2 The District has four Travelling Showpeople sites: three at South Newington Road, Bloxham (1. Rose's Yard, Blue Pitts, 2. Carousel Park and 3. Fairacre) and one (Hebborn's Yard) at Bicester Road, Gosford. The number of household plots on these sites is under review.

National and Regional Requirements

- 2.3 The Housing Act 2004 introduced a requirement that local authorities undertake Gypsy and Traveller Accommodation Assessments (GTAAAs) alongside reviews of the housing needs of the rest of the community. These Accommodation Assessments are required to consider the needs of both Gypsies and Travellers and Travelling Showpeople.
- 2.4 Circulars 01/2006 and 04/2007 provide new Government advice on planning for Gypsies and Travellers and Travelling Showpeople. The Government's intentions include creating sustainable, respectful and inclusive communities where travelling people have fair access to suitable accommodation and services, and increasing significantly the number of sites to address current under provision over a period of 3-5 years.
- 2.5 The South East Plan (Regional Spatial Strategy) is required to identify the number of household 'pitches' needed for Gypsies and Travellers and the number of household 'plots' needed for Travelling Showpeople by each local planning authority area having regard to Accommodation Assessments and a strategic view of needs across the region. A Gypsy and Traveller pitch on average comprises 1.7 caravans. A plot for one Travelling Showpeople household is less well precisely defined but includes land set aside for the storage and maintenance of equipment.

Assessing the Level of Need

- 2.6 A Gypsy and Traveller Accommodation Assessment (GTAA) was produced for all Councils in the Thames Valley area in September 2006. This suggested a need for 11 or 12 additional pitches in Cherwell, and 58 for Oxfordshire, from 2006 to 2011.
- 2.7 In December 2006, the Regional Assembly wrote to all local authorities in the South East requesting advice from partnerships of authorities on the number of Gypsy and Traveller pitches required to 2016 and how distribution might be made strategically having regard to the results of Accommodation Assessments. The Assembly asked for two options to be submitted: one based on where need arises and one based on planning, environmental and other identified factors.
- 2.8 An Oxfordshire wide steering group agreed the advice to be submitted to the Regional Assembly on 13 September 2007 (with the exception of Oxford City Council). The advice was submitted to the Assembly by Oxfordshire County Council on 16 October 2007.
- 2.9 In summary, the steering group advised that in its view the overall estimated need for additional Gypsy and Traveller pitches, based on the distribution of existing sites, was as follows:

Table 1: Steering Group's distribution of Gypsy and Traveller pitches based on where need arises

District	Proposed Level of Pitches 2006-2016 (Based on where need arises)
Cherwell	11
Oxford	0
South Oxfordshire	17
Vale of White Horse	1
West Oxfordshire	13
Oxfordshire Total	42

- 2.10 With regard to the Regional Assembly's request for an alternative distribution based on planning, environmental and other identified factors, the steering group (with the exception of Oxford City Council) felt that strategic considerations would not necessarily prevent each district jointly being able to find the land necessary to provide 42 pitches. A shared approach was considered to be an appropriate and pragmatic way of meeting needs and ensuring that all authorities made a contribution to providing sites. Oxford City Council felt that it did not have the potential to provide a roughly equal proportion of the additional pitches and so disagreed with a shared distribution to meet needs beyond 2011. The shared distribution option agreed by the rest of the steering group is shown below:

Table 2: Steering Group's distribution of Gypsy and Traveller pitches based on shared approach

District	Proposed Level of Pitches 2006-2016 (Based on Shared Distribution)
Cherwell	8
Oxford	8
South Oxfordshire	9
Vale of White Horse	8
West Oxfordshire	9
Oxfordshire Total	42

- 2.11 The steering group noted that if a higher number of pitches were to be allocated to Oxfordshire further work would be necessary to take account of opportunities and constraints for site provision within each District.
- 2.12 In comparison to the steering group's advice, the level of need for 2006-2016 extrapolated from the Gypsy and Traveller Accommodation Assessment (GTAA) is as follows:

Table 3: Distribution of Gypsy and Traveller pitches based on GTAA

District	Proposed Level of Pitches 2006-2016 (Based on GTAA)
Cherwell	21
Oxford	6
South Oxfordshire	38
Vale of White Horse	8
West Oxfordshire	26
Oxfordshire Total	98

Note: Figures are rounded and so do not equal the Oxfordshire Total

- 2.13 A Travelling Showpeople Accommodation Assessment for Oxfordshire is nearing completion. In the interim, the Oxfordshire partnership of local authorities agreed that SEERA could, for the purposes of preparing its consultation, calculate a working estimate of the level of need based on a 1.5% per annum population growth rate applied to all known households.

The Regional Assembly's Consultation Options

- 2.14 The Regional Assembly's consultation paper presents a number of questions about the locational needs of the travelling communities and about the level of need for new pitches and plots across the region. The Assembly is consulting on a regional distribution for Gypsy and Traveller pitches, based on the advice submitted by each Council partnership. In Oxfordshire's case this means the lower figures suggested by the steering group rather than the higher figures extrapolated from the Accommodation Assessment. The suggested regional distribution is as follows:

Table 4: Regional Distribution of Gypsy and Traveller Pitches

Berkshire	78 pitches	Buckinghamshire & Milton Keynes	113 pitches
East Sussex	47 pitches	Hampshire & Isle of Wight	100 pitches
Kent	320 pitches	Oxfordshire	42 pitches
Surrey	163 pitches	West Sussex	201 pitches

- 2.15 The following regional distribution for Travelling Showpeople plots is also being consulted on:

Table 5: Regional Distribution of Travelling Showpeople Plots

Berkshire	4 plots	Buckinghamshire & Milton Keynes	21 plots
East Sussex	0 plots	Hampshire & Isle of Wight	129 plots
Kent	10 plots	Oxfordshire	7 plots
Surrey	58 plots	West Sussex	5 plots

- 2.16 Four options (A to D) for the distribution of new pitches for Gypsies and Travellers, and three options (A, C and D) for the distribution of new plots for Travelling Showpeople, are set out in the consultation paper:

Option A

New spaces should ALL be provided as close as possible to where Gypsies and Travellers currently live. This may mean that some Council areas have no spaces (*i.e. the level of need suggested as Option A by the Oxfordshire steering group*)

Option B

New spaces should ALL be in the same general areas where Gypsies and Travellers currently live. Neighbouring Councils would share the duty for providing new spaces but some Council areas would have none (*i.e. the shared approach suggested as Option B by the Oxfordshire steering group*)

Option C

HALF the new spaces should be in the same general areas where Gypsies and Travellers currently live. The other half would be spread across the region to make sure that all areas provide some spaces

Option D

MOST new spaces should be in the same general areas where Gypsies and Travellers currently live. A quarter would be spread across the region to make sure that all areas provide some spaces.

- 2.17 These options produce the following distributions for Gypsy and Traveller pitches in Oxfordshire:

Table 6: Regional Assembly’s Distribution Options for Gypsy and Traveller Pitches

	Option A	Option B	Option C	Option D
Cherwell	11	8	25	16
Oxford	0	8	9	8
South Oxfordshire	17	9	14	12
Vale of White Horse	1	8	19	14
West Oxfordshire	13	9	21	15
Oxfordshire Total	42	42	88	65

- 2.18 Options A, C and D produce the following distributions for Travelling Showpeople plots:

Table 7: Regional Assembly’s Distribution Options for Travelling Showpeople Plots

	Option A	Option C	Option D
Cherwell	2	8	5
Oxford	0	1	1
South Oxfordshire	3	4	4
Vale of White Horse	0	5	3
West Oxfordshire	2	6	5
Oxfordshire Total	7	24	18

Key Issues for Consideration/Reasons for Decision and Options

- 3.1 The Regional Assembly is best placed to consider the overall regional need for new accommodation for Gypsies and Travellers and Travelling Showpeople. It has access to Accommodation Assessments produced across the region, evidence submitted by partnerships of authorities and the Assembly is also consulting with the travelling communities and other stakeholders at a regional level. The main issue for Cherwell is considered to be whether the Council should endorse or object to any of the distribution options for each of the two communities.

Gypsies and Travellers

- 3.2 Option A (table 6) is based on where need currently arises. The Regional Assembly notes: *“We do not know whether Gypsies and Travellers live where they do by choice or whether populations have grown disproportionately in areas that are more accommodating to their needs. This option may therefore perpetuate under-provision in areas where Gypsies and Travellers might want to live but currently do not”*
- 3.3 Although there will often be historical reasons why sites have been developed in the locations they have, it is considered that planning for new pitches on the basis of the location of existing sites is a reasonable approach. Site availability may have been a significant factor in where sites are presently located across the region, but once established, family ties, social networks and local connections are likely to be important locational considerations for newly forming Gypsy and Traveller households. The Gypsy and Traveller Accommodation Assessment for the Thames Valley area appears to support

this: “A third of those interviewed said that they need to move to meet their accommodation needs. Of those needing to move, 60% said that they want to stay in the same area.... 15% were unsure about where they wanted to move and 25% expressed views that they want to move away from their current area. A commonly mentioned reason for wanting to move was to be near family” (para’ 4.8.1).

- 3.4 Option B (table 6), is the shared approach suggested as an alternative option by the steering group. This would enable new pitches to be provided in the broad areas where need arises whilst allowing a wider locational choice for newly forming Gypsy and Traveller households within Oxfordshire. In commenting on accommodation preferences and aspirations, the Accommodation Assessment states, “When asked to describe the important features of their preferred accommodation most people across all tenures noted a need to be near shops, transport, doctors and schools” (para’ 4.3.3.). For this reason, it is felt that Oxford City as a sub-regional centre with major health and other services, should not be ruled out as a place to live for Gypsies and Travellers in Oxfordshire. Oxford also scored highly as a preferred place for more permanent sites in the Accommodation Assessment (para’ 4.11.4). As noted by the steering group (with the exception of the City Council), strategic constraints should not prevent each district from providing an equal share of 42 pitches (at an average of 1.7 caravans per pitch).
- 3.5 Options C and D (table 6) provide for different levels of ‘redistribution’ across the region which would involve more provision in areas where there is little at present. The methodology for how redistribution has been calculated is not provided. These options would widen the locational choice for Gypsies and Travellers but, as acknowledged by the Regional Assembly, may mean that people have to move further afield to find an authorised site. The Regional Assembly’s consultation with the community will be important in understanding whether Gypsies and Travellers would prefer new sites to be provided in areas with larger established communities or a more dispersed approach. However, in the absence of a clear methodology of how redistribution has been calculated, and in view of the Accommodation Assessment’s findings about the majority of people preferring to stay in the same area and about the importance of being close to family, these options are considered to be less appropriate than options B and A.

Travelling Showpeople

- 3.6 The three options for Travelling Showpeople follow the same principles but are based on interim calculations of need. As Government guidance confirms, family links are often important to the running of businesses and living patterns. As for Gypsies and Travellers, the community has generally become more settled. The guidance notes that although travelling is still a key feature of their way of life, a more settled existence can prove beneficial to some in terms of access to health and education services, employment, and integration within local communities. It is considered a locally focused distribution approach as reflected by option A would be the most appropriate option in terms of building on local family connections and traditions and more settled living patterns. However, the Travelling Showpeople Accommodation Assessment for Oxfordshire will be an important consideration in assessing the overall level of need in the County and will need to be sent to the Regional Assembly once completed.

Endorsing Options

- 3.7 For the above reasons it is considered that options B and A represent the most appropriate distribution approaches for new pitches for Gypsies and Travellers in Cherwell and should be endorsed. Option B would widen the locational choice at a local level and increase the opportunity for people to benefit from services and facilities in Oxford. It is therefore preferred. The methodology used for the regional redistribution proposed by options C and D is not clear and should be published. The views of the two communities in response to the Regional Assembly's consultation will be important considerations. For similar reasons, it is considered that option A should be supported for Travelling Showpeople.

Option One	To endorse first, option B and second, option A as the Council's preferred approaches to providing new pitches for Gypsies and Travellers. To endorse option A as the preferred approach to providing plots for Travelling Showpeople.
Option Two	To endorse alternative options or combination of options.
Option Three	To make further comments in response to the consultation.

Consultations

Cllr Michael Gibbard Informal briefing

Implications

Financial:	Financial effects - There are no financial implications arising from this report. Comments checked by Eric Meadows, Accountant 01295 221552.
Legal:	Gypsies and Irish Travellers are recognised ethnic groups for the purposes of the Race Relations Act (1976) (as amended), identified as having a shared culture, language and beliefs. The Act makes it unlawful to discriminate on the grounds of race, colour, nationality, ethnic or national origin. The amending Act (2000) places a general duty on most public authorities to promote race equality. The Council's decisions, and the reasons for them, must be consistent with these duties. Comments checked by Sue Christie, Assistant Solicitor 01295 221690
Risk Management:	This is a response to a regional consultation which will inform the preparation of statutory Development Plan policies. Not responding to the consultation could mean that the Council's views are not taken into account in the

preparation of those policies.

Comments checked by Rosemary Watts, Risk
Management and Insurance Officer 01295 221566

Wards Affected

All

Corporate Plan Themes

Theme 2: Improve Health
Theme 3: Improving Education and Life-Long Learning
Theme 6: Protect and Enhance the Local Environment
Theme 10: Focus on Cherwell's People

Executive Portfolio

Councillor Michael Gibbard
Portfolio Holder for Planning and Housing

Document Information

Appendix No	Title
None	
Background Papers	
Somewhere to Live: Planning for Gypsies and Travellers and Travelling Showpeople in the South East Gypsy and Traveller Accommodation needs Assessment for the Thames Valley Region (September 2006)	
Report Author	David Peckford, Senior Planning Officer
Contact Information	01295 221841 david.peckford@cherwell-dc.gov.uk

Agenda Item 8

Executive

FOOD WASTE RECYCLING

3 August 2009

Report of Head of Environmental Services

PURPOSE OF REPORT

To approve the policies and the delivery strategy of the food waste recycling service

This report is public

Recommendations

The Executive is recommended to:

- 1) Approve the policies set out for the food waste recycling scheme using the existing brown bin
- 2) Note the changes in rollout strategy due to delays in the provision of the outlet
- 3) Note the proposed rollout programme of food waste recycling from October 2009

Executive Summary

Introduction

- 1.1 The Executive in March 2009 authorised the launch of food waste recycling across the district from October 2009.
- 1.2 Since March detailed plans including the rollout of the scheme across the district have been developed.
- 1.3 The food and garden waste mixture collected in the brown bin will be processed at an In Vessel Composting plant at Ardley. This plant should have been ready in late autumn but delays in Agrivert securing funding for the plant has led to some slippage into early February 2009. However until this plant is on line Agrivert and Oxfordshire County Council are developing interim arrangements which will involve the use of the Banbury Waste Transfer Station.

- 1.4 The aim is to launch the food waste scheme from October 2009 for villages around Banbury. The scheme will rollout so that all villages around Banbury and the village of Kidlington will be covered prior to Christmas 2009. The rest of the district including Banbury, Bicester and all villages in the south of the district will be covered by the end of March 2010.
- 1.5 The new scheme aims to divert a considerable amount of food waste which is currently entering the green bin. During the first full year of operation the aim is to divert 3000- 4000 tonnes out of landfill. This should give a recycling rate substantially above 55%.
- 1.6 To achieve high levels of recycling food waste all households will receive a kitchen caddy with an initial free roll of liners along with comprehensive information on food waste recycling.

Proposals

- 1.7 To rollout a food waste recycling collection service during the period October 2009- March 2010.

Conclusion

- 1.8 The rollout of food waste recycling collections from October 2009 will raise the recycling rate to beyond 51% in 2009/10 & substantially beyond 55% in 2010/11.

Background Information

- 2.1 The Council has been successfully operating an alternate week collection scheme since 2003/04. This scheme has seen the amount of waste being recycled rise from 10% in 2002/03 to 49.5% in 2008/09. In addition the amount of waste going to landfill has fallen from 54,000 tonnes to around 28,500 tonnes in 2008/09.
- 2.2 The recycling scheme has been embraced by the public. However the one area of concern that remains is food waste going two weeks between collections.
- 2.3 Food waste makes up around 12,000 tonnes of the 28,500 tonnes in the green bins. Hence recycling food waste can make a big contribution to boosting the recycling rate and reducing landfill tonnages. Consequently adding food waste to the range of materials which can be recycled at the kerbside has been an aim for sometime. A pilot Food Waste Collection service was expected to be launched in 2008/09. However the lack of any local food waste processing facilities has meant this pilot has not taken place.
- 2.4 Oxfordshire County Council was requested in Autumn 2007 by OWP partners to provide food waste processing facilities by April 2009. Unfortunately the procurement process was delayed and Oxfordshire County Council only signed the contract with the successful company, Agrivert in late January 2009. The new financial climate has made the process of Agrivert securing bank funding elongated and this has further delayed the provision of food waste processing facilities
- 2.5 The new food waste processing In-vessel Composting plant at Ardley is now estimated to be in operation by February 2010.
- 2.6 The new contract operates from 1st December 2009 although the County Council has given assurances about offering interim arrangements from October 2009. These arrangements now look to involve the use of the transfer station in Banbury. Assurances from the County Council that these interim arrangements will be robust as tonnages increase are being sort.
- 2.8 The revised interim arrangements have led to a change in the initial thoughts on the rollout of food waste recycling and the plan will now concentrate on villages around Banbury and the village of Kidlington. The rollout of the rest of the district including Banbury, Bicester and villages in the south of the district will follow from January 2010 once the facilities at Ardley come on line. It is expected that rollout will be completed by the end of March 2010 subject to the processing facilities being available
- 2.9 Launching the scheme in the autumn/winter 2009/10 is very important for a number of reasons, these include
 - Customer expectation – the customer has been expecting the launch of food waste collections for some time

- The new OWP financial arrangements which came into place from April 2009

The provision of facilities was suppose to have been in place by April 2009 but there has been in total ten months slippage due to the combination of procurement problems by Oxfordshire County Council and funding issues by Agrivert. There is little scope for any further slippage in the provision of facilities without it having a major impact on the proposed rollout.

- 2.10 The new scheme will involve the collection of food waste commingled with garden waste. No additional bins will be needed. For the scheme to be successful it is important that as many residents as possible take part in the scheme and that residents recycle the full range of food waste including
- Vegetable peelings
 - Over ripe fruit
 - Food scraps
 - Meat including bones
 - Cooked and uncooked food
 - Tea bags
- 2.11 Provision of a caddy and an initial free roll of liners is seen as important to encourage participation in the scheme. Liners do not need to be used, food waste can be added and left loose or wrapped in newspaper. However, the use of corn starch liners does make food recycling very easy. To provide all households with free liners could cost up to £180k/year. Consequently it is not intended to supply future liners free. However making liners freely available through as many outlets as possible is important to encourage maximum participation by making the recycling of food waste as clean as possible.
- 2.12 The initial aim is to reduce the amount of waste going to landfill by 3000-4000 tonnes in 2010/11. This diversion of food waste is expected to increase to around 5,000 tonnes by 2011/12. A recycling rate in excess of 55% is expected in 2010/11. 55% is the Oxfordshire Waste Partnership Waste Strategy target for 2020.
- 2.13 Plans to ensure maximum participation in the food waste recycling scheme include
- Meetings to inform elected members on the scheme
 - Meetings to inform and engage parish councils on the scheme
 - Meetings to inform and engage all Council staff on the scheme
 - Roadshows in each area where the scheme is launched
 - A leaflet to each household prior to launch of the scheme locally
 - A caddy, liners, a sticker for the brown bin and literature to each household when the scheme moves into that local area
 - Updating existing recycling literature
 - Information on the website
 - Articles in Cherwell Link
 - Raising the awareness of the Love Food Hate Waste campaign
 - Press Releases
- 2.14 At outline rollout plan for food waste recycling has been developed based upon the need to deliver the food waste/garden waste mixture temporarily to

Banbury Transfer Station. The scheme starts in villages north of Banbury, followed by villages to the south of Banbury and then Kidlington. By Christmas 2009 around 17,000 households should be on the scheme with the 40,000 households coming onto the scheme during the period January - March 2010. By April 2010 all properties with the exception of some blocks of flats will be on the scheme.

- 2.15 Large blocks of flats will present a particular difficult challenge and consequently the implementation to large blocks of flats will be delayed until 2010/11.
- 2.16 The list of policies associated with the food waste recycling scheme is fairly short and these are set out in Appendix 1.

Key Issues for Consideration/Reasons for Decision and Options

- 3.1 Launching food waste is expected to increase customer satisfaction levels with recycling services as well as substantially increasing the recycling rate and reducing the amount of waste going to landfill.
- 3.2 Launching a food waste service does require some one off expenditure. This expenditure is a mixture of capital funds and some revenue funds provided by the Oxfordshire Waste Partnership. All funds are identified within this year's budget

The following options have been identified. The approach in the recommendations is believed to be the best way forward

- Option One** To start rolling out across the district food waste recycling collections from October 2009
- Option Two** To roll out food waste recycling collections over a longer timescale

Consultations

- Oxfordshire Waste Partnership** The proposed plans have been discussed with the OWP Co-ordinator and other OWP partner councils

Implications

- Financial:**
- The financial effects of collecting food waste along with the new financial Oxfordshire Waste Partnership arrangements are present in both 2009/10 revenue and capital budgets.

Comments to be checked by Karen Muir 01295 221545

Legal: Financial arrangements with the Oxfordshire Waste Partnership was approved by the Executive in October 2007

Comments to be checked by Liz Howlett 01295 221686

Risk Management: The introduction of food waste does introduce risks regarding the successful implementation of the new service.

However an experienced project team with a resourced implementation plan minimises any risks

Comments to be checked by Rosemary Watts 01295 221566

Wards Affected

All

Corporate Plan Themes

Cleaner Greener Cherwell

Executive Portfolio

Councillor George Reynolds
Portfolio Holder for Community, Health & the Environment

Document Information

Appendix No	Title
1	Food Waste Policies
Background Papers	
None	
Report Author	Ed Potter, Head of Environmental Services
Contact Information	01295 221902 ed.potter@cherwell-dc.gov.uk

Appendix 1

Additional Council Policies for Recycling, Compost and Waste Collection Service

Introduction

The Council has been successfully operating an alternate week collection scheme since 2003/2004. The scheme has seen the amount of waste being recycled rise from 10% in 2002/03 to almost 50% in 2008/09.

The introduction of food waste collection in the existing brown bin requires some amendments to the set of policies that deals with the waste, recycling and organics services provided in the district.

In considering these detailed policies, it is important to appreciate that they are intended to further improve levels of recycling and composting to beyond 55% by including the collection of food waste, cooked and uncooked, in the brown bin.

1. Standard Service

The Council scheme is providing an alternate week collection of normal domestic residual waste one week, and recyclable and compostable materials (including all kinds of cooked and uncooked food waste) the following week.

2. Garden & Food Waste Recycling

All domestic properties have either a 240 litre or 140 litre brown bin.

Properties can pay for the use of additional brown bins for a one off charge (currently £20 or £15 if collected from Thorpe Lane depot) for each additional brown bin.

The brown bin is for garden waste and food waste only.

Each householder will be issued with one kitchen caddy and an initial supply of compostable bags to line their kitchen caddy

Additional compostable bags can be purchased through a network of retailers.

Residents can put their food waste directly, or wrapped in newspaper or bagged in compostable bags in the brown bin.

Plastic bags cannot be composted and cannot be used to wrap food waste in the brown bin scheme. Brown bins with plastic bags present will be rejected and a label left marking the bin as contaminated.

Households which cannot accommodate a brown bin - these properties (approximately 300 properties) will be issued every six months with a roll of caddy liners and 75 paper based compostable garden waste sacks.

3. Excess Waste

Excess waste material (i.e. any waste not contained in the brown bin) will not be collected (bagged or otherwise). The only exception is if the waste is in a Cherwell District Council paper garden waste sack.

4. Advice

Any resident that reports that they are unable to cope with the scheme will receive advice on how to fully participate in the scheme.

5. Flats

In view of the fixed, centralised storage arrangements that exist for most flats, the implementation of food waste collection will be rolled out later in 2010/2011.

6. Assisted Collection

Are available where residents are incapable of physically moving the bins to the point of collection.

7. Village Halls

Village Halls receive an alternate weekly collection service as domestic households and are expected to separate their waste accordingly.

Consequently Village halls can have a brown bin for food waste and garden waste.

8. Schedule II Waste

Schedule II customers can have a brown bin as part of the package deal developed for such customers.

This will be an alternate week collection, along with their blue recycling bins.

Agenda Item 9

Executive

Rural Affordable Housing and Exception Sites

3 August 2009

Report of Head of Housing Services

PURPOSE OF REPORT

To advise Executive of the outcomes of the additional recommendations that Executive agreed as part of the initial consideration of an Improvement Plan to deal with the bringing forward of rural affordable housing on Rural Exception Sites

This report is public

Recommendations

The Executive is recommended to:

- (1) Note the outcomes of actions arising from each of the three additional resolutions made at the Executive meeting of 11 May 2009 following its consideration of the Rural Affordable Housing and Exception Sites
- (2) Endorse a revised Rural Affordable Housing Improvement Plan that incorporates the research and activities undertaken following the additional actions agreed at the Executive meeting of May 2009. (Option 1 in paragraph 3.2)

Executive Summary

Introduction

- 1.1 Following its consideration of the Overview and Scrutiny report on Rural Affordable Housing Exception Sites in May 2009, Executive agreed the following recommendations:
 - To note the work of the Task and Finish Group scrutiny review into rural affordable housing and exception sites
 - To agree the Overview and Scrutiny recommendations regarding rural affordable housing and exceptions sites.
- 1.2 The above recommendations were agreed subject to the additional resolutions:

- That officers be requested to produce a further report on the potential advantages and disadvantages of employing directly an Enabling Officer
 - That officers be requested to produce a further report requesting relevant outside bodies to release land for rural exception sites
 - That officers be requested to produce a further report explaining how the work of the Rural Housing Trust has been taken up by other organisations.
- 1.3 Officers have concluded the development of the additional resolutions and the actions taken and outcomes are being shared with Executive.

Proposals

- 1.4 That the outcomes of the three additional Executive resolutions are noted.
- 1.5 That the Rural Affordable Housing Improvement Plan be updated as attached in Appendix A – the changes being highlighted in bold for clarity.

Conclusion

- 1.6 That the revised Rural Affordable Housing Improvement Plan is finalised and promoted, which includes circulation to all Parish Councils within the District.

