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Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Committee: Executive

Date: Monday 10 June 2024

Time: 6.30 pm

Venue Bodicote House, Bodicote, Banbury, Oxon OX15 4AA

Membership

Councillor David Hingley (Chairman)

Councillor Tom Beckett

Councillor Jean Conway

Councillor Rob Parkinson

Councillor Chris Pruden

Councillor Lesley McLean (Vice-Chairman)

Councillor Chris Brant

Councillor Ian Middleton

Councillor Rob Pattenden

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. Minutes (Pages 7 - 14)

To confirm as a correct record the Minutes of the meeting held on 8 April 2024.

5. Chairman's Announcements

To receive communications from the Chairman.

6. Application for the Designation of a Neighbourhood Area for the Parish of Heyford Park (Pages 15 - 34)

Report of Assistant Director Planning and Development

Purpose of report

Heyford Park Parish Council has submitted an application for the designation of the whole of their parish as a Neighbourhood Area, in order to prepare a neighbourhood development plan. The Council must determine the application.

Recommendations

The Executive resolves:

- 1.1 To designate the Parish of Heyford Park as a Neighbourhood Area.
- 1.2 To determine that the Neighbourhood Area should not be designated as a business area under Section 61(H) of the Town and Country Planning Act 1990 (as amended).
- 1.3 To amend the existing designated Mid Cherwell Neighbourhood Area boundary to exclude Heyford Park parish, as shown in Appendix 4 to this report.

7. Performance, Risk and Finance Monitoring Report End of year 2023 - 2024 (Pages 35 - 118)

Report of Assistant Director of Finance (Section 151 Officer) and Assistant Director – Customer Focus, Shona Ware

Purpose of report

To report to Executive the council's performance, risk, and financial positions at the end of the financial year 2023-2024.

Recommendations

The Executive resolves:

- 1.1 To consider and note the contents of the council's performance, risk and outturn for the financial year ended 31 March 2024.
- 1.2 To approve the use of reserve requests held within Appendix 5.
- 1.3 To note the reserves movements made under the S151's delegated powers as part of the audit of prior years' statement of accounts at Appendix 5.
- 1.4 To approve the reprofiled capital budget described in Appendix 1, including corresponding financing from capital reserves, and adjust the 2024/25 capital programme accordingly.
- 1.5 To note outturn for 2023/2024 which is a balanced position after a contribution to reserves of £4.461m.

- 1.6 To approve the use of £0.285m of the Commercial Risk element of Policy Contingency to mitigate the delay in forecast lettings for some properties within 2023/24.

8. **Oxfordshire Councils Charter** (Pages 119 - 132)

Report of Assistant Director Law and Governance

Purpose of report

To brief Executive on the Oxfordshire Councils Charter ('Parish Charter')

Recommendations

The Executive resolves:

- 1.1 To endorse the Oxfordshire Councils Charter and agree that Cherwell District Council become a signatory to it.
- 1.2 To instruct Officers to bring a follow-up report in July 2025 assessing the impact of the charter.

9. **Appointments to Partnerships, Outside Bodies, Member Champions and Shareholder Committee 2024/2025** (Pages 133 - 156)

(An updated version of Appendix 1 will be published once proposed appointments are reviewed)

Report of Assistant Director Law and Governance

Purpose of report

To appoint representatives to Partnerships, Outside Bodies, where these are executive functions, Member Champions and the Shareholder Committee, for the municipal year 2024/2025.

Recommendations

The Executive resolves:

- 1.1 To make appointments to partnerships, outside bodies, the Shareholder Committee, Member Champions and advisory groups for the 2024/2025 municipal year as set out in Appendix 1 to this report.
- 1.2 To delegate authority to the Assistant Director Law and Governance, in consultation with the Leader of the Council, to appoint Members to any outstanding vacancies and make changes to appointments, including new appointments, as may be required for the 2024/2025 Municipal Year.
- 1.3 To remind appointed members to update their Register of Interests as may be required, to reflect these appointments.

10. Notification of Urgent Item - Making of the Deddington Neighbourhood Plan
(Pages 157 - 164)

Report of Assistant Director Planning and Development

Purpose of report

To inform Executive of a decision taking under urgency powers by the Corporate Director Communities regarding the making of the Deddington Neighbourhood Plan.

Recommendations

The Executive resolves:

- 1.1 To note the referendum result of 2 May 2024 where 93% of those who voted were in favour of the Deddington Neighbourhood Plan, which is above the required 50%.
- 1.2 To note the urgent decision taken by the Corporate Director Communities (Appendix 1).

11. Urgent Business

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

12. Exclusion of the Press and Public

The following reports contain exempt information as defined in the following paragraphs 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 has been marked as exempt, it is for the meeting to decide whether or not to consider it 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.

No representations have been received from the public requesting that these items be considered in public.

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

“That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the ground that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part 1, Paragraph 3 would be disclosed to them, and that in all the circumstances of the case, the public interest

in maintaining the exemption outweighs the public interest in disclosing the information.”

13. Cherwell District Council Microsoft Enterprise Licensing Agreement (Pages 165 - 170)

Exempt report of Head of Digital and Innovation

14. Letting of Unit 5 at Castle Quay 2

** Please note this exempt report will follow **

Exempt report of Assistant Director Property

Information about this Agenda

Apologies for Absence

Apologies for absence should be notified to democracy@cherwell-dc.gov.uk or 01295 221534 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.

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.

Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

This agenda constitutes the 5 day notice required by Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 in terms of the intention to consider an item of business in private.

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If you make a representation to the meeting, you will be deemed by the council to have consented to being recorded. By entering the Council Chamber or joining virtually, you are consenting to being recorded and to the possible use of those images and sound recordings for webcasting and/or training purposes.

The council is obliged, by law, to allow members of the public to take photographs, film, audio-record, and report on proceedings. The council will only seek to prevent this should it be undertaken in a disruptive or otherwise inappropriate manner.

Queries Regarding this Agenda

Please contact Natasha Clark, Democratic and Elections democracy@cherwell-dc.gov.uk, 01295 221534

Shiraz Sheikh
Monitoring Officer

Published on Friday 31 May 2024

Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 8 April 2024 at 6.30 pm

Present:

Councillor Barry Wood (Chairman), Leader of the Council and Portfolio Holder for Policy and Strategy
Councillor Adam Nell (Vice-Chairman), Deputy Leader of the Council and Portfolio Holder for Finance
Councillor Phil Chapman, Portfolio Holder for Healthy and Safe Communities
Councillor Sandy Dallimore, Portfolio Holder for Corporate Services
Councillor Donna Ford, Portfolio Holder for Regeneration
Councillor Nicholas Mawer, Portfolio Holder for Housing
Councillor Andrew McHugh, Portfolio Holder for Cleaner and Greener Communities
Councillor Edward Fraser Reeves, Portfolio Holder for Property
Councillor Dan Sames, Portfolio Holder for Planning and Development

Apologies for absence:

Councillor Nigel Simpson, Portfolio Holder for Sport and Leisure

Officers:

Ian Boll, Corporate Director Communities
Michael Furness, Assistant Director Finance & S151 Officer
Shiraz Sheikh, Assistant Director Law & Governance and Monitoring Officer
David Peckford, Assistant Director Planning & Development
Nicola Riley, Assistant Director Wellbeing & Housing
Mona Walsh, Assistant Director - Property
Shona Ware, Assistant Director Customer Focus
Christina Cherry, Planning Policy, Conservation & Design Manager
Natasha Clark, Governance and Elections Manager

Officers Attending Virtually:

Simon Barlow, Principal Planner - Infrastructure Lead (Interim)

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Declarations of Interest

11. Whitelands Farm Sports Centre - Grant of Lease and Transfer of Commuted Funds.

Councillor Donna Ford, Other Registerable Interest, as a member of Bicester Town Council.

Councillor Nicholas Mawer, Other Registerable Interest, as a member of Bicester Town Council.

13. Whitelands Farm Sports Centre - Grant of Lease and Transfer of Commuted Funds - Exempt Appendix.

Councillor Donna Ford, Other Registerable Interest, as a member of Bicester Town Council.

Councillor Nicholas Mawer, Other Registerable Interest, as a member of Bicester Town Council.

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

There were no petitions.

The Chairman advised that Councillor Reynolds had requested to address the meeting on agenda item 7, Community Infrastructure Levy (CIL).

120 **Minutes**

The minutes of the meeting held on 4 March 2024 were agreed as a correct record and signed by the Chairman.

121 **Chairman's Announcements**

Noting this was the last Executive meeting of the 2023/2024 municipal year, the Chairman thanked Members and officers for their work over the past twelve months.

As the Council's representative on the Future Oxfordshire Partnership, the Chairman gave an update on the meeting that was held on 20 March. Items included the Oxfordshire Housing and Growth Deal Update for Quarter 3, Advisory Group updates and the Local Enterprise Functions transition arrangements, which would have no change for residents.

It was the last Future Oxfordshire Partnership meeting of the 2023/2024 municipal year. The next meeting was on 25 June with the Future Oxfordshire Partnership Scrutiny Panel meeting on 18 June.

122 **Urgent Business**

There were no items of urgent business.

Community Infrastructure Levy (CIL)

The Assistant Director Planning and Development submitted a report to present, for consideration and approval, a Community Infrastructure Levy (CIL) Draft Charging Schedule, and Draft Instalments Policy for consultation purposes.

Councillor Reynolds addressed Executive commenting that CIL had been awaited for a long time but did not seem to be as beneficial to villages as the District Council, particularly as it was paid in two lots.

The Chairman thanked Councillor Reynolds for his comments.

Resolved

- (1) That public consultation on the draft CIL Charging Schedule, Draft Instalments Policy, and supporting documents be approved.
- (2) That authority be delegated to the Assistant Director - Planning and Development, in consultation with the Portfolio Holder for Planning and Development, to make any minor amendments and corrections to the draft document he considers necessary prior to formal publication.
- (3) That authority be delegated to the Assistant Director – Planning and Development, in consultation with the Portfolio Holder for Planning and Development, to finalise and publish supporting documents.

Reasons

A CIL Draft Charging Schedule and Instalments Policy is presented for approval to proceed to formal consultation. This is a required step ahead of the introduction of the Levy within the district.

Alternative options

Option 1: Not consulting on the proposed Charging Schedule and supporting documents.

The introduction of CIL is within the Council's LDS. Consultation is a legal requirement in the process.

Option 2: Amending the proposed documents.

The documents proposed for consultation were prepared having regard to national policy guidance, informal engagement with key stakeholders and updated development evidence. Consultation will provide a further opportunity for stakeholders and members of the public to address matters formally and inform the preparation of both documents.

Discretionary Housing Payments Policy 2024-2025

The Assistant Director Finance & Section 151 Officer submitted a report to inform Executive of the reviewed policy for Discretionary Housing Payment (DHP) and proposed updates.

Resolved

- (1) That, having given due consideration the reviewed policy for Discretionary Housing Payments be noted.
- (2) That the policy for Discretionary Housing Payments be approved.

Reasons

Discretionary Housing Payments are vital for residents in the current economic climate and help to support our most vulnerable residents with housing costs. It is recommended that the policy is endorsed by Executive to continue delivering support to these customers.

Alternative options

Option 1: Returning the funds to Department for Works and Pensions and Oxfordshire County Council

This has been rejected as this would not be in line with Cherwell's objectives of responding to the cost-of-living crisis and working to prevent homelessness.

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Performance Outcomes Framework 2024-2025

The Assistant Director Customer Focus submitted a report to share the proposed approach for measuring, monitoring, and reporting on the council's performance towards its priorities and objectives for 2024/25 and to capture any recommended changes for Executive consideration.

Resolved

- (1) That the proposed approach for managing the council's performance for 2024/25, specifically the 36 performance indicators and their respective targets, be approved.

Reasons

This report sets out a suggested framework for measuring and monitoring the council's performance and progress towards achieving better outcomes for its communities. The framework will ensure there is a clear pathway to achieving success, and the committee's views are important for ensuring its effectiveness.

Alternative options

Option 1: Not to agree a performance management framework

Without a performance framework the council cannot monitor its progress towards its desired outcomes and therefore agree any corrective action that might be necessary to keep them on track. Therefore, the council would risk not delivering its desired outcomes for its communities. This option has therefore been rejected.

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Equalities, Diversity, and Inclusion (EDI) Action Plans - Inclusive Communities, Services and Workplaces

The Assistant Director – Customer Focus submitted a report to seek approval of the action plans for delivering the council's equality, diversity, and inclusion commitments for creating inclusive communities, services, and workplaces, which are set out in its Equalities Framework, Including Everyone.

Resolved

- (1) That the Equalities, Diversity and Inclusion (EDI) action plans for Inclusive Communities, Services and Workplaces be approved.
- (2) That authority be delegated to the Assistant Director for Customer Focus, in consultation with the Portfolio Holder for Corporate Services and the Chair of the EDI working group, to make minor amendments to the agreed Inclusive Communities and Services Action Plans

Reasons

The council is committed to going above and beyond our statutory responsibilities in creating inclusive communities and services and an inclusive workforce. To do this effectively we need to have the right resources and infrastructure in place to:

- capture the latest EDI data and trends
- use the data available to identify and address any barriers
- ensure EDI implications are identified and considered at the earliest opportunities through our service planning and decision-making processes

The Inclusive Communities, Inclusive Services, and Inclusive Workplaces Action Plans provide a structure in which this can be delivered and a basis on which work to deliver these commitments can be undertaken.

Alternative options

Option 1: Not to agree the action plans

This will not ensure the council delivers on its EDI commitments.

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Whitelands Farm Sports Centre - Grant of Lease and Transfer of Commuted Funds

The Assistant Director Property submitted a report which sought consideration of a proposal for the future operation and long-term management of

Whitelands Farm Sports Centre and grant of a long leasehold interest of Whitelands Farm Sports Centre to Bicester Town Council.

In considering the report, Bicester Executive members commented that the proposal was welcomed by the vast majority of residents in Bicester. In response to Members' questions, the Assistant Director Wellbeing and Housing Services explained she had been in contact with Bicester Town Council clerk who was comfortable with the transfer arrangements.

Resolved

- (1) That authority be delegated to the Assistant Director Property to enter into a 90-year lease of Whitelands Farm Sports Centre at a peppercorn rent to Bicester Town Council subject to completion of the legal formalities and advertising requirements described below.
- (2) That the transfer of a commuted sum of £30,000 to Bicester Town Council upon completion of the lease be approved.

Reasons

Bicester Town Council (BTC) currently lease other property from the Council used for sports and pitch provision. The addition of Whitelands Farm Sports Centre to their portfolio would enable them to offer a wider and more holistic sports provision to local teams and residents.

The Council acquires land from developers, usually through Section 106 agreements, to ensure there is an adequate supply of sports pitch provision available for the growing population of Cherwell. These acquisitions place long-term financial burdens on the Council to maintain and operate the sites, long after the commuted sum is spent. The grant of a long lease to BTC who will have full operational and management responsibility removes the ongoing financial burden to the Council.

Members have agreed to review policies associated with acquiring sports pitches and their onward ownership and maintenance. Consultation with Town and Parish Councils, where development is likely will determine the willingness of third tier authorities to take on responsibility for community amenities, as negotiations continue with developers. Towns and larger villages are showing some appetite for an approach which ensures operation is at the closest level to residents. Grant of a long lease to BTC aligns with this approach.

A yearly tenancy was granted to BTC in March 2022 to operate the facility while terms for a longer lease were agreed. BTC have broadened sports and social provision during this time for the benefit of local residents.

Alternative options

Option 1: To revert to an operator model.

This option has been rejected as it fails to provide BTC with control over how their resources are deployed in the delivery of the service at the site. Furthermore, this option does not provide the Council with any certainty over the longer-term viability, management and maintenance of the facility.

Option 2: Work with a local sports club to operate and maintain the facility.

This option has been rejected as it would negatively impact on those teams from other sports who currently use the site and would probably take the site out of public ownership contravening the Section 106 agreement.

128 **Exclusion of the Press and Public**

There being no questions on the exempt appendix it was not necessary to exclude the press and public.

129 **Whitelands Farm Sports Centre - Grant of Lease and Transfer of Commuted Funds - Exempt Appendix**

Resolved

(1) That the exempt appendix be noted.

(Reasons and Alternative options as set out under Minute 127)

The meeting ended at 6.50 pm

Chairman:

Date:

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This report is public	
Application for the Designation of a Neighbourhood Area for the Parish of Heyford Park	
Committee	Executive
Date of Committee	10 June 2024
Portfolio Holder presenting the report	Portfolio holder for Planning & Development Management, Councillor Jean Conway
Date Portfolio Holder agreed report	29 May 2024
Report of	Assistant Director - Planning and Development, David Peckford

Purpose of report

Heyford Park Parish Council has submitted an application for the designation of the whole of their parish as a Neighbourhood Area, in order to prepare a neighbourhood development plan. The Council must determine the application.

1. Recommendations

The Executive resolves:

- 1.1 To designate the Parish of Heyford Park as a Neighbourhood Area.
- 1.2 To determine that the Neighbourhood Area should not be designated as a business area under Section 61(H) of the Town and Country Planning Act 1990 (as amended).
- 1.3 To amend the existing designated Mid Cherwell Neighbourhood Area boundary to exclude Heyford Park parish, as shown in Appendix 4 to this report.

2. Executive Summary

- 2.1 Heyford Park Parish Council has submitted a valid application for the designation of their parish as a neighbourhood area. It is their intention to prepare a neighbourhood development plan for the parish. Heyford Park Parish is currently within the designated Mid Cherwell Neighbourhood Area. The Council must determine the application in accordance with neighbourhood planning legislation and Government guidance. This report sets out the issues the Council must consider, the implications of that decision for the designated Mid Cherwell Neighbourhood Plan Area, and neighbourhood plan making in the area more generally.

Implications & Impact Assessments

Implications	Commentary			
Finance	<p>There are no direct financial implications arising from this report. The work required by the Council to support the preparation of neighbourhood plans is met within existing budgets.</p> <p>Comments checked by: Kelly Wheeler, Finance Business Partner, 14 May 2024</p>			
Legal	<p>As the application has been confirmed as valid and the legal requirements for the area application and proposed designation of the neighbourhood area of Heyford Park parish have been met, the Council acts lawfully in approving the designation.</p> <p>Shahin Ismail Interim Head of Legal Services, 15 May 2024</p>			
Risk Management	<p>There is no risk to the Council as the application has been confirmed as valid and the legal requirements for the area application and proposed designation of the neighbourhood area for the parish of Heyford Park have been met. Any risks arising will be managed by the service operational risk and escalated to the leadership risk register as and when required.</p> <p>Celia Prado-Teeling, Performance Team Leader, 14 May 2024</p>			
Impact Assessments	Positive	Neutral	Negative	Commentary
Equality Impact		X		<p>Not applicable at this stage. This report only seeks approval for the proposed neighbourhood area designation currently. The preparation of the Neighbourhood Plan will be led by the local community and will be subject to extensive collaboration and consultation, culminating in a local referendum. All sections of the community, including all socio-economic and minority groups will therefore have the opportunity to influence the 'making' of the neighbourhood plan. An Equalities Impact Assessment will be completed when the plan is developed.</p> <p>Celia Prado-Teeling, Performance Team Leader, 14 May 2024</p>
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		N/A
B Will the proposed decision have an impact upon the lives of people with		X		N/A

protected characteristics, including employees and service users?				
Climate & Environmental Impact				The Parish Council as qualifying body will determine whether a Sustainability Appraisal is required to support the neighbourhood plan.
ICT & Digital Impact				N/A
Data Impact				N/A
Procurement & subsidy				N/A
Council Priorities	<p>This report links to the strategic priorities from the Business Plan 2024/25:</p> <ul style="list-style-type: none"> • Housing that meets your needs; • Supporting environmental sustainability; • An enterprising economy with strong and vibrant local centres; • Healthy, resilient, and engaged communities. 			
Human Resources	Not applicable			
Property	Not applicable			
Consultation & Engagement	The area application has been the subject of a 6 week public consultation as required by law.			

Supporting Information

3. Background

- 3.1 Heyford Park Parish Council wishes to produce a neighbourhood plan for the parish. The parish is currently within the designated Mid Cherwell Neighbourhood Area. As required, the Parish Council submitted a formal application to the District Council specifying the area to be covered by the Neighbourhood Area. Appendix 1 to this report contains this application. The Council must consider this application, but certain considerations are required in making a formal decision.

4. Details

The Area Application

- 4.1 Under section 61G of the Town and Country Planning Act 1990 (as amended) and the Neighbourhood Planning (General) Regulations 2012 (as amended) Heyford Park Parish Council has submitted an application for the designation of a Neighbourhood Area for the whole of their parish. The application was made on 20 December 2023.

- 4.2 Regulation 5 of the Neighbourhood Planning Regulations 2012 (as amended) states that where a relevant body submits an area application to the local planning authority it must include: -
- a) a map which identifies the area to which the area application relates
 - b) a statement explaining why this area is considered appropriate to be designated as a neighbourhood area
 - c) a statement that the organisation or body making the area application is a relevant body for the purposes of section 61G of the 1990 Act
- 4.3 The area applied for is the parish of Heyford Park and is shown in the area application (Appendix 1 to this report). The area application explains that it is considered that the area is appropriate for designation as a Neighbourhood Area as it covers the whole of the Parish aligning with the existing administrative boundaries of the parish, ensuring that the Neighbourhood Plan is relevant and representative of the entire community.
- 4.4 Heyford Park Parish Council is a 'relevant body' for the purposes of Section 61G of the Town and Country Planning Act 1990 and is therefore qualified to undertake neighbourhood planning and produce a Neighbourhood Plan. The application for area designation states that the intention is to develop a neighbourhood plan that reflects the aspirations of the community in terms of development, conservation and enhancement of the local environment. It also states that the plan will be produced by and for Heyford Park and its preparation will involve close working with neighbouring parishes and local developers in an open and transparent way. The Parish Council considers Heyford Park to be vastly different from the surrounding villages and states that the Parish needs its own neighbourhood plan.

Legal Requirements and Consultation

- 4.5 The legal requirements for the area application (Appendix 1) are deemed to have been met.
- 4.6 As Heyford Park Parish is already covered by a designated neighbourhood area (Mid Cherwell) the Neighbourhood Planning (General) Regulations 2012 (as amended) require a local planning authority to publicise the area application within the area to which the application relates and to invite representations as to whether there is any reason why it should not make the designation.
- 4.7 In accordance with the regulations a six week period of consultation was undertaken between 19 January 2024 and 4 March 2024. A copy of the Public Notice is at Appendix 2.
- 4.8 In total 13 representations were received. Natural England, National Highways, Oxfordshire County Council, BOB ICB, Canal and River Trust, and Historic England raised no objections to the designation. One representation from an individual was received in support of the application. Objections were received from Middleton Stoney, Duns Tew, Upper Heyford, Steeple Aston and Somerton Parish Councils, and the Mid Cherwell Neighbourhood Plan Forum. A summary table of all the representations received is at Appendix 3. A copy of each of the representations have also been published on the Council's website.

Designation of the Area

- 4.9 In determining this application the Council must have regard to:
- a) the desirability of designating the whole of the area of a parish council as a neighbourhood area, and
 - b) the desirability of maintaining the existing boundaries of areas already designated as neighbourhood areas.
- 4.10 As local planning authority, this Council can amend the boundary of a neighbourhood area after it has been designated only if responding to a new application for a neighbourhood area to be designated (1990 Act sections 61G (6) and 61H(2)).
- 4.11 The Council may, in determining any application, modify designations already made; but if a modification relates to any extent to the area of a parish council, the modification may be made only with the parish council's consent.
- 4.12 As Heyford Park PC has made the application, and the boundary change only applies to that parish then it is considered that both these requirements are met.
- 4.13 The Council has the power to modify existing designations including:
- a. to change the boundary of an existing neighbourhood area, (this is the case here);
 - b. to replace an existing neighbourhood area with two or more separate neighbourhood areas. (this is the case here);

The Mid Cherwell Neighbourhood Plan

- 4.14 Heyford Park Parish is currently included within the designated Mid Cherwell Neighbourhood Area which consists of 12 parishes. Ardley with Fewcott Parish Council is the qualifying body for that neighbourhood area. An informal neighbourhood forum, the Mid Cherwell Neighbourhood Plan Forum, (MCNP Forum) was formed to lead the preparation the Mid Cherwell Neighbourhood Plan. That neighbourhood area was designated in April 2015 and predates the creation of Heyford Park Parish Council in 2019.
- 4.15 The area application at that time, included a supporting statement advising (inter alia), *"...The extent of the Neighbourhood Area reflects the commitment and desire from the partner Parish Councils and Residents' Association, as well as the Land Owner of the former RAF Upper Heyford Air Base, to participate in the preparation of a Neighbourhood Plan..."*
- 4.16 The subsequent Mid Cherwell Neighbourhood Plan was 'made' on 14 May 2019.
- 4.17 In September 2022 work began on a formal review of the Mid Cherwell Neighbourhood Plan. In December 2023 the Regulation 14 consultation (pre-submission) was published.
- 4.18 Heyford Park PC formally resolved to terminate its membership of the MCNP Forum on 15 November 2023. It subsequently advised Ardley with Fewcott PC , as qualifying

body, that it did not consent to Heyford Park parish being included within the MCNP Regulation 14 document.

- 4.19 Government Planning Practice Guidance states that *'A single parish or town council (as a relevant body) can apply for a multi-parished neighbourhood area to be designated as long as that multi-parished area includes all or part of that parish or town council's administrative area. But when the parish or town council begins to develop a neighbourhood plan or Order (as a qualifying body) it needs to secure the consents of the other parish councils to undertake neighbourhood planning activities. Gaining this consent is important if the pre-submission publicity and consultation and subsequently the submission to the local planning authority are to be valid'. Paragraph: 027 Reference ID: 41-027-20140306'*
- 4.20 As Heyford Park PC has withheld their consent to undertake a neighbourhood plan covering its parish the emerging Mid Cherwell Neighbourhood Plan is, having regard to Government Guidance, unable to progress in its current form.
- 4.21 Whilst the objections raised to the area application by the Mid Cherwell Neighbourhood Forum and some of the individual parishes within the Mid Cherwell area are noted it is clear that Heyford Park PC no longer wish to be part of the MCNP. Without their consent the MCNP cannot progress.
- 4.22 The purpose of neighbourhood planning is to give local communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area. Heyford Park PC have stated that they wish to prepare a neighbourhood plan for their parish.
- 4.23 The designation of Heyford Park parish as a neighbourhood area, and the consequential changes to the designated Mid Cherwell neighbourhood area would however, enable neighbourhood plans to be prepared for both areas. It is not, therefore, considered desirable to maintain the existing Mid Cherwell neighbourhood area boundaries. Maintaining the status quo would deprive local people the opportunity to shape their own communities through the preparation of neighbourhood plans.
- 4.24 It should however be noted that under current legislation, the existing 'made' Mid Cherwell Neighbourhood Plan remains in force for Heyford Park until such time as it 'makes' its own neighbourhood plan.
- 4.25 Finally, the Council is also required to consider if the area should be designated as a Business Area under Section 61(H) of the Town and Country Planning Act 1990 (as amended). This designation has not been requested by the Parish Council and as a rural area is not considered 'business in nature'. It should therefore not be designated a business area.
- 4.26 Following the decision of the Executive, the next steps would be to:
- publish the Executive's decision and the required information relating to the Heyford Park area application and the consequential amendments to the Mid Cherwell Neighbourhood Plan area.

- continue to work with all relevant parish councils and the Mid Cherwell Neighbourhood Plan Forum to assist them in producing their respective neighbourhood plans.

5. Alternative Options and Reasons for Rejection

- 5.1 There are no grounds to refuse the application. The application has been made in accordance with the regulations and subject to consultation. Moreover, such a refusal will prevent the preparation of neighbourhood plans for the parish and the wider Mid Cherwell area.

6. Conclusion and Reasons for Recommendations

- 6.1 The area application for the designation of a Neighbourhood Area for the parish of Heyford Park has been made in accordance with Neighbourhood Planning Regulations and section 61G of the Town and Country Planning Act (as amended). As such a designation would result in the need to amend the boundary of an existing designated neighbourhood area, namely Mid Cherwell, the Council has had to consider the desirability of making such an amendment. After reviewing all the representations received, and acknowledging that the Mid Cherwell Neighbourhood Plan cannot proceed without the consent of Heyford Park PC, it is considered desirable to amend the Mid Cherwell Neighbourhood area boundary by removing Heyford Park parish from it. The creation of two separate neighbourhood areas will allow both communities to progress neighbourhood plans.

Decision Information

Key Decision	No
Subject to Call in	No
If not, why not subject to call in	N/A
Ward(s) Affected	Deddington, Fringford & Heyfords

Document Information

Appendices	
Appendix 1	Application for the designation of the Neighbourhood Area.
Appendix 2	Public Notice
Appendix 3	Summary Table of representations received
Appendix 4	Revised Mid Cherwell Neighbourhood Area Boundary

Background Papers	None
Reference Papers	https://www.cherwell.gov.uk/info/221/neighbourhood-plans/1166/heyford-park-neighbourhood-plan
Report Author	Christina Cherry. Planning Policy, Conservation & Design Manager
Report Author contact details	Christina.cherry@cherwell-dc.gov.uk

Application for Designating Heyford Park Parish as a Neighbourhood Area

Submitted to

Cherwell District Council

Date

20/12/2023

Prepared by

Cllr. Tim Coggins, Chair, Heyford Park Parish Council

Submitted by

Heyford Park Parish Council

For the attention of

David Peckford, Assistant Director: Planning and Development

Dear David,

I am writing on behalf of Heyford Park Parish Council to formally submit our application for the designation of the entire Heyford Park Parish as a neighbourhood area under the provisions of the Localism Act 2011 and the Neighbourhood Planning (General) Regulations 2012.

1. Application Details:

- Name of the proposed neighbourhood area: Heyford Park Parish
- Name of the relevant body making the application: Heyford Park Parish Council

2. Reason for Application:

- The intention of this application is to enable Heyford Park Parish Council to develop a Neighbourhood Plan. This plan will reflect the aspirations of our community in terms of development, conservation, and enhancement of our local environment.
- The plan will be by Heyford Park, for Heyford Park and will continue the spirit of working closely with neighbouring parishes and local developers in a new open and transparent way.
- Our District Councillors have advised Heyford Park is vastly different from the surrounding villages and needs its own Neighbourhood Plan.

3. Boundary Justification:

- The proposed neighbourhood area boundary encompasses the entire parish of Heyford Park. This boundary is a logical choice as it aligns with the existing administrative boundaries of the parish, ensuring that the Neighbourhood Plan is relevant and representative of the entire community.

4. Community Engagement and Support:

- Prior to this application, the council has been exploring a neighbourhood plan for Heyford Park since August 2022. The feedback received has been overwhelmingly supportive of the initiative to develop a Neighbourhood Plan for our parish.
- Currently Heyford Park is part of the largest Neighbourhood Plan in the county comprising of 12 parishes. Many people including residents and District Councillors have said this is too big, and Heyford Park needs it's own plan.
- The only concerns raised were that it is important to work with neighbouring parishes. Heyford Park Parish Council would continue to work closely with all neighbouring parishes, but in a much more open and inclusive way. Members of the

public from the parishes and all neighbouring communities will be welcome, as opposed to the existing private neighbourhood forum.

- Heyford Park Parish Council have set up our Neighbourhood Plan Working Group and Dorchester, the main landowner and developer in the parish are a member.

5. Map of the Proposed Neighbourhood Area:

- Attached is a detailed map clearly outlining the boundaries of the proposed neighbourhood area.

6. Statement of Compliance:

- This application complies with the statutory requirements set out in the Localism Act 2011 and the Neighbourhood Planning (General) Regulations 2012.

We believe that this application supports the principles of localism and community participation in planning matters. The designation of Heyford Park Parish as a neighbourhood area is a crucial step towards developing a Neighbourhood Plan that reflects our community's needs and aspirations.

This application was resolved unanimously by the Parish Council when it met on 20th December 2023.

We request the local planning authority to consider this application and provide us with the opportunity to shape our community's future through a formal Neighbourhood Plan.

Thank you for considering our application. We look forward to your positive response and are available for any further information or discussions as required.

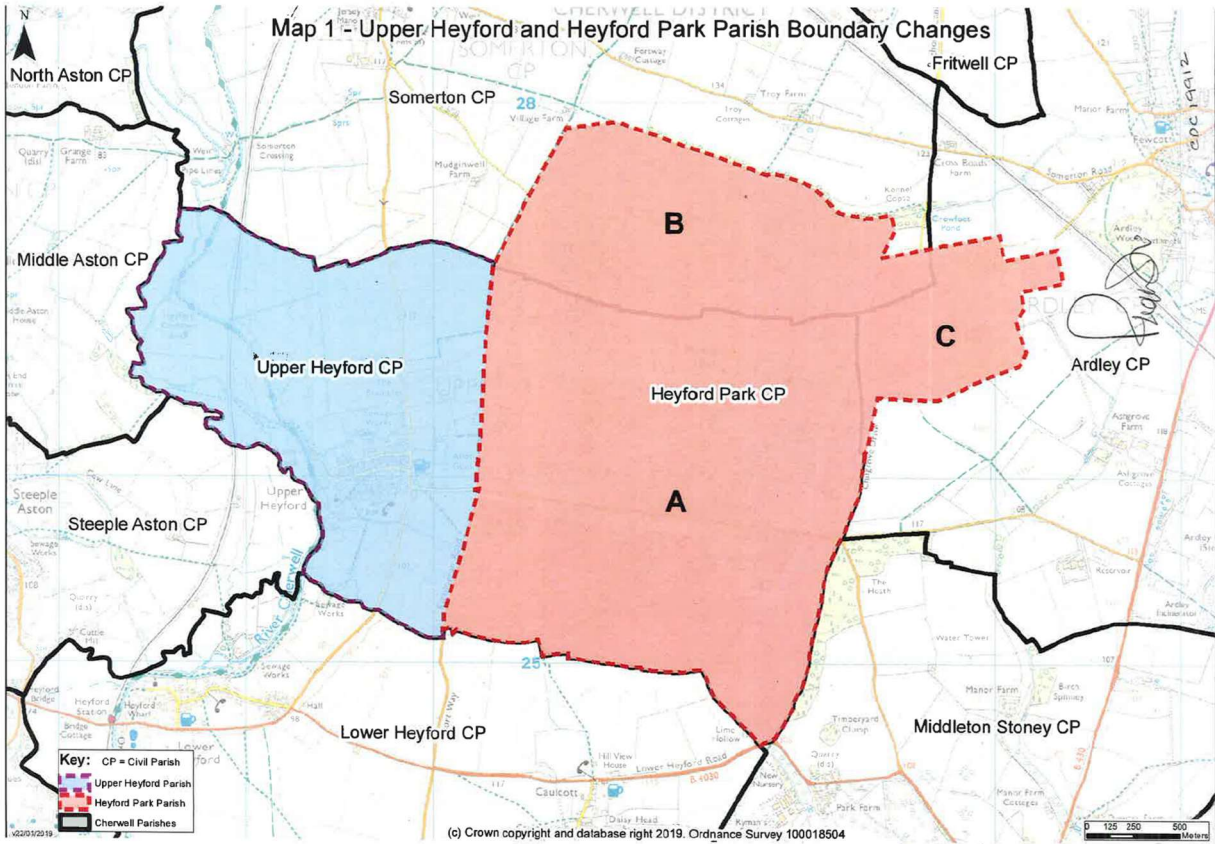
Yours sincerely,

Tim Coggins

Chair, Heyford Park Parish Council

Attachment 1: Map

The proposed area is marked below in red.





PUBLIC NOTICE

TOWN AND COUNTRY PLANNING ACT 1990 (AMENDED BY THE LOCALISM ACT 2011 AND NEIGHBOURHOOD PLANNING ACT 2017)

NEIGHBOURHOOD PLANNING (GENERAL) REGULATIONS 2012 (AS AMENDED)

THE PARISH OF HEYFORD PARK – NEIGHBOURHOOD AREA APPLICATION

Cherwell District Council has received an application for the designation of the parish of Heyford Park as a Neighbourhood Area under Section 61G of the Town and Country Planning Act 1990 and Regulation 5 of the Neighbourhood Planning (General) Regulations 2012 (as amended).

The application has been made by Heyford Park Parish Council and can be viewed on line at: <https://www.cherwell.gov.uk/info/221/neighbourhood-plans/1166/heyford-park-neighbourhood-plan> or at the District Council's offices at Bodicote House, Banbury.

This application is the first formal step in the preparation of a Neighbourhood Development Plan for Heyford Park and seeks the designation of the parish boundary as the Neighbourhood Area.

A Neighbourhood Development Plan is a community-led framework for guiding the future development, regeneration and conservation of an area. In preparing the Plan, the Parish Council will be required to undertake community and stakeholder consultation.

The Plan must comply with legislation and must have appropriate regard to national policy and be in general conformity with existing strategic local planning policy. The Plan will also be subject to an independent examination and a referendum. Upon completion, the Neighbourhood Development Plan will become part of the statutory development plan for the area.

Heyford Park Parish currently lies within the Mid Cherwell neighbourhood plan area which was formally designated by Cherwell District Council in April 2015.

It should therefore be noted that if Cherwell District Council were to approve this application from Heyford Park Parish Council it would also need to make consequential amendments to the designated Mid Cherwell Neighbourhood area by removing the entire parish of Heyford Park from it.

In determining the application Cherwell District Council must have regard to:

- (a) the desirability of designating the whole of the area of a parish council as a neighbourhood area, and
- (b) the desirability of maintaining the existing boundaries of areas already designated as neighbourhood areas.

In accordance with the Neighbourhood Planning (General) Regulations 2012, the proposed boundary is now advertised for comments as to whether there is any reason why Cherwell District Council should not make the designation.

How to respond

Representations can be made in writing to: Planning Policy Team, Cherwell District Council, Bodicote House, Bodicote, Banbury OX15 4AA; or by email to NeighbourhoodPlanningConsultation@Cherwell-DC.gov.uk **no later than 6pm Monday 4 March 2024.**

Please be aware that all comments received will be publicly available and may be published on our website.