Background Information

- 2.1 This report develops the issues raised in the Executive report of 11 May 2009 covering rural affordable housing. Executive will recall that the matter was subject to a full review by Overview and Scrutiny Committee following initial consideration by the Cherwell Parish Liaison meeting in November 2008. At the subsequent Parish Liaison meeting in June 2009, the Portfolio Holder for Planning and Housing reported back with the outcome of the Overview and Scrutiny Committee as agreed by Executive. The report received strong support from the Parish Liaison meeting, although the issues of effective communication and increased delivery were reaffirmed as instrumental to the successful implementation of the Improvement Plan.
- 2.2 The Improvement Plan agreed by Executive has been used to continue the development of rural affordable housing within the District. In particular, Executive should be aware that a number of key developments are worthy of note before the additional three recommendations are considered:
- The Head of Housing Services and her team have met with senior representatives of Oxford Citizens Housing Association (OCHA) (as part of the GreenSquare Group) to share with them the outcomes of the Executive report of May 2009. As a result of this meeting OCHA, as the District's lead Registered Social Landlord for Rural Exception Sites (as part of the Oxfordshire Rural Housing Partnership) has designated a single point of contact for Rural Exception Sites – Ms Marita Ford, Development Project Manager. One point of contact from OCHA is intended to improve communication with and accountability to all parties, provide greater project ownership and to secure improved delivery. The Council does have the opportunity to reselect partners RSLs in the future, but the emphasis at this stage has been to develop the relationship with and secure the increased commitment from OCHA in the pursuit of rural affordable housing delivery.

- Further, in terms of the RSL input into Rural Exception Sites, the active RSL requires a degree of surety in terms of the resource investment. The RSL can invest a great deal of time working with parishes on schemes which in effect do not always come to fruition. This work requires front-resourcing, and to justify such investment officers would consider it to be inappropriate for other RSLs to become involved unless there exists very good reason. This principle requires effective communication and delivery to support it, and the agreement of the Improvement Plan should help to apply this principle effectively.
- The Oxfordshire Rural Communities Council's (ORCC) new Rural Housing Enabler for the District has taken up his post. Mr Tom McCulloch has met with officers from the Council, and the outcomes of the Executive Report and the importance of the Improvement Plan have been reinforced to the ORCC. As part of the ongoing negotiations with the ORCC (within the Oxfordshire Housing Partnership) the Council has taken a lead role in developing a Service Level Agreement and comprehensive annual work plan which provides details of the Rural Housing Enabler spending some regular working time within the Council's offices to build enhanced working relationships with housing and planning officers. In addition, the post will now report directly to the ORCC's Chief Executive Ms Linda Watson to ensure more senior support and monitoring is given to the post – this reflects the prioritisation given to affordable housing in the ORCC's Strategic Plan 2009-11.
- Council Officers have met with Mr Dan Berlin of the Homes and Communities Agency (HCA) who is co-leading the HCA's Rural Housing Project which has been established to help increase delivery in rural areas – especially settlements under 3000. Mr Berlin confirmed that a network of HCA rural champions has been established and the Council's champion is Ms Cate Ison, Regional Investment Manager. This relationship will be developed by officers to help progress the Improvement Plan and to increase delivery. On a positive note, Mr Berlin commented that the Council is “tied up and joined together” in its pursuit of urban and rural affordable housing.
- The Council and its partners have implemented the new communication system with “active” parish councils to furnish them with regular progress reports on rural affordable housing initiatives within their respective parishes. Early positive feedback has arisen from this system – for example Wiggington Parish Council commented that the report was excellent and a great help.

2.3 Executive's additional resolutions

a) Rural Housing Enabling Officer

What we have

The Council currently funds jointly with West Oxfordshire District Council, Oxford Citizens Housing Association and Cottsway Housing Association, the post of Rural Housing Enabler. This is a shared service between the Cherwell and West Oxfordshire Districts, employed by the Oxfordshire Rural Communities Council. Central government funding for such posts across the country was withdrawn last year, which meant that alternative options have been considered by authorities. The interim position is that all partners have increased their contribution to approximately

£11,250 for 2009/10 so the post can continue pending a further review during 2009/10. The contribution through the partnership secures a 0.5 Full Time Equivalent post within the District, which is less expensive than employing such a post directly.

This Rural Housing Enabler project is part of the ORHP partnership – the partnership ran initially from 2004-09; and has now been extended to run from 2009-14 based on the independent ‘critical friend’ research of De Montfort University that the ORHP is good practice. The wider project brings forward benefits to the District such as allocation of tasks to certain partners to save resources.

Advantages and disadvantages of employing a Rural Housing Enabler directly	
Advantages	Disadvantages
The post holder can be – and be seen to be – as independent of the local authority and Registered Social Landlords (RSL) and hence an advocate for individual parishes. This is particularly helpful if intercession is needed between different parties.	The line management of the post lies with the ORCC, and officers need increased targeting and control of work. A service level agreement is being devised and tighter work programmes have been developed but this is largely untested at this stage.
The costs are low as costs are shared between partners – there is high leverage from the existing two RSL partners to support the OHP. Management costs are reduced.	The ORCC is not a specialist rural housing provider and may not always have the skills that such a provider would have.
The post holder creates clear links into other rural support services (such as shops, employment and parish plans etc..) providing a holistic, sustainable and community-led approach to bringing forward schemes.	A relatively low salary and limited opportunities for the post holder can lead to higher staff turnover with less opportunity to build skills and capacity than employment with a local authority could offer.
The ORCC has established expertise in undertaking Housing Needs Studies and in local awareness-raising – e.g. A contract with Radio Oxford for publicising work.	The ORCC is ‘neutral’ and would not necessarily support the Council’s strategic objectives and actions. For example, a Parish Council may not support affordable housing, when the Council may believe there is clear need and opportunities.
The ORCC has established links to other independent Rural Housing Enablers and networks offering sources of shared good practice and specialisms.	The ORCC does not have capacity to undertake a rolling programme of needs surveys so the Council would have to identify capacity in-house for a proportion of this work.

Where we want to be

- The post holder should support and be pro-active in the pursuit of rural affordable housing through Rural Exception Sites.
- The post holder needs to support and contribute towards the implementation of the Rural Affordable Housing Improvement Plan and help to secure increased delivery and better communication with Parish Councils – issues which are of utmost importance to the Parish councils.
- We want to respect the need of the ORCC to have independence, and believe the need for affordable housing delivery and effective community

engagement can be reconciled effectively by the Rural Housing Enabler understanding fully the needs of all the partners and customers he serves.

- Greater accountability of the RHE post holder's work is being developed which is necessary to secure the Council's strategic objectives.

How do we get there?

- Funding for 2009/10 has been agreed as part of the Oxfordshire Rural Housing Partnership, and the new RHE officer is in post.
- This position will be reviewed by officers within the ORHP during 2010/11 in terms of future options being identified with full consideration of resource implications.
- New arrangements could become effective from 1 April 2011.
- The Council could agree to note the position above and to seek assurances from the review of the rural housing enabling function that the disadvantages identified are addressed. Further, that officers are tasked with liaising with the Portfolio Holder for Planning and Housing on the outcome of the review.

b) Land release for Rural Exception Sites

Through its partnership meetings the Council is working with Parish Councils to identify opportunities for bringing forward land opportunities that will support Rural Exception Sites. This action is identified in the Rural Affordable Housing Improvement Plan. Reinforced by the discussions at the Executive in May 2009, the Council has written to the major landowners of sites within the District requesting that site is considered for Rural Exception Sites – the letter was sent jointly by the Council Leader and the Chief Executive. This correspondence is attached as Appendix B to this report for information.

c) The work of the Rural Housing Trust.

The role of the Rural Housing Trust (RHT) had been to develop, manage and enable affordable housing within rural communities. However, because of the withdrawal of DEFRA funding and the major economic downturn the RHT made the decision to wind up its development arm and to cease trading with effect from January 2009. In this context, the recommendation of Executive in relation to the RHT is not pursuable directly. The general principle is that the Council should work closely with an effective RSL partner with clear capacity to undertake the role.

Key Issues for Consideration/Reasons for Decision and Options

- 3.1 The first option presented is to consider the outcomes of the three additional recommendations outlined above covering the rural housing enabler, land release for rural exception sites, and the work of the Rural Housing Trust. The revised action plan in Appendix A is updated to reflect the above developments. This option supports the outcome of the Overview and Scrutiny Review, and incorporates Executive's additional recommendations. The infrastructure and capacity to take forward rural affordable housing as a Council priority has been significantly developed over recent months, and the results of this increased capacity – from the Council and its partners – are beginning to materialise. There is greater officer satisfaction with its partners and it is felt that the action plan in Appendix A is given time to roll out and deliver.

3.2 The Council could revise its working relationship with the Oxfordshire Rural Housing Partnership. This would involve implementation of any alternative arrangements by 2011/12 given the need to plan, resource and build partnership working outside of the current ORHP arrangements within which the Council works which run from 2009-14.

3.3 The preferred option is set out in the recommendations.

Option One Endorse the revised action plan in Appendix A with increased attention to the items highlighted by Executive.

Option Two The Council should work towards a more fundamental change in its rural housing partnership arrangements and implementation would be in 2011/12.

Consultations

Oxford Citizens Housing Association (part of GreenSquare Group) OCHA have reinforced their commitment to the District's Rural Exception Sites and made specific resources available as outlined within this report.

Oxfordshire Rural Communities Council Ongoing consultations on the development of the Rural housing Enabler post as outlined within the report.

Major Landowners No specific comments at this stage, but correspondence circulated.

Rural Housing Trust Confirmation of reduced services as outlined within the report.

Implications

Financial: There are no direct financial implications arising from this report at this stage as Cherwell's share of the costs are included in approved estimates.

Comments checked by Eric Meadows, Service Accountant PHE 01295 221552

Legal: There are no direct legal implications arising from this report.

Comments checked by Liz Howlett, Head of Legal and Democratic Services 01295 221686

Risk Management: The bringing forward of an Improvement Plan for Rural Affordable Housing assists the Council in its strategic housing functions, and reduces the risks and consequences of failure to deliver rural affordable housing.

Comments checked by Rosemary Watts, Risk Management and Insurance Officer 01295 221566

Equalities The Improvement Plan and the additional

recommendations of Executive help to minimise the negative impact of a lack of rural affordable housing for rural communities and promotes the housing and related needs of these rural communities.

Comments checked by Claire Taylor, Corporate and Community Planning Manager 01295 221563

Wards Affected

All

Corporate Plan Themes

Cherwell: a District of Opportunity:

Help and support Cherwell's residents through uncertain times
Deliver 100 affordable homes

Cherwell Housing Strategy:

Increase provision of new affordable housing

Executive Portfolio

Councillor Michael Gibbard
Portfolio Holder for Planning and Housing

Document Information

Appendix No	Title
Appendix A	Rural Affordable Housing Improvement Plan
Appendix B	Correspondence to Major Landowners on Rural Exception Sites
Background Papers	
Executive Report – Rural Affordable Housing and Exception Sites, 11 May 2009	
Report Author	Martyn Swann, Strategic Housing Manager
Contact Information	01295 221743 martyn.swann@cherwell-dc.gov.uk

Rural Affordable Housing Improvement Plan

Last Updated: July 2009

Action	Desired outcome	By When	Progress/Completed
Communication <i>“this is something that is done to us, not for us”</i>			
Produce an annual report detailing progress made throughout the District (schemes delivered /units on site/ housing needs survey undertaken/case studies etc)	Raises profile and builds confidence in Oxfordshire Rural Housing Partnership locally	1st production Sept 2009	
Issue quarterly reports to all active parishes and District Ward Councillor to update on progress	Parish and Ward Councillor kept informed of progress and obstacles	Achieved	First reports sent April 09 and feedback collated. Next set to include complaints procedure
Single point of contact for the Parish to be identified at the start of the process – additionally a designated housing and planning contact to be assigned to the parish	Improved communications	Apr 2009	To be made clear through new information booklet and key contacts given as part of the quarterly reports
Increased promotion of activities <ul style="list-style-type: none"> through Local Development Framework newsletter Cherwell link 	Greater awareness of rural affordable housing issues	Throughout 2009-10	
Improve Cherwell District Council website content	Greater awareness and information sharing	Apr 2009	Website link for housing taking this up. Improvement Plan on website.
Ensure parish plan process fully encompasses affordable housing	Affordable housing gains priority in Parish Plans	Achieved	Parish Councils are being encouraged to undertake a housing needs survey alongside parish plan questionnaires
Produce DVD to explain the benefits of affordable housing to villages	Increased interest in Affordable Housing	Achieved	
Update rural affordable housing booklet and other documents ~ with clarification of	Increased interest and better understanding of rural	Documents produced by August 2009	

definitions and distinction between rural affordable housing and exception sites	affordable housing		
Investigate if scrutiny can undertake a review of rural housing and exception sites	Addresses Parish Council concerns and District Councillors more aware of rural housing issues	Achieved	Parish Liaison Meeting feedback took place in June 2009. Report well received, with message that communication/delivery are key.
Raise the profile of rural housing issues with District Councillors	Increased commitment from elected members supported by increased knowledge	June 2009 Throughout 2009 -10	
Raise rural affordable housing issues with parishes at all available opportunities			Parish Liaison Meeting will track progress on Improvement Plan.
Working Smarter <i>“would suggest that a dedicated planner to look at rural exception sites might be beneficial to the Council.”</i>			
Put together a Service Level Agreement/Protocol for all Delivery Implementation Group members about role/tasks and timeframes for these-this should include ensuring appraised sites are ranked in order of preference	Sites progressed in a timely fashion	Achieved	Roles and responsibilities of group members re-clarified in January and service standards produced for publication in new booklet To work in partnership with Homes and Communities Agency through its Rural Housing project
Planning to identify additional staffing resources to carry out site appraisals	Improved response times	Achieved	Specialist planning officer designated to undertake this work in Jan 09 for 6-9 months and then work to be shared between 3 Senior Planners. Additional Strategic Housing resources identified Designated RSL resource identified New ORCC post holder in place with SLA being negotiated.

Cherwell District Council to identify targets for delivery of rural affordable housing	Greater priority and scrutiny of rural affordable housing delivery	To be confirmed	Targets established with ORHP. 150 units across County (with a stretch target of 200). One new scheme per District per year.
Site identification <i>"The biggest problem has been in obtaining land."</i>			
Use the planning system to proactively identify possibilities for exception sites	A supply of possible rural exception sites is gathered for targeting land owners where local need is demonstrated	In line with Local Development Framework timescales	Initial trawl of identified sites provided January 2009.
Investigate other rural exception sites policies, keep abreast of government changes and consider revisions to rural exception sites as part of Local Development Framework	A policy framework that enables the delivery of rural affordable housing	In line with Local Development Framework timescales	Local Development Framework not yet at detailed policy making stage. Emerging housing need evidence, further Local Development Framework work on village policy and best practice elsewhere will inform review of rural exception site policy.
Review of publicly owned land within Cherwell	May identify land that could be targeted	Apr 2009	Consider sites through the site identification process
Continue to build relationships with Colleges/Duchy of Cornwall and other landowners where land owned by them may be suitable	Release of suitable land	On going	Work currently being undertaken by Sanctuary with Duchy at Weston on the Green and will use this as opportunity to discuss any other possible sites. Approaching Corpus Christi college as part of site identification at Lower Heyford. A letter has been sent to the Oxford colleges, the Church and the Duchy

			of Cornwall to request help in releasing land. Letter sent to major landowners in July 2009 regarding Rural Exception Sites.
Discuss with parishes other options for providing affordable housing other than new build – acquisitions, empty homes?	Small amounts of affordable secured where no land available	On going	Rural Housing Enabler following up through usual engagement with Parish Councils so this option can be considered. Revise housing needs survey documents to remind respondents this might be another option Oxfordshire Rural Housing Partnership could take forward.
Ensure housing needs survey carried out as part of a rolling programme in order to evidence need for rural exception sites. Need to ensure Cherwell District Council can resource this. Surveys will run alongside site identification work to allow good targeting of resources	Council will have up to date info to justify need for rural affordable housing	2009/10	Need to look at where this approach may be needed – if a site opportunity exists or where there is likely to be high need (e.g. larger settlements).

For further information contact Fiona Brown – Strategic Housing Officer 01295 221659 fiona.brown@cherwell-dc.gov.uk

Rural Affordable Housing Improvement Plan

Letter to landowners on Rural Exception Sites

The recipients of the correspondence of 9 July 2009 from the Council Leader and the Chief Executive are listed below. The sample letter attached was amended slightly to meet the needs of the various recipients. Complete individual final letters are available on the housing services p drive (Housing Enablement/ Rural Housing/ Scrutiny Review/ Land Opportunities).

Recipient	Carbon Copy
Diocesan Services Archdiocese of Birmingham Cathedral House St. Chad's Queensway Birmingham, B4 6EX	Roger Harwood, Church House, Oxford
The Bursar Corpus Christi College Merton Street Oxford, OX1 4JF	Charles Campion, Botley Road, Oxford
The Bursar Exeter College Oxford, OX1 3DP	
The Bursar New College Hollywell Street Oxford, OX1 3BN	
Oxford Diocesan Board of Finance Diocesan Church House North Hinksey Oxford, OX2 0NB	Roger Harwood, Church House, Oxford
The Duchy of Cornwall 10 Buckingham Gate London, SW1E 6LA	
Mr J Colgrave Wykham Park Farm Wykham Lane Banbury Oxon, OX16 9UP	

Chief Executive's Office

Mary Harpley Chief Executive



DISTRICT COUNCIL
North Oxfordshire

Bodicote House
Bodicote • Banbury
Oxfordshire • OX15 4AA
Telephone 01295 252535
Textphone 01295 221572
DX 24224 (Banbury)
<http://www.cherwell-dc.gov.uk>

Distribution – See above

Sample Letter

Please ask for Mary Harpley	Our ref	Your ref
Direct Dial 01295 221573	Fax 01295 250652	Email mary.harpley@cherwell-dc.gov.uk

9 July 2009

Dear

Rural Affordable Housing within the Cherwell District – Rural Exception Sites

We are writing to the small number of major owners of land within Cherwell to promote the need for rural affordable housing within the District. This letter outlines the Council's commitment to enabling the bringing forward of rural affordable housing schemes specifically on Rural Exception Sites, the need to identify suitable land opportunities as part of this process, and the role landowners can take in supporting this process.

The Council, in its Corporate Plan, has a stated clear commitment to providing affordable housing within the District. We recognise the importance of affordable housing to meeting housing need – this housing need has increased over a number of years as household income has failed to keep pace with increasing house prices. For many people in rural areas, access to housing that meets their housing need is insufficient resulting in local people having to move away from their village or parish for their need to be met., or face living in unsuitable housing. Clearly the economic recession has impacted on house prices, but there remains a clear need for affordable housing across the District, most notably in most rural areas where house prices tend to be higher than the rest of the District and turnover of properties is lower.

Sustainability of villages is very important to the Cherwell Rural Strategy and new housing has a direct positive impact on other local services and facilities such as shops, public houses and schools, all of which can add enormously to peoples' livelihood and wellbeing. Equally the Taylor Review found that nationally rural businesses have had to recruit people living in towns because unaffordable rural housing potential had forced potential employees to move out of rural areas.

Rural affordable housing is normally established on sites identified within the Council's planning framework or through Rural Exception Sites – this

correspondence highlights the need on the latter. The term 'affordable housing' includes social rented and intermediate housing provided to specified eligible households whose needs are not met by the housing market.

The Rural Exception Site approach involves permitting new affordable housing as an exception to normal planning policies (which place strong restraints on market housing development in rural areas). It requires a willing landowner to offer a site for development on the basis of land values that can secure affordable rent levels. The housing is retained by a Housing Association as affordable social housing in perpetuity under the terms of a legal agreement entered into alongside the planning permission.

Very recently, we have produced a rural affordable housing improvement plan to ensure we are developing rural housing initiatives, and as part of this process we are trying to improve the availability of land and rural affordable housing options across the district that can be taken forward as Rural Exception Sites. We acknowledge the invaluable support of a number of Parish Councils who were consulted in the bringing forward of this plan – this work may present opportunities for meeting joint strategic aims of Parish Councils and the District Council.

We would like to identify suitable land that major landowners may be willing to release to enable potential affordable housing schemes to be developed as Rural Exception Sites. We hope your organisation as a major landowner will consider this request further, and inform our officers of any opportunities that you think may be available. We are specifically seeking land that is available at prices that makes rural affordable housing financially viable, including possible leasehold arrangements. We would also be interested to know what factors would actually motivate and encourage you to work further with the Council in releasing land for Rural Exception Sites

We would encourage you to register any interest you may have releasing land with the Council's Strategic Housing Team – details are listed below. Should you have any queries, we are very willing to assist you, and our officers are able to offer a meeting to discuss opportunities further.

Thank you for your consideration in this matter.

Yours sincerely

Councillor Barry Wood
Leader of the Council

Mary Harpley
Chief Executive

Contacts

Fiona Brown – Strategic Housing Officer
Register of land – Fiona.brown@cherwell-dc.gov.uk (01295) 227078

Bob Duxbury – Development Control Team Leader
Further queries – Bob.duxbury@cherwell-dc.gov.uk (01295) 221821

Agenda Item 10

Executive

The Place Survey

3 August 2009

Report of Chief Executive and Community and Corporate Planning Manager

PURPOSE OF REPORT

This report presents the results of the Place Survey. It includes some general analysis of the 18 national performance indicators and satisfaction measures that are collected through the Place Survey and reported on by Cherwell District Council.

This report is public

Recommendations

The Executive is recommended:

- (1) To note the results of the 18 national indicators as measured by the Place Survey.
- (2) To note the results of the 4 national indicators that are included within the Oxfordshire Local Area Agreement.
- (3) To request relevant officers take appropriate steps to address areas for development or improvement as identified.

Executive Summary

Introduction

- 1.1 The Place Survey is required by the Department of Communities and Local Government as part of the performance framework for local authorities. We are required to undertake a survey every two years and the results inform 18 of the national set of performance indicators (NIs) that make up the Comprehensive Area Assessment.
- 1.2 The field work for the Place Survey took place between September and December 2008, data was collected using a postal questionnaire. We have met the required standards with regards to response rates and confidence intervals.
- 1.3 The Department of Communities and Local Government has now made the results of the Place Survey available nationally as well as scores for the national indicators. Comparative results are presented in full as Appendix 1.
- 1.4 The full survey results for Cherwell are also available. These are presented in report form as Appendix 2. These results provide greater detail with regards to the survey results.

Proposals

- 1.5 It is proposed that Executive note the results of the national indicators as outlined in this report and request the relevant officers prepare actions to address areas identified for improvement or priority. This should be addressed via the council's service planning and performance management frameworks. These actions and responses will be included in the 3rd quarter PMF report.

Conclusion

- 1.6 This report outlines the results to the national indicators that are measured using the Place Survey and includes four indicators that are part of the Local Area Agreement. These results will form part of the 2009 Comprehensive Area Assessment.
- 1.7 The National Indicator results, overall satisfaction and value for money responses are included as Appendix 1 with national, regional and local comparative data.
- 1.8 The results report (Appendix 2) provides greater detail in terms of response to the broader Place Survey questionnaire.
- 1.9 More detailed results from the Place Survey (including cross tabulations for each question) will be available when the full dataset has been analysed and these should be used to inform service planning and development over the coming year.

Background Information

2.1 National Indicators (NIs)

The new performance framework for local government (the Comprehensive Area Assessment) came into place from April 2009. This assessment is based on the performance of an area and is measured through a set of 188 national indicators; the data for 18 of these indicators is collected through the Place Survey. These indicators are:

1. NI 1 % of people who believe people from different backgrounds get on well together in their local area
2. NI 2 % of people who feel that they belong to their neighbourhood
3. NI 3 Civic participation in the local area
4. NI 4 % of people who feel they can influence decisions in their locality
5. NI 5 Overall/general satisfaction with local area
6. NI 6 Participation in regular volunteering
7. NI 17 Perceptions of anti-social behaviour
8. NI 21 Dealing with local concerns about anti-social behaviour and crime by the local council and police
9. NI 22 Perceptions of parents taking responsibility for the behaviour of their children in the area
10. NI 23 Perceptions that people in the area treat one another with respect and dignity
11. NI 27 Understanding of local concerns about anti-social behaviour and crime by the local council and police
12. NI 37 Awareness of civil protection arrangements in the local area
13. NI 41 Perceptions of drunk or rowdy behaviour as a problem
14. NI 42 Perceptions of drug use or drug dealing as a problem
15. NI 119 Self-reported measure of people's overall health and wellbeing
16. NI 138 Satisfaction of people over 65 with both home and neighbourhood
17. NI 139 People over 65 who say that they receive the information, assistance and support needed to exercise choice and control to live independently
18. NI 140 Fair treatment by local services

2.2 The Oxfordshire Local Area Agreement (LAA)

As part of the performance framework councils and partners are expected to agree a sub-set of the national indicators and set stretching local targets. This Local Area Agreement (LAA) covers the whole of the county and is led by the Local Strategic Partnership. Four indicators measured by the Place Survey are included within the Oxfordshire LAA, these are:

1. NI 5 Overall/general satisfaction with local area
2. NI 6 Participation in regular volunteering
3. NI 21 Dealing with local concerns about anti-social behaviour and crime by the local council and police
4. NI 140 Fair treatment by local services

2.3 The Place Survey

As part of the Government's new performance framework we are required to undertake the Place Survey every two years. The survey replaces the Best Value Satisfaction (BVPI) survey. The main difference between the two surveys is whilst the BVPI survey focused on the delivery of council services and an assessment of customer satisfaction with them, the Place Survey considers peoples perceptions of their quality of life and satisfaction with their local area as a 'place'. As such the Place Survey results cover services and the responsibilities of several partners including the police, health and the voluntary sector.

2.4 Quality Assurance

The survey is undertaken by an external market research company in strict accordance with the requirements set out in the Place Survey Manual by the Department for Communities and Local Government.

In Oxfordshire the County and all District Councils work together to undertake the survey. This includes joint procurement of the survey; the aim is to ensure we get the best possible value for money and a high level of consistency and quality across the County.

The Place Survey manual identifies eight common standards by which the Place Survey should be conducted. The contracted market research company is required to adhere to these standards:

1. Adhere to the timetable
2. Use the questionnaire template
3. Use the sampling method
4. Use the sampling frame
5. Use the designated method of data collection

6. Take all reasonable steps to maximise the response rate
7. Achieve the designated statistical reliability
8. Use each of the data submission templates and tools for submitting survey results and metadata and ensure they are completed correctly and submitted by the required date

Key Issues for Consideration/Reasons for Decision and Options

3.1 Place Survey National Indicator Results

A full table of results is included as Appendix 1. These tables clearly identify our results in relation to all national indicators collected by the Place Survey. Also included is an overview of our general satisfaction results.

The data that makes up these results has been checked by the market research company contracted to undertake the survey.

3.2 National Indicators included within the LAA

The table below shows that for our LAA targets Cherwell generally scores higher than the regional or national average. However, Cherwell tends to score slightly below the County average.

National Indicator or survey question		Cherwell District Council	Oxfordshire County Average	South East Average	England Average
NI 5	% who are satisfied with their local area as a place to live	83.8	86.5	82.8	79.7
NI 6	% who have given unpaid help at least once per month over the last 12 months	26.6	28.6	24.8	23.2
NI 21	% who agree that the police and other local public services are successfully dealing with anti-social behaviour and crime in their local area	26.8	27.5	26.2	26.3
NI 140	% who would say that they have been treated with respect and consideration by their local public services in the last year	74.9	77.0	75.8	72.4

(NB. for all LAA place survey indicators the greater the percentage the higher the score)

3.4 Place Survey full results for Cherwell.

Appendix 2 presents the full results from the Place Survey for the Cherwell district.