Planning Policy Team
Cherwell District Council
Bodicote House
Bodicote, Banbury OX15 4AA

19 January, 2024

SUMMARY OF REPRESENTATIONS

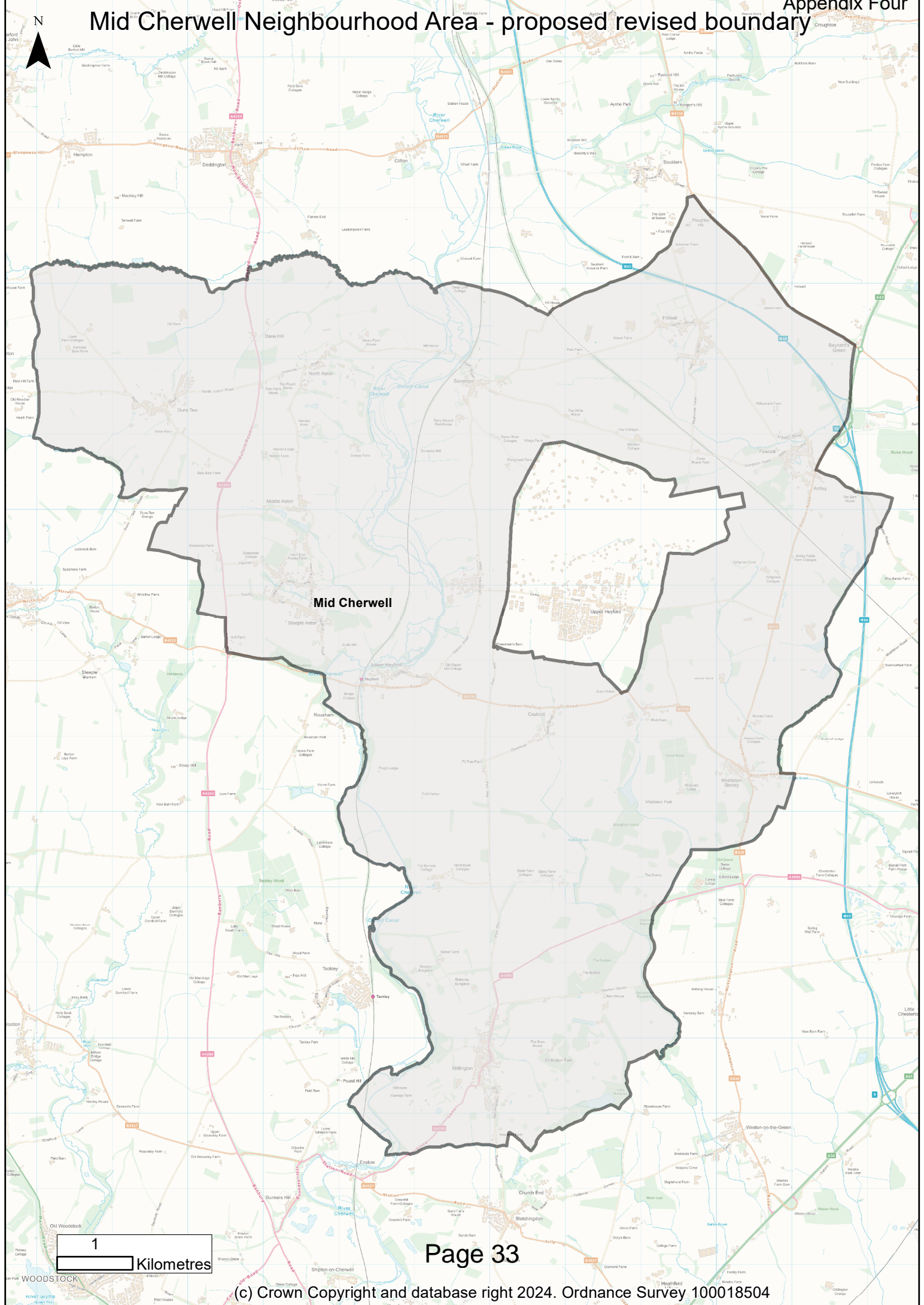
Respondent	Summary
Natural England	No comments to make on the suitability of the proposed area or proposed neighbourhood planning body.
National Highways	No objection to the designation of Heyford Park as a neighbourhood area.
Middleton Stoney Parish Council	Fully supports the response submitted by the MCNP Forum. There should be a single plan covering the entire Mid Cherwell Neighbourhood and opposes Heyford Park becoming a neighbourhood area. Notes development at Heyford Park has had a significant impact on neighbouring villages, including Middleton Stoney. e.g. traffic and these would be better addressed by an integrated joined up plan covering the whole neighbourhood area. Any move to carve out Heyford Park as different or special would be a retrograde step.
Oxfordshire County Council	No specific comments to make on the proposed neighbourhood area, but notes that it would affect the adopted Mid-Cherwell Neighbourhood Plan.
Mid Cherwell Neighbourhood Plan (MCNP) Forum	<p>A lengthy, comprehensive representation has been made.</p> <p>Objects to Heyford Park becoming a neighbourhood area as MCNP holds the same aspirations as that stated in Heyford Parks application and that the origins of MCNP revolve around Heyford Park being designated as a strategic development site. The policies of the MCNP address the impact over an extended period of time of this development on the surrounding parish communities, together with a desire of those communities to effectively integrate the growing new community into the neighbourhood, ensuring that it would not become separate. It is therefore ironical, unfortunate and far from ideal that the newly-created parish council, intended to represent that growing community, now prefers to remove itself from the wider community of which it is part. We are unaware of any attempt by the Parish Council to discover what the aspirations of their community may be.</p> <p>The development of policy by MCNP has been conducted in a thoroughly open and transparent manner, both for the original plan and now for the review. This has involved large-scale mailings, leafletting, engagement meetings, website updates, newsletters, and social media. The Forum itself is not a public body, and does not meet in public. However, member parishes are fully accountable and engaged with their local communities on the work being conducted on their behalf by MCNP. At present all member parish councils report back to the MCNP and then feedback is acted on, but if Heyford Park becomes its own neighbourhood area some parish councils may not be inclined to add to their workload by participating separately with Heyford Park Parish Council.</p> <p>They note that there is no evidence that District Councillors have given the advice that 'Heyford Park is vastly different from the surrounding villages and needs its own Neighbourhood Plan.' A break-up on the union in the MCNP area would be contrary to good governance.</p>

	<p>The Mid-Cherwell neighbourhood area is an ‘entire community’ where facilities in Heyford Park are utilised by those in other parishes and there has been no evidence presented by Heyford Park Parish Council of ‘overwhelming support’ for the initiative. MCNP is unaware of any consultation exercise conducted by HPPC, or anyone else, to elicit the views of the local community on this question.</p> <p>They are unaware of any criticism that the MCNP is too big, and object to the comment that the MCNP forum is ‘private’ and notes that Dorchester Group is also an Associate Member of the MCNP Forum.</p> <p>It is highly desirable to maintain the existing boundaries of the neighbourhood area for reasons including protecting Local Green Space nominations suggested by Heyford Park Parish Council in the MCNP review, reaching the minimum (10,000) population to support an application for a new GP practise and to form a Green Infrastructure Network including Heyford Park Parish in the MNCP Review.</p> <p>We are open to mediation. We, District Councillors and the Dorchester Group have offered to help repair relations.</p>
Buckinghamshire, Oxfordshire, and Berkshire West Integrated Care Board	No objection to the neighbourhood area application but notes that Policy PC2 in the adopted MCNP and Policy MC12 in the draft MCNP review includes a health centre at Heyford Park.
Daniel Scharf	Due to the scale of development at Heyford Park there is a good case for a distinct neighbourhood forum area to be designated and suggests the area is called ‘Heyford’ only.
Canal and River Trust	No comments to make.
Historic England	No objection to Heyford Park being designated as a neighbourhood area but highlights the need to sustain the heritage significance of the former RAF site.
Duns Tew Parish Council	<p>Understands the desire to have an independent and separate neighbourhood plan for Heyford Park but does not support it.</p> <p>There are mutual benefits of collaboration.</p> <p>Heyford Park's commitment to openness is also shared by the Duns Tew Parish Council (DTPC), indeed the MCNP's established practices appear to have proven largely effective in community engagement and feedback resolution.</p> <p>The claim that District Councillors have advised HPPC of the need for separation cannot be evaluated without supporting evidence. Likewise, HPPC reports overwhelming parish support for its plans. Transparency regarding the extent of support and specific feedback would help us better understand such claims. What is on record, however, is Cherwell Council's intentional support in 2015 for a unified Neighbourhood Plan that emphasizes the value of collaboration for local cohesion and effective governance.</p>

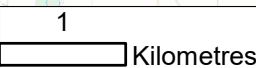
	<p>The MCNP already encompasses the entire Mid-Cherwell community, demonstrating interconnectedness. A separate boundary risks creating artificial divisions, overlooking shared facilities and services.</p> <p>The MCNP has actively engaged with neighbouring parishes, fostering collaboration and ensuring a unified approach to planning.</p> <p>The involvement of Dorchester in Heyford Park's Neighbourhood Plan Working Group raises concerns about potential conflicts of interest and plan impartiality. However there is also the potential opportunity to work together from the early stages to influence a good outcome for all communities.</p> <p>A separate development plan for Heyford Park could add to the administrative burden and costs of resource-strapped Cherwell District Council, an important factor when evaluating the merits of the proposed plan.</p> <p>In conclusion the DTTPC are concerned that a separate Neighbourhood Plan for Heyford Park would have a negative impact on collaborative planning efforts, on our infrastructure and services, and also the potential (and unnecessary) increased administrative burden on Cherwell District Council. It is in all the Parish Councils within the MCNP's interest to work together within the present MCNP for the good of all the communities. It is hoped that a way can be found to accommodate HPPCs concerns within the existing structure.</p>
Upper Heyford Parish Council	<p>Objects to Heyford Park being designated as a neighbourhood area. Heyford Park (HP) is a burgeoning community and may appear, from the inside, that they have outgrown the MCNP and its goals, however we would argue that this is exactly the time when HP should be working harder with the surrounding parishes in order to stop the growing village being 'cut off' from their neighbours in terms of development, to the mutual benefit of all.</p> <p>Whilst the MCNP is not a public forum, it is made up of public bodies, mostly parish councils, and as such these are obliged to share information that is relevant to their parish – something UHPC have always taken great care to undertake, so the suggestion that the forum is private and not transparent is a white elephant in our view. We would strongly advise that the application for designation be refused, and that HPPC be encouraged to reengage with their wider community partners to make the MCNP an even stronger force in neighbourhood planning for the future.</p>
Steeple Aston Parish Council	<p>The current situation has arisen because of the creation of Heyford Park as a new parish, formed out of parts of three of the other original parishes in the MCNP Forum. It is completely understandable that the new parish council wishes to make a mark, and to establish a clear role for itself. It can and should do so. However, the PC's sudden departure from the Forum in November 2023 was viewed with dismay and a lack of comprehension by us and our fellow parish councils.</p>

	<p>The proposal to establish itself as a separate neighbourhood plan area is of serious concern.</p> <p>We fear this action will in fact disadvantage Heyford Park parishioners and that they know little or nothing about the consequences of this decision for themselves and the wider community.</p> <p>Steeple Aston Parish Council therefore wishes to express its hope that Cherwell DC will refuse the application for a separate neighbourhood area for Heyford Park, and instead support our wish and that of the Forum that HPPC be encouraged to return to working together with its neighbouring parishes.</p>
Somerton Parish Council	<p>Wish to oppose the application.</p> <p>There is a lack of convincing argument being made to warrant Heyford Park becoming a neighbourhood area.</p> <p>Overall, there are more similarities than differences between the different parishes in the MCNP. Continuing as MCNP including Heyford Park will strengthen the level of influence the group has in the area.</p> <p>Somerton Parish Council along with many of the other Parish Councils within the MCNP has many interdependencies with Heyford Park.</p> <p>We believe that the MCNP should remain because it is more cost effective and efficient to serve the whole area working together as one.</p> <p>We are concerned that there have been recent public postings from Heyford Park Parish Council on social media channels that have been inaccurate, disrespectful, and frankly not acting within the Good Councillors Guid.</p> <p>We are also concerned these may not be the views of the majority of the resident population of Heyford Park or the voice of the resident population is not being heard by those they have voted to represent them if the Parish Council is made up of co-opted members.</p>

Mid Cherwell Neighbourhood Area - proposed revised boundary



Mid Cherwell



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This report is public	
Performance, Risk and Finance Monitoring Report End of year 2023 - 2024	
Committee	Executive
Date of Committee	10 June 2024
Portfolio Holders presenting the report	Portfolio holder for Finance and Resources, Councilor Lesley McLean / Portfolio Holder for Corporate Services, Councillor Chris Brant
Date Portfolio Holders agreed report	28 May 2024
Report of	Assistant Director of Finance (Section 151 Officer), Michael Furness and Assistant Director – Customer Focus, Shona Ware

Purpose of report

To report to Executive the council's performance, risk, and financial positions at the end of the financial year 2023-2024.

1. Recommendations

The Executive resolves:

- 1.1 To consider and note the contents of the council's performance, risk and outturn for the financial year ended 31 March 2024.
- 1.2 To approve the use of reserve requests held within Appendix 5.
- 1.3 To note the reserves movements made under the S151's delegated powers as part of the audit of prior years' statement of accounts at Appendix 5.
- 1.4 To approve the reprofiled capital budget described in Appendix 1, including corresponding financing from capital reserves, and adjust the 2024/25 capital programme accordingly.
- 1.5 To note outturn for 2023/2024 which is a balanced position after a contribution to reserves of £4.461m.
- 1.6 To approve the use of £0.285m of the Commercial Risk element of Policy Contingency to mitigate the delay in forecast lettings for some properties within 2023/24.

2. Executive Summary

- 2.1 This report is split into three sections:
 - Finance
 - Performance
 - Risk

- 2.2 The Finance section presents the year-end outturn position for the 2023/2024 financial year. We are reporting a balanced position for revenue £0.000m after transferring £4.461m to reserves, a capital in-year underspend of (£15.749m) and a total capital project underspend across all years of the programme totalling (£0.354m).
- 2.3 The Performance section sets out how the council has performed against its priorities for 2023-24, which are set out in its Outcomes Framework.
- 2.4 The Risk section highlights the current risks within the council’s Leadership Risk Register, reflecting the final position for 2023-24.

Implications & Impact Assessments

Implications	Commentary			
Finance	Financial and Resource implications are detailed within sections 4.1 and 4.2 of this report. The reserves policy requires Executive to agree transfers to and from earmarked reserves and general balances during the financial year. Michael Furness, Assistant Director of Finance, 08 May 2024			
Legal	There are no legal implications arising directly from this report. Shahin Ismail, Interim Head of Legal Services, 08 May 2024			
Risk Management	This report contains a full update with regards to the council’s risk position at the end of 2023/24. Celia Prado-Teeling, Performance Team Leader, 08 May 2024			
Impact Assessments	Positive	Neutral	Negative	Commentary
Equality Impact		X		There are no direct equalities and inclusion implications as a consequence of this report. The report includes a summary on our performance against the Equalities, Diversity, and Inclusion Action plans 2023/24 Celia Prado-Teeling, Performance Team Leader, 08 May 2024
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		
B Will the proposed decision have an		X		

impact upon the lives of people with protected characteristics, including employees and service users?				
Climate & Environmental Impact		x		N/A
ICT & Digital Impact		x		N/A
Data Impact		x		N/A
Procurement & subsidy		x		N/A
Council Priorities	This report links to all council's priorities, as it summarises our progress against them during 2023/24			
Human Resources	N/A			
Property	N/A			
Consultation & Engagement	N/A			

Supporting Information

3. Background

- 3.1 The council actively and regularly monitors its performance, risk, and financial positions to ensure it can deliver its corporate priorities and respond effectively to emerging issues.
- 3.2 This monitoring takes place at least monthly for the finance element and quarterly for performance and risk, so the council can identify potential issues at the earliest opportunity and put measures in place to mitigate them.
- 3.3 These updates are consolidated into a single report given the implications and interdependencies between them, and this is the summary for the end of the financial year 2023-24.

4. Details

4.1 Finance Update

The council's outturn position for 2023/2024 is a balanced (£0.000m). This is subject to the agreement of the proposed transfers to reserves of £4.461m as detailed at the bottom of table 1.

Table 1: Year End Position

Service	Original Budget £m	Current Budget £m	March Outturn £m	March Variance (Under) / Over £m	% Variance to current budget %	January Variance (Under) / Over £m	Change since Previous (better) / worse £m
HR & OD	0.807	0.958	0.960	0.002	0.2%	0.000	0.002
Wellbeing & Housing	2.286	2.351	2.138	(0.213)	-9.1%	(0.200)	(0.013)
Customer Focus	2.367	2.512	2.364	(0.148)	-5.9%	(0.130)	(0.018)
Chief Executive	5.460	5.821	5.462	(0.359)	-6.2%	(0.330)	(0.029)
Finance	3.303	3.560	3.547	(0.013)	-0.4%	(0.050)	0.037
Legal, Democratic, Elections & Procurement	1.959	2.104	2.461	0.357	17.0%	0.345	0.012
ICT	1.526	1.551	1.699	0.148	9.5%	0.025	0.123
Property	(1.691)	(2.182)	(1.889)	0.293	-13.4%	0.152	0.141
Resources	5.097	5.033	5.818	0.785	15.6%	0.472	0.313
Planning & Development	1.890	1.989	1.710	(0.279)	-14.0%	0.231	(0.510)
Growth & Economy	0.546	0.502	0.393	(0.109)	-21.7%	(0.090)	(0.019)
Environmental	5.106	6.571	6.700	0.129	2.0%	0.072	0.057
Regulatory	1.150	1.187	1.135	(0.052)	-4.4%	(0.024)	(0.028)
Communities	8.692	10.249	9.938	(0.311)	-3.0%	0.189	(0.500)
Subtotal for Directorates	19.249	21.103	21.218	0.115	0.5%	0.331	(0.216)
Executive Matters	3.695	3.695	3.117	(0.578)	-15.6%	(0.048)	(0.530)
Policy Contingency	5.229	3.485	0.352	(3.133)	-89.9%	(1.818)	(1.315)
Total	28.173	28.283	24.687	(3.596)	-12.7%	(1.535)	(2.061)
FUNDING	(28.173)	(28.283)	(29.148)	(0.865)	3.1%	1.476	(2.341)
(Surplus)/Deficit Before proposed Transfers to reserves	0.000	0.000	(4.461)	(4.461)		(0.059)	(4.402)
Planning monies returned to Reserve				0.209			
Move to Interest Reserve				2.400			
Balance to Market Risk Reserve				1.852			
(Surplus)/Deficit				0.000			

Note: A positive variance is an overspend or a reduction in forecast income and a (negative) is an underspend or extra income received. Green represents an underspend and red represents a overspend for the outturn position.

Table 2: Analysis of Variance – March 2024

Breakdown of current month forecast	March 2024 Forecast £m	Base Budget Over/ (Under) £m	Savings Non-Delivery £m
Chief Executive	(0.359)	(0.403)	0.044
Resources	0.785	0.634	0.151
Communities	(0.311)	(0.314)	0.003
Subtotal Directorates	0.115	(0.083)	0.198
Executive Matters	(0.578)	(0.578)	0.000
Policy Contingency	(3.133)	(3.133)	0.000
Total	(3.596)	(3.794)	0.198
FUNDING	(0.865)	(0.865)	0.000
(Surplus)/Deficit	(4.461)	(4.659)	0.198

Table 3: Budget compared with Outturn

The graph below shows the change from January's forecast to March's outturn position for the financial year.

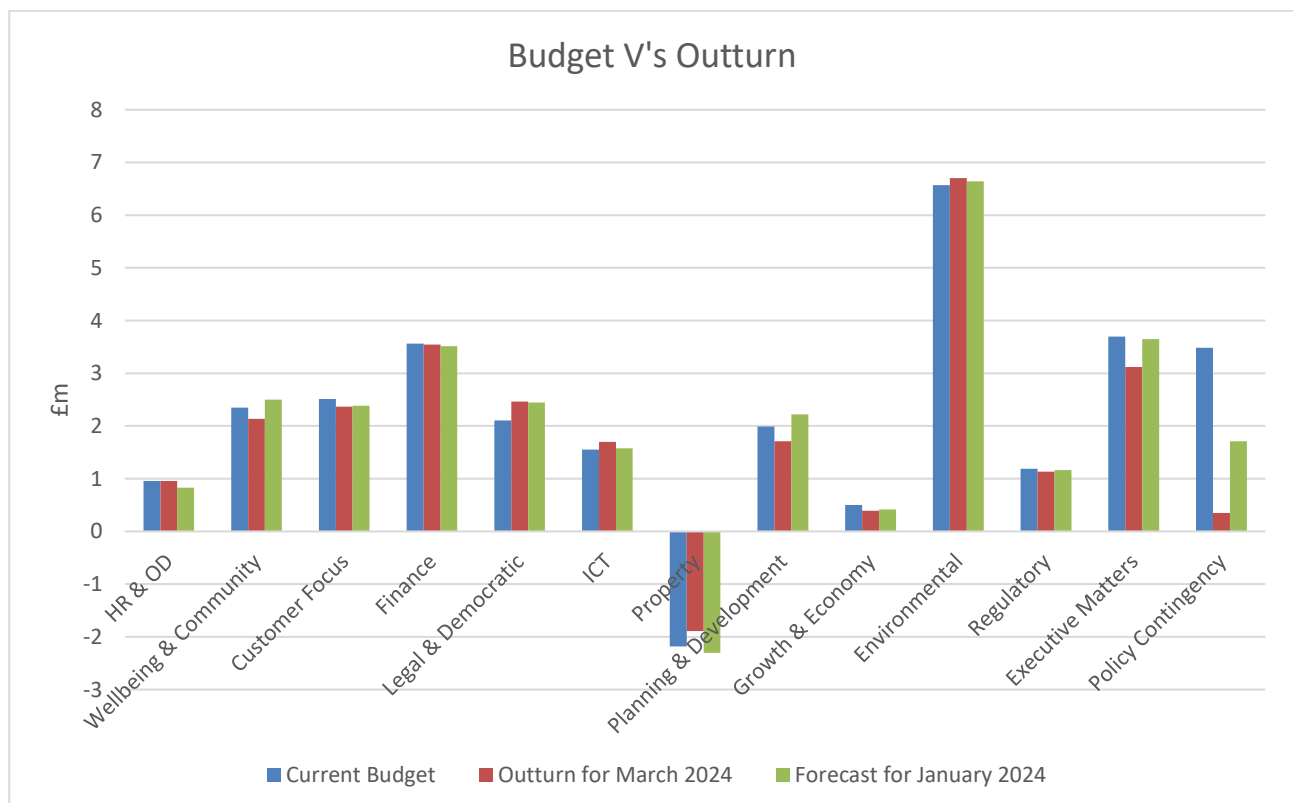


Table 4: Top Major Variances:

Service	Current Budget	Variance	% Variance
Property	(1.889)	0.293	-15.5%
Legal, Democratic, Elections & Procurement	2.104	0.357	17.0%
Planning & Development	1.989	(0.279)	-14.0%
Policy Contingency	3.770	(3.418)	-90.7%
Executive Matters	3.695	(0.578)	-15.6%
Total	9.669	(3.625)	

Property – Overspend £0.293m (January’s Variance Underspend (£0.152m))

The £0.253m overspend in Property is largely as a result of dependency on agency £0.064m, additional surveys and consulting services £0.085m, car park under recovery of income and additional management costs £0.068m. There has also been an increase on spend on repairs and maintenance £0.036m. The £0.068m overspend relating to car parks is a result of historical pressures which have since been identified following the movement of the service in November 2024.

The £0.040m shift mainly comprises higher operational costs than anticipated. Due to some lettings taking longer to conclude than anticipated the Commercial Policy Contingency will be used to mitigate against this income that has not been received, subject to approval. Going forward work continues to maintain and improve income across our properties including Castle Quay where several tenants have agreed terms to renew leases, the final unit at Castle Quay 2 is under offer and marketing is underway to attract pop-up units into some vacant units.

Legal, Democratic, Elections & Procurement Overspend £0.357m (January’s Variance Overspend £0.345m)

Overspend is due to:

- 1) higher than anticipated costs of delivering the District Elections
- 2) an unavoidable reliance on agency staff whilst we continue with recruitment for permanent staff.
- 3) Legal fees and license charges for case management system.
- 4) Under recovery of income due to decrease in s106 fees (because of work being carried out externally).
- 5) The increase in demand for legal services in areas of Planning, Contracts, and Information.

The overspend from last month is largely driven by increased agency costs.

Planning & Development underspend (£0.279m) (January’s Overspend £0.231m)

Planning and Development’s end of year outturn is (£0.279m) which is 14% under budget. Costs in some areas exceeded budget (e.g. agency staffing and planning appeal costs) and income was lower than expected for Building Control and planning pre-application advice. However, this was offset by income from Planning Performance Agreements and other fee receipts, some Government grant, and periodic vacancies. Spend on consultancy and legal fees was also lower than expected in-year for Planning Policy.

Policy Contingency underspend (£3.113m) (January's underspend (£1.818m))

- Inflation Contingency had a budget of (£3.755m) of which £1.001m was allocated leaving (£2.754m)
- Commercial Risk had a budget of (£1.100m) of which only £0.445m was allocated leaving £0.655m
- General Contingency had a budget of £0.375m of which £0.298m was allocated leaving £0.077m
- A general overspend of £0.352m detailed in appendix 2.

All allocations of policy contingency were notified to Executive throughout the year and are detailed in Appendix 2.

Executive Matters underspend (£0.578m) (January's forecast underspend £0.048m)

There is an underspend on Minimum Revenue Provision (MRP) due to the change in methodology that has been adopted as part of the revised MRP policy for 2023/24, which was agreed by Council at the February 2024 meeting. This accounts for (£1.215m).

The council has also received a (£0.500m) dividend payment from Graven Hill as a result of the profits the company has generated. The council had not budgeted to receive this income.

The Council maintains a number of bad debt provisions in the anticipation that debts will become bad, and these once agreed are charged to the relevant provision or cost centre, this year we have increased the provision by £0.424m.

The Council has also set aside £0.828m of interest for ringfenced accounts that must be uplifted in line with interest rates until they have been spent.

Other minor underspends in this area totalling (£0.115m)

Funding overachieved (£0.865m) (January's forecast balanced)

The council is part of the Oxfordshire Business Rates Pool. This aims to minimise the tariff the council pays on its retained business rates. The higher than anticipated outcome of business rates pooling for 2023/24 offset lower than expected S31 grants which resulted in a net balance of (£0.865m).

Reserves

Allocations to and from reserves are made according to the Reserves Policy. Table 5 below summarises the movements which have been requested at 31 March 2024, further detail is provided in Appendix 5.

Table 5: Earmarked Reserves:

Reserves	Balance 1 April 2023	Original Budgeted use/ (contribution)	Changes agreed since budget setting	Changes proposed March 2024	Balance 31 March 2024
	£m	£m	£m	£m	£m
General Balance	(6.150)	0.000	0.000	0.000	(6.150)
Earmarked	(19.898)	(2.469)	(0.912)	(5.045)	(28.324)
Ringfenced Grant	(3.771)	0.711	0.552	(0.044)	(2.552)
Subtotal Revenue	(29.819)	(1.758)	(0.360)	(5.089)	(37.026)
Capital*	(5.849)	1.000	0.000	(1.444)	(6.293)
Total	(35.668)	(0.758)	(0.360)	(6.533)	(43.329)

*According to the Reserves Policy Executive are only required to approve uses of Capital Reserves, not contributions.

Also provided in Appendix 5 is a summary of the reserves movements made as a result of the audit of prior years' statement of accounts under the S151's delegated powers. The Reserves Policy requires that these are reported to the Executive following the statement of accounts being finalised; the 2021/22 accounts were signed off by external audit in March 2024.

4.2 Capital

There is an in-year underspend of (£15.749m), of which £15.395m is to be reprofiled into future years.

Directorate	Budget £m	Actual Spend 2023/24 £m	Re-profiled beyond 2023/24 £m	Variance to Budget £m	Prior Month Variance to Budget £m
Chief Executives	12.066	7.616	4.286	(0.164)	(0.103)
Resources	13.222	4.547	8.541	(0.134)	(0.134)
Communities	3.782	1.158	2.568	(0.057)	(0.164)
Total	29.070	13.321	15.395	(0.354)	(0.401)

For further detail please view Appendix 1.

Table 7: How the Capital Programme is financed

Financing	23/24 Budget £m	Future Years £m	Total
Borrowing	19.542	12.527	32.069
Grants	9.528	9.006	18.534
Capital Receipts	0.000	1.175	1.175
	29.070	22.708	51.778

Table 8: Total Capital Project Outturn

Directorate	Budget £m	Total 2023/24 £m	Variance to Budget £m	Prior Month Variance to Budget £m
Chief Executives	20.290	19.376	(0.914)	(0.851)
Resources	14.432	14.298	(0.134)	0.143
Communities	17.056	16.999	(0.057)	(0.046)
Total	51.778	50.674	(1.104)	(0.754)

Table 9: Top 5 in-year variances: -

Code	Top 5 In-Year Variances	Budget Total £'000	Reprofile beyond 23/24 £'000	% of in year Budget Variance
40278	Development of New Land Bicester Depot	2.775	2.759	99.42%
40144	Castle Quay	2.795	2.733	97.77%
40028	Vehicle Replacement Programme	1.731	1.162	67.13%
40300	S106 - Bicester Leisure Centre Extension	1.154	1.154	100.00%
40286	Transforming Market Square Bicester	1.000	0.985	98.49%
		9.455	8.793	

Development of New Land Bicester Depot: -

A project team has been established to design and refurbish the site being acquired.

Castle Quay: -

As part of the Castle Quay Development and the regeneration of Banbury, the Council is working closely and in partnership with a number of public and private organisations to repurpose parts of Castle Quay Shopping Centre to deliver a number of complimentary uses enabling the regeneration of Banbury. Once each element has been contractually agreed, work can commence. The Council needs to reprofile because we are continuing discussions with potential occupiers as part of the refocus of the centre from pure retail to mixed uses.

Vehicle Replacement Programme: -

Reprofiling of £1.162m is required in to 2024/25. A review of the programme is continuously undertaken. Nationally there are delays in vehicle supply and thus delivery. Delivery times have risen from 6 months to approximately 12-18 months for small vehicles. Budget re-profiling is required as a result.

S106 – Bicester Leisure Centre Extension: -

Initial stages of feasibility have been completed with high level costings received to deliver the project. Further stages required including detailed business case. Re-profiled beyond 2024-25 as not all S106 funding received so budget not fully available.

Bicester East Community Centre: -

Consultants appointed March 24 and programme of design and stakeholder consultation to be delivered during Q1-Q3 2024/25. The remaining budget of £0.985m for 23/24 to be profiled to allow for delivery of consultancy project in 24/25 and consider the construction phase.

4.3 Performance Summary

During a year full of changes and challenges, our overall performance in 2023-24 remained strong, confirming our commitment to being a high performing council, working hard to embed a culture of continuous improvement, providing excellent services, keeping our residents at the heart of all we do.

4.4 Business Plan Measures

All but one of the 27 Business Plan measures achieved their year-end target or within the agreed tolerance.

The measure that missed its target for 2023-24 was “Net Additional Housing Completions to meet Cherwell Needs” with a provisional figure of 884 completions against a year-end target of 1,142. The final figure, which is expected to be higher, will be available in Q1 24/25, when all the site visits have been completed.

See Appendix 6 for the full list of targeted measures.

- 4.5 There are also seven measures that the council monitors for trend analysis to identify any emerging trends that might require early intervention from ourselves or partners. There are no targets for these measures as they are dependent on external factors.

See Appendix 7 for the end of year data for these seven monitoring measures.

4.6 Annual Delivery Plan Priorities

Of the 12 actions identified for 2023/24, six have been completed and six are ongoing activities, continuing into 2024-25.

See Appendix 8 for end of year updates on the Annual delivery plan.

4.7 Peer Review Action

Of the nine actions for the 2023/24 financial year, one was completed Quarter 4, were achieved, and 8 are ongoing activities, due to continue during 2024-25.

See Appendix 9 for end of year updates for the Peer Review Action Plan

4.8 Equalities, Diversity, and Inclusion Action plans

Please see Appendix 10 to review our progress against the Equalities, Diversity and Inclusion action plans as of end of year 2023-24.

4.9 Risk Update

The overall position as of the end of the financial year of all Leadership risks is as follows:

Impact	Probability				
	1 - Remote	2 - Unlikely	3 - Possible	4 - Probable	5 - Highly Probable
5 - Catastrophic			L08		
4 - Major		L09	L03-L06-L07 - L11-L14	L01	
3 - Moderate		L04-L05-L10	L02-L12	L13	
2 - Minor					
1 - Insignificant					

The full Leadership Risk Register is attached in Appendix 11.

5. Alternative Options and Reasons for Rejection

- 5.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: This report summarises the council's performance, risk and financial positions for the 2023/2024 financial year, therefore there are no alternative options to consider.

6 Conclusion and Reasons for Recommendations

- 6.1 This report provides a summary of the council's delivery against its business plan priorities including its, risk, and financial positions for the 2023/24 financial year.

Decision Information

Key Decision	Yes
Subject to Call in	Yes
If not, why not subject to call in	N/A
Ward(s) Affected	All

Document Information

Appendices	
Appendix 1	Capital March 2024
Appendix 2	Detailed Revenue Narrative on Outturn March 2024
Appendix 3	Virements and Aged Debt March 2024
Appendix 4	Funding March 2024
Appendix 5	Use of reserves and grant funding March 2024
Appendix 6	Business Plan Performance 2023-24
Appendix 7	Business Plan Monitoring measures 2023-24
Appendix 8	Annual Delivery Plan 2023-24
Appendix 9	Peer Review Action Plan 2023-24
Appendix 10	EDI Action Plans 2023-24
Appendix 11	Leadership Risk Register End of year 2023-24
Appendix 12	Annual Report 2023-24
Background Papers	None
Reference Papers	None
Report Author	Celia Prado-Teeling - Performance & Insight Team Leader Leanne Lock, Strategic Business Partner – Business Partnering & Controls
Report Author contact details	Celia.prado-teeling@cherwell-dc.gov.uk , 01295 221556 Leanne.lock@cherwell-dc.gov.uk , 01295 227098

Appendix One - CHERWELL CAPITAL EXPENDITURE

Cost Centre	DESCRIPTION	BUDGET	YTD ACTUAL	RE-PROFILED BEYOND 2023/24	RE-PROFILED BEYOND 2024/25	Current month Variances £000	Prior month Variances £000	Forecast Narrative
40010	North Oxfordshire Academy Astroturf	183	49	134		(0)	-	Good progress made to date on scale,scope and nature of the project. Close working with the school. Next steps are to apply for pre-application planning advice and complete project costings. Re-profiled into 2024-25 due to cost implications of the proposed site, looking at alternative options on existing site that requires less infrastructure.
40019	Bicester Leisure Centre Extension	79	0	0	79	-	-	The current budget is for preparatory works to identify the business case for operation ahead of S106 monies coming in from developments. Budget requires reprofiling as scheme is outlined for build in 2027-28
40083	Disabled Facilities Grants	1,566	1,533	33		0	-	£108k additional funding from DLUHC was confirmed in September and has been added to the budget.
40084	Discretionary Grants Domestic Properties	140	25	0		(115)	(50)	This budget covers small repairs and larger essential repairs to vulnerable households and some grants for landlords. Demand for essential repairs is typically heavily weighted towards the
40160	Housing Services - capital	160	0	160		-	-	NW Bicester Developer milestone for payment not yet met therefore final payment will be made in 2024/25.
40251	Longford Park Art	45	0	45		-	-	The final delivery of the public art programme is dependent on overall site handover which has been delayed by the developers. The remaining spend on the public art programme has been reprofiled to acknowledge this.
40262	Town Centre House Purchase and Repair	4,750	4,418	332		(0)	-	The purchase of TCH completed in November. The tender for improvement works has concluded with works due to begin on site in February with final completion in 2024/25.
40275	UKSPF - CDC community facilities x 3	30	30	0		-	-	Projects completed
40131	S106 Capital Costs	15	11	0		(4)	(4)	S106 funding has been identified for projects that have proceeded this year and there will be no overspend at year end
40294	S106 - Ambrosden Community Facility Project	20	0	20		-	-	Parish Council has a variety of projects they are looking to bring forward to increase capacity at the village hall. Re-profiled to 2024-25 as still awaiting project details
40295	S106 - Ambrosden Indoor Sport Project	65	0	65		-	-	Indoor Sport Project involving upgrades to a portacabin building. Re-profiled to 2024-25 as still awaiting project details.
40296	S106 - Ambrosden Outdoor Sports	130	0	130		-	-	Site to be confirmed before project can move forward; options appraisal underway. Re-profiled to 2024-25 as still awaiting project details and confirmation of transfer of land

40297	S106 - Ardley & Fewcott Play Area Project	15	0	15		-	-	Awaiting direction from the parish council regarding further play area investment. Re-profiled to 2024-25 as still awaiting project details for remaining S106 monies. Initial project cost less than initially expected.
40298	S106 - Ardley & Fewcott Village Hall Project	9	6	3		0	-	Village Hall project for chairs and tables submitted, S106 spend approved. Re-profiled remaining £3K to 2024-25. Awaiting project details for remaining S106 spend
40299	S106 - Banbury Indoor Tennis Centre	55	65	0		10	5	The project is being considered with stakeholders to assess whether any indoor tennis provision is possible given the finance available. Feasibility study costs were higher than anticipated.
40300	S106 - Bicester Leisure Centre Extension	1,154	0	0	1,154	-	-	Initial stages of feasibility have been completed with high level costings received to deliver the project. Further stages required including detailed business case. Re-profiled beyond 2024-25 to when S106 funding is received and fully available.
40301	S106 - Graven Hill Outdoor Sport Project	52	0	52		-	-	Initial discussions around delivery model and engagement to move forward with the project have begun. Re-profiled to 2024-25 as a new framework has been identified to assist with
40302	S106 - Grimsbury Community Centre Projects	20	0	20		-	-	The Grimsbury Community Centre project was funded from UK Prosperity funding and therefore releasing the S106 funding for Playzone project in 2024-25
40303	S106 - Hanwell Fields Community Centre Projects	180	0	180		-	-	No decision at present on capital project to be brought forward. Re-profiled to 2024-25, currently awaiting building surveyor to assess costs for Mezzanine Project.
40304	S106 - Hook Norton Sport And Social Club Project	80	0	0	80	-	-	The scale and scope of the project is yet to be confirmed and therefore reprofiled to 2025/26
40305	S106 - Horley Cricket Club Pavilion Project	110	0	110		-	-	Horley Cricket Club in contact with CDC, looking at a staged project due to cost increases for a new build. Actively working with the club to finalise project details. Re-profiled to 2024-25 as still awaiting project details, cricket club has been asked for project details following a meeting with the club
40306	S106 - Improvements to Bloxham Recreation Ground	35	34	0		(1)	(1)	Project for works to the roof at the changing room pavilion received and S106 spend approved,
40307	S106 - Kidlington & Gosford Leisure Centre	20	0	0	20	-	-	No detailed projects as yet therefore S106 funding to be reprofiled beyond 2024-25
40308	S106 - Milton Road Community Facility and Sports Pitch Project	479	8	471		(0)	-	Significant progress made by the Parish Council. Additional fundraising required. Re-profiled to 2024-25, this project is led by the Parish Council, awaiting further details and confirmation of additional project funding.
40309	S106 - NOA Improvements	700	22	678		0	-	High level costings/detailed plans have now been received for this project, further works required to developing the business cases/other stages of feasibility
40310	S106 - Spiceball Leisure Centre Improvements	14	0	14		-	-	Budget required to be reprofiled to 2024-25, for works on the glulam beams taking place in December to January during off peak.
40311	S106 - The Hill Improvements Project	50	0	0	50	-	-	Awaiting details of projects funded by S106 funding already received, therefore budget request to reprofile beyond 2024-25

40312	S106 - Whitelands Farm Sports Ground (Pedestrian crossing and various works)	60	28	32		0	-	Installation of the floodlighting approved but delayed due to ground conditions. The new pedestrian crossing reprofiled in to 2024-25 and works to be tendered for.
40313	S106 - Woodgreen Leisure Centre Improvements	47	0	47		-	-	Plans in development stage relating to the modernisation of the changing facilities. Re-profiled to 2024-25, works to be tendered for in spring / summer 2024.
40314	S106 - Deddington Parish Council Projects	40	23	17		(0)	-	Re-profiled to 2024-25, S106 allocated to Deddington Projects, spend approved, project to be completed summer 2024.
40315	S106 - Longford Park Sport Pitches	50	40	10		(0)	-	Re-profiled to 2024-25 with spend expected in 2024-25.
40318	S106 - Steeple Aston Parish Council Village Hall Sports and Recreation Centre	11	10	0		(1)	-	Outstanding Steeple Aston village hall improvement project works completed
40319	Local Authority Housing Fund R2	1,672	1,337	335		0	-	Grant agreements have been concluded with two registered providers of social housing, Sanctuary Housing and South Oxfordshire Housing Association (SOHA) to bring homes forward for clients within resettlement scheme. Grants to be paid in this financial year
	Wellbeing & Community	12,036	7,639	2,903	1,383	(111)	(50)	
40208	HR Payroll System	0	(23)	0		(23)	(23)	The project has been completed with an underspend.
40292	iTrent HR System Upgrades	30	0	0		(30)	(30)	We have completed the overall implementation now so no longer have a need for the capital.
	HR & OD	30	(23)	0	0	(53)	(53)	
	Chief Executive	12,066	7,616	2,903	1,383	(164)	(103)	
40111	Admiral Holland Redevelopment Project (phase 1b)	61	61	0		(0)	-	Completed
40139	Banbury Health Centre - Refurbishment of Ventilation, Heating & Cooling Systems	130	1	129		(0)	-	Work is scheduled for delivery in Q1 24/25. Reason for re-profile: Revised proposals to ensure the building is watertight for a minimum of 5 years
40141	Castle Quay Waterfront	0	41	0		41	-	Project Complete
40144	Castle Quay	2,795	62	2,733		(0)	(0)	As part of the Castle Quay Development and the regeneration of Banbury, the Council is working closely and in partnership with a number of public and private organisations to repurpose parts of Castle Quay Shopping Centre to deliver a number of complimentary uses enabling the regeneration of Banbury. Once each element has been contractually agreed, work can commence. We need to reprofile because we are continuing discussions with potential occupiers as part of the refocus of the centre from pure retail to mixed uses.
40162	Housing & IT Asset System joint CDC/OCC	26	0	26		-	-	Needs profiling because it is part of wider transformation work currently being carried out
40167	Horsefair, Banbury	55	24	20		(11)	-	The works design is now completed for paving to the footpath on Horsefair. Works due to complete May 24.