3.5 Summary of Results

The results show clear areas of strength, particularly around the issues of anti-social behaviour and older people. In terms of areas for development people feeling they belong to their neighbourhood, that people from different backgrounds get on and the numbers of people being involved in local decisions require some further analysis.

3.6 Next Steps

This report recommends the Executive request relevant officers take steps to address issues identified by the place survey. These should be picked up through the council's existing service planning and performance management framework. These actions and responses will be included in the 3rd quarter PMF report.

Consultations

External	None (n/a)	The Place Survey is a statutory requirement with a set methodology which we have no scope to change.
Internal	None (n/a)	

Implications

Financial:	No immediate financial impact. However, failure to perform against national indicators and specifically those included within the LAA may have an impact on future funding arrangements. Comments checked by Karen Curtin, Head of Finance, 01295 221551.
Legal:	The Place Survey is a statutory requirement. If the survey is not undertaken to the specified requirements the Council's performance indicators could be subject to qualification. Comments checked by Liz Howlett, Head of Legal and Democratic Services/Monitoring Officer, 01295 221686.
Risk Management:	Failure to meet the required performance as measured by the Place Survey results may have a negative impact on the results of the LAA. Failure to act upon the results of the survey is likely to have an ongoing effect in terms of the Council's performance against those national indicators measured by the survey. The ultimate impact will be upon our LAA and CAA performance. Comments checked by Rosemary Watts Risk Management & Insurance Officer, 01295 221566
Equalities	The detailed results of the survey may highlight different perceptions and views from different groups within the community. If this is the case they should be considered

within any action plan that is developed.

Comments checked by Claire Taylor, Community and Corporate Planning Manager 01295 221563.

Wards Affected

All

Corporate Plan Themes

All

Executive Portfolio

Councillor Barry Wood
Portfolio Holder for Policy and Community Planning

Councillor Ken Atack
Portfolio Holder for Performance Management and Improvement

Document Information

Appendix No	Title
1	Place Survey: Cherwell National Indicator Results
2	Place Survey: Cherwell Final Report
Background Papers	
Place Survey Manual 2008-9, Department for Communities and Local Government http://www.communities.gov.uk/documents/localgovernment/pdf/880021.pdf	
Report Author	Claire Taylor, Community and Corporate Planning Manager
Contact Information	01295 221563 claire.taylor@Cherwell-dc.gov.uk

Appendix 1: Place Survey Analysis

Section 1: National indicator scores

The table below provides an overview of Cherwell's results in relation to county, regional and national averages.

Red shading indicates performance worse than county, regional and national performance. Green shading indicates performance better than county, regional and national performance.

National Indicator or survey question		Is good performance a high or low score?	Cherwell District Council	Oxfordshire County Average *	South East Average	Is Cherwell better or worse than SE average?	England Average	Is Cherwell better or worse than England average?
NI 1	% who agree that their local area is a place where people from different backgrounds get on well together	High	75.0	81.0	78.9	Worse	76.4	Worse
NI 2	% who feel they belong to their immediate neighbourhood	High	56.8	59.0	58.3	Worse	58.7	Worse
NI 3	% who have been involved in decisions that affect the local area in the past 12 months	High	13.3	15.2	14.2	Worse	14.0	Worse
NI 4	% who agree that they can influence decisions in their local area	High	31.1	30.1	28.2	Better	28.9	Better
NI 5	% who are satisfied with their local area as a place to live	High	83.8	86.5	82.8	Better	79.7	Better
NI 6	% who have given unpaid help at least once per month over the last 12 months	High	26.6	28.6	24.8	Better	23.2	Better
NI 17	% who think that anti-social behaviour is a problem in their local area	Low	13.0	14.0	16.2	Better	20.0	Better
NI 21	% who agree that the police and other local public services are successfully dealing with anti-social behaviour and crime in their local area	High	26.8	27.5	26.2	Better	26.3	Better
NI 22	% who agree that in their local area parents take enough responsibility for the behaviour of their children	High	33.4	35.5	30.9	Better	29.6	Better

National Indicator or survey question		Is good performance a high or low score?	Cherwell District Council	Oxfordshire County Average *	South East Average	Is Cherwell better or worse than SE average?	England Average	Is Cherwell better or worse than England average?
NI 23	% who think there is a problem with people not treating each other with respect and consideration in their local area	Low	25.3	24.0	28.1	Better	31.2	Better
NI 27	% who agree that the police and other local public services seek people's views about anti-social behaviour and crime in their local area	High	24.5	24.7	23.7	Better	24.8	Worse
NI 37	% who feel informed about what to do in the event of a large-scale emergency	High	17.8	19.1	15.5	Better	15.3	Better
NI 41	% who think that drunk and rowdy behaviour is a problem in their local area	Low	21.0	23.8	26.6	Better	29.0	Better
NI 42	% who think that drug use or drug dealing is a problem in their local area	Low	23.0	23.5	24.4	Better	30.5	Better
NI 119	% who say their health is good or very good	High	78.2	80.6	79.3	Worse	75.8	Better
NI 138	% people aged 65 and over who are satisfied with both home and neighbourhood	High	90.2	88.3	85.5	Better	83.9	Better
NI 139	% who think that older people in their local area get the help and support they need to continue to live at home for as long as they want to	High	32.3	29.0	28.4	Better	30.0	Better
NI 140	% who would say that they have been treated with respect and consideration by their local public services in the last year	High	74.9	77.0	75.8	Worse	72.4	Better
-	% strongly or tend to agree that local council provides value for money	High	36.6	37.9	34.4	Better	33.2	Better
-	% very or fairly satisfied with how council runs things	High	52.8	51.2	47.0	Better	45.5	Better

* County figures may be subject to minor change as the Department for Communities and Local Government is reviewing some data.

Section 2: National indicator scores included within the county local area agreement

National Indicator or survey question		Is good performance a high or low score?	Cherwell District Council	Oxfordshire County Average *	South East Average	Is Cherwell better or worse than SE average?	England Average	Is Cherwell better or worse than England average?
NI 5	% who are satisfied with their local area as a place to live	High	83.8	86.5	82.8	Better	79.7	Better
NI 6	% who have given unpaid help at least once per month over the last 12 months	High	26.6	28.6	24.8	Better	23.2	Better
NI 21	% who agree that the police and other local public services are successfully dealing with anti-social behaviour and crime in their local area	High	26.8	27.5	26.2	Better	26.3	Better
NI 140	% who would say that they have been treated with respect and consideration by their local public services in the last year	High	74.9	77.0	75.8	Worse	72.4	Better

* County figures may be subject to minor change as the Department for Communities and Local Government is reviewing some data.

Section 3: National indicator scores – position in national rank

National Indicator or survey question		Is good performance a high or low score?	Cherwell District Council	Rank (out of 201 districts nationally where 1 is the top and 201 the bottom)
NI 1	% who agree that their local area is a place where people from different backgrounds get on well together	High	75.0	156
NI 2	% who feel they belong to their immediate neighbourhood	High	56.8	157
NI 3	% who have been involved in decisions that affect the local area in the past 12 months	High	13.3	118
NI 4	% who agree that they can influence decisions in their local area	High	31.1	40
NI 5	% who are satisfied with their local area as a place to live	High	83.8	114
NI 6	% who have given unpaid help at least once per month over the last 12 months	High	26.6	74
NI 17	% who think that anti-social behaviour is a problem in their local area	Low	13.0	70
NI 21	% who agree that the police and other local public services are successfully dealing with anti-social behaviour and crime in their local area	High	26.8	98
NI 22	% who agree that in their local area parents take enough responsibility for the behaviour of their children	High	33.4	82
NI 23	% who think there is a problem with people not treating each other with respect and consideration in their local area	Low	25.3	94
NI 27	% who agree that the police and other local public services seek people's views about anti-social behaviour and crime in their local area	High	24.5	97
NI 37	% who feel informed about what to do in the event of a large-scale emergency	High	17.8	60
NI 41	% who think that drunk and rowdy behaviour is a problem in their local area	Low	21.0	53
NI 42	% who think that drug use or drug dealing is a problem in their local area	Low	23.0	88
NI 119	% who say their health is good or very good	High	78.2	86
NI 138	% people aged 65 and over who are satisfied with both home and neighbourhood	High	90.2	35
NI 139	% who think that older people in their local area get the help and support they need to continue to live at home for as long as they want to	High	32.3	78
NI 140	% who would say that they have been treated with respect and consideration by their local public services in the last year	High	74.9	124

Section 4: Place survey results, general comparison of satisfaction results

	Cherwell	District Average	Regional Average	National Average	Rank (out of 201 districts nationally where 1 is the top and 201 the bottom)
LOCAL SERVICES - VERY OR FAIRLY SATISFIED WITH...					
keeping public land clear of litter and refuse	58.1	59.5	60.0	58.1	126
refuse collection	70.0	77.4	76.3	77.4	159
doorstep recycling	66.3	70.3	67.4	70.0	141
local tips/house hold waste recycling centres	70.1	73.4	72.6	71.8	144
local transport information	46.2	43.2	43.6	45.9	65
local bus services	56.6	48.0	47.7	51.8	37
sport/leisure facilities	42.5	46.6	49.5	46.4	145
libraries	61.7	69.6	70.0	69.3	190
museums/galleries	39.8	38.3	38.5	39.5	94
theatres/concert/halls	27.5	40.5	44.4	41.5	162
parks and open spaces	60.5	69.3	72.4	68.8	171
GENERAL SATISFACTION/VALUE FOR MONEY...					
% that tend to strongly or tend to agree local council provides value for money?	36.6	34.9	34.6	35.5	78
% very or fairly satisfied with how council runs things	52.8	46.4	46.0	48.0	38
*Generally speaking would you like to be more involved in the decisions that affect your local area?	25.8	24.9	24.9	26.0	70

Cherwell District Council

Place Survey

Report

Prepared For:



Prepared By:

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BS1 4NT

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1. Introduction

mruk research were commissioned by the Oxfordshire Consortia to conduct the 2008/2009 Place Survey. Oxfordshire Consortia consists of Oxfordshire County Council and the five district authorities in Oxfordshire – South Oxfordshire, West Oxfordshire, Cherwell, Vale of Whitehorse and Oxford City.

This report presents the findings from the Place Survey conducted by **mruk** research on behalf of Cherwell District Council and Oxfordshire County Council.

The Place Survey is a statutory exercise that Central Government has specified must be undertaken by all local authorities every two years. The Survey replaces the Best Value User Satisfaction Survey that local authorities were previously required to undertake.

The new performance framework for local government includes a new National Performance Indicator set introduced from April 2008. This provides a single set of indicators common to all areas reflecting national priorities across government and replaces the former Best Value Performance Indicators. The national indicators have been designed to measure how well Government's priorities are being delivered and within the set are 18 indicators (relating to citizen's perspectives) that are to be collected through the new single Place Survey. Four of these indicators are also Local Area Agreement (2) targets in Oxfordshire.

The Place Survey has been designed to capture local people's views, experiences and perceptions, so that any proposed solutions and interventions for an area reflect local views and preferences. The Survey is considered to be a key tool to track people's changing perception, as a way of determining whether interventions made in an area result in the right outcome for local people.

The Government prescribed in detail what it believes to be the minimum requirements for the conduct of the Survey and can be found in the *Department of Communities and Local Government Place Survey 2008-09 Manual*. The minimum requirements are in place to ensure direct comparability of data across all local authorities, while allowing some flexibility on the contents of the questionnaire.

Included in this report are the following:

- Section 2 provides an overview of the methodology prescribed including a detailed description of the sampling method employed, questionnaire design, fieldwork and data processing procedures
- Section 3 presents the response rates achieved
- Section 4 presents the demographic profile of the Cherwell who participated in the Place Survey
- Section 5 provides a summary of the key findings
- Section 6 presents the main survey findings

In addition to the report, other project outputs consist of:

- Data tabulations to include cross-breaks by age, gender, ethnicity, religion, rural/urban classification, housing tenure, sub-area, working status and long terms illness/disability.
- Geo-coded excel data file to enable the survey outcomes to be mapped

2. Methodology

A postal self completion methodology was the prescribed methodology.

2.1 Sampling

The sample was drawn from the small users Postcode Address File (PAF) using a random probability sampling selection process. This selection process ensures that every member of the target survey population has a known and non-zero chance of inclusion in the sampling frame making it possible to quote the survey results within known confidence levels.

A random sample of 6,000 addresses from the PAF covering the Cherwell District Council area was downloaded from the Audit Commission's website and then **mruk** research randomly selected 2,688 addresses for inclusion in the sampling frame.

2.2 Questionnaire

A designated 12 page questionnaire (excluding covering letter) template that had been subjected to rigorous development, pilot testing and validation was provided by CLG. For comparability purposes with other authorities and for measuring performance indicators, no changes to the template (including the layout or words) were permitted unless where indicated in the template itself e.g. to insert the name of the Council Q7 – Q11.

In order to collect more detailed information on services and issues relevant to a local authority, additional questions were permitted although authorities were urged to do so with caution as a longer questionnaire could potentially have adverse effects on response rates.

The Audit Commission recommended that any additional questions were taken from the Place Survey Question Bank that had been carefully selected in consultation with key stakeholders and had been used in previous BVPI surveys. It was also recommended that in most cases, any additional questions were inserted after Q26 of the core questionnaire template so that responses to the core questions were not affected by differential question ordering between local authorities.

Included on the first page of the questionnaire booklet were the County Council and Cherwell District Council logos and 'helpful hints' for completing the questionnaire. The outer envelope also included the same branding.

Each questionnaire was accompanied by a covering letter and freepost envelope to ensure potential respondents were not deterred by the financial cost of returning a completed questionnaire.

2.3 Covering Letter

A covering letter template was also provided by the CLG using a standard form of words that met with the requirements of the Data Protection Act 1998. The covering letter was signed by Keith Mitchell, Leader of Oxfordshire County Council and Councillor Barry Wood, Leader of Cherwell District Council.

In the covering letter (and reminder letters) residents were instructed to complete the questionnaire as soon as possible or by the 19th December 2008.

The covering letters were addressed to 'Dear local resident' as the PAF doesn't provide household names.

The County Council and Cherwell District Council logos were included in the covering letter.

The key features of the covering letter were:

- A brief introduction of the purpose of the Survey
- Telephone and email helpline for residents with any questions or concerns about the Survey
- Information in other languages about the survey and how residents could obtain translated copies of the questionnaire
- Closing date

2.4 Questionnaire Reminders

Two reminder letters were sent to non-respondents during the fieldwork period. Each reminder included a copy of the questionnaire and another prepaid envelope.

The covering letter sent as part of the reminder was adjusted accordingly to reflect the fact that it was a reminder whilst still meeting data protection requirements.

2.5 Fieldwork

Fieldwork took place between 29 September 2008 and 19 December 2008. Detailed below in Table 2.1 are the dates of when the questionnaires were mailed out and how many were mailed out at each stage:

Table 2.1: Mailing

Mailing	Date of Mailing	Number of mailings sent out
First mail out	25 September 2008	2,688
First reminder mail out	15 October 2008	2,291
Second reminder mail out	12 November 2008	779

2.6 Booking In

Returned questionnaires were returned directly to **mruk's** Mailing House (AMS) and booked in on a daily basis. Questionnaires were booked in according to the agreed specifications. A total of 1289 questionnaires were booked in for Cherwell District Council (see section 3 – Response Rate).

2.7 Data Processing

Each week returned questionnaires were sent to **mruk's** Analysis Services Department where they were checked, edited and any fully or partially open questions coded.

Questionnaires were then passed for data processing. A minimum of 10% of keyed data was checked on screen using the relevant hard copy questionnaires.

2.8 Understanding the Findings

2.8.1 Confidence Intervals to Address Sampling Error

The minimum sample size requirements for the Survey as prescribed by the Audit Commission and Communities and Local Government (CLG) was 1,100 completed questionnaires. This sample size yields a maximum sampling error of $\pm 3\%$ at the 95% confidence level which is required to calculate the National Indicators collected in the Survey.

This level of sampling error means that if 50% of the sample answer 'yes' to a question, results can be expected to be accurate to within $\pm 3\%$ of 50%, that is between 47% and 53%.

The total usable sample for Cherwell was 1237 – this would yield a sampling error of 2.8% (for a response of 50%), therefore meeting the Audit commissions requirements.

2.8.2 Base Sizes

In accordance with guidance, the base for questions is valid responses or all those providing an answer. Those stating don't know or who did not complete the questions are excluded from the calculations. This is with the exception of certain National Indicators where it has been specified that don't know should be included. . The base size may, therefore, vary from question to question, and from the total sample size.

Where the level of don't know and or non-response was greater than 10% this has been stated.

2.8.3 Rounding

Where percentages do not equate to 100 this may be due to rounding or because the question may have given the opportunity for multiple answers. An asterisk (*) denotes any value that is less than half a percent but greater than zero.

At least one chart has been produced for each question asked in the questionnaire. Text accompanies each chart and any differences between sub-groups of residents are highlighted.

2.8.4 Comparisons with previous results

As this is the first time the place survey has been conducted, there is no previous place survey data available for the purpose of comparing findings over time. However, where possible, we have compared the current findings to previous BVPI survey results of which there have been 3 rounds – 2000/1, 2003/4 and 2005/6. Please note this was only possible for a small number of questions.

There are no issues with comparing findings from this place survey to previous BVPI surveys as, to the best of our knowledge, both the sampling and weighting protocols for both surveys followed the same principles. Please note, we have only compared questions where the wording was identical. The following table shows what questions we believe to be comparable to previous survey and have been included in this report.

Question number from place survey	NI	2006/7	2003/4	2000/1
1	-	No	No	No
2	-	Yes	Yes	No
3	5	Yes	No	No
4	-	No	No	No
3 & 4	138	No	No	No
5	2	No	No	No
6	-	No	No	No
7	-	No	No	No
8	-	Yes	Yes	Yes
9	-	No	No	No
10a	-	Yes	No	No
10b	-	No	No	No
11	-	Yes	Yes	Yes
12g	37	No	No	No
12	-	No	No	No
13	4	Yes	No	No
14	-	Yes	No	No
15	6	No	No	No
16	3	No	No	No
17	22	No	No	No
18	1	No	No	No
19	23	No	No	No
20	140	No	No	No
21	139	No	No	No
22		Yes	No	No
23		Yes	No	No
24e	42	No	No	No
24f	41	No	No	No
24	-	No	No	No
24	17	No	No	No
25	27	No	No	No
26	21	No	No	No
29	119	No	No	No

2.8.5 Calculations of National Indicators

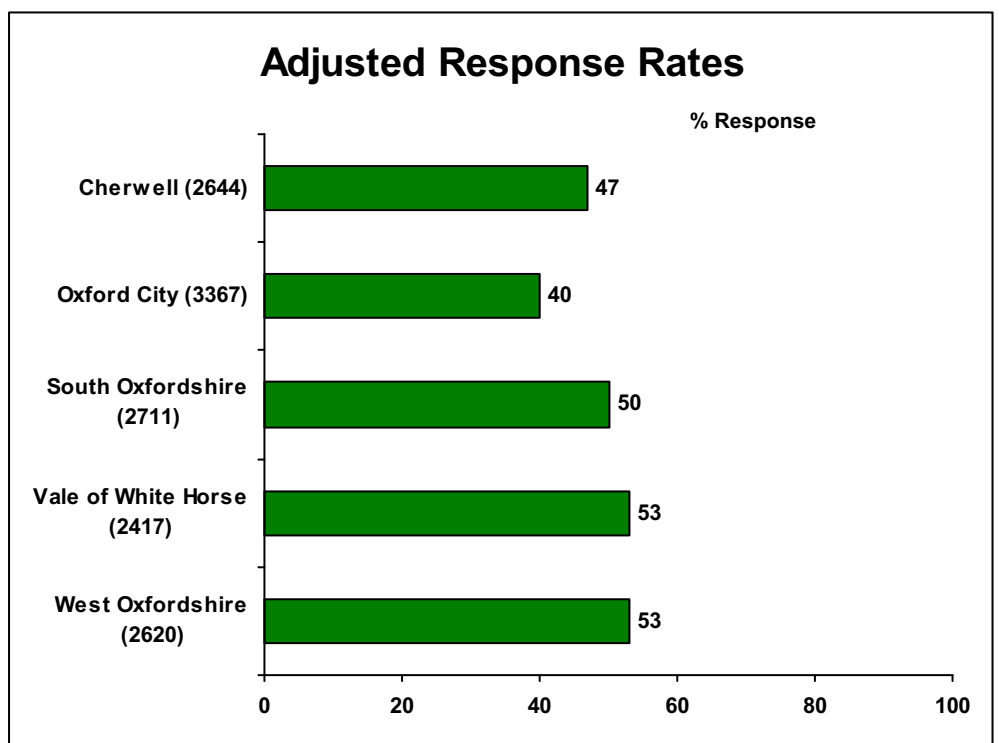
For the majority of the National Indicators, the base is “All valid responses” which excludes don’t know and missing responses. This means that the base will vary for each National Indicator. However, these are a small number of indicators that require “don’t know” responses to be included in the base, and where this is the case, this has been specified. Further, a small number of indicators also require calculations to be made across a number of questions. Again where this is the case, this is fully explained in the relevant section.

3. Response Rates

In total 1289 questionnaires were returned from the 2,688 households of Cherwell that received a questionnaire. This represents an overall *unadjusted* response rate of 48%.

Once the total number of blank, incomplete or duplicate questionnaires (52) received are removed from the returned sample this fell to 1237. Removing the undeliverables (44) from the original sample, the response rate known as the *adjusted* response rate, decreases slightly to 47%

As demonstrated in the chart below, the response rate for Cherwell District Council was broadly consistent with the other Districts in the Oxfordshire Consortium.



Base: (valid sample i.e. original sample excluding undeliverables)

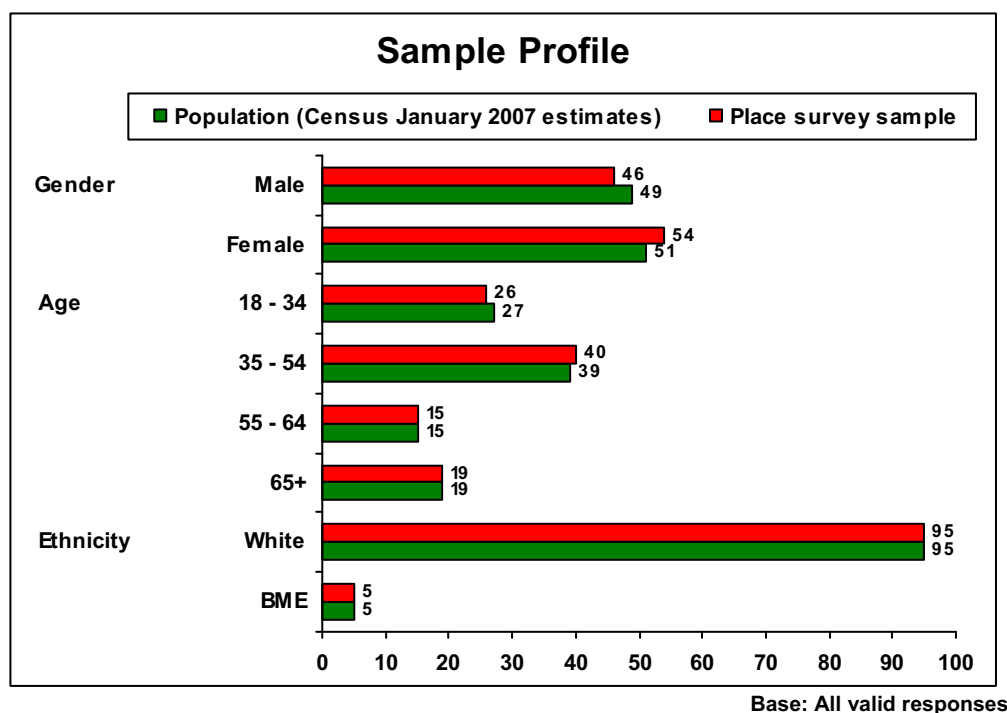
4. Sample Profile

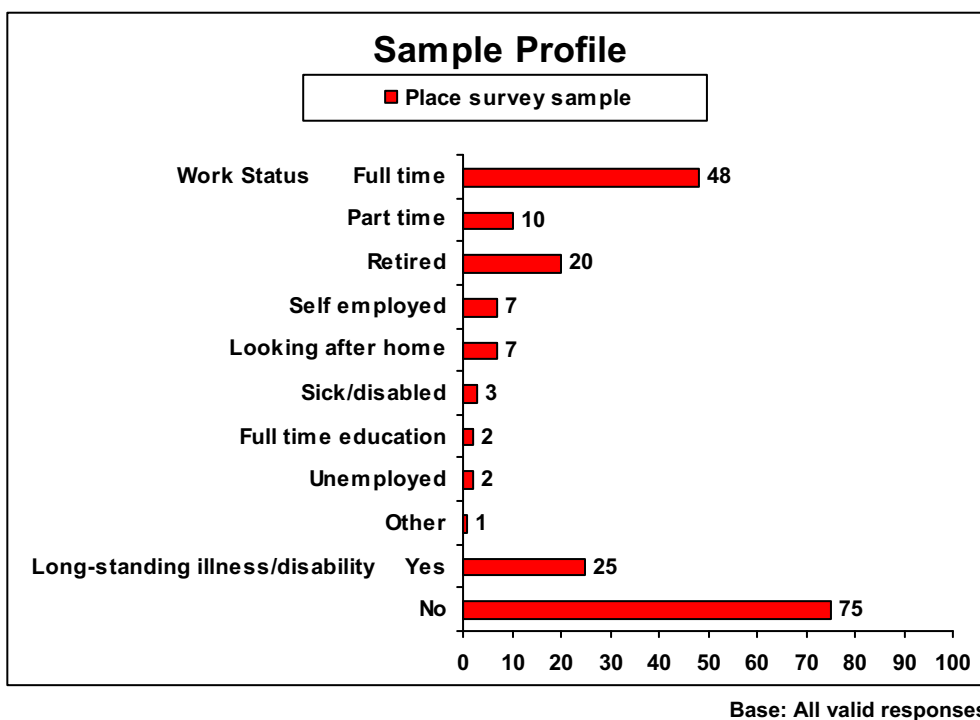
In accordance with the timescales set out by the Audit Commission, the final unweighted data (including data on how the Survey was carried out i.e. metadata) was formatted and applied to the Place Survey data template by **mruk** research. This data was then uploaded onto the Audit Commission's website by Cherwell District Council's Primary Contact. In return the Council received the weighted data and their NIS scores from the Audit Commission.

Detailed information regarding weighting procedures is available at:
<http://www.communities.gov.uk/documents/localgovernment/pdf/880078.pdf>

The chart below shows the weighted demographic profile of those residents in Cherwell District Council who completed a questionnaire compared with the general population of the area for gender, age and ethnicity.

It can be seen that where population figures are available, the weighed sample reflects the demographics of the population very closely.