40191	Bodicote House Fire Compliance Works	149	0	60	0	(89)	(89)	Assessment completed, with works being developed and scoped from the assessment. Reprofing needed to enable the works to be risk assessed and for safe use and occupation of the buiding to be maintained at all times.
40201	Works From Compliance Surveys	99	0	0		(99)	(99)	Works complete - funds no longer required
40203	CDC Feasibility of utilisation of proper Space	100	108	0		8	78	Project complete
40219	Community Centre - Works	54	5	49		0	-	Design works complete, Contractor appointed, contracts need to be drawn up before works proceed, hence the application to reprofile
40224	Fairway Flats Refurbishment	356	4	200	138	(14)	(146)	This project is within the asset review which will be completed in Q4 of the financial year 2023/24. Some works to be reprofile. Reason for reprofiling: we will be progressing this but need to obtain planning permission first. Works anticipated on site later this year.
40226	Thorpe Lane Depot - Decarbonisation Works	0	(1)	0		(1)	-	Completed
40227	Banbury Museum - Decarbonisation Works	0	20	0		20	20	End of defects period retention payments due
40232	Kidlington Leisure Centre - Decarbonisation Works	0	(9)	0		(9)	(5)	On target
40239	Bicester East Community Centre	1,371	686	685		0	-	Now on site for a 35 week project. £1.371m of capital funding remains allocated to deliver this bespoke community centre for local residents. Some spend requiring to be reprofiled to 2024/25 because works due to complete on 26th July 2024
40241	Thorpe Place Roof Works	35	6	29		0	-	Carrying out drone survey of roof to identify condition ready for scoping and design. We are reprofiling 29K because we have had to determine the appropriate solution as need to avoid closure of the units impacting on tenants ability to trade.
40242	H&S Works to Banbury Shopping Arcade	127	5	122		0	-	The £0.122m will need to be carried forward as this is doing the actual construction work, the £0.005m this year was for the design for this work.
40246	Banbury Museum Pedestrian Bridge	3	3	0		0	-	Retention payment made, therefore the project is complete
40249	Retained Land	260	4	50	206	0	-	Reason for reprofiling: The surveys of all areas of retained land are complete. They have categorised the risks on each item identified and we have carried out some random checks on various areas to assess how urgent these works are. The retained lands will need to be constantly reviewed and repairs undertaken whenever they are identified, and therefore an ongoing budget needs to be provided for this purpose.

40252	Expiring Energy Performance Certificates plus Associated works	96	0	96		-	-	Works instructed and surveys complete. This needs reprofiling as working on the recommendations for any improvement works to maintain a compliant EPC
40253	Energy Performance Certificates Gov't Implementation of target B - Strategic Plan	60	0	60		-	(16)	EPC property surveys have been completed - needs reviewing in order to consider phasing and delivery programme.
40254	Thorpe Lane Depot - Renewal of Electrical Incoming Main	171	2	169		(0)	-	Works are currently designed pending tender of the Electrical supply infrastructure. Works to be coordinated with the District Network Operator to install the new sub station, who are engaged. Waiting for dates from the District Network Operator. Ongoing discussions with third parties have delayed this installation.
40255	Installation of Photovoltaic at CDC Property	79	0	79		-	-	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery quarter one of the financial year 2024/25.
40263	Kidlington Leisure New Electrical Main	20	0	20		-	-	Works are currently designed pending tender of the Electrical supply infrastructure. Works to be coordinated with the District Network Operator (DNO) to install the new sub station, who are engaged. Waiting for dates from the DNO. Planned delivery expected to be Q2 2024/25. There are 3 leases and sub leases to be amended before this can proceed.
40264	Sunshine Centre	190	8	182		0	-	New Heating Boilers and LED lighting are required at the property. The specification has been completed and is ready for tendering.
40279	Spiceball Sports Centre - Solar PV Car Ports	180	7	173		0	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery quarter one of the financial year 2024/25
40280	Kidlington Sports Centre - Solar PV Car Ports	137	0	137		-	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Work cannot start until electrical mains installed (dependant on DNO). Planned delivery Q2 2024/25
40281	North Oxfordshire Academy - Solar Panels	18	0	18		-	0	Reprofiling because we are preparing scope so that feasibilities can be carried out to maximise potential PV to the site.
40282	Community Centre Solar Panels	108	0	108		-	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery in Q3/Q4 of 24/25. Part of EPC work, community centres will need to agree.
40283	Thorpe Lane - Solar Panels	34	0	34		-	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Carrying out feasibility work - this will be in Q1
40284	Thorpe Lane - Heater Replacement (Gas to Electric)	28	4	24		0	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery is Q2 2024/25. Without the extra electric (40254) we do not have the power on site to power these, so works cannot proceed.

40015	Car Park Refurbishments	46	0	46		-	-	This to continue the projects of pay on exit sites across the district and upgrading of pay machines from 3G to 4G. Requirement to carry this work out in 24/25 because 3G will become obsolete. Delay in identifying the best supplier to carry out the upgrade of the car park ticket machines from 3G to 4G has meant the works have will be carried out at the beginning of 2024-25.
40026	Off Road Parking	18	0	0		(18)	(18)	Budget no longer required - saving.
40217	Car Parking Action Plan Delivery	18	0	18		-	-	Project is part of ongoing review of Car Park Action Plan. Reprofiled into beyond 23/24.
40260	Land for New Bicester Depot	2,989	3,130	0		141	141	Project completed. Purchase of site finalised in quarter 3.
40278	Development of New Land Bicester Depot	2,775	16	2,759		0	0	Monies need reprofiling due to time taken to agree client service space and facility requirements in the new depot. As a result procurement of design team and associated works will commence later than originally anticipated.
40317	Cope Road, Banbury	30	1	29	0	0	-	Design work completed pending tendering. Contractor now appointed and starts in 4 weeks on site.
Property		12,618	4,191	8,055	344	(29)	(134)	
40256	Processing Card Payments & Direct Debits	20	0	20		0	-	This is being rolled into 24/25 as this project is linked to upgrades on another Finance system
Finance		20	0	20	0	0	0	
40237	Council Website & Digital Service	122	0	122		-	-	Work underway to select a product to form basis of Unified CRM Platform.
40274	Digital Futures Programme	112	147	0		35	-	Continuation of Flytipping AI and RPA proof of concepts. Futurework/pilots will fall under Digital Futures Programme.
40285	Digital Strategy	350	209	0		(141)	-	Year one of the Digital Future strategy looks to: 1) Implemented a Data Lakehouse platform as a foundation to the Data and Analytics strategy . 2)Improve cyber security by aligning with a standard framework and implementing additional security measures 3) Move all online files to sharepoint to reduce hosting costs
ICT		584	356	122	0	(106)	0	
Resources		13,222	4,547	8,197	344	(134)	(134)	
40062	East West Railways	137	108	29		-	-	The capital fund has been set up to enable the Council's costs to be recharged when responding to enquiries and regulatory applications, involving for example environmental and land drainage matters, made in connection with the EWR project. This is in partnership with England's Economic Heartland. The Digital Enhancement Project (£0.133m) is a small element of CDC's commitment, involving the transfer of funds in four stages to reflect Network Rail's delivery of the digital infrastructure. The fourth invoice was expected in March 2024 but is awaited and expected to be received by the end of Q1 2024/25, dependent upon practical progress.

40286	Transforming Market Square Bicester	1,000	15	985		-	-	Consultants appointed March 24 and programme of design and stakeholder consultation to be delivered during Q1-Q3 2024. The remaining budget of £985K for 23/24 to be profiled to allow for delivery of consultancy project in 24/25 and consider the construction phase. Construction phase likely to extend to 2026
40287	UK Shared Prosperity Fund (UK SPF) Year Two Investment Plan Programme	82	32	50		-	-	UKSPF capital grant spent in 2023/24 on the following: £0.030m improvement to town centres & high streets £0.002m Bridge Street Community Garden £0.050m contribution to floodlights at Whitelands Sport ground carried over to 2024/25 completion.
40288	UKSPF Rural Fund	167	154	13		-	(118)	£154,000 in Capital grants for infrastructure improvements were awarded to 15 village and rural community halls, following a grant application process. The remaining £13,000 funding will fund Active Travel schemes in rural villages in 2024/25.
Growth & Economy		1,386	309	1,077	0	0	(118)	
40028	Vehicle Replacement Programme	1,731	569	1,162		0	0	Reprofiling of £1.162m is required in to 2024/25. A review of the programme is continuously undertaken. Nationally there is delays in vehicle supply and thus delivery. Delivery times have risen from 6 months to approximately 12-18 months for small vehicles. Budget re-profiling is required as a result.
40186	Commercial Waste Containers	25	25	0		-	0	Project completed in 2023/24.
40187	On Street Recycling Bins	18	0	18		-	-	Reprofiling of £0.018m in to 2024/25. Funds earmarked for street furniture but delays to spend a result of Extended Producer Responsibility - EPR and the uncertainty around the requirements involved when implemented.
40188	Thorpe Lane Depot Capacity Enhancement	0	7	0		7	7	Retention payments paid in 2023/24
40216	Street Scene Furniture and Fencing project	48	45	3		0	0	Reprofiling of £0.003m is required in to 2024/25. This is for various play and open spaces and is an ongoing project.
40218	Depot Fuel System Renewal	35	0	35		-	-	Reprofiling of £0.035m required in to 2024/25. This will be reviewed as the new Bicester Depot site progresses.
40220	Horsefair Public Conveniences	0	(10)	0		(10)	-	Credit a result of over accruing against purchase order, invoice received for less than anticipated.
40222	Burnehyll- Bicester Country Park	159	35	124		(0)	-	Reprofiling of £0.124m is required into 2024/25 to continue the development of the country park. Use of the budget will be reviewed when the new Climate and Natural Habitat Officer is in post in early 2024/25.

40248	Solar Panels at Castle Quay	53	0	0		(53)	(53)	Budget no longer required. Delivery and scope of project to be reviewed and new bid submitted when review completed.
40257	Additional Commercial Waste Containers	10	6	4		0	0	Reprofiling of £0.004m required in to 2024/25 for ongoing commercial waste container purchases for new customers.
40258	Kidlington Public Convenience Refurbishment	90	0	90		-	-	Reprofiling of £0.090m required in to 2024/25. A re-tender is required.
40259	Market Equipment Replacement	15	0	15		-	-	Reprofiling of £0.015m required in to 2024/25. Order placed in March 2024, expected to be received by end of Q2 2024/25
40289	Computer Software Upgrade for Vehicle Management	12	12	0		(0)	0	Project completed in 2023/24
40291	New Commercial Waste IT System	25	0	25		-	0	Reprofiling of £0.025m required in to 2024/25. Order placed in March 2024, expected to be received by end of Q1 2024/25
	Environmental Services	2,221	688	1,476	0	(57)	(46)	
40245	Enable Agile Working	15	0	15		-	0	This funding is still intended to be used to purchase the IT hardware required to enable the teams in Regulatory Services to use the case management system whilst 'on-site' carrying out inspection work, etc. The release of the app that will support mobile working continues to be delayed but is progressing. we expect the app to be released live in summer 2024.
	Regulatory Services	15	0	15	0	0	0	
40293	Planning - S106 Projects	160	160	0		-	0	S106 Funded contribution towards the construction and mechanisation of bridge over Oxford Canal (Canal and River Trust)
	Planning and Development	160	160	0	0	0	0	
	Communities	3,782	1,158	2,568	0	(57)	(164)	
	Capital	29,070	13,321	13,668	1,727	(354)	(401)	

CHERWELL TOTAL CAPITAL PROJECT EXPENDITURE

CODE	DESCRIPTION	Total 23/24 Project Budget	YTD Actual	RE-PROFILED BEYOND 2023/24	23/24 Variance	Future Years Budget	Project Total Budget	Project Total forecast	Project Total Variance	Narrative
40010	North Oxfordshire Academy Astro turf	183	49	134	(0)	0	183	183	(0)	Good progress made to date on scale,scope and nature of the project. Close working with the school. Next steps are to apply for pre-application planning advice and complete project costings. Re-profiled into 2024-25 due to cost implications of the proposed site, looking at alternative options on existing site that requires less infrastructure.
40019	Bicester Leisure Centre Extension	79	0	79	0	0	79	79	0	The current budget is for preparatory works to identify the business case for operation ahead of S106 monies coming in from developments. Budget requires reprofiling as scheme is outlined for build in 2027-28
40083	Disabled Facilities Grants	1,566	1,533	33	0	4,956	6,522	6,522	0	£108k additional funding from DLUHC was confirmed in September and has been added to the budget.
40084	Discretionary Grants Domestic Properties	140	25	0	(115)	600	740	625	(115)	This budget covers small repairs and larger essential repairs to vulnerable households and some grants for landlords. Demand for essential repairs is typically heavily weighted towards the winter months. Private rented sector market forces have led to lower than usual uptake of landlord grants, resulting in an underspend at year end. Range of grants offered is being reviewed to ensure correct targeting and full spend next year.
40160	Housing Services - capital	160	0	160	0	0	160	160	0	NW Bicester Developer milestone for payment not yet met therefore final payment will be made in 2024/25.
40251	Longford Park Art	45	0	45	0	0	45	45	0	The final delivery of the public art programme is dependent on overall site handover which has been delayed by the developers. The remaining spend on the public art programme has been reprofiled to acknowledge this.
40262	Town Centre House Purchase and Repair	4,750	4,418	332	(0)	2,548	7,298	6,548	(750)	Latest estimated spend following the tender process and finalised costs of purchase.
40275	UKSPF - CDC community facilities x 3	30	30	0	0	0	30	30	0	Projects completed
40131	S106 Capital Costs	15	11	0	(4)	0	15	11	(4)	S106 funding has been identified for projects that have proceeded this year and there will be no overspend at year end
40294	S106 - Ambrosden Community Facility Project	20	0	20	0	0	20	20	0	Parish Council has a variety of projects they are looking to bring forward to increase capacity at the village hall. Re-profiled to 2024-25 as still awaiting project details
40295	S106 - Ambrosden Indoor Sport Project	65	0	65	0	0	65	65	0	Indoor Sport Project involving upgrades to a portacabin building. Re-profiled to 2024-25 as still awaiting project details.
40296	S106 - Ambrosden Outdoor Sports	130	0	130	0	0	130	130	0	Site to be confirmed before project can move forward; options appraisal underway. Re-profiled to 2024-25 as still awaiting project details and confirmation of transfer of land
40297	S106 - Ardley & Fewcott Play Area Project	15	0	15	0	0	15	15	0	Awaiting direction from the parish council regarding further play area investment. Re-profiled to 2024-25 as still awaiting project details for remaining S106 monies. Initial project cost less than initially expected.
40298	S106 - Ardley & Fewcott Village Hall Project	9	6	3	0	0	9	9	0	Village Hall project for chairs and tables submitted, S106 spend approved. Re-profiled remaining £3K to 2024-25. Awaiting project details for remaining S106 spend
40299	S106 - Banbury Indoor Tennis Centre	55	65	0	10	0	55	65	10	The project is being considered with stakeholders to assess whether any indoor tennis provision is possible given the finance available. Feasibility study costs were higher than anticipated.
40300	S106 - Bicester Leisure Centre Extension	1,154	0	1,154	0	0	1,154	1,154	0	Initial stages of feasibility have been completed with high level costings received to deliver the project. Further stages required including detailed business case. Re-profiled beyond 2024-25 to when S106 funding is received and fully available.
40301	S106 - Graven Hill Outdoor Sport Project	52	0	52	0	0	52	52	0	Initial discussions around delivery model and engagement to move forward with the project have begun. Re-profiled to 2024-25 as a new framework has been identified to assist with procurement of specialist support and an application to join is being evaluated.
40302	S106 - Grimsbury Community Centre Projects	20	0	20	0	0	20	20	0	The Grimsbury Community Centre project was funded from UK Prosperity funding and therefore releasing the S106 funding for Playzone project in 2024-25

40303	S106 - Hanwell Fields Community Centre Projects	180	0	180	0	0	180	180	0	No decision at present on capital project to be brought forward. Re-profiled to 2024-25, currently awaiting building surveyor to assess costs for Mezzanine Project.
40304	S106 - Hook Norton Sport And Social Club Project	80	0	80	0	0	80	80	0	The scale and scope of the project is yet to be confirmed and therefore reprofiled to 2025/26
40305	S106 - Horley Cricket Club Pavilion Project	110	0	110	0	0	110	110	0	Horley Cricket Club in contact with CDC, looking at a staged project due to cost increases for a new build. Actively working with the club to finalise project details. Re-profiled to 2024-25 as still awaiting project details, cricket club has been asked for project details following a meeting with the club
40306	S106 - Improvements to Bloxham Recreation Ground	35	34	0	(1)	0	35	34	(1)	Project for works to the roof at the changing room pavilion received and S106 spend approved.
40307	S106 - Kidlington & Gosford Leisure Centre	20	0	20	0	0	20	20	0	No detailed projects as yet therefore S106 funding to be reprofiled beyond 2024-25
40308	S106 - Milton Road Community Facility and Sports Pitch Project	479	8	471	(0)	0	479	479	(0)	Significant progress made by the Parish Council. Additional fundraising required. Re-profiled to 2024-25, this project is led by the Parish Council, awaiting further details and confirmation of additional project funding.
40309	S106 - NOA Improvements	700	22	678	0	0	700	700	0	High level costings/detailed plans have now been received for this project, further works required to developing the business cases/other stages of feasibility
40310	S106 - Spiceball Leisure Centre Improvements	14	0	14	0	0	14	14	0	Budget required to be reprofiled to 2024-25, for works on the glulam beams taking place in December to January during off peak.
40311	S106 - The Hill Improvements Project	50	0	50	0	0	50	50	0	Awaiting details of projects funded by S106 funding already received, therefore budget request to reprofile beyond 2024-25
40312	S106 - Whitelands Farm Sports Ground (Pedestrian crossing and various works)	60	28	32	0	0	60	60	0	Installation of the floodlighting approved but delayed due to ground conditions. The new pedestrian crossing reprofiled in to 2024-25 and works to be tendered for.
40313	S106 - Woodgreen Leisure Centre Improvements	47	0	47	0	0	47	47	0	Plans in development stage relating to the modernisation of the changing facilities. Re-profiled to 2024-25, works to be tendered for in spring / summer 2024.
40315	S106 - Longford Park Sport Pitches	50	40	10	(0)	0	50	50	(0)	Re-profiled to 2024-25 with spend expected in 2024-25.
40314	S106 - Deddington Parish Council Projects	40	23	17	(0)	0	40	40	(0)	Re-profiled to 2024-25, S106 allocated to Deddington Projects, spend approved, project to be completed summer 2024.
40318	S106 - Steeple Aston Parish Council Village Hall Sports and Recreation Centre	11	10	0	(1)	0	11	10	(1)	Outstanding Steeple Aston village hall improvement project works completed
40319	Local Authority Housing Fund R2	1672	1,337	335	0	0	1,672	1,672	0	Grant agreements have been concluded with two registered providers of social housing, Sanctuary Housing and South Oxfordshire Housing Association (SOHA) to bring homes forward for clients within resettlement scheme. Grants to be paid in this financial year
Wellbeing & Community		12,036	7,639	4,286	(111)	8,104	20,140	19,279	(861)	
40208	HR Payroll System	0	(23)	0	(23)	0	0	(23)	(23)	The project has been completed with an underspend.
40292	iTrent HR System Upgrades	30	0	0	(30)	120	150	120	(30)	We have completed the overall implementation now so no longer have a need for the capital.
HR & OD		30	(23)	0	(53)	120	150	97	(53)	
Chief Executives		12,066	7,616	4,286	(164)	8,224	20,290	19,376	(914)	
40111	Admiral Holland Redevelopment Project (phase 1b)	61	61	0	(0)	0	61	61	(0)	Completed
40139	Banbury Health Centre - Refurbishment of Ventilation, Heating & Cooling Systems	130	1	129	(0)	0	130	130	(0)	Work is scheduled for delivery in Q1 24/25. Reason for re-profile: Revised proposals to ensure the building is watertight for a minimum of 5 years
40144	Castle Quay	2,795	62	2,733	(0)	0	2,795	2,795	(0)	As part of the Castle Quay Development and the regeneration of Banbury, the Council is working closely and in partnership with a number of public and private organisations to repurpose parts of Castle Quay Shopping Centre to deliver a number of complimentary uses enabling the regeneration of Banbury. Once each element has been contractually agreed, work can commence. We need to reprofile because we are continuing discussions with potential occupiers as part of the refocus of the centre from pure retail to mixed uses.
40162	Housing & IT Asset System joint CDC/OCC	26	0	26	0	0	26	26	0	Needs profiling because it is part of wider transformation work currently being carried out
40167	Horsefair, Banbury	55	24	20	(11)	0	55	44	(11)	The works design is now completed for paving to the footpath on Horsefair. Works due to complete May 24.