5. Executive Summary

5.1 Introduction

mruk research were commissioned by the Oxfordshire Consortia to conduct the 2008/09 Place Survey. The Place Survey is a statutory exercise that Central Government has specified must be undertaken by local authorities every two years.

5.2 Methodology

A postal self completion survey was the prescribed methodology for the place surveys. A sample of 6000 addresses was drawn from the Postcode Address File (PAF) using a random probability sampling selection process. This sample was downloaded from the Audit Commissions Website. mruk randomly selected 2688 addresses for inclusion in the sampling frame.

A designated 12 page questionnaire template was provided by CLG. No changes were permitted to the template. A covering letter template was also provided by CLG.

Both were personalised with the County and the District logos and were sent to our households in the sampling frame along with a pre-paid envelope for return.

Two reminder letters were sent out during the fieldwork period and included another copy of the questionnaire and another pre-paid envelope.

Fieldwork took place between the 29th September 2008 and the 19 December 2008.

Questionnaires were returned to directly to mruk and booked in on a daily basis. A total of 1289 questionnaires were booked in for Cherwell. The number of completed questionnaires received was 1237 – resulting in a response rate of 47%.

5.3 National Indicators

The national indicators are summarised in the table below:
 (please note don't know responses are excluded unless otherwise specified)

National Indicator Definition	Section Name	Result	Confidence Interval
NI1: Percentage of people who believe people from different backgrounds get on well together in their local area % of respondents who say they 'tend to agree', or 'definitely agree' that their local area is a place where people from different backgrounds get on well. (don't knows/too few people/all same background to be excluded)	Local Area	75%	+/-2.92%
NI2: Percentage of people who feel that they belong to their neighbourhood % of respondents who feel 'fairly strongly', or 'very strongly' that they belong to their immediate neighbourhood	Local Area	57%	+/-2.84%
NI3: Civic participation in local area Participation will be counted if the respondent signals taking part in at least one of any of the listed activities in the last 12 months	Getting Involved	13%	+/-1.92%
NI4: Percentage of people who feel they can influence decision in their locality % of respondents who agree that they feel able to influence decisions affecting their local area	Local Decision Making	31%	+/-2.85%
NI5: Overall/general satisfaction with local area % of respondents who say they are 'satisfied', or 'very satisfied' with the area as a place to live	Local Area	84%	+/-2.05%
NI6: Participation in regular volunteering Formal volunteering is defined as giving unpaid help through groups, clubs or organisations, which support social, environmental, cultural or sporting objectives at least once a week or less than once a week but at least once a month	Helping out	27%	+/-2.61%
NI17: Perceptions of anti-social behaviour % of respondents with a high level of perceived anti-social behaviour combines responses to seven questions about anti-social behaviour problems.	Community Safety	13%	+/-2.07%
NI21: Dealing with local concerns about anti-social behaviour and crime issues by the local council and police Percentage of respondents who either strongly agree or tend to agree that the police and other local public services are successfully dealing with anti-social behavior and crime issues in your local area (valid answers to include don't knows)	Community safety	27%	+/-2.53%
NI22: Perceptions of parents taking responsibility for the behaviour of their children in the area % of respondents that definitely agree or tend to agree that in their local area, parents take enough responsibility for the behaviour of their children.	Respect and Consideration	33%	+/-2.74%
NI23: Perceptions that people in the area treat each other with respect and consideration % of respondents who perceive people not treating one another with respect	Respect and Consideration	24%	+/-2.39%

and consideration to be a very big or a fairly big problem in their area (valid answers to include don't knows)			
NI27: Understanding of local concerns about anti-social behaviour and crime issues by the local council and police % that strongly agree or tend to agree that the local council and police seek people's views about crime and anti-social behaviour issues that matter in the area (valid answers to include don't knows)	Community Safety	25%	+/-2.45%
NI37: Awareness of civil protection arrangements in local area % who feel very well or fairly well informed of what to do in the event of a large-scale emergency (valid answers to include don't knows)	Communications	18%	+/-2.18%
NI41: Perceptions of drunk or rowdy behaviour as problem % of respondents who perceive drunken or rowdy behaviour in public places to be a very big or a fairly big problem	Community Safety	21%	+/-2.42%
NI42: Perceptions of drug use or drug dealing as a problem % of respondents who perceive drunken or rowdy behaviour in public places to be a very big or a fairly big problem	Community Safety	24%	+/-2.66%
NI119: Self reported measure people's overall health and wellbeing % of respondents who believe their health is general is very good or fairly good	General Health	78%	+/-2.33%
NI138: Satisfaction of people over 65 with both home and neighbourhood % of those over 65 who were very satisfied or fairly satisfied with both their home and their neighbourhood	Local Area	89%	+/-3.23%
NI139: The extent to which older people receive the support they need to live independently % who believe that older people receive the support they need to live independently (valid answers to include don't knows)	Respect and Consideration	32%	+/-2.62%
NI140: Fair treatment by local services % of respondents who stated that they are fairly treated by public services all of the time or most of the time	Local Public Services	75%	+/-2.61%

5.4 Local Area

The top three things that make somewhere a good place to live were *the level of crime* (56%), *health services* (48%) and *clean street* (41%). Some differences were evident by age with older respondents more likely to choose health services than younger respondents. Younger respondents were more likely to state the level of crime.

The main improvement required to the local area was activities *for teenagers* (53%). This was followed by the *level of traffic congestion* (38%) and *road and pavement repairs* (30%).

Whilst there were no immediate areas for improvement identified by correlating both the above questions, this exercise did identify a number of key factors which needed to be

maintained – these were, affordable decent housing, public transport, clean streets, level of crime, health service and education provision.

Over 8 in 10 (83%) were satisfied with their local areas as place to live. The most satisfied residents were those living in Cherwell Villages North (97%). Whilst there was no differences by gender, satisfaction with the local area increased with age from 78% of 18 – 34 year olds to 94% of those over 75.

A very high proportion (90%) were satisfied with their home as a place to live, of which 50% were very satisfied. Overall satisfaction was highest amongst those living in Cherwell Villages North (96%).

When asked how strongly they felt they belonged to their neighbourhood, over a half (57%) stated that they strongly feel that they belong to their neighbourhood. Those living in Cherwell Villages North were more likely to feel that they belong to their neighbourhood (71%). The sense of belonging to their neighbourhood increased with age from 42% of those aged 18 – 34 to 86% of those aged over 75.

5.5 Local Public Services

Respondents were asked to what extent they felt that a list of statements applied to public services in their area:

- 72% stated that local services treat all types of people fairly either a great deal or to some extent
- 72% agreed that local services are working to make the area cleaner and greener a great deal or to some extent
- 67% felt that public services were working to make the area safer
- 47% felt that public services act on the concerns of local residents
- 43% stated that local services promote the interests of local residents

Those who were satisfied with the way Cherwell District Council runs things and those who felt informed about public services in their local areas were much more likely to agree with all of the above statements than those who were dissatisfied or did not feel informed.

Respondents were asked how satisfied they were with a list of public services in their area:

- 84% were satisfied with the GP service
- 83% were satisfied with Oxfordshire Fire and Rescue Service
- 80% were satisfied with local hospital
- 68% were satisfied with the local dentist
- 58% were satisfied with Thames Valley Police

Overall, those over 75 were more satisfied with most of the services than other age groups.

Respondents were provided with a list of environmental services provided by the District Council and were asked how frequently they used each one.

The proportion of respondents stating that they never use the service was highest for theatres/concert halls (32%) museums and galleries (29%) and libraries (24%).

Amongst users of the services, the most frequently used service was parks and open spaces (68% - frequent), most likely by females, those aged 18 to 34 and 35 – 54. Other services were used frequently by the following proportions:

- Local bus service – 50%
- Local tip/household waste recycling centre – 48%
- Sports and leisure facilities – 43%
- Libraries – 39%
- Local transport information – 36%
- Museums and galleries – 15%
- Theatres/concert halls – 11%

Respondents were provided with a list of environmental services provided by the District Council and were asked how satisfied they were with each. Respondents were most satisfied with *Local tips/household waste recycling centres* and *refuse collection* rated highest in terms of satisfaction (both 70%). Satisfaction with other services was rated as follows:

- 66% were satisfied with *doorstep recycling*
- 58% were satisfied with *keeping public land clear of litter and refuse*.

Generally, older respondents, those who were not in employment and those who felt informed about public services were more likely to be satisfied with most of the environmental services provided than other respondent groups.

Respondents were provided with a list of cultural and recreational services provided by or supported by the District Council and were asked how satisfied they were with each. Satisfaction was highest with the libraries (62%). Satisfaction with other services was rates as follows:

- 60% were satisfied with parks and open spaces
- 57% were satisfied with local bus services
- 46% were satisfied with local transport information
- 43% were satisfied with Sports and Leisure Facilities
- 40% were satisfied with museums and galleries
- 27% were satisfied with theatres and concert halls

In most cases frequent users of the services were more likely to be satisfied with the service provided than non-frequent users.

Other groups identified as being more satisfied with the services provided in most cases were: older respondents, those living in Kidlington, Kirtlington, Water Eaton & Otmoor, those who felt informed about public services.

Just over a third (37%) were in agreement that Cherwell District Council provides value for money. A lower proportion (30%) agreed that Oxfordshire County Council provides value for money. Those aged over 65, those who were not employed, those who felt informed about public services and those who were satisfied with the way the District Council runs things were most likely to agree with both statements.

Over a half (53%) were satisfied with the way Cherwell District Council runs things. A lower proportion (41%) were satisfied with the way Oxfordshire County Council runs things. For both the District and the County those most satisfied were those aged over 65, those who are not in employment and those who feel informed about public services.

5.6 Communications

Overall, over 4 in 10 respondents (42%) feel either very well or fairly well informed about public service. Looking at specific issues:

- 88% felt informed about how to vote
- 70% felt informed about how their council tax is spent.
- 42% felt informed about how public services are performing
- 39% felt informed about what services they should expect from local public services.
- 36% know how to make a complaint about a public service
- 33% know how to get involved in local decision making.
- 20% felt informed about what to do in a large scale emergency, this fell to 18% when don't know responses were included.

Across all issues, those groups less informed were those aged 18 – 35 and those in employment.

5.7 Local Decision Making

Just under a third (31%) agreed that they can influence decision affecting their local area and just over a quarter would like to get more involved in decisions locally. Men were more likely to say that they would like to get involved than women.

5.8 Helping Out

Just over a quarter (27%) had given unpaid help through a group or organisation at least once a month over the past 12 months. The highest levels of participation in regular volunteering were in Cherwell North and South and the lowest were in Bicester and Banbury.

5.9 Getting Involved

Respondents were shown a list and asked which of them they had been involved in over the past 12 months. Just 13% had been involved in at least one group or organisation concern with making decision locally. The most popular individual group or organisation, mentioned by 6% of respondents was *a group making decisions on services in the local community*. Those aged 65 – 74 and those living in Cherwell Villages North were more likely than other residents to have engaged in any civic participation activities. The least likely were those aged 18 – 34 and those living in Banbury and Bicester.

5.10 Respect and Consideration

A third of respondents (33%) agreed that parents take responsibility for the behaviour of their children. Those more likely to agree were females, those aged over 65 and those living in Cherwell Villages North and South.

Just under 7 in 10 respondents (69%) agreed that people from different backgrounds get on well together. Removing “too few people in local area” and “all the same background” from the base the percentage agreeing increases to 75%. Residents living in Banbury were much more likely to disagree than residents in other areas (39%).

When asked whether they felt there was a problem in their area with people not treating each other with respect and consideration, 26% felt that there was a problem. Including don't know responses (7%) decreases the percentage who think it's a problem to 24%. Those aged 18 – 34 and those living in Banbury and Bicester were most likely to agree that it was a problem.

Three quarters (75%) felt that they were treated with respect and consideration by local public services either all or most of the time.

70% agreed that older people in their local area are able to get the support and services they need to continue to live at home for as long as they want to. Including don't know responses this proportion fell to just 32%.

5.11 Community Safety

When asked about safety both during the daytime and at night, most people (89%) felt safe outside during the day time, but this fell to 59% outside after dark. During the dark, females were more likely to feel unsafe than males. Those living in Banbury and Bicester were also more likely to feel unsafe at night.

From a list of anti-social behaviour issues the biggest problem in the local area was perceived as teenagers hanging around the street (36%). Perceptions of other problems were:

- Rubbish or litter lying around – 31%
- Vandalism, graffiti or other deliberate damage – 25%
- People using or dealing drugs in a problem – 24%
- People being drunk or rowdy in public places in a problem – 21%
- Noisy neighbours or loud parties – 12%
- Abandoned or burnt out cars – 7%

The proportion answering fairly or very big problem to any of the seven anti-social behaviour issues listed was 13%. Those living in Banbury and Bicester were more likely to consider anti-social behaviour to be a problem.

Just under 3 in 10 (29%) agreed that the police and other public services are seeking people's view about anti-social behaviour issues in their local area. Excluding don't know responses this decreases to 25%.

A third (33%) agreed that the police and other public services were successful in dealing with anti-social behaviour issues in their local area. Excluding don't know responses this decreases to 27%.

5.12 General Health

Over three quarters (78%) felt that their health was good and just 4% felt it was bad. Younger respondents, those in employment and those without a long term illness or disability were more likely to rate their health as good than other groups

Executive

PERFORMANCE MANAGEMENT FRAMEWORK 2009/2010 FIRST QUARTER PERFORMANCE REPORT

3 August 2009

Report of THE CHIEF EXECUTIVE and HEAD OF IMPROVEMENT

PURPOSE OF REPORT

This report covers the Council's performance for the period April to June 2009 as measured through the Performance Management Framework.

This report is public

Recommendations

The Executive is recommended:

- 1) To confirm that the responses in paragraph 2.1 to the issues raised in the 2008/09 Annual Performance Report are satisfactory or to request any further information or action.
- 2) To note the many achievements referred to in paragraph 1.3.
- 3) Agree officers report in the second quarter report performance report on the items shown in paragraph 1.4 where performance did not meet the required target or there are issues of concern.

Executive Summary

Introduction

- 1.1 This is a report of the Council's performance in the first quarter of 2009/10 as measured through the Performance Management Framework. Central to this is the Corporate Scorecard, which is made up of the Council's priority performance targets. The Corporate Scorecard covers seven areas of performance. These are: performance against the Local Area Agreement; the Community Plan; the Corporate Plan promises; Priority Service Indicators; Financial Performance; Human Resources; and Customer Feedback.

Supporting information is also provided showing the performance on delivering all of the Corporate Plan; the Corporate Improvement Plan; the strategic service projects; the performance of the Council's seventeen significant partnerships and the status of the Council's strategic risks.

To measure performance we use a 'traffic light' system where Green is 100% of the target met, Amber 90% and above, and Red below 90%.

- 1.2 It should be noted that although this is primarily a report of corporate performance the Performance Management Framework also includes monitoring at service level against service plans. The majority of performance issues are dealt with at service and directorate level. However significant service successes and issues are reported upwards and where appropriate included in this report.

Proposals

- 1.3 We ask the Executive to note the significant progress made in delivering the Council's objectives. This includes items in service plans which are not currently monitored through the corporate Performance Management Framework. In particular:

Cherwell: A District of Opportunity

- 38 affordable homes have been delivered and so we are well on the way to the target of 100.
- Bicester Job Club was launched and is running successfully alongside Banbury Job Club
- The number of household in temporary accommodation is now at a record low of 51 (and only 44 families). This is down from a peak of 438 in December 2005 and down from 63 at the end of 2008/09.
- The contract for the Parsons Street Banbury improvements is due to start on 20 July.
- The Council and Charter Housing have joined together to employ a Youth & Community Worker who will work in Bretch Hill in Banbury. The project has attracted £156k of funding to support various initiatives on the estate. Also the Council and Charter Housing are supporting the provision of an outreach worker for the victims of domestic violence.
- The Keys Court affordable housing scheme in Banbury was launched on 30 June providing thirty units of rented and shared ownership housing.
- The processing of minor planning applications has moved from red to green. 78% of applications were processed within time against a target of 65%.

A Cleaner, Greener Cherwell

- Recycling is 55% against target of 50% for the year.
- Waste to landfill was reduced by 400 tonnes against an annual target of 1000 tonnes.
- New waste re-cycling street units installed as part of the Kidlington High St improvements. To be rolled out next in Banbury and Bicester.

A Safe and Healthy Cherwell

- All crime is 3% down compared to last year.
- 98 incidents were recorded on CCTV with 57 arrests made as a result.

- The modernisation of Bicester and Kidlington leisure centres was completed to time and budget.
- The number of school pupils visiting Banbury Museum was exceptional, exceeding the target by 33%.
- The Community TV project initiated which will provide screens at 14 locations delivering public information.

An Accessible, Value for Money Council

- The performance on managing staff sickness has improved significantly with an average of 1.37 days sickness for each full time equivalent employee against the target of 2.01 days.
- The Scores on the Doors initiative, providing hygiene ratings for food premises, was launched on the website in June and received 18,807 hits.
- Excess Charge Notice collections are significantly higher in June 2009 at £32,636 than a year earlier at £19,370. This is mainly due to the new members of staff settling into their roles and the introduction of the new enforcement policy.
- The grass cutting schedule is now on the website.
- Out of 369 customers questioned 97% were satisfied with the customer service they received when contacting the Council (the target is 90%).

- 1.4 The Performance Management Framework allows councillors to monitor the progress made in delivering our objectives and to take action when performance is not satisfactory or new issues arise. There are a number of such items identified in this report and we recommend officers should report on the latest position, any implications, and the action they are taking in the next quarterly performance report. These are:

Cherwell: A District of Opportunity

- The contributions received from developers to pay for infrastructure improvements are low and may be reduced further because of the impact of the recession and the reduced number of planning applications.
- There are issues with the County Council about who will resource the introduction of residents parking schemes and civil parking enforcement and this is delaying their introduction.
- The processing of major planning applications has moved from green to red, with only 20% of applications processed within the set timescale against a target of 60%. It should be noted the contentious nature of the applications considered in this quarter is a major contributor to this.
- The Oxford Economic Partnership is amending its governance arrangements. The role of the district councils is still to be agreed and there is a risk they could lose influence.

An Accessible, Value for Money Council

- The time taken to process new benefits claims and changes of circumstances is not yet improving. This is expected to improve as the connections to homeworkers and Capita are improved and additional resources allocated.

Conclusion

- 1.5 In this report we show that the Council continues to make excellent progress on delivering its ambitions to improve the services delivered to the public, deliver a major

programme of capital projects and improve the internal workings of the Council. Where performance has not met the target set or new issues have emerged then the Performance Management Framework has proved effective in identifying these issues and in ensuring that corrective action is taken and progress subsequently monitored.

Background Information

2.1 Progress on Issues Raised

The Executive 15 June 2009 requested progress reports on a number of areas in the 2008/09 Annual Performance Report where performance targets have not been met or there were issues of concern arising. The position is as follows:

Cherwell: A District of Opportunity

- a. The ongoing impact of the economic recession on meeting targets for the provision of new homes and jobs, the rising demands on services such as Housing Benefits and Economic Development and the reduced income for Building Control, Development Control, and Land Charges.

New Homes. The first quarter of 2009/10 saw 215 (net) new dwellings provided of which 10 were change of use or conversions. This is against a target of 376 for the whole year. The completion of the 86 assisted living and frail elderly sheltered apartments on the former Spirit motors site on the Southam Road in Banbury was a significant contributor to this.

Jobs. The target for new jobs created will be met, but will be exceeded by the number lost. Unemployment is rising, but remains below the regional average. The Council's efforts are concentrated on helping individuals through job clubs and businesses through the enterprise service rather than encouraging inward investment where very few enquiries are being received.

Income. Building Control. As a result of the predicted downturn in development activity the 2009/10 income budget of £391,000 was set 16% lower than the 2008/09 budget of £465,000. The income to date this year is £110,000 against a profiled budget of £98,000, representing a surplus of 12% to date. Development Control income was £14,000 below forecast for the 1st Quarter. The income target for Land Charges in 2009/10 realistically reflects the current economic situation and so far is on target.

- b. The progress of major regeneration and development schemes:

Banbury Canalside. The Council has retained consultants to prepare a draft supplementary planning document for public consultation in the autumn. Work is proceeding on this, supported by the Homes and Communities Agency.

Bicester Town Centre. Since acquiring the development company, Sainsbury's have reviewed the proposed scheme with a view to improving its financial viability. It is anticipated that the board of Sainsbury's will be invited to confirm their support for some amendments to the scheme in July, following which work on an amended planning application will commence.

South West Bicester. Work continues with regard to the applicants request to review the planning obligation requirements for the site. This is being jointly undertaken with the County Council.

- c. Delays producing the Local Development Framework due to the pressure of work and strategic uncertainties resulting from the eco-town proposal.

There have been delays progressing the Core Strategy within the Local Development Framework for two reasons. Firstly, there has been some delay in completing the numerous pieces of technical work that make up the evidence base, some of which have been procured jointly with other services or other authorities. Good progress is being made on these and it is expected that the majority of it will be completed by September 2009. Secondly, it was not possible to progress the Core Strategy to the next stage in the absence of a clear strategic direction from the Government on the eco-town programme. The publication of the Government's position on Eco-towns in July 2009 will provide the certainty to enable the Core Strategy to proceed.

The LDF Advisory Panel has met every month since March to provide early member input to the Core Strategy and meetings are planned through the autumn. It is anticipated a document will be put to the Council for approval prior to further public consultation in the autumn.

- d. The performance for processing new benefits claims and changes in circumstances.

The Housing benefit caseload continues to rise and currently stands at 8,400 claimants. Although the back log of benefit claims remains constant (2220 down to 1973 (or 2 weeks)) the amount of new claims waiting for assessment has dropped (from 475 to 323). The length in period of time taken to process claims has dropped from 8 weeks to 6 weeks.

The contract with Capita is ongoing. The ICT connection between Cherwell and Havant has been improved and we now have 3 remote workers. We also have an additional worker based at Cherwell (capita employee) to help with the backlog. Another 3-5 Capita staff will be based at Cherwell shortly.

A Cleaner, Greener Cherwell

- e. Not meeting the target of reducing the CO2 emissions from Council activities by 4%.

The 4% reduction in CO2 emissions was not met as emissions remained unchanged. A number of problems have occurred in the past on measuring emissions which makes meaningful comparisons difficult. The 2008/09 data is much more robust because it was collected to a prescribed national process which was brought in for the National Indicator. The impact of the re-development of Bodicote House, vacating the Town Centre offices and the Old House on reducing CO2 emissions will be significant in 2009/10 but made little contribution in 2008/09.

A Safe and Healthy Cherwell

- f. The percentage of residents who when asked say they feel safe at home and in the community.

The Cherwell Community Safety Partnership will continue to support a wide range of measures to inform and reassure the local community about their safety. We will include a question on this issue in the 2009 Customer Satisfaction Survey.

- g. The overall numbers visiting Banbury Museum were below target, despite the continued high overall usage.

The museum has received over 60,000 visits in the first three months of 2009/10. In the same period the previous year there were 54,000 visitors, giving an increase of 12% over the year. The Education Service has also seen strong growth, with over 700 users in June, one of the Museum's best monthly figures ever.

An Accessible, Value for Money Council

- h. Collecting Council Tax and National Non Domestic Rates (both performed below target, albeit marginally, at the year end).

The collection of revenue for both Council Tax and Non Domestic Rates is above target. However it is anticipated the collection figures will be affected by the economic situation.

- i. The number of days lost through sickness per employee.

The performance in the first quarter is well within target with an average of 1.37 days sickness for each full time equivalent employee against the target of 2.01 days.

- j. Not meeting the target of 70% of residents feeling well informed about the Council.

Last years target of 70% was not achieved. We will use the 2009 Customer Satisfaction Survey to understand the reasons why and how our communications can be improved.

- k. The performance for processing of minor and other planning applications.

A significant improvement in performance has been achieved with processing targets now being met for both Minor and Other applications and the level of outstanding applications is consistent. Work is continuing to achieve further and sustainable improvements in performance through improving processes and improving the use of existing IT systems.

2.2 Overview of Performance

The performance against the Corporate Scorecard is shown in appendix one. In the sections below there is first a summary of the performance against each of the frameworks that make up the Corporate Scorecard. This is followed by a summary of the performance on delivering the Strategic Service Projects and the Corporate Improvement Plan; the performance of the Council's seventeen significant partnerships; and the status of the Council's Strategic Risks. The details are contained in appendices one to eight

2.3 Corporate Scorecard – Local Area Agreement

There are 16 National Indicator targets that are priorities for district councils within the Local Area agreement. Out of these in Cherwell 5 are Green, 1

Red and 10 indicators are not reported this quarter. Full details are in appendix two.

Successes

- The number of net additional homes provided is well above target for the quarter after ending 2008/09 below target.

Issues

- In 2008/09 the performance against five performance measures, three relating to educational achievement, one street cleanliness and one crime detections and sanctions, did not meet the target and so we did not receive reward grant. Improving the countywide aggregated performance in these areas will be a priority in 2009/10. This is of particular importance to Cherwell as although we met our street cleanliness targets others didn't and so the overall performance was below target.

2.4 Corporate Scorecard – Community Plan

Progress in delivering the Community Plan is measured against 29 targets. Because delivering the Community Plan involves a number of agencies not all of these targets are the responsibility of Cherwell District Council. Where they are then they are included in our Corporate Plan. 14 of the targets are Green, 4 Amber and 1 Red. The remainder do not report this quarter.

Issues

- Under 18 conception rates. The target for 2009/10 is 22.3 per 1000 of population. The performance in 2008/09 was 29.6 against a target of 25.4. Although the Council does not have the lead responsibility it is an issue of concern for all the partners.

2.5 Corporate Scorecard - Corporate Plan Promises & Corporate Plan

The Corporate Scorecard includes the 16 service promises which were included in the 2009/10 Council Tax Leaflet which was sent to every household in Cherwell. Of these 11 are Green and 5 Amber. These are taken from the Corporate Plan which includes a further 50 performance targets. Of these 39 are Green and 9 Amber. The rest do not report this quarter.

In this framework we also monitor the performance of 21 National Indicators that link directly to the delivery of our Strategic Priorities. 7 are Green, 1 Amber and 1 Red. The rest do not report this quarter. Full details are in appendix three.

Successes

- Bicester Job Club was launched and is running successfully alongside Banbury Job Club
- 38 affordable homes have been delivered and so we are well on the way to the target of 100.
- The number of household in temporary accommodation is now at a record low of 51 (and only 44 families). This is down from a peak of 438 in December 2005 and down from 63 at the end of 2008/09.
- All crime is 3% down compared to last year.
- 98 incidents were recorded on CCTV with 57 arrests made as a result.
- Modernisation of Bicester and Kidlington leisure centres completed to time and budget.

- Recycling is 55% against target of 50% for the year.
- Waste to landfill reduced by 400 tonnes against an annual target of 1000 tonnes.