40191	Bodicote House Fire Compliance Works	149	0	60	(89)	0	149	60	(89)	Assessment completed, with works being developed and scoped from the assessment. Reproofing needed to enable the works to be risk assessed and for safe use and occupation of the building to be maintained at all times.
40197	Corporate Asbestos Surveys	0	0	0	0	0	0	0	0	No longer needed
40201	Works From Compliance Surveys	99	0	0	(99)	0	99	0	(99)	Works complete - funds no longer required
40203	CDC Feasibility of utilisation of proper Space	100	108	0	8	0	100	108	8	Project complete
40219	Community Centre - Works	54	5	49	0	0	54	54	0	Design works complete, Contractor appointed, contracts need to be drawn up before works proceed, hence the application to reprofile
40224	Fairway Flats Refurbishment	356	4	338	(14)	0	356	342	(14)	This project is within the asset review which will be completed in Q4 of the financial year 2023/24. Some works to be reprofile. Reason for reprofiling; we will be progressing this but need to obtain planning permission first. Works anticipated on
40227	Banbury Museum - Decarbonisation Works	0	20	0	20	0	0	20	20	End of defects period retention payments due
40239	Bicester East Community Centre	1,371	686	685	0	0	1,371	1,371	0	Now on site for a 35 week project. £1.371m of capital funding remains allocated to deliver this bespoke community centre for local residents. Some spend requiring to be reprofiled to 2024/25 because works due to complete on 26th July 2024
40241	Thorpe Place Roof Works	35	6	29	0	0	35	35	0	Carrying out drone survey of roof to identify condition ready for scoping and design. We are reprofiling 29K because we have had to determine the appropriate solution as need to avoid closure of the units impacting on tenants ability to trade.
40242	H&S Works to Banbury Shopping Arcade	127	5	122	0	0	127	127	0	The £0.122m will need to be carried forward as this is doing the actual construction work, the £0.005m this year was for the design for this work.
40246	Banbury Museum Pedestrian Bridge	3	3	0	0	0	3	3	0	Retention payment made, therefore the project is complete
40249	Retained Land	260	4	256	0	0	260	260	0	Reason for reprofiling: The surveys of all areas of retained land are complete. They have categorised the risks on each item identified and we have carried out some random checks on various areas to assess how urgent these works are. The retained lands will need to be constantly reviewed and repairs undertaken whenever they are identified, and therefore an ongoing budget needs to be provided for this purpose.
40252	Expiring Energy Performance Certificates plus Associated works	96	0	96	0	0	96	96	0	Works instructed and surveys complete. This needs reprofiling as working on the recommendations for any improvement works to maintain a compliant EPC
40253	Energy Performance Certificates Gov't Implementation of target B - Strategic Plan	60	0	60	0	0	60	60	0	EPC property surveys have been completed - needs reviewing in order to consider phasing and delivery programme.
40254	Thorpe Lane Depot - Renewal of Electrical Incoming Main	171	2	169	(0)	0	171	171	(0)	Works are currently designed pending tender of the Electrical supply infrastructure. Works to be coordinated with the District Network Operator to install the new sub station, who are engaged. Waiting for dates from the District Network Operator. Ongoing discussions with third parties have delayed this installation.
40255	Installation of Photovoltaic at CDC Property	79	0	79	0	0	79	79	0	Preparing scope so that feasibility can be carried out to maximise potential PV to the site. Planned delivery quarter one of the financial year 2024/25.
40263	Kidlington Leisure New Electrical Main	20	0	20	0	0	20	20	0	Works are currently designed pending tender of the Electrical supply infrastructure. Works to be coordinated with the District Network Operator (DNO) to install the new sub station, who are engaged. Waiting for dates from the DNO. Planned delivery expected to be Q2 2024/25. There are 3 leases and sub leases to be amended before this can proceed.
40264	Sunshine Centre	190	8	182	0	0	190	190	0	New Heating Boilers and LED lighting are required at the property. The specification has been completed and is ready for tendering.
40279	Spiceball Sports Centre - Solar PV Car Ports	180	7	173	0	0	180	180	0	Preparing scope so that feasibility can be carried out to maximise potential PV to the site. Planned delivery quarter one of the financial year 2024/25
40280	Kidlington Sports Centre - Solar PV Car Ports	137	0	137	0	0	137	137	0	Preparing scope so that feasibility can be carried out to maximise potential PV to the site. Work cannot start until electrical mains installed (dependant on DNO). Planned delivery Q2 2024/25
40281	North Oxfordshire Academy - Solar Panels	18	0	18	0	0	18	18	0	Reprofiling because we are preparing scope so that feasibility can be carried out to maximise potential PV to the site.
40282	Community Centre Solar Panels	108	0	108	0	0	108	108	0	Preparing scope so that feasibility can be carried out to maximise potential PV to the site. Planned delivery in Q3/Q4 of 24/25. Part of EPC work, community centres will need to agree.
40283	Thorpe Lane - Solar Panels	34	0	34	0	0	34	34	0	Preparing scope so that feasibility can be carried out to maximise potential PV to the site. Carrying out feasibility work - this will be in Q1

40284	Thorpe Lane - Heater Replacement (Gas to Electric)	28	4	24	0	0	28	28	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery is Q2 2024/25. Without the extra electric (40254) we do not have the power on site to power these, so works cannot proceed.
40015	Car Park Refurbishments	46	0	46	0	0	46	46	0	This to continue the projects of pay on exit sites across the district and upgrading of pay machines from 3G to 4G. Requirement to carry this work out in 24/25 because 3G will become obsolete. Delay in identifying the best supplier to carry out the upgrade of the car park ticket machines from 3G to 4G has meant the works have will be carried out at the beginning of 2024-25.
40026	Off Road Parking	18	0	0	(18)	0	18	0	(18)	Budget no longer required - saving.
40217	Car Parking Action Plan Delivery	18	0	18	0	0	18	18	0	Project is part of ongoing review of Car Park Action Plan. Reprofiled into beyond 23/24.
40260	Land for New Bicester Depot	2,989	3,130	0	141	10	2,999	3,140	141	Project completed. Purchase of site finalised in quarter 3.
40278	Development of New Land Bicester Depot	2,775	16	2,759	0	1,200	3,975	3,975	0	Monies need reprofiling due to time taken to agree client service space and facility requirements in the new depot. As a result procurement of design team and associated works will commence later than originally anticipated.
40317	Cope Road, Banbury	30	1	29	0	0	30	30	0	Design work completed pending tendering. Contractor now appointed and starts in 4 weeks on site.
Property		12,618	4,191	8,399	(29)	1,210	13,828	13,800	(29)	
40256	Processing Card Payments & Direct Debits	20	0	20	0	0	20	20	0	This is being rolled into 24/25 as this project is linked to upgrades on another Finance system
Finance Total		20	0	20	0	0	20	20	0	
40237	Council Website & Digital Service	122	0	122	0	0	122	122	0	Work underway to select a product to form basis of Unified CRM Platform.
40274	Digital Futures Programme	112	147	0	35	0	112	147	35	Continuation of Flytipping AI and RPA proof of concepts. Futurework/pilots will fall under Digital Futures Programme.
40285	Digital Strategy	350	209	0	(141)	0	350	209	(141)	Year one of the Digital Future strategy looks to: 1) Implemented a Data Lakehouse platform as a foundation to the Data and Analytics strategy . 2)Improve cyber security by aligning with a standard framework and implementing additional security measures 3) Move all online files to sharepoint to reduce hosting costs
ICT		584	356	122	(106)	0	584	478	(106)	
Resources		13,222	4,547	8,541	(134)	1,210	14,432	14,298	(134)	
40062	East West Railways	137	108	29	0	4,189	4,326	4,326	0	The capital fund has been set up to enable the Council's costs to be recharged when responding to enquiries and regulatory applications, involving for example environmental and land drainage matters, made in connection with the EWR project. This is in partnership with England's Economic Heartland. The Digital Enhancement Project (£0.133m) is a small element of CDC's commitment, involving the transfer of funds in four stages to reflect Network Rail's delivery of the digital infrastructure. The fourth invoice was expected in March 2024 but is awaited and expected to be received by the end of Q1 2024/25, dependent upon practical progress.
40286	Transforming Market Square Bicester	1,000	15	985	0	3,250	4,250	4,250	0	Consultants appointed March 24 and programme of design and stakeholder consultation to be delivered during Q1-Q3 2024. The remaining budget of £985K for 23/24 to be profiled to allow for delivery of consultancy project in 24/25 and consider the construction phase.Construction phase likely to extend to 2026
40287	UK Shared Prosperity Fund (UK SPF) Year Two Investment Plan Programme	82	32	50	0	162	244	244	0	UKSPF capital grant spent in 2023/24 on the following: £0.030m improvement to town centres & high streets £0.002m Bridge Street Community Garden £0.050m contribution to floodlights at Whitelands Sport ground carried over to 2024/25 completion.
40288	UKSPF Rural Fund	167	154	13	0	395	562	562	0	£154,000 in Capital grants for infrastructure improvements were awarded to 15 village and rural community halls, following a grant application process. The remaining £13,000 funding will fund Active Travel schemes in rural villages in 2024/25.
Growth & Economy		1,386	309	1,077	-	7,996	9,382	9,382	0	
40028	Vehicle Replacement Programme	1,731	569	1,162	0	5,242	6,973	6,973	0	Full spend anticipated by March 2028.
40186	Commercial Waste Containers	25	25	0	0	0	25	25	0	Project completed in 2023/24.
40187	On Street Recycling Bins	18	0	18	0	0	18	18	0	Full spend anticipated by March 2025.
40188	Thorpe Lane Depot Capacity Enhancement	0	7	0	7	0	0	7	7	Delayed retention payments made.

40216	Street Scene Furniture and Fencing project	48	45	3	0
40218	Depot Fuel System Renewal	35	0	35	0
40222	Burnehyll- Bicester Country Park	159	35	124	(0)
40248	Solar Panels at Castle Quay	53	0	0	(53)
40257	Additional Commercial Waste Containers	10	6	4	0
40258	Kidlington Public Convenience Refurbishment	90	0	90	0
40259	Market Equipment Replacement	15	0	15	0
40289	Computer Software Upgrade for Vehicle Management	12	12	0	(0)
40291	New Commercial Waste IT System	25	0	25	0
Environmental		2,221	688	1,476	(57)
40245	Enable Agile Working	15	0	15	0
Regulatory Services		15	0	15	0
40293	Planning - S106 Projects	160	160	0	0
Planning and Development		160	160	0	0
Communities		3,782	1,158	2,568	(57)
Capital Total		29,070	13,321	15,395	(354)

12	60	60	0	Full spend anticipated by March 2026.
24	59	59	0	Full spend anticipated by March 2025.
0	159	159	(0)	Full spend anticipated by March 2025.
0	53	0	(53)	Budget no longer required for this financial year. It is believed the bid/project is out of date so a review of the requirements on site is required and a new bid to be submitted when review completed.
0	10	10	0	Full spend anticipated by March 2025.
0	90	90	0	Full spend anticipated by March 2025.
0	15	15	0	Full spend anticipated by March 2025.
0	12	12	(0)	Project completed in 2023/24.
0	25	25	0	Full spend expected by end of quarter 1 2024/25.
5,278	7,499	7,442	(57)	
0	15	15	0	This funding is still intended to be used to purchase the IT hardware required to enable the teams in Regulatory Services to use the case management system whilst 'on-site' carrying out inspection work, etc. The release of the app that will support mobile working continues to be delayed but is progressing. we expect the app to be released live in summer 2024.
0	15	15	0	
0	160	160	0	S106 Funded contribution towards the construction and mechanisation of bridge over Oxford Canal (Canal and River Trust)
0	160	160	0	
13,274	17,056	16,999	(57)	
22,708	51,778	50,674	(1,104)	

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Appendix 2 - Report Details – Additional Revenue narrative

Chief Executive

Chief Executives are reporting an underspend of (£0.359m) against a budget of £5.821m (-6.2%).

The Directorate continues to provide critical, high-quality services to support both our residents and staff. We continue to seek ways to deliver services efficiently and within budget.

HR & OD

Variations £0.002m At year end HR report an overspend of £0.002m. This overspend was due to unforeseen learning and development costs that were unavoidable due to business need.

Variation to January's
Forecast
£0.002m

Wellbeing & Housing

Variation (£0.213m) Proactive work from the team has increased income. Particularly in the areas of housing standards, where enforcement actions to improve homes in the rented sector have increased income. There has also been better use of external funding received.

Variation to January's
Forecast
(£0.013m)

Customer Focus

Variation (£0.148m) underspend Through managing vacancies and operational costs to offset the reduction in land charges income caused by volatile market conditions we have achieved a (£0.148m) saving at year-end.

Variation to January's
Forecast
(£0.018m) We found an additional (£0.018m) of savings from staffing efficiencies to increase our year-end position to an underspend of (£0.148m).

Resources

Resources are reporting a £0.785m overspend against a budget of £5.033m (15.6%).

Within Legal, Democratic, Elections & Procurement there have been recruitment challenges and therefore a lot of interims in post, but we are seeking to change this in 2024/2025. Property has had instability within the team but now have a permanent team in place and are therefore looking to come in on budget in 24/25. The IT overspend was mainly due to a one-off technical accounting issue which offsets between revenue and capital spend, so shouldn't reoccur next year.

Finance

Variation (£0.013m) underspend	Final outturn is a small underspend of (£0.013m). Variations across the services were contained within an overall minor variance.
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Variation to January's Forecast £0.037m	The overall movement of £0.037m from period 10 was due to minor variations across all service areas.
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Legal, Democratic, Elections & Procurement

Variation £0.357m Overspend	Overspend is due to: 1) Higher than anticipated costs of delivering the District Elections. 2) An unavoidable reliance on agency staff whilst we continue with recruitment for permanent staff. 3) Legal fees and license charges for case management system. 4) Under recovery of income due to decrease in s106 fees (because of work being carried out externally). 5) The increase in demand for legal services in area of Planning, Contracts and Information.
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Variation to January's Forecast £0.012m	The increased overspend from last month is largely driven by increased agency costs.
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ICT

Variation £0.148m overspend	The bulk of the £0.148m overspend is because, following review, it was found that some costs allocated to capital schemes are not eligible for capitalisation under accounting regulations. As a result, these costs must be
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	charged to revenue. The equivalent amount will be recorded as an underspend in capital, leading to an overall increase in revenue and a corresponding decrease in capital expenditure.
Variation to January's Forecast £0.123m	Overspend due to further costs being moved from Capital to Revenue.

Property

Variation
£0.293m Overspend

The £0.253m overspend in Property is largely as a result of dependency on agency £0.064m, additional surveys and consulting services £0.085m, car park under recovery of income and additional management costs £0.068m. There has also been an increase on spend on repairs and maintenance £0.036m. The £0.068m overspend relating to car parks is a result of historical pressures which have since been identified following the movement of the service in November 2024.

The £0.040m shift mainly comprises higher operational costs than anticipated. Due to some lettings taking longer to conclude than anticipated the Commercial Policy Contingency will be used to mitigate against this income that has not been received, subject to approval. Going forward work continues to maintain and improve income across our properties including Castle Quay where several tenants have agreed terms to renew leases, the final unit at Castle Quay 2 is under offer and marketing is underway to attract pop-up units into some vacant units.

Variation to January's Forecast
£0.141m

The main variation from January is due to additional surveys and consulting services £0.085m, higher operational costs £0.040m than anticipated and minor variations across the service £0.016m.

Communities

Communities are reporting an underspend of (£0.311m) against a budget of £10.249m, (-3.0%).

The Directorate has looked carefully across all the service budget areas to identify savings to support the external cost pressures in Environmental services and Planning and Development for appeal costs that haven't been accounted for. The directorate have delivered a programme of Homes England funded garden town activity to support strategic infrastructure, together with the UK Shared Prosperity Funding packages for economic and community development across the district in support of the Councils priorities.

Planning
Development

&

Variation
(£0.279m)
underspend

Planning and Development's end of year outturn is (£0.279m) which is 14% under budget. Costs in some areas exceeded budget (e.g. agency staffing and planning appeal costs) and income was lower than expected for Building Control and planning pre-application advice. However, this was offset by income from Planning Performance Agreements and other fee receipts, some government grant, and periodic vacancies. Spend on consultancy and legal fees was also lower than expected in-year for Planning Policy.

Variation to January's
Forecast
(£0.510m)

The end of year position of (£0.279m) is a change of (£0.510m) from the previously reported overspend forecast of £0.231m. This is largely due to firstly, in-year planning appeal costs being lower than forecast (a reserve sum of (£0.209m) did not need to be spent) and secondly, lower Local Plan spend in-year on external technical work (£0.177m). The remaining change of (£0.124m) comprises some additional income received by Development Management and Building Control, some grant received for Neighbourhood Planning and lower net costs overall.

Growth & Economy

Variation
(£0.109m)
Underspend

The UK Shared Prosperity grant received for 2023/24 has been utilised to support the services in delivering the Councils priorities allowing for Council resource to be diverted to support other services within the Communities directorate.

Variation to January's
Forecast
(£0.019m)

Environmental

Variation
£0.129m
Overspend

The overspend of £0.129m within Environmental Services is primarily due to changes in the global market for recycled materials falling as recycling processing costs have increased.
Increased vehicle maintenance costs due to an ageing fleet have also contributed to the pressure.

Variation to January's
Forecast
£0.057m

The movement of £0.057m is partially a result of a lower than predicted take up for garden waste subscriptions in March 2024 due to poor weather conditions in February/March.

In addition, increased vehicle maintenance costs due to an ageing fleet and accident damage are part offset by other additional income streams across the services.

Regulatory

Variation
(£0.052m)
Underspend

Regulatory Services and Community Safety outturn includes an underspend of £0.052m. The underspend is as a result of savings delivered through holding vacancies open and a small increase in income received across the service area.

Variation to January's
Forecast
(£0.028m)

Executive Matters

Executive Matters is forecasting an underspend of (£0.878m) against the budget of £3.695m (-23.8%).

Executive Matters

Variation
(£0.878m) underspend

There is an underspend on Minimum Revenue Provision (MRP) due to the change in methodology that has been adopted as part of the revised MRP policy for 2023/24, which was agreed by Council at the February 2024 meeting. This accounts for (£1.215m).

The council has also received a (£0.500m) dividend payment from Graven Hill as a result of the profits the company has generated. The council had not budgeted to receive this income.

The Council maintains a number of bad debt provisions in the anticipation that debts will become bad and these once agreed are charged to the relevant provision or cost centre, this year we have increased the provision by £0.424m.