Issues

- The digital upgrade of CCTV is on target but the use of fibre optic cables is on hold due to a lack of commercial investment.
- Issues with the County Council about progressing residents parking schemes and civil parking enforcement.
- Contributions from developers are low because of the impact of the recession and the reduced number of planning applications.
- Issues with the County Council about progressing residents parking schemes and civil parking and enforcement.
- The installation of synthetic pitches at Coopers School and North Oxon Academy will be delayed as the contractor cannot obtain surfacing material within the agreed timescale.
- We secured £100,000 of efficiency savings against a target of £150,000. However arrangements are in place to bridge this gap and meet the target set for the year overall.

2.6 Corporate Scorecard – Priority Service Indicators

These are a mixture of National Indicators and local service indicators that measure key aspects of service delivery that are not covered in the Community Plan or Corporate Plan. 16 indicators are Green, 3 Amber and 3 Red. Full details are in appendix four.

Successes

- The processing of minor planning applications has moved from red to green. 78% of applications were processed within time against a target of 65%.
- The number of school pupils visiting Banbury Museum was exceptional exceeding the target by 33%.

Issues

- The processing of major planning applications has moved from green to red, with only 20% of applications processed within the set timescale against a target of 60%. It should be noted the contentious nature of the applications considered in this quarter is a major contributor to this.
- The time taken to process new benefits claims and changes of circumstances is not yet improving. However this is expected to improve as the connections to homeworkers and Capita are improved and additional resources allocated.

2.7 Corporate Scorecard – Financial Performance

There are four finance targets. Two are Green and two Amber. Although this is a downturn on the end of year position there are no issues of concern at this point in time. In particular it is expected the target for efficiency savings will be met over the course of the year.

2.8 Corporate Scorecard – Human Resources

Three Human Resources indicators are monitored: staff turnover; days lost through sickness; and workforce capacity. All three are Green.

Successes

- The performance on managing staff sickness has improved significantly with an average of 1.37 days sickness for each full time equivalent employee against the target of 2.01 days.

2.9 Corporate Scorecard – Customer Feedback

Three issues are covered: satisfaction with customer service when contacting the Council; feelings of safety; and feeling well informed about the Council. The first is the subject of monthly sample surveys the other two will be covered by questions in the annual Customer Satisfaction Survey.

Successes

- Out of 369 customers questioned 97% were satisfied with the customer service they received when contacting the Council (the target is 90%).

2.10 Strategic Service Projects

These are 10 projects underway that although service-based are of corporate significance because of the resources involved, their impact on the Council's reputation or their contribution to delivering the Council's corporate priorities. 5 of the projects are Green and 5 Amber. Full details are in appendix five.

Successes

- Work on the Banbury Health Clinic is progressing well and on schedule for opening on 14 August.

Issues

- The announcement of the outcome of the Heyford 1 planning enquiry has been delayed until the 28 September because the inspector has been ill. This is likely to result in Heyford 2 being delayed.
- The developer of the SW Bicester Development has requested a renegotiation of the section 106 obligation due to the current economic viability of the scheme.

2.11 Corporate Improvement Plan

Executive 27 April 2009 agreed the 2009/10 Corporate Improvement Plan. This continues the overall theme of previous years of delivering continuous improvement in the performance of the Council. In recognition of the impact of external factors, particularly the economic recession, there is a focus on three key areas: supporting jobs and economic regeneration; developing partnership working; improving value for money. There are 51 items in the Corporate Improvement Plan, 34 are Green and 9 Amber. The rest do not report this quarter. Full details are in appendix six.

Successes

- The Community TV project which will deliver public information through screens in fourteen locations.

2.12 Significant Partnerships

The Council has identified 17 partnerships as being significant because of the level of resources involved and the impact on the local community. Many of the most significant and difficult issues we face, crime, the environment, economic development, can only be tackled if agencies work together. This is an area of growing importance to the Council and a commentary on the performance and progress made by these partnerships is in appendix seven.

Successes

- The Cherwell Safer Community Partnership launched the Integrated Offender Management initiative.
- The Homelessness Strategy Partnership has supported the Council in achieving a new low of only 51 families in temporary accommodation. New initiatives are underway to support homeless people back into employment; to co-ordinate support to vulnerable people; and to support victims of domestic violence.
- The coordination of activities through the Cherwell Registered Social Landlords Partnership has made a significant contribution to ensuring we will meet the target for the number of units of affordable housing delivered.

Issues

- The Oxford Economic Partnership is amending its governance arrangements. The role of the district councils is still to be agreed and there is a risk they could lose influence.

2.13 Strategic Risks

In order to effectively manage its performance and resources the Council needs to be aware of the risks it faces and to have arrangements in place to manage these. Because of the links between performance management and risk we are reporting the current status of the Council's strategic risks in this report. From 1/4/2010 we will have fully integrated the reporting of performance and risk. The value of anticipating and managing risks is illustrated by the strategic risk (shown in the appendix), 005 - Failure to adapt to the economic issues and pressures of the District. This enabled us to plan ahead for potentially difficult times and to mitigate the consequences as best we could. In order to ensure our risks reflect the current environment in October this year we will review what are the main risks to the organisation. We will use this as an opportunity to reduce the overall number of risks on the risk register, there are currently 168, and this will allow a clear focus on what is of most importance to the Council. We have already identified a number of emerging risks. These include:

- investments (following the Icelandic Bank collapse and the return available from current interest rates);
- the implications of swine flu;
- the delay in the Banbury Canalside scheme due to the delay; implementing flood alleviation measures;
- the risks associated with partnership working.

Full details of the Strategic Risks are in appendix eight.

Key Issues for Consideration/Reasons for Decision and Options

- 3.1 The report shows the Council's performance against the Corporate Scorecard for the first quarter of 2009/10. From this information the Executive can make a judgement about the progress the Council is making in meeting its objectives, identify the achievements it wishes to celebrate and the areas where action is required to improve performance.

The following options have been identified. The approach in the recommendations is believed to be the best way forward

Option One To review current performance levels and considers any actions arising.

Option Two To approve or reject the recommendations above.

Consultations Not Applicable

Implications

Financial: Financial Effects – The resource required to operate the Performance Management Framework is contained within existing budgets. However the information presented may lead to decisions that have financial implications. These will be viewed in the context of the Medium Term Plan & Financial Strategy and the annual Service & Financial Planning process.

Efficiency Savings – There are none arising directly from this report..

Comments checked by Karen Muir, Service Accountant, 01295 221545

Legal: Maintaining National Indicators is a legal requirement.

Comments checked by Liz Howlett, Head of Legal and Democratic Services, 01295 221686

Risk Management: The purpose of the Performance Management Framework is to enable the Council to deliver its strategic objectives and improve customer satisfaction. All managers are required to identify and manage the risks associated with achieving this. All risks are logged on the Corporate Risk Register and there is an update on managing risks recorded at least quarterly. A failure to identify and improve key drivers of customer satisfaction through effective Performance Management is one of the Council's strategic risks.

Comments checked by Rosemary Watts, Risk Management & Insurance Officer, 01295 221566

Data Quality Data for performance against all indicators has been collected and calculated using agreed methodologies and in accordance with Performance Indicator Definition Records (PIDRs) drawn up by accountable officers. The council's performance management software has been used to gather and report performance data in line with performance reporting procedures.

Comments checked by Neil Lawrence, lead officer on data quality, 01295 221801

Wards Affected

All

Corporate Plan Themes

The Performance Management Framework covers all of the Corporate Plan Themes

Executive Portfolio

Councillor Ken Atack
Portfolio Holder for Performance Management and Improvement

Document Information

Appendix No	Title
Appendix 1	Corporate Scorecard 2009/2010
Appendix 2	Local Area Agreement
Appendix 3	Corporate Plan
Appendix 4	Priority Service Indicators
Appendix 5	Strategic Service Projects
Appendix 6	Corporate Improvement Plan
Appendix 7	Significant Partnerships
Appendix 8	Strategic Risks
Background Papers	
Report Author	Mike Carroll, Head of Improvement
Contact Information	01295 227959 mike.carroll@cherwell-dc.gov.uk

Corporate Scorecard

April - June 2009

Total GREEN	11	17
AMBER	3	9
RED	1	1
NO DATA (N/A)	14	0

Measure Definition	Responsible Service	Reporting Frequency	Comment on Performance to date	Year End 2008/09	June 2009
Working in Partnership					
Local Area Agreement	Community & Corporate Planning	Quarterly	Data available for 6 of 16 indicators. Of these 5 are Green and 1 Red.	N/A	A
Cherwell Community Plan	Community & Corporate Planning	Quarterly	Data available for 19 of 29 indicators. Of these 14 are Green, 4 Amber and 1 Red.	A	A
Corporate Plan Promises					
A district of opportunity					
Work with partners to start the Bicester town centre development	Economic Development & Estates	Monthly	Sainsbury's have reviewed the proposed scheme with a view to improving its financial viability.	N/A	A
Contribute to the creation of 200 new jobs	Economic Development & Estates	Monthly	107 jobs had been gained, although 157 have been recorded as lost in the same period.	G	G
Help and support Cherwell's residents and businesses through uncertain times	Economic Development & Estates	Monthly	Bicester Job Club has now been launched, and is running successfully alongside the Banbury Job Club.	N/A	G
Deliver 100 affordable homes	Housing Services	Monthly	38 affordable homes have been delivered to date. The target of 100 is on track.	G	G
Make major improvements to Parsons Street, Banbury	Economic Development & Estates	Monthly	The tender process has been completed and a contract placed for the construction work which will commence in July.	N/A	G
A safe and healthy Cherwell					
Work with partners to reduce crime and anti-social behaviour by 200 offences/incidents compared to 2008/09	Safer Communities & Community Development	Monthly	All crime currently 3% lower than last year.	N/A	G
Continue to support the provision of the best possible services at the Horton Hospital	Recreation & Health	Monthly	Additional workstreams set up to progress the intelligence gathering and considering the content of the 27 Invitation to Innovate ideas. Continued Council support given to the PCT, the Community Partnership Forum and the Better Healthcare Programme Board.	G	G
Continue to support new and improved health care services in Bicester and surrounding area	Recreation & Health	Monthly	The Council has not been invited to continue with the PCT's procurement process for new facilities and hospital services in Bicester. At the time of reporting, the precise nature and direction of the project is uncertain.	G	A

Measure Definition	Responsible Service	Reporting Frequency	Comment on Performance to date	Year End 2008/09	June 2009
Open our new Spiceball leisure centre and improved Bicester and Kidlington leisure centres and re-open the Woodgreen Open Air Pool	Recreation & Health	Monthly	Successful re-opening of Bicester Leisure Centre and Kidlington Leisure Centre on time and in budget. Progress on schedule to re-open the Woodgreen Open Air Pool but dependent on weather.	N/A	G
A cleaner, greener Cherwell					
Increase residents' satisfaction with street and environmental cleanliness from 66% to 70% by improving the removal of dog mess and abandoned vehicles	Environmental Services	Monthly	Measured by annual customer satisfaction survey - data available from Sept 09.	N/A	A
Remove 90% of fly tipping within 48 hours	Environmental Services	Monthly	Latest figures not available until end of July.	N/A	G
Increase the household recycling rate to 50% by 31 March 2010	Environmental Services	Monthly	Recycling rate is approx 55%.	N/A	G
Reduce the Council's vehicle emissions by 10%	Environmental Services	Monthly	Full data not yet available but early indications are showing that this target is on track.	N/A	A
An accessible, value for money Council					
Make it easier for local businesses to trade with us	Finance	Monthly	The second Meet the Buyer Banbury scheduled for 10th September. Information updated on the website regularly and email circular due.	N/A	G
Take the steps needed to reduce our costs by a further £1m by the beginning of 2010/11	Finance	Monthly	As at 30 June 2009 we have a plan of how to achieve the £1m savings of which £215k (20%) has been secured - target 25%.	N/A	A
Place 10 new 'Link Points' in our rural areas to provide residents and businesses with a greater choice of access to our services	Customer Service & Information Systems	Monthly	New locations for LinkPoints are being identified, and PayPoint has been added to the Cropredy LinkPoint.	N/A	G
Performance Indicators					
Performance against Priority Service Indicators	Improvement Team	Monthly	19 of 22 PSIs (86.36%) where data available have scored Green or Amber.	N/A	R
Financial Performance					
Percentage variance on revenue budget expenditure against profile (+2% / -5%)	Finance	Monthly	We are projecting an overspend against budget of £332k - a variation of 1.5% but within tolerance. We are monitoring potential income, drops in car parking and land charge income and will update next month.	G	G
Percentage variance on capital budget expenditure against profile (+2% / -5%). Capital (a): Sports Centre Modernisation	Finance	Monthly	90% of the Q1 budget has been delivered.	G	G
Capital (b): Other Capital Projects	Finance	Monthly	58% of the Q1 budget has been delivered which equates to 14% of the annual budget. Delivery is to be discussed at the Capital Investment Delivery Group meeting on 20 July 2009.	G	A
Secure £600,000 efficiency savings of which £200,000 is procurement savings	Finance	Monthly	We have secured £100k (17%) against a target of £150k.	G	A

Measure Definition	Responsible Service	Reporting Frequency	Comment on Performance to date	Year End 2008/09	June 2009
Human Resources					
Staff turnover (voluntary leavers)	Human Resources	Quarterly	Voluntary turnover remains low mainly due to current economic climate.	G	G
Number of days lost through sickness	Human Resources	Quarterly	Long term = 0.66 days. Short term = 0.71 days. Overall sickness comfortably within target at end Q1. However high probability that we will shortly see an increase in sickness absence due to Swineflu .	R	G
Workforce capacity (excluding temporary, casual and agency staff)	Human Resources	Quarterly	Low staff turnover (voluntary leavers), more staff encouraged to transfer internally and high response rates for vacancies (due to current economic climate) have all contributed to this performance.	G	G
Customer Feedback					
Ensure that at least 90% of our customers when asked are satisfied with our customer service when contacting the Council	Customer Service & Information Systems	Monthly	Overall satisfaction 97%. 369 were asked with 10 being not satisfied.	G	G
Ensure that at least 79% of residents when asked say they feel safe at home and in the community	Safer Communities & Community Development	Annual	This question will be asked in the Cherwell Customer Satisfaction Survey	A	
Ensure that 72% of our customers when asked feel well informed about the Council	Communications	Annual	Last years target of 70% was not achieved. This years Customer Satisfaction Survey asks where residents find information about the Council. This data will be used to target future communications and improve how well informed residents are.	A	

Collected for information only (no RAG score):

Other Surveys					
Measure Definition	Responsible Service	Reporting Frequency	Comment on Performance		
Customer Satisfaction Survey (for information purposes only)	Community & Corporate Planning	Annual	Satisfaction survey completed. General trend of improvement. Overall satisfaction: 2006 = 60% 2007 = 65% 2008 = 67%. Some areas of weakness around Anti-Social Behaviour, CCTV, communications and contact.		
Inspection Scores					
Measure Definition	Responsible Service	Reporting Frequency	Comment on Performance	Rating 2008/2009	Rating 2009/2010
CPA	Improvement Team; Community & Corporate Planning		Awarded March 2009	Excellent	
CAA - Area Assessment	Improvement Team; Community & Corporate Planning	Annual	Outcome expected September/October 2009		
CAA - Organisational Assessment	Improvement Team; Community & Corporate Planning	Annual	Outcome expected September/October 2009		
Use of Resources	Finance	Annual	Awaiting national moderation	Forecast 3	
Direction of Travel	Improvement Team; Community & Corporate Planning	Annual	Available November 2009		

Data Quality	Improvement Team; Community & Corporate Planning	Annual	Latest assessment March 2009.	3 expected (to be confirmed November 2009)	
Measure Definition	Responsible Service	Reporting Frequency	Comment on Performance	Rating 2008/2009	Rating 2009/2010
Equalities Framework	Community & Corporate Planning	Annual	Peer review due September 2009.	3 of 5	
Investors in People	Human Resources	Annual	Awarded January 2009	Accredited	Accredited

Local Area Agreement 2009/2010 April - June 2009							
	2008/2009 Actual	2008/2009 Target	2008/2009 Performance	Quarter One Actual	Quarter One Target	Quarter One Performance	Comment
Cherwell: A District of Opportunity							
NI154 Net additional homes provided	426	681	R	215	94	G	
NI155 Number of affordable homes delivered (gross)	122	100	G	38	32	G	
NI156 Number of households living in temporary accommodation	63	96	G	51	57	G	
A Safe and Healthy Cherwell							
NI18 Adult participation in sport and active recreation (%)	25.30	25.00	G				Next report due March 2010.
NI21 Dealing with local concerns about anti-social behaviour and crime issues by the local council and police							Place Survey indicator. Baseline in 2008/2009.
A Cleaner, Greener Cherwell							
NI188 Planning to Adapt to Climate Change	1	1	G				Next report due March 2010.
NI191 Residual household waste per household (kg)	508.92	512.93	G	120.89	122.50	G	
NI192 Percentage of household waste sent for reuse, recycling and composting	49.69	49.00	G	55.39	50.00	G	
NI195a Improved street and environmental cleanliness (litter) (%)	4.00	6.00	G				Next report due July 2009.
NI195b Improved street and environmental cleanliness (detritus) (%)	10.00	11.00	G				Next report due July 2009.

Local Area Agreement 2009/2010 April - June 2009							
	2008/2009 Actual	2008/2009 Target	2008/2009 Performance	Quarter One Actual	Quarter One Target	Quarter One Performance	Comment
NI195c Improved street and environmental cleanliness (graffiti) (%)	0.00	1.00	G				Next report due July 2009.
NI195d Improved street and environmental cleanliness (fly posting) (%)	0.00	1.00	G				Next report due July 2009.
NI196 Improved street and environmental cleanliness - fly tipping	3.00	1.00	R				Next report due March 2010.
Cherwell: An Accessible, Value for Money Council							
NI15 Overall/general satisfaction with local area							Place Survey indicator. Baseline in 2008/2009.
NI140 Fair Treatment by local services							Place Survey indicator. Baseline in 2008/2009.
NI179 Value for money - total net value on ongoing cash-releasing value for money gains that have impacted since the start of the 2008/09 financial year (£k)				100	150	R	

**Corporate Plan
2009/2010 Action Plan
April - June 2009**

		Quarter One	Comment
Cherwell: A District of Opportunity			
DCP01.1.2 Submit LDF Core Strategy		A	CMT Exception Some uncertainty over ability to deliver Core Strategy on time in view of ongoing resource issues and other work priorities. Will need to discuss with GOSE following eco-town announcement in July.
DCP01.1.3 Complete Canalside Regeneration Area Supplementary Planning Document draft		G	CMT Success Good progress is being made with SPD for Canalside area. This will inform the work on the Core Strategy.
DCP01.2.2 Work with partners to start Bicester town centre development		A	Sainsbury's have reviewed the proposed scheme with a view to improving its financial viability.
DCP01.2.3 LDF Core Strategy submission to include justification for new employment land provision		A	CMT Exception More work may need to be commissioned to inform this issue in conjunction with colleagues in Economic Development.
DCP01.3.1 Contribute to the creation of 200 new jobs		G	107 jobs have been recorded as being gained, although 157 have been recorded as lost in the same period.
DCP01.3.2 Help and support Cherwell's residents and businesses through uncertain times		G	CMT Success Bicester Job Club has now been launched, and is running successfully alongside the Banbury Job Club.
DCP01.4.2 Deliver £200,000 funding for transport infrastructure through developer contributions		A	CMT Emerging Issue Developer contributions are limited due to the economic climate and the reduction in significant/large scale planning applications.
DCP01.5.2 Achieve 300 new homes		G	CMT Success First quarter housing completions (215) suggest that this target should be achieved.
DCP01.5.3 Deliver 100 affordable homes		G	CMT Success 38 affordable homes have been delivered to date. The target of 100 is on track.
DCP01.6.4 Fully integrate Choice Based Letting and housing advice available through CCC		G	The work to integrate Customer Services and Housing Services is well underway and due to be completed post sub-regional CBL implementation on July 22nd 2009.
DCP01.6.5 Temporary Accommodation Strategy operational		G	CMT Success The Temporary Accommodation Strategy is maintaining a reduction in the number of households in Temporary Accommodation which is currently at a new low of 51.
DCP01.7.2 Spend £400,000 on investing in better quality housing for vulnerable people		G	£77,297 was spent on disabled facilities grants in June, taking the total for the year thus far to £154,553.

**Corporate Plan
2009/2010 Action Plan
April - June 2009**

		Quarter One	Comment
DCP01.8.3 Make major improvements to Parsons Street, Banbury		G	The tender process has been completed and a contract placed for the construction work which will commence in July.
DCP01.8.4 Undertake improvements to open markets		G	Kidlington: Working to accommodate market within the revamped High St, and also to look to expand into Watts Way. Banbury: Pending decision on future management of the market.
DCP01.8.5 Invest in enhancement of market square in Bicester		G	The scheme is being developed, led by OCC. The opportunity was taken to seek views from retailers at the Bicester Vision retail conference in June.
DCP01.8.6 Implement the Banbury Visitor Management Plan		G	Replacement Tourist Information Points installed throughout the district.
DCP01.8.7 Prepare a Banbury Residents Parking Scheme		A	CMT Emerging Issue Report to Executive put back by CMT to August. RTA report on consultation received. Residents parking can not progress ahead of CPE.
DCP01.9.3 Complete review of planning policy framework for villages through LDF		A	CMT Exception See above comments on progress on Core Strategy. Good progress is being made on CRAITLUS project which was reported to LDF Panel on 25th June.

National Indicators

	2008/2009 Actual	2008/2009 Target	2008/2009 Performance	Quarter One Actual	Quarter One Target	Quarter One Performance	Comment
NI154 Net additional homes provided	426	681	R	215	94	G	CMT Success Comparator of 376 for the year (94 per quarter) is based on expected supply from deliverable and developable sites as shown in the 2008 Annual Monitoring Report. The (provisional) return for the quarter is very good due to completions on allocated sites, namely Castle St, Banbury; Banbury Cattle market; north of Milton Road, Bloxham; and north of Gossway Fields, Kirtlington. An affordable housing scheme at Gosford has also contributed.
NI155 Number of affordable homes delivered (gross)	122	100	G	38	32	G	The annual target of 100 units is on track.
NI156 Number of households living in Temporary Accommodation	63	96	G	51	57	G	CMT Success The number of households in Temporary Accommodation reached an all time low in June 09.

**Corporate Plan
2009/2010 Action Plan
April - June 2009**

		Quarter One	Comment
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	Corporate Plan Actions	National Indicators	
Number Green and Amber	18	3	
Percentage	100.00%	100.00%	
Status	Green	Green	

**Corporate Plan
2009/2010 Action Plan
April - June 2009**

		Quarter One	Comment
A Safe and Healthy Cherwell			
DCP02.1.6 Ensure at least 79% of residents say they feel safe at home and in the community			This question will be asked in the Cherwell Customer Satisfaction Survey
DCP02.1.7 Work with partners to reduce crime and anti-social behaviour by 200 offences/incidents		G	CMT Success All crime currently 3% lower than last year
DCP02.1.8 30% of CCTV recorded incidents to result in arrests (est target 1,400)		G	CMT Success 98 incidents were recorded on CCTV during the first quarter of 09/10. 57 arrests (58%) were made as a result.
DCP02.1.9 Invest in the digital upgrade of CCTV network and the use of fibre optic cables		G	CMT Emerging Issue Digital upgrade project on target but use of fibre optic cables on hold due to lack of commercial investment to provide networks during the recession. Karen Curtin advised that this capital scheme will not be delivered during 09/10
DCP02.2.3 Support 4 voluntary neighbourhood initiatives to reduce anti-social behaviour		G	"Community Payback" scheme being discussed with all six Neighbourhood Action Groups.
DCP02.2.4 Invite the public to a minimum of 3 public NAG meetings to develop local priorities		G	Meetings being planned for autumn 2009.
DCP02.3.1 Support the provision of the best possible services at the Horton Hospital		G	Additional workstreams set up to progress the intelligence gathering and considering the content of the 27 Invitation to Innovate ideas. Continued Council support given to the PCT, the Community Partnership Forum and the Better Healthcare Programme Board.
DCP02.3.2 Support new and improved health care services for Bicester and surrounding areas		A	The Council has not been invited to continue with the PCT's procurement process for new facilities and hospital services in Bicester. At the time of reporting, the precise nature and direction of the project is uncertain.
DCP02.3.4 Work with Primary Care Trust to deliver new GP-led health centre in Banbury		G	The Council has let the contracts to on behalf of the PCT to deliver a new GP led Health Centre in Banbury at its former offices at Bridge Street. The works have commenced and are scheduled for completion in September for an October service start.
DCP02.3.5 Establish a programme to address health inequalities in the District		G	Good progress being achieved. Currently working on regular ongoing initiatives but also working up other new interventions.

**Corporate Plan
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		Quarter One	Comment				
DCP02.4.1 Help increase participation in active recreation by 1%		G	Good progress but plans being reviewed in the light of staffing changes.				
DCP02.4.3 Increase number of new walkers participating annually in local health walks by 10%		G	Good level of support being achieved. On target.				
DCP02.4.4 Secure funding to deliver the Bicester Multi-Sports Village project		A	Project delayed because of poor housing market but potential grant funders being kept informed.				
DCP02.5.2 Open new Spiceball and improved Bicester & Kidlington leisure centres, re-open Woodgreen		G	CMT Success Successful re-opening of Bicester Leisure Centre and Kidlington Leisure Centre on time and in budget.				
DCP02.5.3 Re-open Woodgreen Open Air Pool		G	Progress on schedule but dependent on weather.				
DCP02.5.4 Replace synthetic pitch surfaces at Coopers School and North Oxon Academy		A	CMT Emerging Issue Contract let but contractor reporting problems in obtaining surfacing supplies within the agreed timescale.				
DCP02.6.4 Support and improve 30 community recreation venues through grant aid funding		G	Grant requests being processed and underway. Target incorrect, should read 19 venues. To be amended in due course.				
DCP02.6.5 increase numbers of new older people participating in group activities by 300		G	Number of new people taking up activities is currently 182.				
DCP02.6.6 Increase participation by young people in positive activities by 1%		G	Extended summer holiday programme to increase participation in new activities.				
DCP02.6.7 Support Banbury Town Council in preparing football development plan for town		G	Initial project planning progressing in accordance with the agreed timeframe.				
National Indicators							
	2008/2009 Actual	2008/2009 Target	2008/2009 Performance	Quarter One Actual	Quarter One Target	Quarter One Performance	Comment
NI08 Adult participation in sport and active recreation (%)	25.30	25.00	G				Next report due March 2010.
NI015 Serious violent crime rate (per 1,000 population)	0.39	0.48	G	0.13			Data supplied by Thames Valley Police. No target set yet.

**Corporate Plan
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	2008/2009 Actual	2008/2009 Target	2008/2009 Performance	Quarter One Actual	Quarter One Target	Quarter One Performance	Comment
NI016 Serious acquisitive crime rate (per 1,000 population)	7.92	8.28	G	1.95	1.94	A	
NI020 Assault with injury crime rate (per 1,000 population)	6.53	6.14	A	1.50	1.59	G	
NI110 Young people's participation in positive activities (%)	71.70	No target set					Baseline data in 2008/2009. Next report due March 2010.

Corporate Plan Actions

National Indicators

Number Green and Amber
Percentage

19
100.00%

2
100.00%

Status

Green

Green

**Corporate Plan
2009/2010 Action Plan
April - June 2009**

		Quarter One	Comment				
A Cleaner, Greener Cherwell							
DCP03.1.3 Increase residents' satisfaction with street & environmental cleanliness from 66% to 70%		A	Measured by annual customer satisfaction survey - data available from Sept 09.				
DCP03.1.4 Remove 90% of fly tipping within 48 hours of reporting		G	Latest figures not available until end of July.				
DCP03.1.5 Achieve 94% of land inspected at an acceptable litter standard.		G	95% of land kept free of litter.				
DCP03.2.3 Increase the household recycling rate to 50% by 31 March 2010		G	Recycling rate is approx 55% for the 1st quarter.				
DCP03.2.4 Reduce the amount of waste sent to landfill by 1000 tonnes by 31 March 2010		G	For the 1st quarter landfill tonnages have fallen by around 400 tonnes.				
DCP03.2.5 Introduce a food waste recycling service		G	Planning well underway looking to launch Oct/Nov 09.				
DCP03.3.1 Undertake 10 county wildlife site surveys		G	Surveys are undertaken by TVERC. No surveys yet done but in process of planning these.				
DCP03.4.2 Reduce the Council's vehicle emissions by 10%		A	Full data not yet available but early indications are showing that this target is on track.				
DCP03.5.2 Inform all businesses on actions they can take to reduce carbon emissions		G	Likely to launch Autumn 09.				
DCP03.6.2 Achieve at least 72% resident satisfaction with green spaces and public areas		G	Survey not yet undertaken and planned for later in year.				
National Indicators							
	2008/2009 Actual	2008/2009 Target	2008/2009 Performance	Quarter One Actual	Quarter One Target	Quarter One Performance	Comment
NI191 Residual household waste per household (kg)	508.92	512.93	G	120.89	122.50	G	Performance on target.
NI192 Percentage of household waste sent for reuse, recycling and composting	49.69	49.00	G	55.39	50.00	G	Performance on target.
NI194i Emissions of NOx							Baseline data in 2008/2009. Next report due March 2010.

**Corporate Plan
2009/2010 Action Plan
April - June 2009**

	2008/2009 Actual	2008/2009 Target	2008/2009 Performance	Quarter One Actual	Quarter One Target	Quarter One Performance	Comment
NI194ii Percentage reduction in NOx emissions							Baseline data in 2008/2009. Next report due March 2010.
NI194iii Emissions of PM10							Baseline data in 2008/2009. Next report due March 2010.
NI194iv Percentage reduction in PM10 emissions							Baseline data in 2008/2009. Next report due March 2010.
NI195a Improved street and environmental cleanliness (litter) (%)	4.00	6.00	G				Next report due July 2009.
NI195b Improved street and environmental cleanliness (detritus) (%)	10.00	11.00	G				Next report due July 2009.
NI195c Improved street and environmental cleanliness (graffiti) (%)	0.00	1.00	G				Next report due July 2009.
NI195d Improved street and environmental cleanliness (fly posting) (%)	0.00	1.00	G				Next report due July 2009.
NI 196: Improved street and environmental cleanliness - fly tipping	3.00	1.00	R				Next report due March 2010.

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Corporate Plan Actions

National Indicators

Number Green and Amber
Percentage

10
100.00%

2
100.00%

Status

Green

Green

**Corporate Plan
2009/2010 Action Plan
April - June 2009**

		Quarter One	Comment
Cherwell: An Accessible, Value for Money Council			
DCP04.01.2 Ensure that at least 90% of our customers are satisfied with our customer service		G	Overall satisfaction 97%. 369 were asked with 10 being not satisfied.
DCP04.01.4 Provide customers with a simple choice of numbers to access Council services		G	A complete review of the telephone provision has been completed and recommendations will be brought forward as to how we make available a simple choice of numbers for customers to use.
DCP04.02.2 Work towards achieving excellent status in the Equality Standard for Local Government		A	Moderate progress, awaiting the arrival of the equalities officer in August. Project plan and equalities communications strategy to be developed by the corporate equality and diversity group for sign off by CMT in September.
DCP04.03.2 90% of complaints received are resolved within Stage One		G	64 complaints have been received this quarter by customer service, all of which have been resolved within stage one. Work is ongoing and will be complete within the next quarter, to collate information about complaints that come into the council through other services.
DCP04.03.3 95% of all complaints that are escalated to Stage Two are resolved		G	No complaints have been escalated to Stage Two.
DCP04.03.4 No complaints escalated from Stage Three to the Ombudsman		G	No complaints have been escalated to Stage Three.
DCP04.04.4 Retain overall score of 3 in UoR Assessment and secure score of 4 for at least 1 KLoE		G	Level 3 secured subject to moderation, 4 targeted for financial performance. Awaiting outcome of current audit.
DCP04.04.5 Secure £600,000 efficiency savings of which £200,000 procurement savings		A	We have secured £100k (17%) - target 25%.
DCP04.04.6 Make it easier for local businesses to trade with us		G	The second Meet the Buyer Banbury scheduled for 10th September. Information updated on the website regularly and email circular due.
DCP04.05.2 Take steps to reduce our costs by further £m by 2010/11		A	As at 30 June 2009 we have a plan of how to achieve the £1m savings of which £215k (20%) has been secured - target 25%.
DCP04.06.2 Produce a combined annual report of performance and finance		G	On track draft expected August 2009.
DCP04.07.4 Promote the web based Positive Activities Offer to young people		G	Plans continue to progress and be developed.
DCP04.07.5 Place 10 new 'Link Points' in rural areas		G	New locations for LinkPoints are being identified, and PayPoint has been added to the Cropredy LinkPoint
DCP04.07.6 Enable access to a limited number of our partners' services through our access points		G	Our local one stop shops give access to CAB, Housing Association, and PCSO services.

**Corporate Plan
2009/2010 Action Plan
April - June 2009**

		Quarter One	Comment				
DCP04.07.7 Promote local events through the North Oxfordshire.com website		G	Updating ongoing and improvements scheduled.				
DCP04.08.2 Increase the number of public Council meetings which are webcast		G	Viewing figures for the Skills Summit continue to grow.				
DCP04.09.2 Ensure that 72% of our customers when asked feel well informed about the Council			Last years target was 70% and was not achieved. This years satisfaction survey asks where residents find information from about the council. This information will be used to target future communications and improve how well informed residents are.				
DCP04.10.2 We will increase the percentage of transactions completed electronically to 50%		G	Almost 800 people used the online bin collection calendar in the first quarter - customers who then did not need to ring us up to ask.				
National Indicators							
	2008/2009 Actual	2008/2009 Target	2008/2009 Performance	Quarter One Actual	Quarter One Target	Quarter One Performance	Comment
NI14 Reducing avoidable contact: minimising the proportion of customer contact that is of low or no value to the customer (%)	19.64	35.00	G	8.37	15.00	G	
NI179 Value for money - total net value on ongoing cash-releasing value for money gains that have impacted since the start of the 2008/09 financial year (£)				100,000	150,000	R	

Corporate Plan Actions**National Indicators**

Number Green and Amber Percentage

17
100.00%1
50.00%**Status****Green****Red**

Priority Service Indicators 2009/2010 April - June 2009							
	2008/2009 Actual	2008/2009 Target	2008/2009 Performance	Quarter One Actual	Quarter One Target	Quarter One Performance	Comment
Business Services							
BUS 006 % of buildings accessible to people with a disability	100.00	66.70	G	100.00	100.00	G	
Development Control & Major Developments							
NI 157 Processing of "major" planning applications (%)	85.71	80.00	G	20.00	60.00	R	CMT Exception The significant drop in major applications, makes it difficult to manage performance in this area. This has been made more difficult by the contentious nature of the applications considered in the quarter.
NI 157 Processing of "minor" application types (%)	61.73	85.00	R	78.43	65.00	G	CMT Success Performance is consistent and sustainable, despite challenging economic conditions and staff shortages.
NI 157 Processing of "other" planning applications (%)	72.70	92.00	R	86.38	80.00	G	CMT Success Performance is consistent and sustainable, despite challenging economic conditions and staff shortages.
DCMD 001 % of appeals against refusal upheld	21.28	18.00	R	45.45	30.00	R	
Environmental Services							
NI 185 CO2 reductions from local authority operations (%)							Baseline data in 2008/2009. Next report due March 2010.
NI 186 Per capita reduction in CO2 emissions in the LA area							Baseline data in 2008/2009. Next report due March 2010.
NI 188 Planning to adapt to climate change (score)	1.00	1.00	G				Next report due March 2010.
ES 001 % of abandoned vehicles investigated in 24 hours	97.38	95.00	G	94.92	97.00	A	
ES 002% of abandoned vehicles removed within 24 hours	85.03	85.00	G	85.71	86.00	A	
Exchequer							
NI 180 The number of changes of circumstances which affect customers' HB/CTB entitlement within the year	6293	6300	A	4653	4621	G	

Priority Service Indicators 2009/2010
April - June 2009

	2008/2009 Actual	2008/2009 Target	2008/2009 Performance	Quarter One Actual	Quarter One Target	Quarter One Performance	Comment
NI 181 Time taken to process Housing Benefit / Council Tax Benefit new claims and change events (days)	11.07	12.86	G	14.28	15.00	G	
EXCH 001 % of Council Tax collected	98.31	98.75	A	29.91	24.63	G	Performance is down on previous years, but this may be due in some part to the fact there is a 7 day delay in posting paypoint and post office payments onto i-World.
EXCH 002 % of NDR collected	98.67	99.30	A	30.98	24.75	G	
EXCH 003 Average time to process new HB/CTB claims	32.23	22.00	R	44.44	31.00	R	CMT Emerging Issue Figures still not improving, but speed of connection to homeworkers and Capita has improved from this week. Also Capita are trying to identify additional resources.
EXCH 004 Average time to process change in circumstances	8.44	7.00	R	12.74	13.00	G	CMT Emerging Issue Figures still not improving, but speed of connection to homeworkers and Capita has improved from this week. Also Capita are trying to identify additional resources.
EXCH 005 % of HB overpayments recovered	75.16	77.50	A		77.50		No data available.
EXCH 006 % of HB overpayments recovered including outstanding	31.82	36.00	R		9.00		No data available.
EXCH 007 % of HB overpayments written off	2.21	5.00	R		1.00		No data available.
Finance							
FIN 001 % of invoices paid on time	98.34	100.00	A	98.66	99.00	A	
Housing Services							
NI 187 Tackling fuel poverty - people receiving income based benefits living in homes with a low energy efficiency rating:							
(a) Percentage dwellings occupied with a low energy efficiency rating;	9.99	No target set					Next report due March 2010.

Priority Service Indicators 2009/2010 April - June 2009							
	2008/2009 Actual	2008/2009 Target	2008/2009 Performance	Quarter One Actual	Quarter One Target	Quarter One Performance	Comment
(b) Percentage dwellings occupied with a high energy efficiency rating	33.77	No target set					Next report due March 2010.
HS 001 Housing advice: repeat homelessness cases	0.00	5.00	G	1.00	5.00	G	
Human Resources							
HR 012 Work days lost due to sickness	8.87	8.00	R	1.37	2.01	G	
Planning & Affordable Housing Policy							
NI 159 Supply of ready to develop housing sites (%)	112.40	100.00	G				Next report due March 2010.
NI 170 Previously developed land that has been vacant or derelict for more than 5 years (%)							Baseline data in 2008/2009. Next report due March 2010.
PAHP 001 Number of conservation area in LA area	56.00	55.00	G	58.00	58.00	G	
PAHP 002 % of 219a with up-to-date character appraisals	37.50	20.00	G	46.55	46.55	G	
PAHP 003 % of 219a with published management proposals	73.20	73.00	G	82.76	82.76	G	
Recreation & Health							
NI 56 Obesity among primary school age children in Year 6							Not measured in 2008/2009. Local targets still to be set by the PCT.
RH 001 Number of visits/usage's to museums in person per 1,000 population	1578.13	1742.00	R	442.36	432.00	G	
RH 002 Number of pupils visiting museums	3351.00	3105.00	G	980.00	750.00	G	CMT Success As predicted, exceptional educational usage in June has pushed this measure above the profiled target.
Safer Communities & Community Development							
NI 32 Repeat incidents of domestic violence							Thames Valley Police indicator. No data available yet.

**Priority Service Indicators 2009/2010
April - June 2009**

	2008/2009 Actual	2008/2009 Target	2008/2009 Performance	Quarter One Actual	Quarter One Target	Quarter One Performance	Comment
NI 35 Building resilience to violent extremism: (a) Understanding of, and engagement with, Muslim communities;	3.00	2.00	G				Next report due March 2010.
(b) Knowledge and understanding of the drivers and causes of violent extremism;	4.00	3.00	G				Next report due March 2010.
(c) Development of a risk-based preventing violent extremism action plan;	1.00	1.00	G				Next report due March 2010.
(d) Effective oversight, delivery and evaluation of projects and actions.	2.00	2.00	G				Next report due March 2010.
NI 184 Food establishments in the area which are broadly compliant with food hygiene law (%)	83.45	No target set					Baseline data in 2008/2009. Next report due March 2010.
Cross-Service Indicator							
NI 182 Satisfaction of business with local authority regulation services (%)	90.00	No target set		92.00	91.00	G	

Number Green and Amber
Percentage

19
86.36%

Overall Status

Red

Strategic Service Projects 2009/2010 April - June 2009			
	Year End 2008/09	June 2009	Comment
Banbury Bankside Development	A	A	The s106, is in it's final stage of minor amendment, through the engrossment process. It is hoped that it will be completed in the near future.
Banbury Canalside	G	G	The project is at an early stage, and the main concerns are the inter-dependency with the Flood Alleviation Scheme, and the lack of support from the Environment Agency. However, currently it is the view that these difficulties can be overcome in time.
Banbury Cultural Quarter	G	G	Mill/OCC/CDC officer and member Working Group is in the process of developing concepts for and components of a cultural quarter, articulating what an integrated Mill and new Library should be, assessing the flooding and planning requirements, and the engagement of the Environment Agency.
Banbury Health Clinic	N/A	G	Work to the GP clinic progressing well and on schedule for 14 August deadline. PCT amendments to top floor (for DAAT clinic and PML offices) awaiting finalisation meaning this floor will be finished two weeks later than the GP clinic. Joint PCT and council decision to include dental surgery furnishing and equipping in the project ahead of schedule will mean all aspects of the Health Centre will be complete and ready to use when works finish at the end of August.
Banbury Pedestrianisation	G	G	Project on track to commence in July and complete in May 2010.
Bicester Town Centre Redevelopment	A	A	It has been indicated that the amended proposals are likely to achieve a viable outcome. Details of the proposed changes remain confidential.
Flood Alleviation	A	A	CMT Emerging Issue The Environment Agency has confirmed that it will not be progressing with the Compulsory Purchase Order Inquiry and will use it's statutory powers to progress the Scheme.
RAF Upper Heyford	G	A	CMT Emerging Issue The result of Heyford 1 has been delayed until the 28th September due to illness on the part of the planning inspector. This has significant implications for Heyford 2 Inquiry (enforcement/temporary consents). With regard to preparing and defending the Councils position. It is likely that a request to postpone the 2nd Inquiry will be made.

Strategic Service Projects 2009/2010 April - June 2009			
	Year End 2008/09	June 2009	Comment
SW Bicester Development	G	A	CMT Emerging Issue The Developers have requested a renegotiation of their s106 obligation, based on the economic viability of the scheme. Specialist advice is currently being procured in partnership with OCC.
Weston Otmoor Eco Town	G	G	Government announcement expected in July.

Corporate Improvement Plan 2009/2010 April - June 2009			
		Quarter One	Comment
Be Recognised as an Excellent Authority			
CIP01.1.3 Respond to the Place Survey findings.		G	Place survey completed and report to Executive in August. Results for managers workshops in September
CIP01.1.4 Achieve improvement in satisfaction with the performance of Council		A	Survey commissioned and on track. Results due in September. There is a possible risk that satisfaction will decline due to a number of issues (e.g. economic factors). The results of the place survey nationally suggest a possible decline in public satisfaction across the board.
CIP01.1.5 Achieve improvement in satisfaction with the performance of individual services		A	Survey commissioned and on track. Results due in September. There is a possible risk that satisfaction will decline due to a number of issues (e.g. economic factors). The results of the place survey nationally suggest a possible decline in public satisfaction across the board.
CIP01.2.3 Achieve a 'Performs Excellently' rating under CAA			Inspection took place Tuesday 7 July 2009. Initial feedback currently scheduled for early September.
CIP01.2.4 Retain an overall score of 3 in the Use of Resources assessment		G	Secured subject to national moderation.
CIP01.2.5 Secure a score of 4 for at least one of the 3 lines of enquiry		G	Targeted for financial reporting subject to current audit of accounts and annual report.
CIP01.2.6 Develop strategic approach to procurement by linking with current and future partners		G	All tenders are discussed at MKOB, Regional Partnerships and other forums to ensure we partner where appropriate.
CIP01.2.7 Monitor and review Member T&D plans to ensure individual actions achieved		A	Initial work has taken place to monitor and review member training and development plans and in light of this a new member development strategy has been drafted. However there has been a delay in implementation of the strategy due to change in portfolio holder. It is intended that the strategy will be agreed in July, following which the member training and development programme will be reviewed and updated in light of member training and development plans. Additionally it is intended to take a quarterly report to the Executive to update them on member training and development achievements and attendances, and to adopt a RAG system as an ongoing monitor of performance with regard to member training and development.
Deliver Value for Money			
CIP02.1.2 Deliver the first year actions in the Management Information Strategy		G	The majority of actions are progressing to the action plan timetable.

Corporate Improvement Plan 2009/2010 April - June 2009			
		Quarter One	Comment
CIP02.2.2 Deliver the 2009/10 VFM Programme		G	Individual reviews of Legal and Insurance are in progress to schedule. Review of Human Resources is about to commence and is scheduled for completion at the end of August.
A Culture of Continuous Improvement and Innovation Across the Council			
CIP03.1.4 Achieve performance targets for each National Indicator		G	Local targets set for the majority of National Indicators. These will be reviewed when national comparative information is made available by the Audit Commission.
CIP03.1.5 Deliver the LAA targets		A	Q1 District priority LAA indicators reported in corporate scorecard for Cherwell. Work commencing late July 2009 on process to regularly report all District priority LAA indicators to District Chief Executives. First report for mid year 2009.
CIP03.1.6 Achieve a further 10% overall improvement in the performance of National Indicators			Meaningful comparisons are not currently possible. This will be conducted for the second quarter report.
CIP03.1.7 Achieve a further 10% overall improvement in the performance of retained BVPIs			Meaningful comparisons are not currently possible. This will be conducted for the second quarter report.
CIP03.1.8 Work with partners to improve the public's perceptions of crime and anti-social behaviour		G	CMT Success Community TV project initiated which will provide 14 screens in agreed locations, providing public information messaging.
CIP03.2.3 Continue to identify and implement best practice as part of VFM reviews		G	Extensive research of best practice was integral to the Vfm reviews of Legal and Insurance and will be for the review of Human Resources which is about to start.
CIP03.2.4 Continue to identify and implement best practice as part of continuous service improvement			Main evidence for this is expected to be provided through the S&FP process although other examples will be reported from time to time.
CIP03.3.3 External recognition of our achievements and innovation			Nothing to report this quarter.
Working in Partnership			
CIP04.1.3 Increase the number of significant partnerships rated 'Good' from 4 to 10			CMT on 8 July agreed the brief for the Improving Partnership Working project. This will focus on raising the Vfm delivered by the individual partnerships.
CIP04.1.4 Monitor the significant partnerships through PMF and report quarterly to Executive		G	Monitoring of the significant partnerships included in the first quarter PMF report.
CIP04.2.2 Improve partnership working and seek new opportunities through S&FP and best practice			Nothing to report this quarter. S&FP starts in quarter three.
CIP04.2.3 Introduce performance management & information sharing with Oxon significant partnerships		G	Performance reporting arrangements agreed for Public Service Board to manage partnerships. Review of governance arrangements completed by Chief Executives of CDC and WODC.

Corporate Improvement Plan 2009/2010 April - June 2009			
		Quarter One	Comment
CIP04.2.4 Introduce training for Members involved in partnerships through Member T&D Programme			This will be developed through the Improving Partnership Working project (see above).
CIP04.3.4 Complete shared service assessment for Revenues & Benefits		G	Procurement process underway.
CIP04.3.5 Complete shared service assessment for Property Services		G	Procurement process underway.
CIP04.3.6 Explore other options for shared service delivery		G	Options for shared service provision under active consideration.
Recognise the Diverse Needs of the Community			
CIP05.1.5 Complete research into needs of communities (including BME groups, deprivation, etc)		A	Project 3 weeks behind schedule. This is due to capacity within the team and the focus on the SCS over the last month. The arrival of the equalities officer in the next quarter will address issue.
CIP05.1.6 2009/10 Service Plans directly informed by Equality Impact Assessments 3 year action plan		G	Service planning guidance for 2010/11 amended to more directly reflect equalities issues.
CIP05.2.3 Complete roll out of service standards for all services		G	Template completed subject to comments from Scrutiny. On track for current year.
CIP05.3.2 Continue to develop role of Equalities & Access Advisory Panel		G	Last meeting held in April, next session will take place in the Autumn.
CIP05.3.3 Implement actions outlined in Consultation Strategy		G	On track. Corporate roll out of new consultation portal complete and first wave of training undertaken.
CIP05.3.4 Ensure that the corporate consultation programme engages harder to reach groups		G	Booster interviews for the annual satisfaction survey will take place in August. Quota approach to qualitative research to ensure any workshops reflect the population make up.
Ensure Decision Making is Based on High Quality Management and Demographic Information			
CIP06.1.4 Implement a Community Information Hub for community safety incidents		G	IT solution has been built to capture all data and the project is being rolled out across the Environment & Community Directorate
CIP06.1.5 Make performance information available on the Intranet		A	To be actioned in quarter 3.
CIP06.2.4 Work with our LAA partners to introduce an Oxfordshire Local Intelligence System		G	The Data Observatory is progressing this work. Resources have been allocated from the budget and the purchase of the Experian dataset is underway and can be used to inform policy development with information down to the household level.

Corporate Improvement Plan 2009/2010 April - June 2009			
		Quarter One	Comment
CIP06.2.5 Arrange to regularly update our demographic profile through Oxfordshire Data Observatory		G	Living in Cherwell 2009 editioned, commissioned and available in August.
CIP06.2.6 Develop and implement a strategic risk based approach to improving data quality		G	The Council is now rated as 3 (performs well) for its data quality arrangements. Internal audit has been commissioned to evaluate the council's current position and provide a risk-based action plan for further improvements. A programme of detailed testing of performance indicators will be carried out later in the year to further inform these improvements.
CIP06.3.4 Compare performance and research best practice as part of S&FP process		G	2010/11 guidance drafted, to reflect good practice.
Deliver our service promises and new developments and be efficient in the way we do this			
CIP07.1.2 Refresh the corporate scorecard to reflect new priorities including partnership working		G	Refresh completed and performance of partnerships included in first quarter report.
CIP07.1.3 Monitor performance against Service Plans using PerformancePlus		A	Under development and on schedule to commence reporting through PerformancePlus from second quarter.
CIP07.1.4 Achieve regular monitoring of performance at service and directorate level		G	Regular reporting from directorate level for monthly and quarterly reports to date.
CIP07.1.5 Combine reporting of performance management framework and risk management		G	Strategic risks reported through PMF from first quarter 2009/10. Full integration of risk management into PerformancePlus from 1 April 2010.
CIP07.1.6 Regular Scrutiny review of Executive performance reports		G	Performance Scrutiny is reviewing performance each quarter and has made recommendations to the Resources & Performance Scrutiny Board for areas for more detailed scrutiny. A detailed review of service standards is a result of this.
CIP07.2.2 Introduce an equal pay structure		A	Job Evaluation Project on track and expected to meet deadline for introduction of new pay structure on 1 April 2010.
CIP07.2.3 Introduce a Total Reward Approach to pay		A	Awaiting completion of Job Evaluation.
Recognise our Staff are our Greatest Asset			
CIP08.1.2 All services to engage staff in the 2010/11 S&FP Process		G	Service planning guidance reflects the requirement for staff engagement in service planning. Guidance circulated to managers with corporate timetable for planning that includes a window for staff engagement.
CIP08.2.2 Continue the Staff Cascade		G	Cascade issued every 2 weeks without fail.
CIP08.2.3 Continue CEX Staff Briefings		G	Briefings scheduled.

**Corporate Improvement Plan 2009/2010
April - June 2009**

		Quarter One	Comment
CIP08.2.5 Ensure effective communication with staff around individual events as they occur		G	We have communicated on individual events and new policies including Sickness Policy, the Excellent Reception, Elections, Job Evaluation, Accommodation Review, Corporate Improvement Plan, Staff Awards, the Excellent Picnic area and staff energy saving.
CIP08.2.6 Work with managers to improve communication within individual services		G	The communications team now have designated service areas and are attending team meetings to develop individual communication plans.
CIP08.3.3 Continue to develop the programme to enhance staff skills to meet our objectives		G	Full training programme in progress which is open to all staff. Equalities training programme currently being co-ordinated. Comprehensive training programme designed specifically for Revenues and Benefits Staff.

Number Green and Amber
Percentage

43
100.00%

Status

Green

Significant Partnerships 2009/2010 April - June 2009			
		Quarter One	Comment
Oxfordshire-wide Partnerships			
Supporting People		G	The following projects are ongoing: Mental health and housing strategic review, re-commissioning of young people's services, review of governance and extension of domestic violence services.
Children and Young People's Partnership		G	Children and young peoples plan being reviewed during this year. North Area Board being set up.
Oxfordshire Housing Partnership		G	The work programme of this partnership is on-track. There is currently close working with the Homes and Communities Agency.
Oxfordshire Waste Partnership		G	OWP performing well - new financial arrangements are now in place. LAA 1 funds on Cleanliness not secured. Cherwell met the LAA1 cleanliness target but other Oxfordshire LAs failed to meet the target. Funds to pay around 25% of Cherwell's costs associated with relaunch of battery recycling secured from OWP.
Oxfordshire Economic Partnership		G	CMT Emerging Issue OEP has agreed to amend its governance arrangements, but the detail of these, and in particular the role of the District Councils, has not been agreed. OEP have good support from OCC and SEEDA, but there is a risk that the Districts may become marginalised unless this can be addressed. This could lessen our ability to influence economic policy for the District.
Oxfordshire Safer Communities Partnership		G	
Oxfordshire Voluntary Sector Development Partnership (OVSDP)		G	
Health and Well Being Partnership Board		G	Progress being made on greater Ageing Successfully joint working regarding services for older people. Likewise for the Better Mental Health and Obesity strategies. Clarity provided on the need for the Supporting People partnership to remain intact under the new partnerships structure and governance arrangements for Oxfordshire. LAA1 and LAA2 reward grant performances on track.