The Council has also set aside £0.828m of interest for ringfenced accounts that must be uplifted in line with interest rates until they have been spent.

Other minor underspends in this area totalling (£0.115m)

Variation to January's Forecast (£0.830m)

Policy Contingency

Policy Contingency is reporting an underspend of (£3.133m) against a budget of £3.485m, (-89.9%). The movement in Policy Contingency is shown in the table below: -

Policy Contingency	Budget	Expenditure	Notes
Original Budget	(5.229)		
General	0.036		NED costs for Graven Hill from Policy Contingency
General	0.161		Pension Strain
General	0.056		Policy Contingency to support Procurement function
General	0.045		Other minor variations agreed throughout the year
Inflation	0.190		Utilities for Leisure Centre
Inflation	0.811		Cost of living allocation and other minor pay related items
Commercial Risk	(0.276)		TCH unspent budget back to Policy Contingency
Commercial Risk	0.084		Policy Contingency release to mitigate the current fuel cost challenges within Environmental services
Commercial Risk	0.352		Use of Policy Contingency to cover overspend on Gate Fees
Commercial Risk	0.285		Use of Policy Contingency to cover lettings taking longer to conclude on certain properties
		0.500	Transformation Implementation reserve underspend - declared in December moved to reserve
		(0.097)	OCC Council Tax Hardship
		(0.051)	Other minor income adjustments
	(3.485)	0.352	

Appendix 3 - Virement Summary

Virement Movement

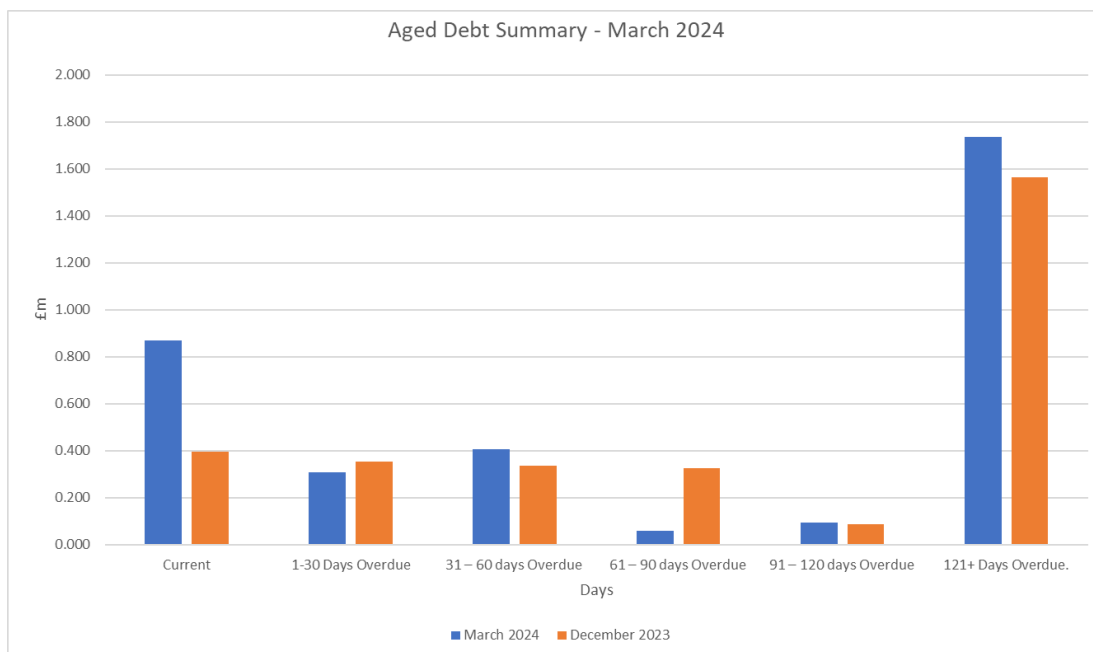
This table shows the movement in Net Budget from January 2024 to March 2024.

Virements - Movement in Net Budget	£m
Directorate Net Budget - January 2024	21.062
Directorate Net Budget - March 2024	21.103
Movement	0.041

Breakdown of Movements	£m
Policy Contingency:	
Return unspent budget from Town Centre House	(£0.276)
Return Cost of Living Budget from Policy Contingency	(£0.117)
Pension past service lump sum funded from Policy Contingency	£0.162
Bodicote House Rates	(£0.013)
Use of Policy Contingency to cover lettings taking longer to conclude on certain properties	0.285
Total	0.041

Aged Debt Summary

The below graph shows the movement in sundry aged debt from December 2023 to March 2024.



The financial regulations make provision for writing off debts that are bad, uneconomical to collect or irrecoverable. The Council maintains a number of bad debt provisions in the anticipation that debts will become bad and these once agreed are charged to the relevant provision or cost centre.

There is a provision within the council for sundry bad debt that is sufficient and by writing off the amount of debt mentioned in this report will not cause the provision to be exceeded. This provision is reviewed on a regular basis to ensure that we have sufficient within it.

Aged Debt Write Off Summary:

	£m
Sundry Debts previously written off	0.782
Sundry Debts written off in Quarter 4 to March 2024 under S151 delegation	0.000
Sundry Debts over £0.005m for write off	0.002
Total write offs in financial year 2023/2024	0.784

Housing Benefit Write off Summary:

	£m
Housing Benefit previously written off	0.013
Housing Benefit Overpayments written off in Quarter 4 to March 2024 under S151 Delegation	0.040
Housing Benefit Overpayments to be written off via committee App	0.000
Total write offs in financial year 2023/2024	0.053

Council Tax Write off Summary:

	£m
Council Tax previously written off	1.037

Council Tax written off in Quarter 4 to March 2024 under S151 Delegation	0.155
Council Tax to be written off via Committee Approval	0.000
Total write offs in financial year 2023/2024	1.192

Non-Domestic Rates Write off Summary:

	£m
Non-Domestic Rates previously written off	1.034
Non-Domestic Rates written off in Quarter 4 to March 2024 under S151 Delegation	0.000
Non-Domestic Rates written off via Committee Approval	0.000
Total write offs in financial year 2023/2024	1.034

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Appendix 4 - Funding for 2023/24

Specific Funding received since budget was set

Dept.	Grant Name	Funding
		£
DLUHC	Elections New Burdens	71,283
DLUHC	Homelessness Prevention Grant	761,091
DLUHC	Local Council Tax Support Scheme Grant	168,669
DLUHC	Domestic Abuse Grant	36,284
DLUHC	Rough Sleepers Initiative	93,110
DLUHC	Pavement Licensing New Burdens	1,000
DLUHC	Tenant satisfaction measures new burdens	5,172
DLUHC	Transparency Code New Burdens	8,103
DLUHC	Neighbourhood Planning Grant	20,000
DLUHC	Re-opening High Streets Safely Fund	36,858
Home Office	Afghan relocations and assistance policy	651,608
Home Office	Syrian Resettlement Scheme	135,753
Home Office	Young Women & Girls Funding	41,467
BEIS	Energy Bills Support Scheme New Burdens	37,040
DEFRA	Biodiversity Net Gain Grant	52,683
		2,120,120

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Appendix 5 - Reserves and Grant Funding

Uses of/ (Contributions to) Reserves

Specific requests

Directorate	Type	Description	Reason	Amount £m
Communities	Earmarked	Licensing	The surplus of licensing budget must be ringfenced for future fee setting.	(0.025)
Communities	Earmarked	Planning	Return unspent to reserves	(0.209)
Chief Executive	Earmarked	Transformation	Return unused reserves to Transformation for future projects	(0.284)
Resources	Earmarked	Projects	Moving Usher drive amount to S106 reserve below for Hanwell field 95/01117/OUT	0.029
Resources	Earmarked	Market Risk	To be used to manage the in-year budget if market pressures arise.	(1.856)
Communities	Earmarked	Development Management Casework	Return unspent reserve monies, £150K to help fund Ecologist for the next 3 years.	(0.150)
Communities	Earmarked	Banbury Health Centre Sinking Fund	A sinking fund from service charges for Banbury health centre for major repairs and maintenance	(0.073)
Communities	Earmarked	Works in Default	Ringfenced fines income for use on Housing standards	(0.077)
Resources	Earmarked	Interest Rate Equalisation Reserve	To be used to manage interest rate and other treasury management risks.	(2.400)
Total Earmarked Reserves				(5.045)
Communities	Grants	Hanwell Fields S106 funding revenue	Return unspent S106 to ringfenced grant	(0.029)
Communities	Grants	Hanwell Fields S106 funding revenue	Reserve for unspent S106 funding from agreement 95-01117-OUT in regards to Hanwell Fields	0.008
Communities	Grants	Community Initiative Fund (S106)	Return unspent S106 to ringfenced grant	(0.028)
Communities	Grants	Milton Road, Ayres Drive S106 funding revenue	S106 to ringfenced grant	0.005
Ringfenced Grants				(0.044)

Summary of reserve movements as a result of the prior year statement of accounts: -

Type	Reserve	2020/21 (and previous years) £m	2021/22 £m	2022/23 £m	Total £m	Reason
General Earmarked	Pension Deficit reserve		1.729	0.224	1.953	MRP corrections
General Earmarked	Capital Reserve	3.000		3.200	6.200	MRP corrections
General Earmarked	Market Risk Reserve	2.344	0.694	(3.039)	-	MRP corrections
Revenue Grant	S31 Reserve			0.822	0.822	MRP corrections
Revenue Grant	Land at White Post Road S106 funding revenue			(0.049)	(0.049)	No clawback clause, therefore, audit identified in 21/22 that this should be held as a reserve rather than a receipt in advance, however only corrected in 22/23 as not material
Revenue Grant	Milton Road, Ayres Drive S106 funding revenue			(0.217)	(0.217)	No clawback clause, therefore, audit identified in 21/22 that this should be held as a reserve rather than a receipt in advance, however only corrected in 22/23 as not material
		5.344	2.423	0.941	8.709	

Appendix 6 - Business Plan End of year 2023_24

Housing that meets your needs					
Ref	Portfolio Holder	Director/Lead Officer	Year End Actual	Year End Target	Year End R.A.G
BP1.2.01 Number of Homeless Households living in Temporary Accommodation (TA)	Cllr N Mawer	<ul style="list-style-type: none"> ■ Gordon Stewart ■ Nicola Riley 	40	40	★
BP1.2.02 % Referrals for major disability adaptations (urgent or high need) & approved within 12 week	Cllr N Mawer	<ul style="list-style-type: none"> ■ Gordon Stewart ■ Nicola Riley 	72.89%	80.00%	★
<p>Commentary We continue to progress cases well and in a timely manner, reporting within the tolerance agreed against our yearly target.</p>					
BP1.2.04 No of affordable homes delivered	Cllr N Mawer	<ul style="list-style-type: none"> ■ Gordon Stewart ■ Nicola Riley 	266	190	★
<p>Commentary The number of affordable homes delivered is comfortably above the targeted level. The breakdown for this year is 174 Affordable Rent, 81 Shared Ownership and 11 in Social Rent. The number of homes for social rent remains a concern in order to ease the demands that we have in other areas of the service, such as homelessness. This has however increased to 11 from 5 in the previous reporting year, which is positive, but is still a very small proportion of the overall homes being delivered. The trend is for more homes for rent being delivered as part of affordable housing delivery and away from shared ownership, which is a potential reflection of market conditions.</p>					

Ref	Portfolio Holder	Director/Lead Officer	Year End Actual	Year End Target	Year End R.A.G
BP1.2.06 Average time taken to process Housing Benefit New Claims and council tax reduction (Days)	Cllr A Nell	<ul style="list-style-type: none"> ■ Michael Furness ■ Stephen Hinds 	16.1	18.0	★
<p>Commentary The in month performance for March is 10.43 days for new claims against a target of 18 days. We have achieved the year to date performance for new claims for 2023 -24 processing new claims within 16.1 days against a target of 18 days, we will continue to work and support vulnerable residents in 2024-25.</p>					
BP1.2.07 Average time taken to process Housing Benefit Change Events & council tax reduction (Days)	Cllr A Nell	<ul style="list-style-type: none"> ■ Michael Furness ■ Stephen Hinds 	3.5	8.0	★
<p>Commentary The in month performance for March is 1.22 days for changes in circumstance against a target of 8 days. We have achieved the year to date performance for changes for 2023-24 processing changes within 3.5 days against a target of 8 days, we will continue to work and support vulnerable residents in 2024-25.</p>					
BP1.2.08 % of Major Planning Applications determined to National Indicator	Cllr D Sames	<ul style="list-style-type: none"> ■ David Peckford ■ Ian Boll 	84.1%	60.0%	★
<p>Commentary The in month performance for March is 88.0% against a target of 70.0%. We have achieved the year to date performance for 2023-24 processing major planning applications at 88.0% against a target of 70.0%, we will continue to work and support vulnerable residents in 2024-25.</p>					
BP1.2.09 % of Non-Major Planning Applications determined to National Indicator	Cllr D Sames	<ul style="list-style-type: none"> ■ David Peckford ■ Ian Boll 	88.0%	70.0%	★
<p>Commentary The in month performance for March is 88.0% against a target of 70.0%. We have achieved the year to date performance for 2023-24 processing non-major planning applications at 88.0% against a target of 70.0%, we will continue to work and support vulnerable residents in 2024-25.</p>					

Ref	Portfolio Holder	Director/Lead Officer	Year End Actual	Year End Target	Year End R.A.G
BP1.2.10 % of Major Applications overturned at appeal	Cllr D Sames	<ul style="list-style-type: none"> ■ David Peckford ■ Ian Boll 	6.4%	10.0%	★
BP1.2.11 % of Non-Major Applications overturned at appeal	Cllr D Sames	<ul style="list-style-type: none"> ■ David Peckford ■ Ian Boll 	0.7%	10.0%	★
BP1.2.12 Maintain 5 year land supply	Cllr D Sames	<ul style="list-style-type: none"> ■ David Peckford ■ Ian Boll 	5.80	5.00	★
<p>Page 77</p> <p>Commentary The council published a housing land supply position of 5.8 years in January 2024 for Cherwell which exceeds the 5 year requirement. At a recent appeal an Inspector concluded that the Council had under a 4 year supply of housing when combining the district housing land supply figure with the housing land supply for Oxford's unmet housing need. The council is preparing for a legal challenge to that appeal decision.</p>					
BP1.2.13 Net Additional Housing Completions to meet Cherwell needs	Cllr D Sames	<ul style="list-style-type: none"> ■ David Peckford ■ Ian Boll 	884	1,142	▲
<p>Commentary This is a preliminary figure as the housing monitoring site visits have yet to be completed. A final figure will not be available until May when all the information and returns have been reviewed and reconciled. It is expected that this preliminary figure will increase.</p>					

Supporting environmental sustainability

Ref	Portfolio Holder	Director/Lead Officer	Year End Actual	Year End Target	Year End R.A.G
BP2.2.01 % Waste Recycled & Composted	Cllr A McHugh	<ul style="list-style-type: none"> ■ Ed Potter ■ Ian Boll 	52.17%	55.00%	★
<p>Commentary Our recycling rate at the end of last year was 52.5%. The figure shown as our YTD is the result so far this Year but not the final Year End figure, as we are still awaiting confirmation on the final tonnage. However, based on our internal calculations the predicted outturn will be 53%, an increase of 0.5% this is mainly due to a better growing season for garden waste. Dry recycling and glass have continued to fall due to the cost of living giving residents less income.</p>					
BP2.2.02 % of electric vehicles in the fleet	Cllr A McHugh	<ul style="list-style-type: none"> ■ Ed Potter ■ Ian Boll 	15.05%	15.00%	★
<p>Commentary We now have 14 electric vehicles in the fleet. We are still looking to increase when the size of vehicles we need become available. We currently have orders placed for another 3 electric vehicles to which delivery keeps getting pushed back by the suppliers. We also have to be mindful of depot infrastructure with regards to charging facilities.</p>					

Ref	Portfolio Holder	Director/Lead Officer	Year End Actual	Year End Target	Year End R.A.G
BP3.2.01 % of Council Tax collected, increase Council Tax Base	Cllr A Nell	<ul style="list-style-type: none"> ■ Michael Furness ■ Stephen Hinds 	98.02%	97.00%	★
<p>Commentary The end of year collection rate was 98.02% which exceeded the end of year target of 97.00%. We collected in over £131m in respect of 2023/24 which is distributed to the preceptors who provide vital services to our residents. We will continue to pursue any outstanding balances. Achieving a high in-year collection rate benefits the Council's overall cash flow, minimising the level of arrears also benefits council tax payers generally by reducing the allowance made for non-collection allowed in determining the council tax base for future bills.</p>					
BP3.2.02 % of Business Rates collected, increasing NNDR Base	Cllr A Nell	<ul style="list-style-type: none"> ■ Michael Furness ■ Stephen Hinds 	98.63%	97.00%	★
<p>Commentary The end of year collection rate was 98.63% which exceeded the end of year target of 97.00%. We collected in over £105m in respect of Business Rates due in 2023/24, we will continue to pursue any outstanding balances for Business Rates to contribute to the overall budget for Cherwell District Council and Oxfordshire County Council.</p>					
BP3.2.03 % of Building Regulations Applications acknowledged to within 3 working days of deposit	Cllr D Sames	<ul style="list-style-type: none"> ■ David Peckford ■ Ian Boll 	92.66%	80.00%	★
<p>Commentary The start of the year experienced a dip in performance due to resource shortages which were addressed, and the year end performance is above target.</p>					

Ref	Portfolio Holder	Director/Lead Officer	Year End Actual	Year End Target	Year End R.A.G
BP3.2.04 % of valid Full Plan Applications determined or checked within 25 working days of deposit	Cllr D Sames	<ul style="list-style-type: none"> ■ David Peckford ■ Ian Boll 	100.00%	100.00%	★

Commentary
This result includes where extensions of time allowed under the legislation have been agreed. This measure has reached 100% Year End Result and therefore fully met its target.

Healthy, resilient and engaged communities

Ref	Portfolio Holder	Director/Lead Officer	Year End Actual	Year End Target	Year End R.A.G
BP4.2.01 Number of Visits/Usage of contracted & directly managed sports facilities	Cllr N Simpson	<ul style="list-style-type: none"> ■ Gordon Stewart ■ Nicola Riley 	1,395,640	1,348,666	★

Commentary
This year we have achieved our target, final usage figures for this year being 1,395,640 against a target of 1,348,666

BP4.2.04 % of due high risk food inspections completed	Cllr P Chapman	<ul style="list-style-type: none"> ■ Ian Boll ■ Tim Hughes 	100.00%	100.00%	★
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Commentary
100% of A and B's completed on target for year.