Significant Partnerships 2009/2010 April - June 2009			
		Quarter One	Comment
Cherwell-specific Partnerships			
Cherwell Community Planning Partnership		G	Focus of Q1 has been drafting the new SCS and reforming leadership and governance. SCS in draft out for consultation and new governance arrangements agreed.
Cherwell Safer Community Partnership		G	CMT Success Integrated Offender Management initiative launched to provide more effective engagement with Magistrates and Crown Prosecution Service and better understanding of local community priorities.
Homelessness Strategy Partnership		G	CMT Success In June the number of Households in Temporary Accommodation hit a new low of 51 This can be attributed to the implementation of the Temporary Accommodation strategy and solid homeless prevention work by officers. Three properties were acquired in Bicester as part of the re-commissioning of higher standard units of temporary accommodation. The Move On Support Group has been commissioned to engage former homeless people in employment training and help them make the break permanently from homelessness. This will be based in Banbury and is a first for Oxfordshire. A multi agency vulnerable adults group has been established to co-ordinate pathways for adults who are vulnerable due to substance abuse, offending, and mental health problems. The Parents and Children together charity have engaged 12 BME women who have experienced decades of domestic abuse. This would normally be an extremely hard-to-reach group. These women are going to participate in the freedom programme which is a group work programme to help break the cycle of domestic abuse. This is a direct initiative of the homelessness strategy and is commissioned by CDC. A domestic violence outreach worker has been commissioned district-wide. Funding has been secured from the "Charter plus" charitable wing of Charter for a youth and community initiative on Bretch Hill.

Significant Partnerships 2009/2010 April - June 2009			
		Quarter One	Comment
Cherwell Registered Social Landlords Partnership and Sanctuary Housing Group		G	<p>CMT Success Affordable housing delivery is on track, and excellent progress has been made in taking forward the Affordable Housing and Recession Action Plan that was approved by Executive in January 2009. Partnership working with the HCA has been developed and HCA funding has been sought for the Cassington Road scheme in Yarnton for 138 affordable housing units. In addition, the Government has made Kick Start funding available nationally (for those schemes which have become financially unviable) and the Council has worked with RSLs and Countryside developers to submit a bid to the HCA for funding to assist the SW Bicester urban extension.</p> <p>The 2008/09 Acquisitions scheme is now delivered, and the scheme for 2009/10 has gone to tender. Executive approved a draft Older Person's Housing Strategy for consultation, and the Council has tendered for a financial viability toolkit to assist individual site negotiations in respect of affordable housing and affordable housing viability study to test potential future affordable housing policy.</p>
Cherwell M40 Investment Partnership		G	No planned activities this month.
Kidlington Village Centre Management Board		G	
Banbury Town Centre Partnership		G	
Bicester Vision		G	The Vision group is operating effectively, being well supported by Business partners. A successful retail conference was run in June.
Central Oxfordshire Steering Group			This partnership is not currently operating as it is in transition. It will become the new Spatial Planning and Information Partnership under Oxfordshire Partnership Governance arrangements.

Risk Management 2009/2010 April - June 2009				
Risk Heading	Description	Net Risk Rating	Net Risk Rating or Changes since last Quarter	Risk Mitigation this Quarter /Comments
Strategic Risks				
RM001 Council fails to deliver its community leadership role	Changes resulting from Local Government White Paper and new emphasis on improved 2 tier working fail to deliver the best outcome for local residents and other stakeholders in terms of improved service and/or increased efficiencies.	Medium	No Change	A further control has been added covering the Local Strategic Partnership and stronger governance arrangements. The 'leadership pledge' in the new community strategy will address our role as community and partnership leaders.
RM002 Failure to deliver fair and equitable access to services to everyone	Failure to deliver fair and equitable access to services to everyone and meet legislative requirements and CPA expectations re equality and accessibility	Medium	No Change	No issues arising. The equalities self assessment indicates level 3 of national 08/09 equalities framework achieved which marks a significant improvement in our performance.
RM003 Failure to demonstrate continuous improvement/meet public expectations for a cleaner District	Failure to demonstrate continuous improvement and to meet public expectations for a cleaner District.	Medium	No Change	No issues arising. End of year performance report show generally high standard of performance. Neighbourhood blitzes programme underway. New mechanical sweeper improving effectiveness and efficiency of service.
RM004 Failure to have robust financial arrangements in place to deliver the Council's Strategic Agenda	As the Council's available capital reduces with investment so must our dependency on interest to support revenue expenditure and our capital assets will need to be rebuilt to fund future infrastructure investments.	Medium	No Change	No issues arising. Medium term Financial Strategy will anticipate future interest rates and this will influence annual budgetary planning.

Risk Management 2009/2010 April - June 2009				
Risk Heading	Description	Net Risk Rating	Net Risk Rating or Changes since last Quarter	Risk Mitigation this Quarter /Comments
RM005 (Partnership) Failure to adapt to the economic issues and pressures in the District	General economic conditions create a more or less favourable backdrop to Council activities.	High Medium	No Change	<p>Economic Development Strategy and related partnership activities - a long term strategy review is now underway.</p> <p>Some immediate recession response actions implemented:</p> <ul style="list-style-type: none"> - Council's Corporate Plan 2009 -10 approved by the Executive to include new "promise" - to help and support Cherwell residents through uncertain economic times" - Monthly review of statistics and intelligence on changes in the local economy is now undertaken and reviewed (building on partner (OEP) work for Oxfordshire as a whole) - this will be used in all Council work and be available to AA&R Committee. - Service and financial planning responses to include additional resources for economic development work. Service and Financial Planning process - Internal financial impacts (severe decline in potential for investment income/loss of fee and charge income in some areas (eg planning / land charges). In Spring 2009, the Executive approved the new Medium Term Financial Strategy and related action plan to manage the financial impacts on the organisation. This work will inevitably limit the Council's resources and force a reconsideration of priorities. <p>There is a risk of reduced capacity to respond to economic impacts. However, successful application of the strategy will allow continued evolution of council responses and protect our ability to make special investments in priority projects (including capital projects).</p>
RM006 Failure to adapt to social issues and pressures in the District	Failure to understand the needs and issues facing the Council's diverse communities and lack of effective engagement with hard-to-reach groups. Failure to fulfil the community leadership role in the event of a significant social issue (eg closure of large employer in the district, review of healthcare provision, etc)	Medium	No Change	Ongoing work implementing community cohesion plan. Strong community leadership role being played by the Council in response to the recession and the impact on local people, businesses etc. Annual review of diverse communities. CMT review of social issues and pressures as they arise.

Risk Management 2009/2010 April - June 2009				
Risk Heading	Description	Net Risk Rating	Net Risk Rating or Changes since last Quarter	Risk Mitigation this Quarter /Comments
'High' Rated Risks				
RM007 Chris21 - E-recruitment	Improved quality service to become an employer of choice through introduction of Chris21 e-recruitment module is now unlikely due to Contractor's failure to deliver contract. Original implementation date April 2007, later revised to May 2008 and now estimated September 2009. Although the service will not diminish, we will be unable to deliver improvements against service plan.	High	Medium	Meeting with Frontier Consultant held on 2 July 2009 to resolve issues and move the recruitment module forward. Anticipated release date 30 September 2009. Net risk rating reduced from High (20) to Medium (6).

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Indicated by:-

High
High Medium
Medium
Low

How the risk should be managed

Requires Active Management. High impact / High Probability: this risk requires active management to manage down and maintain the exposure at an acceptable level. Escalate upwards.
Contingency Plans Required. A robust contingency plan is required, together with early warning mechanisms to detect any deviation from the profile. Escalate upwards.
Monitoring Required. This risk may require some additional risk mitigation to reduce the likelihood (if it can be done cost effectively), but good housekeeping to ensure that the impact remains low should be adequate. Monitor to identify any change in the risk.
Review Periodically. This risk is unlikely to require further mitigating actions, but the status should be reviewed quarterly to ensure that conditions have not changed.

Agenda Item 12

Executive

2009/10 PROJECTED REVENUE & CAPITAL OUTTURN AT 30 JUNE 2009 AND 2008/09 TREASURY MANAGEMENT ANNUAL REPORT

3 August 2009

Report of Head of Finance

PURPOSE OF REPORT

This report summarises the Council's Revenue and Capital performance for the first 3 months of the financial year 09/10 and projections for the full 09/10 period. These are measured by the budget monitoring function and reported via the Performance Management Framework (PMF) informing the 09/10 budget process currently underway.

To receive information on treasury management performance and compliance with treasury management policy during 2008/9 as required by the Treasury Management Code of Practice. This reports also reviews the treasury performance in Q1 2009/10.

This report is public

Recommendations

The Executive is recommended:

- 1) To note the projected revenue & capital position at June 2009.
- 2) To note the performance against the 2008/09 investment strategy and the financial returns from each of the 3 funds detailed in Appendix 1 and 2.
- 3) To note the Q1 performance against 2009/10 investment strategy

Executive Summary

Introduction

- 1.1 In line with good practice budget monitoring is undertaken on a monthly basis within the Council. The revenue and capital position is reported monthly to the Corporate Management Team and formally to the Executive on a quarterly basis. This reports includes the position at Q1.
- 1.2 The revenue and capital expenditure in Q1 has been subject to a detailed review by Officers and reported monthly to management as part of the corporate dashboard. An additional benchmark has been included this year to measure the accuracy of projections by budget holders on a month by month basis.
- 1.3 The CIPFA Code of Practice on Treasury Management which this Council has adopted requires an Annual Report to be presented to the Executive at the end of each financial year. This report is included in Appendix 1.

Conclusion

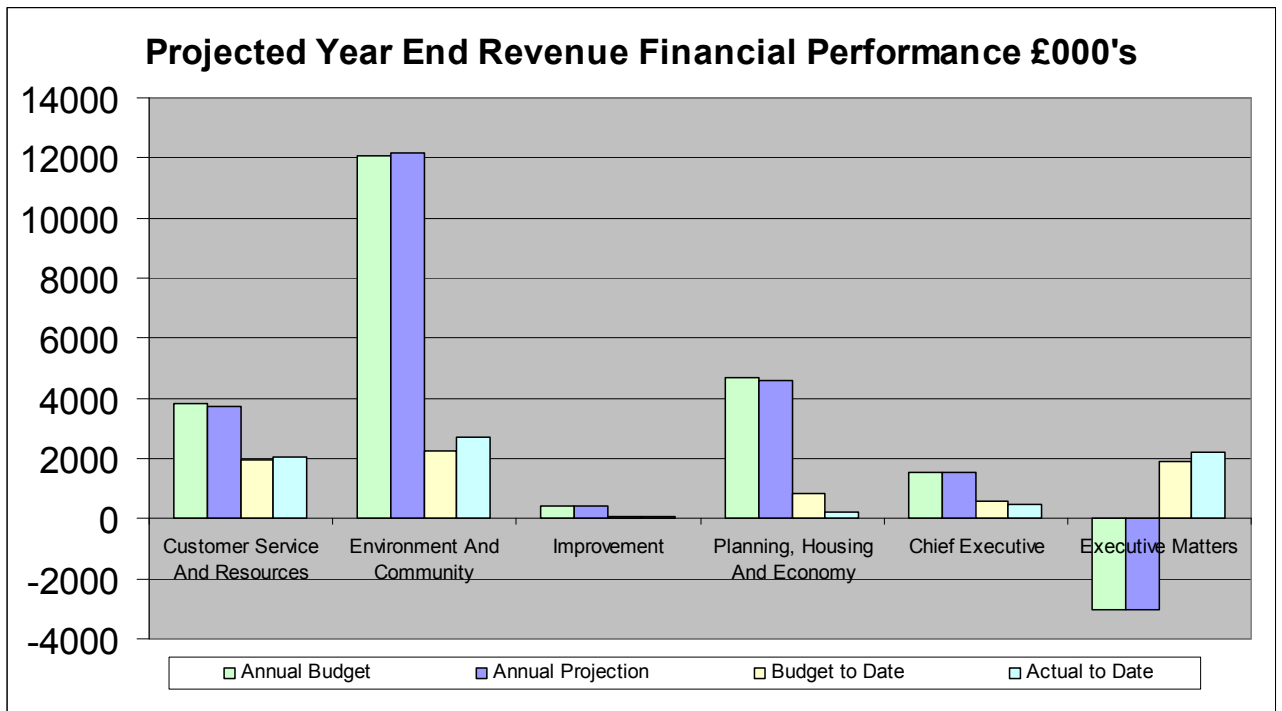
- 1.4 Due to the downturn in the economy, impact of the credit crunch on Council services and the volatility of the financial markets, the Council is keeping a watching brief on any challenges that they may need to face which may result in a redirection of budgets.
- 1.5 The variances on the revenue and capital projections are within the Council's stated tolerances of +2% / -5%.
- 1.6 The Council has a General Fund Revenue reserve to meet any budgetary surplus or deficit.
- 1.7 The Council's investment performance was 0.73 % higher than anticipated in the 2008/09 budget and the approved policy was adhered to throughout the financial year.

Background Information

Revenue and Capital Position at 30 June 2009

- 2.1 The Dashboard Revenue Report for June 2009 shows an overspend against budget of £159k. This can be split between an overspend in services to date of £99k and reduced investment income of £60k. The majority of the overspends in services relate to timing issues and profiling. These will be updated in Q2 report.
- 2.2 Total capital spends to June 2009 including commitments amount to £4.0m. This represents 15% of total YTD budget and 60% of the periodic budget.

Revenue Projections 2009/10



Directorate	Projected Under / Over Spend
Customer Service & Resources	£-96,000
Chief Executives	£0
Improvement	£0
Environment & Community	£209,000
Planning Housing & Economy	£-113,000
Investment Income	£-400,000
Investment Risk Reserve	£400,000
Projection	£0

- 2.3 We are currently projecting to be on track to budget at the year end. This assumes that the reduction in investment income will be met from the earmarked interest rate reserve and the underspends in Q1 within the CSR and PHE Directorates remain to offset income reductions in EAC.
- 2.4 The overspend in Environment and Community primarily relates to income shortfalls in bulky waste (£15k), market rents (£100k) and car park income (£98k) relating to closure of bays due to Spiceball works and the pedestrianisation project.
- 2.5 The underspend in Customer Service and Resources relates to savings in Business Services relating to the redundant Head of Service Post (£80k) and salary savings in Exchequer (£17k) offset by the external support contract to assist benefit processing.

- 2.6 The underspend in Planning, Housing and Economy relates to salary savings (£113k) in Building Control and Affordable Housing due to vacancies with some partial offset from agency costs.

Capital Projection 2009/10

Summary	Q1 Budget £,000	Q1 Actual £,000	Variance £,000	Full Year Budget £,000	Projection £,000
Customer Service & Resources	£177,000	£183,000	£6,000	£1,224,000	£1,224,000
Environment & Community	£849,000	£690,000	£-159,000	£4,039,000	£4,039,000
Planning Housing & Economy	£2,721,000	£713,000	£2,008,000	£9,828,000	£9,828,000
Sports Centre Modernisation	£3,035,000	£2,375,000	£-660,000	£12,140,000	£12,140,000
Chief Executives	£10,000	£0	£-10,000	£38,000	£38,000
			£0		
			-		
	£6,792,000	£3,961,000	£2,831,000	£27,269,000	£27,269,000
% of Q1 Budget		58%			
% of YTD Budget		15%			

- 2.7 The projected spend for capital schemes in Q1 taking into consideration the observations detailed below is £27.3m of which £12.1 relates to the Sports Centre Modernisation Project.
- 2.8 Assurance is being sought from Service Heads to ensure that schemes are started according to budgeted profile and will be monitored monthly through budget monitoring, the Finance Management Panel and Capital Investment Delivery Group.
- 2.9 The Q2 report in October 2009 will give consideration to any revisions to the capital programme in light of any schemes that have slipped or are no longer required.

Annual Treasury Performance 2008/09

- 2.10 The actual return on investments for 2008/09 was £5.9m compared with a budget of £5.1m a favourable variance of £0.8m. The budget was based on an average investment balance of £96m and an interest rate of 5.3 %. The actual average balance was £103m which attracted an average return of 6.03 %.
- 2.11 A summary of performance is included in Appendix 1 and commentary from our treasury advisors in performance is included at Appendix 2.

Treasury Performance Quarter 1 2009/10

- 2.12 The actual return on investments for the quarter to June 2009 was £646k compared with a budget of £706k a variance of £60k. The primary reason for the variance is the current base rate of 0.5%. At the time of setting the 2009/10 budget the assumption was that a minimum level of 2% would be achieved for all new loans entered into. This has not been the case for in-house deals.

2009/10 Budget by Fund Manager

Manager	Amount Managed	Avg rate %	Interest Receivable	Monthly equivalent
TUK	29,000,000.00	4.93%	1,429,153.00	119,096.08
Investec	26,230,000.00	2.81%	736,038.00	61,336.50
In House avg	29,000,000.00	2.28%	660,388.28	55,032.36
	84,230,000.00	3.35%	2,825,579.28	235,464.94

- 2.13 The actual return on investments by Fund manager can be seen below:

Fund	Amount at 30 June 2009	Q1		Variance	Rate of return
		Interest Budget	Q1 Actual Interest		
TUK	29,000,000.00	357,288.25	371,488.40	14,200.15	5.1500%
Investec	26,230,000.00	184,009.50	141,064.58	-42,944.92	2.1500%
CDC	24,074,794.52	165,097.07	133,940.79	-31,156.28	2.1000%
Total	79,304,794.52	706,394.82	646,493.77	-59,901.05	3.2035%

- 2.14 The revised investment strategy was approved at Full Council on July 21st 2009 and as a result of the minor amendments we will meet with fund managers and our treasury advisors in August 2009. As part of this meeting we will discuss what mitigating action can be taken to address the shortfall in interest.
- 2.15 The interest rate decline has been monitored and as a result an interest rate risk reserve was created as part of the review of reserves in conjunction with the preparation of the statutory accounts. The reserve balance is £500k and latest projections show that this is adequate to meet the budgeted shortfall.

Key Issues for Consideration/Reasons for Decision and Options

- 3.1 This report illustrates the Council's performance against the 2009/10 Revenue and Capital Budget and includes the annual report on fund manager performance in 2008/09 and Q1 of 2009/10.

The following options have been identified. The approach in the recommendations is believed to be the best way forward

- Option One** To review current performance levels and consider any actions arising.

Option Two

To approve or reject the recommendations above or request that Officers provide additional information.

Consultations

The revenue and capital position has been subject to regular review by the Corporate Management Team.

The investment strategy has been subject to regular review with Members, Corporate Management Team and PWC over the last 3 months as part of the revised investment strategy.

Implications

Financial:

Financial Effects – The financial effects are as outlined in the report.

Efficiency Savings – There are no efficiency savings arising from this report however the budget 2009/10 was based on a number of efficiencies carrying forward from Gershon and achieving our targets for 2008/09. In addition to our own internal efficiency targets we also have to meet the Government's 3% efficiency target – National Indicator 179. Not all of our efficiencies can be counted towards this target and the finance team are therefore undertaking an exercise to allow progress against the Government target to be monitored.

Comments checked by Karen Muir, Service Accountant 01295 221545.

Legal:

Presentation of this report is in line with the CIPFA Code of Practice.

Comments checked by Liz Howlett, Head of Legal and Democratic Services 01295 221686

Risk Management:

The position to date highlights the relevance of maintaining a minimum level of reserves and budget contingency to absorb the financial impact of changes during the year.

It is essential that the treasury annual report is considered by the Executive as it demonstrates that the risk of not complying with the Council's Treasury Management Strategy has been avoided in 2008/09.

Comments checked by Rosemary Watts, Insurance and Risk Manager, 01295 221566.

Wards Affected

All

Corporate Plan Themes

An Accessible and Value for Money Council

Executive Portfolio

Councillor James Macnamara
Portfolio Holder for Resources

Document Information

Appendix No	Title
Appendix 1	Treasury Management Annual Report 2008/09 - Document to follow
Appendix 2	Fund Manager Review – Fourth Quarter 2008/09
Background Papers	
2009/10 Budget Booklet 2009/10 Capital Asset Strategy Medium Term Financial Strategy 2009/10 Investment Strategy CIPFA Treasury Management Code of Practice	
Report Author	Karen Curtin, Head of Finance
Contact Information	01295 221551 karen.curtin@cherwell-dc.gov.uk

Cherwell District Council

Fund Manager Review: January to March 2009

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Summary

The latest quarter saw no let up in the volatile and unpredictable behaviour of markets that has dominated most of the past two financial years. Economies around the world sank into deep recession and public sector finances deteriorated at an accelerating rate as governments sought to prop up beleaguered manufacturing and service sectors and to support financial organisations under severe pressure.

Official interest rates continued on their downward path. US interest rates had been cut to near zero in late December 2008, so the main running was taken up by the Bank of England and to a lesser extent by the European Central Bank. By the close of the quarter, UK official rates had fallen to 0.5%, a level that was unlikely to be bettered.

The latest cut in rates was followed by a significant departure of monetary policy, from the regulation of interest rates to quantitative easing. Growth in money supply as opposed to inflation was now viewed as the key determinant of MPC actions and this was more likely to affect the performance of long as opposed to short-term interest rates.

Money market rates followed a gradually easing trend, although the persistence of the atmosphere of fear and suspicion that had dominated the financial sector since 2007 continued to hamper liquidity and to prevent a more marked decline in interest rates.

This did mean that rates available on negotiable instruments remained substantially above short-term benchmarks and created some, albeit rather unexciting, investment opportunities. In addition, a gradual decline in longer-term money market rates did generate some capital gains but the best of these had been seen in the previous quarter.

Gilt-edged prices remained volatile and did enjoy the occasional phase of notable strength, no more so than after the announcement of the Bank of England's move to quantitative policy easing. But movements proved very unpredictable and fund managers treated the market with caution for fear that a bad decision would do much to erode hard-earned returns at a critical stage of the financial year.

In general, returns on the quarter were satisfactory if unspectacular. But the lack of major "accidents" meant that performances for 2008/09 as a whole were good. Unfortunately, the current low level of money market rates and gilt yields will limit the scope for generating good returns in the year ahead. The attributes of liquidity and security offered by the segregated investment funds will their principal attractions for the next year at least.

Summary data

	CDCM	Investec
Value of fund as at 31 March 2009	29,000,000	26,230,208.57
Percent net return on quarter	1.38	1.15
Cumulative net return 2008/09	5.51	7.27

The Council's two managers, Investec and CDCM, delivered very satisfactory returns over the quarter and consistently good results for the year as a whole. Investec was the top performer among its peers by a wide margin, while CDCM continued to deliver a steady profile ahead of benchmark by a decent amount.

Investec remained one of the more cautious of the wide range fund managers in the closing stages of the financial year. It continued to avoid exposure to the gilt-edged market for a number of reasons. First and foremost, yields had fallen by late 2008 to levels that were considered to be just about as low as they were likely to go. They did not offer good value and while holdings might be justified on grounds of safety, any adverse movements in price would compromise performance.

Second, the vulnerability of the market to adverse shifts in investor sentiment and the risk of suffering losses in the closing stages of the financial year served as a deterrent to tactical trading operations. The downside risks far outweighed the advantages that might be had from capital uplift which at the low level of market yields would most likely be small.

Too often in the past, Investec's decent performance for the first three quarters of the year has been undone by ill-timed forays into the gilt market. It was quite determined not to be caught out again this time.

Very few new investments were made in the quarter by either manager, courtesy of the fact that there were very few maturities. In fact, the only action taken by CDCM was to re-fix the "coupon" on a variable rate deposit with the Nationwide Building Society. Investec purchased two CDs with lives of three months.

Performance Comparisons - cumulative data

(%)	Investec		CDCM	
	vs 7-day LIBID	vs Ind Ave	vs 7-day LIBID	vs Ind Ave
2003/04	-1.18	-0.65	0.45	0.94
2004/05	0.13	0.03	0.32	0.16
2005/06	-0.10	-0.08	0.58	0.56
2006/07	-0.96	-0.28	0.37	0.97
2007/08	0.23	0.04	-0.27	-0.46
2008/09				
Jun	-0.08	0.06	0.09	0.23
Sep	0.02	-0.06	0.21	0.11
Dec	2.68	0.65	0.79	-1.28
Mar	3.67	0.79	1.94	-0.97

Over the quarter, Investec posted a net return of 1.15%, CDCM a gross return of 1.38%, results that compare with 0.23% for the benchmark and 1.03% for the industry average. The results for the year are very creditable, Investec's cumulative return of 7.27% beating its benchmark by 3.67% and the industry average by 0.79%. CDCM's 5.51% gross return exceeded its benchmark by 1.94%, although it was slightly short of a demanding average.

The task of delivering another upbeat return in the new financial year has been made doubly difficult by the fall in rates to very low levels. As existing high yield asset holdings mature, the proceeds will be invested in lower yielding instruments. CDCM's portfolio has a relatively lengthy maturity profile which suggests the fall in returns from this particular manager will be quite slow. For Investec, this will not be the case as most of the current high yield assets are redeemed over the course of the next six months. In addition, with opportunities to generate additional return in the gilt market very limited it would be unwise to expect miracles from this manager. Where it will continue to deliver is in its provision of access to quality counterparties and liquidity.

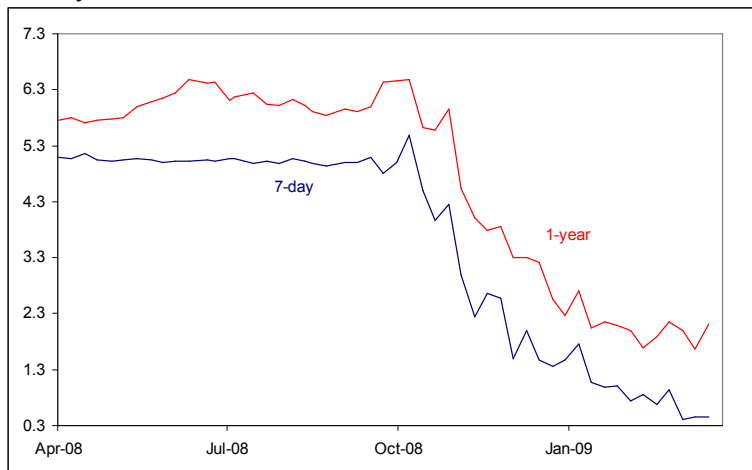
Market Background

The nervousness of the world's financial markets continued to dominate sentiment for a good deal of the past quarter, although by the end of the period there were a few signs that the situation was moving to a more stable footing. This had required a great deal of additional assistance by governments in the bulk of major industrialised countries at very considerable cost to budgets.

The New Year failed to herald a change in the fortunes of the banking sector. Hopes were pinned upon a more healthy set of quarterly performance results following all the asset write downs of the past year and the assistance packages that had been put in place in the preceding months. But this failed to materialise and the stream of bad news on profits and problem banks continued during the January/February reporting season.

Central banks continued to ease monetary policies in an attempt to reduce borrowing rates and hence alleviate some of the cost pressures being experienced by financial institutions and, more to the point, the corporate and household sectors. These latter areas were faced with an increasingly severe recession, triggered initially by the monetary squeeze courtesy of the credit crunch and asset price deflation.

Money Market Rates



With official interest rates in the US already at close to zero at end-2008, the Bank of England was at the forefront of policy easing. Bank Rate was cut in successive monthly moves from 2% at the outset of the year to the historically low level of 0.5% in March. Thereafter, the governor of the Bank indicated no further cuts were contemplated. Policy ease going forward would take the form of quantitative measures where the stock of money would be expanded via a mechanism of buying securities from investment institutions in exchange for cash. This so-called quantitative easing commenced in early March and is expected ultimately to amount to £150bn, the full amount sanctioned by the Chancellor of the Exchequer.

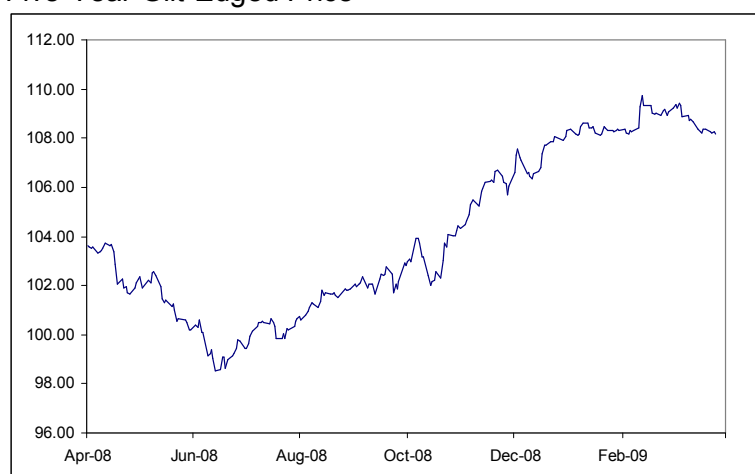
Aside from Bank of England assistance, the central government launched the second phase of its support operations for the banking industry during the second half of January. This failed to allay fears that even more aid might have to be extended to the banking industry before the crisis is over. During the course of the quarter, two major banks, RBS and Lloyds Group, needed substantial cash injections, action that led the public sector to assume near-full ownership. In addition to this, the Dunfermline Building Society was rescued from bankruptcy.

The problems of the financial markets since late 2007 had clearly spread to other parts of the economy. Economic data confirmed that the UK was in deep recession and the latest Bank of England Inflation Report (published in mid-February) registered a marked change in official forecasts for 2009 and 2010. Economic activity was expected to decline sharply (GDP was forecast to contract by more than 4% in 2009) and inflation was projected to fall into negative territory. Both these forecasts were seen as justifying the shift to a more aggressive approach to monetary policy.

The generally uncertain backdrop to the UK and the financial markets prevented a marked easing in overall money market liquidity. While the situation did show some signs of improving as the quarter progressed, the margin between official interest rates and those quoted in the inter-bank market for periods longer than 1-month remained very wide.

The gilt-edged market posted a generally satisfactory performance, although day-to-day price movements remained very erratic and difficult to predict. The attractions of this market as a safe haven for investment funds continued to exert a positive influence but the fall in yields to historically low levels did serve as a deterrent to significant inflows of new funds. This was particularly evident at the shorter end of the maturity range where yields had already declined to levels that had discounted the severe cuts in official interest rates.

Five-Year Gilt-Edged Price



Deteriorating growth prospects, fears of prolonged deflation and expectations that RPI inflation would sink to negative territory in the foreseeable future served as positive influences for this market. However, at least part of this was countered by the very severe deterioration in public sector finances. The prospect of exceptionally heavy supply of new gilts to finance the government deficit dampened investor enthusiasm and limited the extent to which any rallies could be sustained for more than a few days.

Prices did jump sharply higher in early March when the Monetary Policy Committee sanctioned the purchase of gilts as the mainstay of its quantitative easing (QE) programme. But the greatest gains were seen beyond the 5-year area, a function of the fact that the QE purchases by the Debt Management Office would be confined to securities with remaining lives of between five and twenty-five years. Prices eased back following this rally and the weight of forthcoming supply and the relative unattractiveness of gilt yields dampened buying interest.

Investment Activity

General Background

Fund managers continued to exercise caution in the uncertain financial environment mindful of the fact that counterparty viability remained in question and the number of attractive opportunities offered by financial instruments was dwindling in the face of declining money rates and yields.

A small number of managers did undertake a few tactical trades in the gilt-edged market with the aim of generating small but useful profits from anomalous price behaviour.

But the bulk of what activity there was, was directed towards capturing value for minimal risk. In the main this involved purchasing certificates of deposit with relatively short lives but did also feature investment in alternative instruments, notably bonds and floating rate notes issues by supranational organisations such as the European Investment Bank.

Distribution of Investments (% distribution of portfolio)

End-period	Money market						Gilts	OFI
	U/i cash	0-1 month	1-3 month	3-6 month	6-12 month	over 1yr		
CDCM								
2008 Mar	0.00	0.00	8.62	0.00	34.48	56.90	0.00	
Jun	0.00	0.00	0.00	17.24	20.69	62.07	0.00	
Sep	0.00	0.00	0.00	17.24	12.07	70.69	0.00	
Dec	0.00	0.00	17.24	3.45	25.86	53.45	0.00	
Mar	0.00	13.79	8.62	8.62	25.86	43.10	0.00	
Investec								
2008 Mar	0.18	0.00	27.87	33.30	38.64	0.00	0.00	0.00
Jun	0.41	4.13	28.77	18.63	48.06	0.00	0.00	0.00
Sep	0.37	18.66	0.00	30.03	46.11	4.83	0.00	0.00
Dec	0.22	0.77	3.65	27.89	62.50	4.98	0.00	0.00
Mar	0.38	10.43	21.55	18.10	44.51	5.02	0.00	0.00

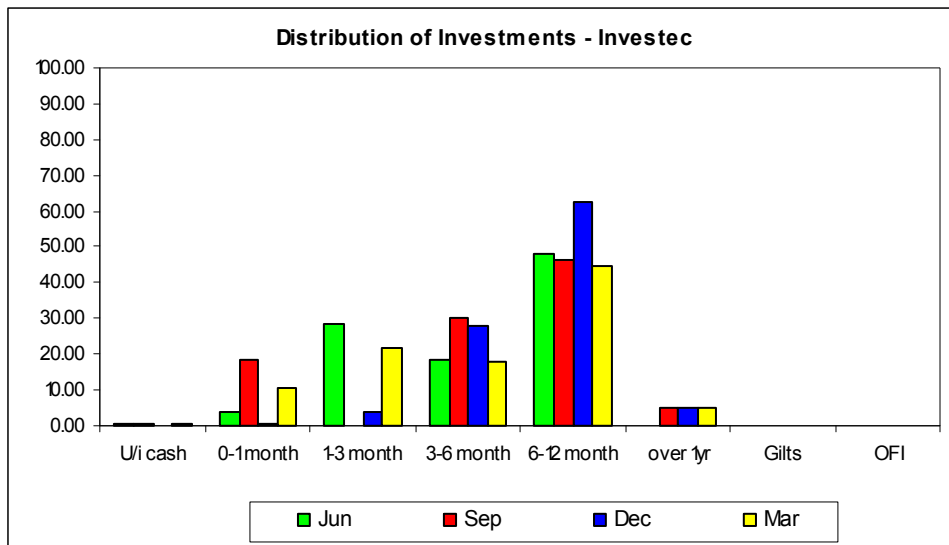
Investec

Investec remained one of the more cautious of the managers. This has been a feature of this manager for the past year and a half and is a far cry from its more adventurous approach in past years.

One reason for this style is the manager's determination not to give up hard-earned return via ill-timed forays into areas such as the gilt-edged market in the closing stages of the financial year, an all too familiar pattern earlier in the decade.

Activity was low key and tended to feature the reinvestment of funds arising from the maturity of existing security holdings. The low level of yields and lack of interesting opportunities across the maturity range meant there was no real incentive to undertake early switching operations.

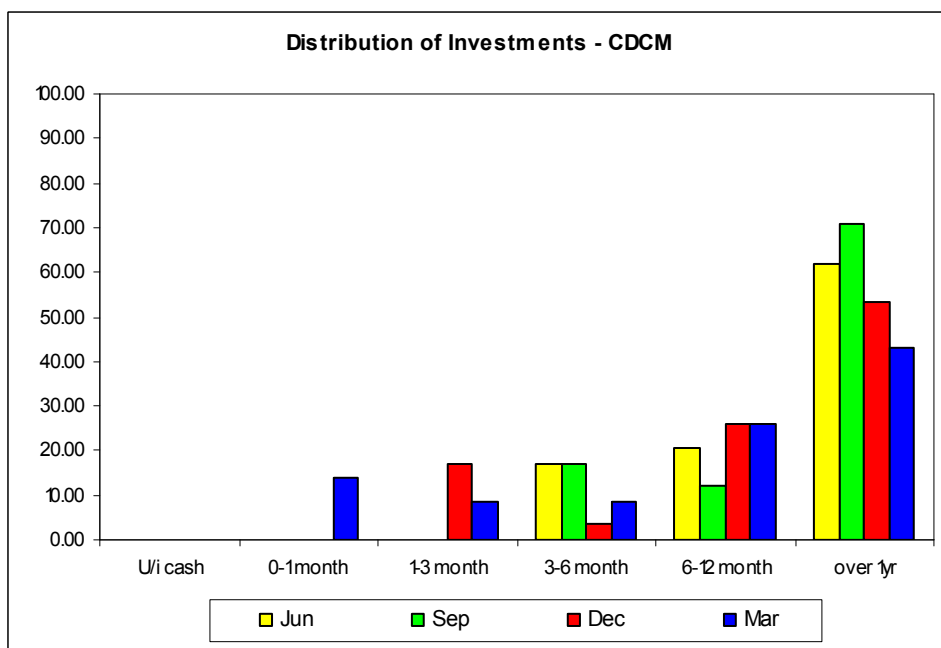
For the Council's fund, activity was confined to the purchase of CDs in the three month area for yields around 2%, actions that do not bode especially well for absolute returns as the new financial year progresses.



CDCM

Strong expectations that interest rates will return to a rising path by early 2010 was the principal driving force behind the manager's investment approach in the quarter. Where new investments were undertaken they were confined to the shorter end of the maturity range to ensure there will be plenty of flexibility within the portfolio to capitalise upon a rise in interest rates when it occurs.

No new investments were undertaken for the fund during the quarter. The variable rate deposit with the Cheshire Building Society (now Nationwide) was re-fixed for a further three months at 2.66%.



Performance

General Overview

Declining yields in the money and gilt-edged markets hampered managers' ability to add value via new security purchases. Nevertheless, the performances of the segregated managers remained satisfactory and well ahead of LIBID benchmarks.

This was almost exclusively the result of earlier acquisitions of longer-dated securities on yields close to and in some cases above 6%. The longer the duration of these instruments the greater the sensitivity of their prices to changes in market yields and the larger the potential capital uplift in the times of falling interest rates.

Lack of high profile "accidents" in the gilt-edged market limited the number of times managers posted disappointing quarterly returns and ensured the results for the financial year as a whole were good.

Comparative performances against benchmark* & industry average

(%)	B'mark	Ind. Ave	Investec			CDCM		
			Actual	v b'mark	v ave	Actual	v b'mark	v ave
2007/08								
Jun	1.36	1.16	1.23	-0.13	0.07	1.32	-0.04	0.16
Sep	1.47	1.55	1.56	0.09	0.01	1.33	-0.14	-0.22
Dec	1.43	1.65	1.66	0.23	0.01	1.34	-0.09	-0.31
Mar	1.34	1.31	1.26	-0.08	-0.05	1.34	0.00	0.03
2008/09								
Jun	1.26	1.12	1.18	-0.08	0.06	1.35	0.09	0.23
Sep	1.26	1.48	1.37	0.11	-0.11	1.37	0.11	-0.11
Dec	0.81	2.71	3.40	2.59	0.69	1.40	0.59	-1.31
Mar	0.23	1.03	1.15	0.92	0.12	1.38	1.15	0.35

Investec

Investec was top performing manager by a wide margin in 2008/09. Its cumulative return for the year amounted to a very creditable 7.27%, compared with 3.60% for the benchmark and 6.48% for the industry average.

While a small amount of enhanced return was the result of generally successful tactical trading opportunities in the gilt-edged market, the bulk of it was the result of its activity in the CD market.

Here, it concentrated a good deal of its purchases at the longer end of the maturity range (around 1-year) when yields broke above 6%, a level it considered to be too high given the economic and financial backdrop.

Its view proved correct and the long-dated CD holdings delivered consistently superior yields and some capital appreciation. This latter factor will prove temporary and will erode as CD issues approach maturity. But returns will still exceed what is now available on term deposits with good quality counterparties by a comfortable margin.

The return for the final quarter of the year came in at 1.15% net. There were few opportunities to boost returns by taking an adventurous approach to the markets and as a result Investec chose to maintain a cautious stance. The manager's return compares with a benchmark return of 0.23% and 1.03% for the industry average.

Returns from existing holdings of high yield CDs will continue to boost performance in the near term. But this cannot be expected to continue and as these are replaced by holdings of lower yielding instruments, the income from the fund will decline.

Cumulative performances against benchmark & industry average

(%)	Benchmark+		Ind Ave	Investec			CDCM		
	(a)	(b)		Actual	v b'mark	v ave	Actual	v b'mark	v ave
2007/08									
Jun	1.36	1.36	1.16	1.23	-0.13	0.07	1.32	-0.04	0.16
Sep	2.83	2.85	2.73	2.82	-0.03	0.09	2.65	-0.18	-0.08
Dec	4.26	4.32	4.42	4.52	0.20	0.10	3.99	-0.27	-0.43
Mar	5.60	5.72	5.79	5.83	0.11	0.04	5.33	-0.27	-0.46
2008/09									
Jun	1.26	1.26	1.12	1.18	-0.08	0.06	1.35	0.09	0.23
Sep	2.52	2.54	2.62	2.56	0.02	-0.06	2.72	0.20	0.10
Dec	3.33	3.37	5.40	6.05	2.68	0.65	4.12	0.79	-1.28
Mar	3.57	3.60	6.48	7.27	3.67	0.79	5.51	1.94	-0.97

* 7 day LIBID: + Benchmark (a) is non-compounded and used as performance gauge for CDCM, (b) is compounded and used for Investec.

CDCM

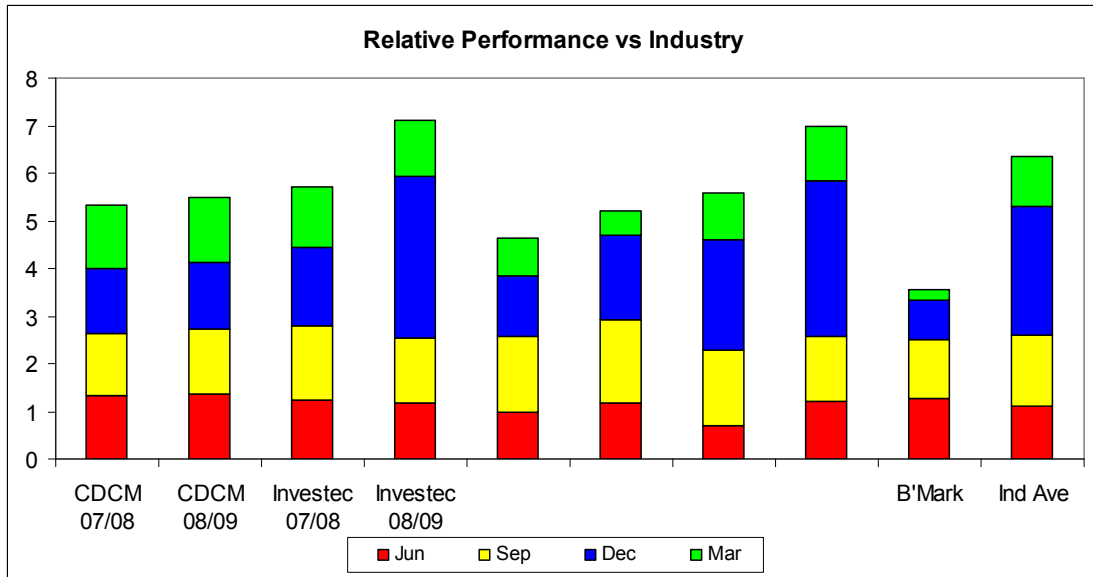
CDCM's performance was also very satisfactory over the quarter and the year as a whole, both in absolute terms and relative to the Council's chosen benchmark. Money markets responded to the official relaxation in domestic monetary policy and the easing in liquidity conditions as the worst effects of the credit crunch dissipate. But the fund has benefited from the effects of previous long-term commitments to deposits at considerably higher interest rates and this is reflected in the results.

Over the quarter, CDCM delivered a gross return of 1.38% against 0.23% for the benchmark. Indeed, the altered circumstances in the financial markets, notably the decline in yields on marketable securities, meant that its return relative to wider range managers moved to a more positive position. The industry average for the quarter stood at around 1.07% gross of fees.

Over the year as a whole, CDCM's total return amounted to 5.51% gross, against 3.57% for the benchmark and 6.48% for the industry average.

The outlook for the next two years does not look as encouraging. The decline in the general level of interest rates, and the fact that they are likely to remain at historically low levels for some time to come, means that investments that replace maturing deposits will generate lower yields.

Nevertheless, returns relative to benchmark should remain satisfactory and if the manager's views on rates are correct (i.e. that they will have returned to a rising path by 2010) the worst of the dip in the market that has and will continue to afflict in-house management might well be avoided.



Performance Benchmarks

Cumulative performances – 2007/08 Financial Year

	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar
Benchmark	1.36	2.85	4.32	5.72
Industry Average	1.16	2.73	4.42	5.79
High	1.41	2.91	4.69	6.09
Low	1.02	2.52	4.04	5.44
Upper Quartile	1.22	2.83	4.52	5.89
Lower Quartile	1.08	2.53	4.10	5.70
Median	1.18	2.65	4.38	5.81
<i>Investec</i>	<i>1.23</i>	<i>2.82</i>	<i>4.52</i>	<i>5.83</i>
<i>CDCM</i>	<i>1.32</i>	<i>2.65</i>	<i>3.99</i>	<i>5.33</i>

Comparative performances – quarterly results 2008/09

	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar
Benchmark	1.26	1.26	0.81	0.23
Industry Average	1.12	1.48	2.71	1.03
High	1.21	1.74	3.25	1.16
Low	0.71	1.37	1.27	0.53
Upper Quartile	1.18	1.64	2.53	1.04
Lower Quartile	0.91	1.54	1.65	0.73
Median	1.07	1.60	2.04	0.90
<i>Investec</i>	<i>1.18</i>	<i>1.37</i>	<i>3.40</i>	<i>1.15</i>
<i>CDCM</i>	<i>1.35</i>	<i>1.37</i>	<i>1.40</i>	<i>1.38</i>

Cumulative performances – 2008/09 Financial Year

	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar
Benchmark	1.26	2.54	3.37	3.60
Industry Average	1.12	2.62	5.40	6.48
High	1.21	2.93	5.93	7.16
Low	0.71	2.33	3.88	4.70
Upper Quartile	1.18	2.68	5.05	6.08
Lower Quartile	0.91	2.51	4.48	5.16
Median	1.07	2.59	4.72	5.52
<i>Investec</i>	<i>1.18</i>	<i>2.56</i>	<i>6.05</i>	<i>7.27</i>
<i>CDCM</i>	<i>1.35</i>	<i>2.72</i>	<i>4.12</i>	<i>5.51</i>

Agenda Item 13

Executive

A REQUEST FOR FUNDING FOR TEMPORARY ACCOMMODATION FROM CDC CAPITAL RECEIPTS

3 AUGUST 2009

Report of HEAD OF HOUSING

PURPOSE OF REPORT

This report is to seek approval for a number of schemes using the capital receipts ring fenced for social housing (Homelessness Initiatives) and in line with Cherwell's Temporary Accommodation Strategy 2008-2011

This report is public

Recommendations

The Executive is recommended to:

- (1) Approve a Supplementary Capital Estimate for the schemes detailed below, to be funded from earmarked Capital Receipts set-up from the sale of Temporary Accommodation premises.
 - Capital funding for 365, Warwick Road, Banbury - £74,000
 - An Acquisitions Scheme for temporary accommodation - £430,000 (maximum budget)
 - An Acquisitions Scheme for move on accommodation for young people with high support needs –cost based on tender quotations

Executive Summary

Introduction

- 1.1 Executive approved the Cherwell Temporary Accommodation Strategy in April 2008. This report stated:
The Temporary Accommodation Strategy will allow the Council and its Partners to focus resources and achieve continuous improvement in performance. The aim of the Strategy is to ensure that greater efficiencies are achieved through better procurement of temporary accommodation provision. To achieve the Council's objectives requires the appropriate level of Revenue and Capital Budgets. Any significant financial effects over and above that already incorporated into the Capital & Revenue Budgets will be the subject of further reports. It should be noted that there is £1.8m of Reserves (from the

sale of Cotefield House and other homelessness accommodation) earmarked for Temporary Accommodation.

- 1.2 This report is to request the approval to fund 3 schemes from the capital receipts of £1.8m as part of the delivery of the above agreed strategy.

Proposals

- 1.3 The schemes requiring funding approval are:
- 1.4 **365 Warwick Road, Banbury** – This is land owned by Charter Community Housing. The Council commissioned Sanctuary Housing to replace the current empty and unviable properties on the site with 4 specially designed flexible accommodation units for use as temporary accommodation for homeless households. The project secured funding of £74,000 from the Housing Corporation for 2 of the flats (now the Homes and Communities Agency-HCA) but needs a further £74,000 to make the project viable.
- 1.5 **A scheme to acquire five 2-bedroom properties on the open market for use as temporary accommodation for homeless households to be delivered by Sanctuary Housing.** Sanctuary Housing are now the main provider of temporary accommodation for the District and have recently delivered a similar acquisition scheme for us. Sanctuary are also one of the Council's preferred development partners. The Council has a management agreement with Charter Community Housing to manage all temporary accommodation which provides a solid relationship with a single provider for the delivery and management of this provision. This management agreement also deals with performance management and mechanisms for dealing with under performance. The Council's Temporary Accommodation team will refer households in need of emergency accommodation directly into the properties which are procured. The budget for this scheme will need to be £430,000 based on CDC funding 50% of the costs although it is hoped properties could be purchased below the maximum valued allowed.
- 1.6 **A scheme to provide 6 units of accommodation for use as accommodation for care leavers and other young people with high support needs** – The Temporary Accommodation Strategy also includes a need for provision for young people leaving care who require temporary accommodation before they can take on permanent housing. We have added this scheme to the general needs acquisition scheme which is currently being tendered as an additional future option (subject to funding being agreed). The evaluation criteria for this tender include an assessment of best value in the procurement of these units. We therefore do not have an exact figure for this at this point.

Conclusion

- 1.6 These schemes all help deliver the Temporary Accommodation Strategy. An estimate of how the capital receipts will be spent overall to deliver the units required as part of this strategy is provided at Appendix 1.

Background Information

- 2.1 The capital receipts ring fenced for social housing (homelessness initiatives) total £1,790,738 and were raised from the sale of former hostels Cotefield House, Stoneleigh and the Old Rectory.
- 2.2 The temporary accommodation strategy specifically seeks to use this fund to procure 33 units of temporary housing in Banbury and Bicester. These units are identified in Appendix 1.
- 2.3 This temporary accommodation is to replace poor quality units which have already been or are in the process of being decommissioned.

Key Issues for Consideration/Reasons for Decision and Options

- 3.1 The Council has a statutory duty to ensure that applicants who are eligible for assistance, homeless through no fault of their own and who fall within a priority need group have suitable accommodation until a home becomes available. Although the Council has reduced the number of homeless households through prevention work there will be continue to be a need to provide accommodation which is good quality, affordable and well located as to reduce the negative impacts of homelessness.

The Council's Temporary Accommodation Strategy has been recognised by the Department of Communities and Local Government as an example of good practice and providing excellent value for money in the procurement of Temporary Accommodation.

The following options have been identified. The approach in the recommendations is believed to be the best way forward

- | | |
|-------------------|--|
| Option One | To fund the schemes outlined above in order to deliver the temporary accommodation |
| Option Two | Not to fund the schemes outlined above in which case consideration will need to be given to how temporary accommodation is to be procured in future in line with the temporary accommodation strategy. |

Consultations

The Temporary Accommodation Strategy went through a full consultation process.

Implications

(Financial, Legal and Risk and other implications e.g. Equalities, Human Resources, Data Quality and Environmental where relevant)

- Financial:** The financial effects are contained within the body of the report, but essentially this proposal is to use existing earmarked Capital Receipts for the purpose they were initially intended when it was set-up and approved by

Executive through the Temporary Accommodation Strategy

Comments checked by Eric Meadows, Service Accountant (01295 221552)

Legal:

It is critical to ensure that funding Sanctuary provides best value for money for the Council and that the performance of Sanctuary is managed and nominations secured on a contractual basis

Comments checked by Liz Howlett, Head of Legal and Democratic Services 01295 221686

Risk Management:

Not having a sufficient supply of affordable temporary accommodation leaves the Council at risk of having to use poor quality and expensive provision such as bed and breakfast accommodation.

Comments checked by, Rosemary Watts Risk Management and Insurance Officer 01295 221566

Equal Opportunities:

Procurement of this accommodation will provide access into housing for some of the District's most vulnerable residents, ensuring we are able to provide accommodation that helps to negate some of the negative impacts of homelessness.

Comments checked by Claire Taylor, Community and Corporate Planning Manager 01295 221563

Wards Affected

All

Corporate Plan Themes

Strategic Priority 1- Cherwell A district of opportunity *'Give you advice and support to find a home if you are without one'*

Executive Portfolio

Councillor Michael Gibbard
Portfolio Holder for Planning and Housing

Document Information

Appendix No	Title
Appendix 1	Predicted spend for expenditure of the capital receipts for affordable housing (homeless initiatives) on temporary accommodation
Background Papers	
Cherwell's Temporary Accommodation Strategy 2008-2011	
Report Author	Fiona Brown, Strategic Housing Officer
Contact Information	01295 221659 Fiona.brown@Cherwell-dc.gov.uk

Appendix One

Schemes requiring expenditure from Capital Reserves for Affordable Housing (Homelessness Initiatives)

Scheme	Funding from Capital Reserves (Homelessness Initiatives)	Alternative Source of funding
Warwick Road (4 flats)	£74,000	£74,000 HCA
Merton Street (2 flats)	0	HCA funding on whole site with gap funding of £150,000 from CDC capital reserves (general needs)
Orchard Way (4 flats)	Est £220,000	
Edward Street (6 flats)	Est £330,000	
Bryan House (6 flats)	0	HCA
Bicester Acquisitions 1 st scheme (6 units)	0	£352,000 Commuted sum
Bicester Acquisitions 2 nd Scheme (5 units)	Est £430,000	
Young persons Acquisitions (6 units)	TBC	
Total Budget	1,800,000	
Estimated Spend so far	1, 054,000	