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Supporting environmental sustainability

Ref	Portfolio Holder	Director/Lead Officer	Year End Actual	Year End Target	Year End R.A.G
BP2.1.01 Work with partners to deliver initiatives to improve air quality in the District	Cllr P Chapman	<ul style="list-style-type: none"> ■ Ian Boll ■ Tim Hughes 	Delivering to plan	Delivering to plan	★
<p>Commentary</p> <p>At its meeting on the 4 March 2024 the Executive approved the Air Quality Action Plan 2024, and the revocation of two Air Quality Management Areas (AQMAs); AQMA No.2 at Horsefair/North Bar in Banbury, and AQMA No.3 at Bicester Road in Kidlington.</p> <p>Work is starting on the 2024 Annual Status Report which will report on the air quality monitoring undertaken across the district in 2023. This report must be submitted to the Department for Environment Food and Rural Affairs by 30 June.</p>					
BP2.1.02 Promote the green economy	Cllr P Chapman	<ul style="list-style-type: none"> ■ Ed Potter ■ Ian Boll 	Delivering to plan	Delivering to plan	★
<p>Commentary</p> <p>We held the first climate community event in January to raise awareness of the climate agenda and to engage with communities, this was followed by an economic forum in March and the delivery of a programme of activity to promote green economy to businesses and raising of awareness of customer values through the UK Shared Prosperity Funding and work such as the Banbury Vision 2050 survey to engage and understand drivers for future town centre retail and regeneration.</p>					

An enterprising economy with strong and vibrant local centres

Ref	Portfolio Holder	Director/Lead Officer	Year End Actual	Year End Target	Year End R.A.G
BP3.1.01 Monitor Cherwell elements of Future Oxfordshire Partnership Homes from Infrastructure work	Cllr D Ford	<ul style="list-style-type: none"> ■ Ian Boll ■ Robert Jolley 	Delivering to plan	Delivering to plan	★
<p>Commentary The Future Oxfordshire Partnership's Homes from Infrastructure programme has been delivered to schedule and continues to be managed by Oxfordshire County Council, in consultation with the districts to ensure that projects are delivered by 31st March 2025.</p>					
BP3.1.02 Develop and adopt the Banbury Vision 2050 Programme	Cllr D Ford	<ul style="list-style-type: none"> ■ Ian Boll ■ Robert Jolley 	Delivering to plan	Delivering to plan	★
<p>Commentary We received 2,729 responses to the Banbury Vision 2050 survey which closed on 15th January. Workshops were attended by 150 people from local schools, businesses, and community groups also formed part of the engagement. The feedback received will help inform and contribute to the new vision to support the town's future. The consultants' report and analysis of the survey is due in Q1 2024/25.</p>					
BP3.1.03 Transform Bicester Market Square through Public Realm & Environmental Improvement Project	Cllr D Ford	<ul style="list-style-type: none"> ■ Ian Boll ■ Robert Jolley 	Delivering to plan	Delivering to plan	★
<p>Commentary We undertook informal engagement with residents and businesses on the project by taking a stall at Bicester's Friday market for several weeks, with some 296 people in total visiting the stall. The procurement process to contract project consultants concluded with the appointment of WSP, an expert in town centre regeneration. WSP will study the town centre – in particular, its traffic flows, parking, and pedestrian-friendly elements - in order to develop designs and conduct a formal consultation programme.</p>					

Ref	Portfolio Holder	Director/Lead Officer	Year End Actual	Year End Target	Year End R.A.G
BP4.1.02 Support Community Safety and Anti-Social Behaviour Prevention Activities	Cllr P Chapman	<ul style="list-style-type: none"> ■ Ian Boll ■ Tim Hughes 	Delivering to plan	Delivering to plan	★
<p>Commentary</p> <ul style="list-style-type: none"> - Community Wardens addressed ASB complaints, intervened to reduce impact, and collaborated with TVP on operations like Op. Jin, to deal with ASB associated with street drinking in Banbury Town Centre. A further ASB operation was carried out with TVP colleagues to address ASB in Bicester. - The Community Safety Team engaged in events at Grimsbury Community Forum, Hardwick Community Hall, Healthy Bicester, and a Schools event. - Oxfordshire Youth provided Exploitation and Gang Associated Harms Training to professionals, including our Community Safety Team at Bodicote House. - Our Youth Activators focused on mental well-being and youth engagement programs. - Our Castle Quay Community Space raised awareness about resident protection schemes with partners like TVP and OCC Trading Standards. 					
BP4.1.04 Improve Leisure & Community Facilities in line with agreed Capital Programme	Cllr N Simpson	<ul style="list-style-type: none"> ■ Gordon Stewart ■ Nicola Riley 	Delivering to plan	Delivering to plan	★
<p>Commentary</p> <ul style="list-style-type: none"> - During January we completed the installation of the new lift at Whitelands Farm Sports Ground in Bicester giving ease of access to 1st floor facilities. Also, during the early part of 2024 we got confirmation of the Floodlighting Contractor appointed to the installation at Whitelands Farm Sports Ground to assist with Bicester Rugby Club match/training facilities. The wet ground conditions meant that works were not carried out in February/March as planned but will be held over to April 2024. - Fencing improvements were carried out at the Stratfield Brake Sports Ground with a view to improving playing conditions for the resident clubs that use the facilities 					

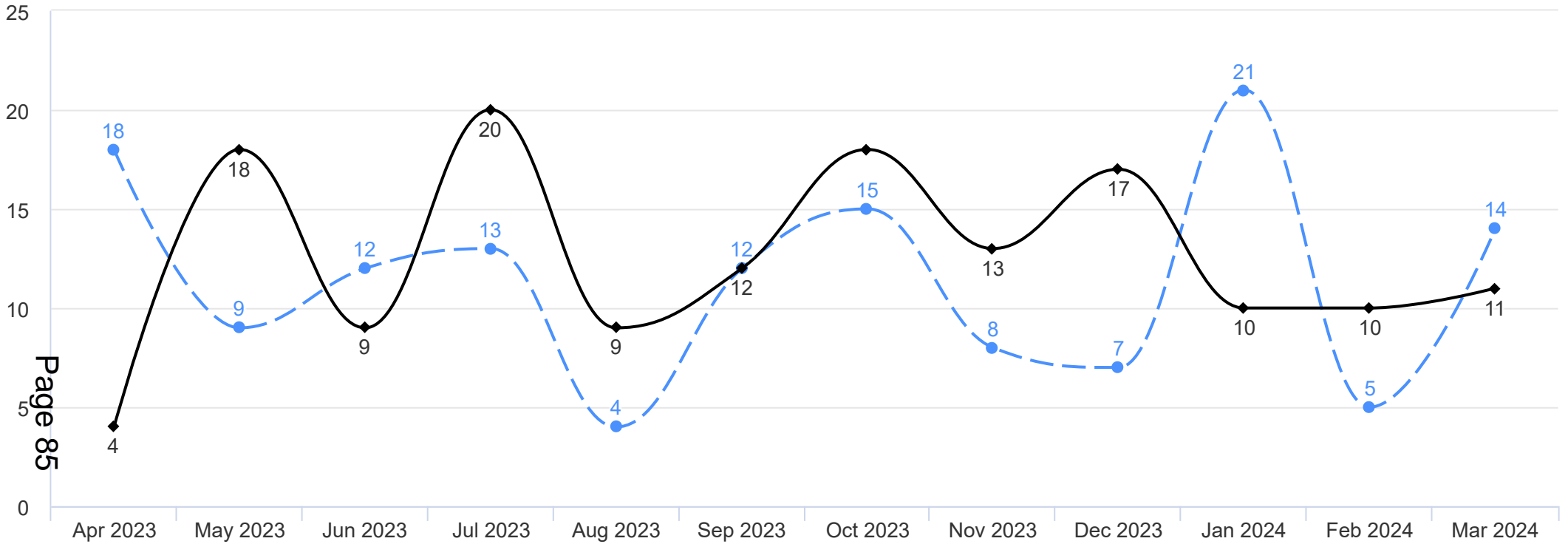
Ref	Portfolio Holder	Director/Lead Officer	Year End Actual	Year End Target	Year End R.A.G
BP4.1.06 Support and Safeguard Vulnerable People	Cllr P Chapman	<ul style="list-style-type: none"> ■ Gordon Stewart ■ Nicola Riley 	Delivering to plan	Delivering to plan	★

Commentary

In order to develop a Safeguarding action plan which forms part of the Section 11, we need to identify what needs to be introduced or improved. To gain this information we have provided a staff survey and the Gap Analysis for Line Managers to complete. Capturing, from services leads & staff's perspective, what we have that works, what we have that needs improving and where there are gaps in our systems. The information they provide will help develop a Safeguarding Action plan for Cherwell and be part of the Safeguarding self-assessment /Section 11 annual return.

Appendix 7 – Monitoring only Business plan objectives Quarter 4

Please note the blue line represents performance 2023-24 and the black line the previous financial year 2022-23

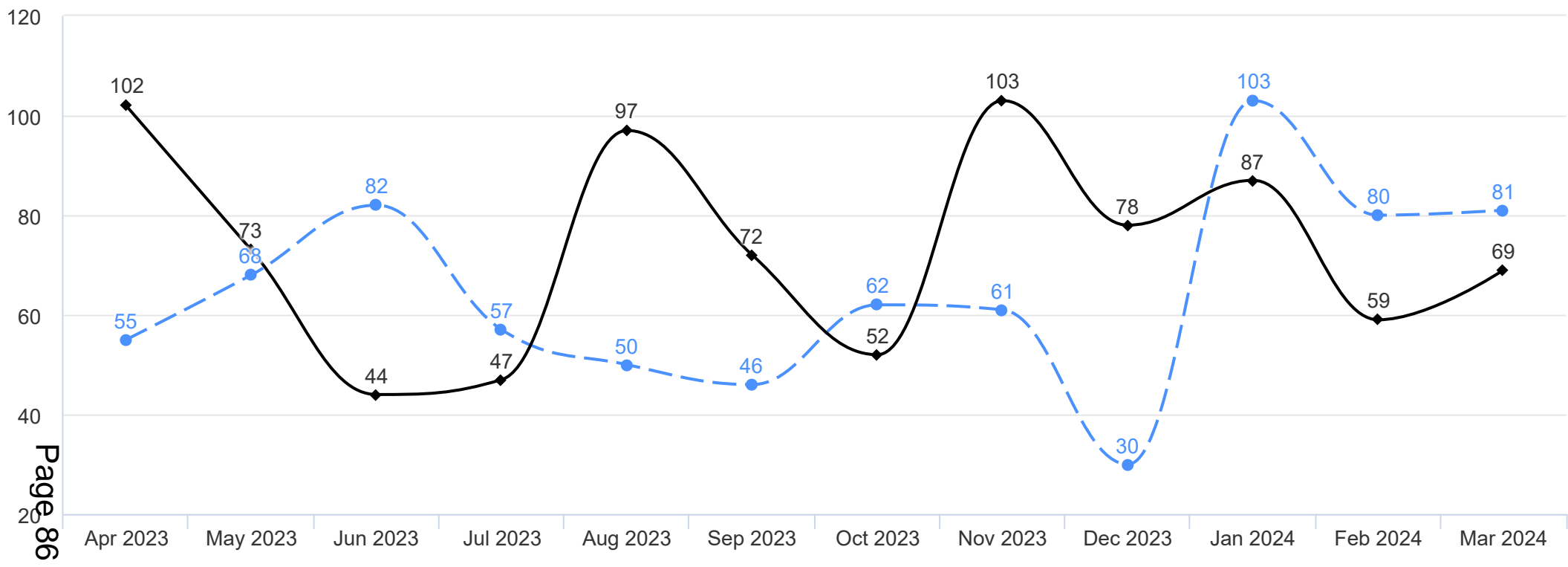


Please note the blue line represents 2023-24 performance and black line the previous financial year 2022-23

Objective: Homes improved through enforcement action

Year end: 138

The Housing Standards team have continued to take a proactive approach to enforcement against landlords who have substandard practices that require enforcement actions from the team. The year end total of 138 is slightly down on the previous year of 156, but enforcement is difficult to predict as it is based on practice and evidence, so is not a cause for concern.

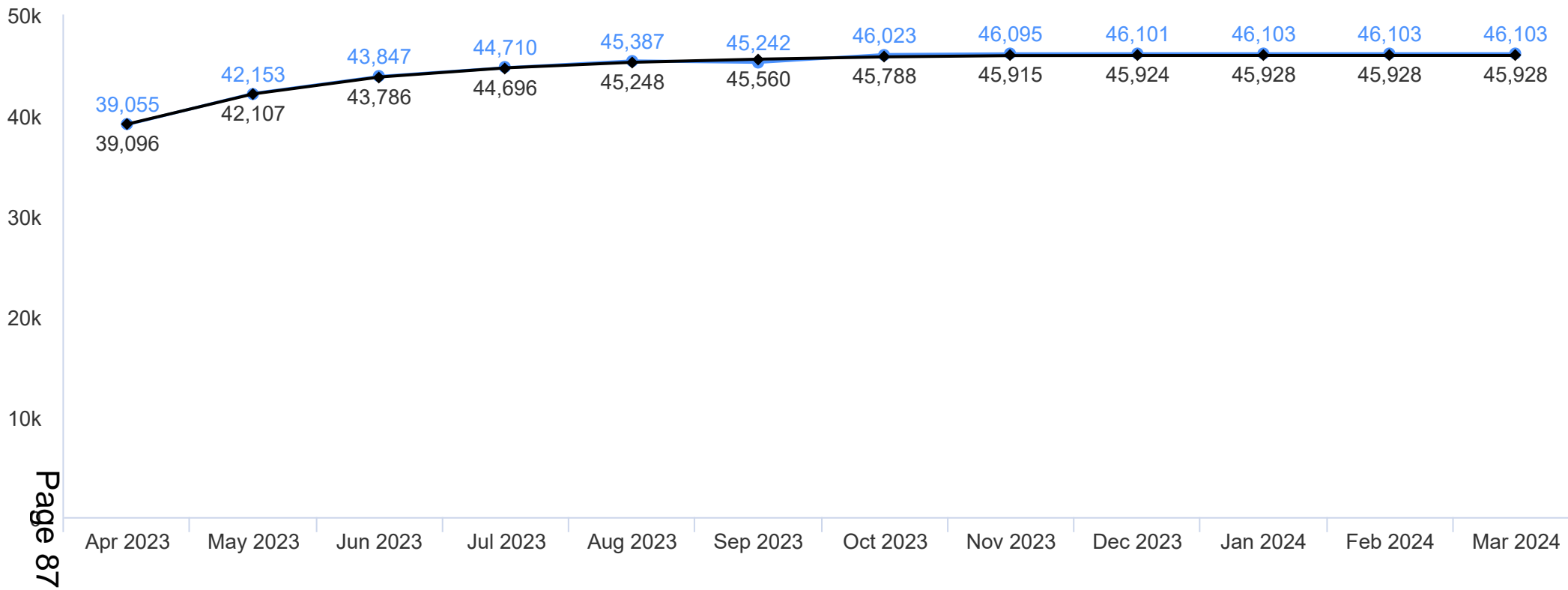


Please note the blue line represents 2023-24 performance and black line the previous financial year 2022-23

Objective: Number of Housing Standards interventions

Year end: 775

The number of housing standards interventions are down on the previous year. 775 compared to 883 in the previous year. This number is largely driven by service requests from customers who need the support of the Council for dealing with their problem in their rented home. It is therefore largely demand driven and thus not in the Council's direct control.

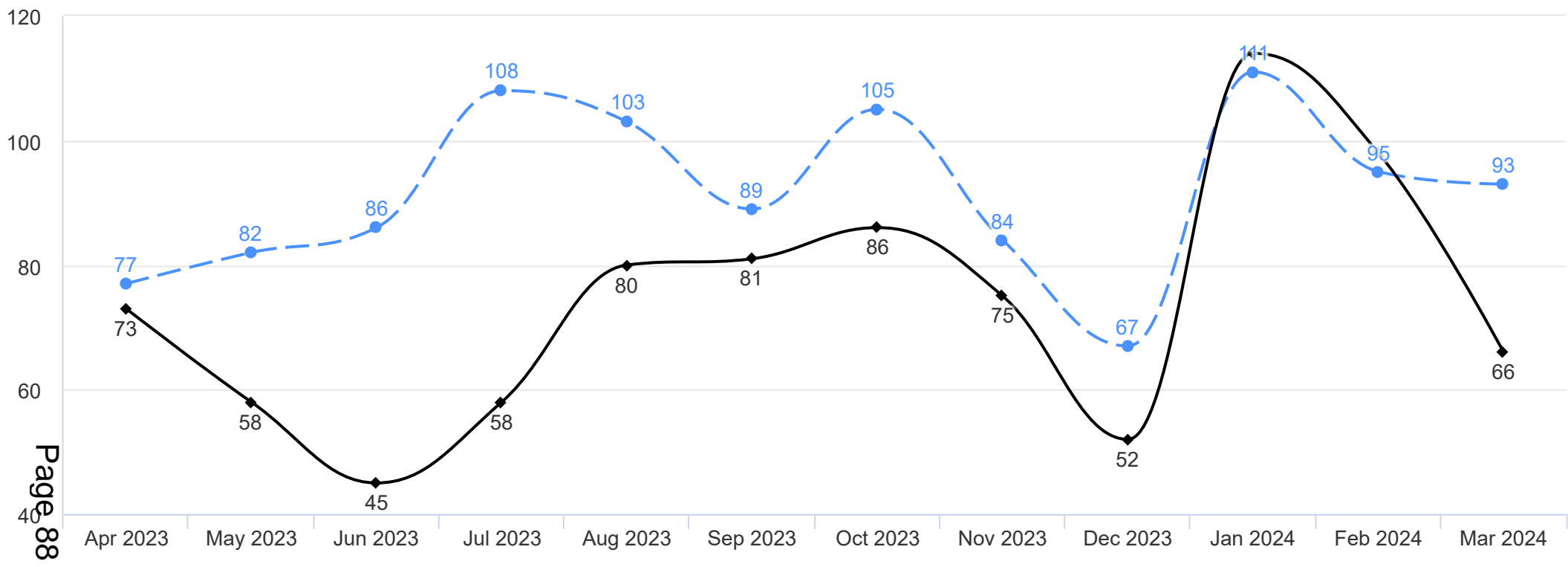


Please note the blue line represents 2023-24 performance and black line the previous financial year 2022-23

Objective: Number of garden waste subscriptions

Year end: 46.103

No subscriptions sold as it's the last month of subscription year 23/24. Subscription sales for the year 24/25 have been open since 04.12.2023 and will be reported next month.

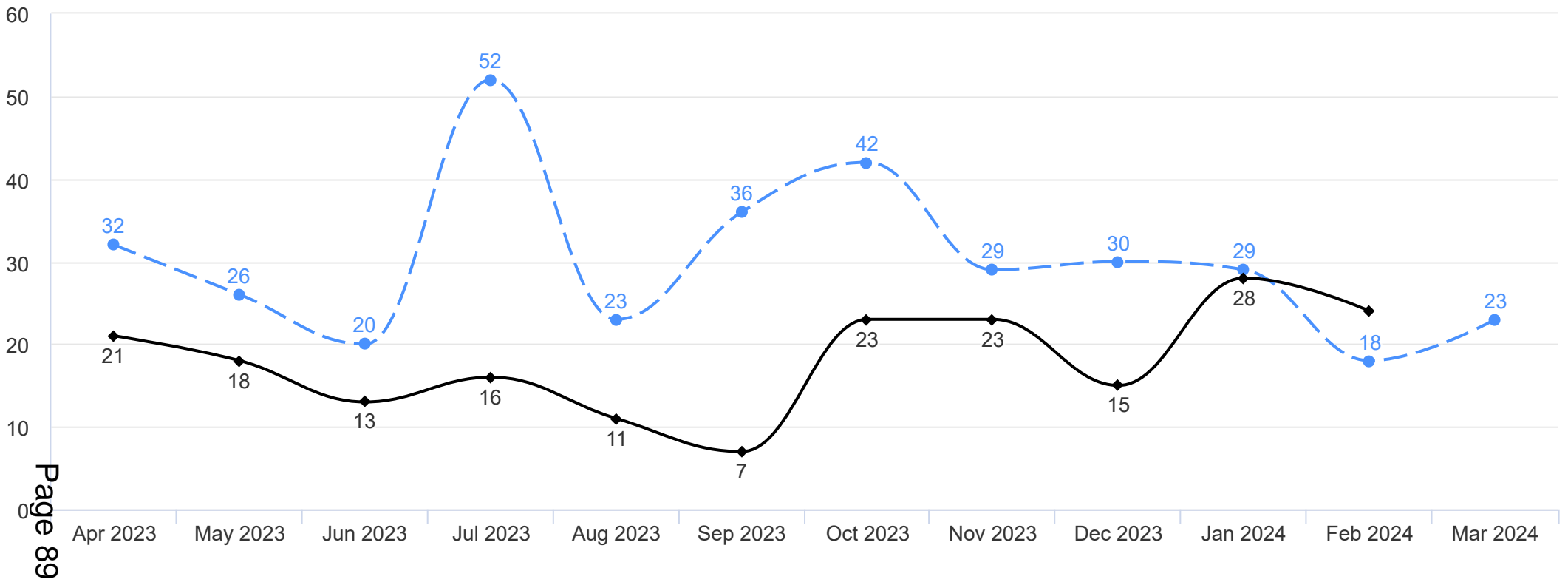


Please note the blue line represents 2023-24 performance and black line the previous financial year 2022-23

Objective: Number of Illegal Fly Tips

Year end: 1,100

93 fly tips were reported in March and 72 were investigated. This is similar to the number reported last month (95), but an increase on the number reported (66) for the same period last year.



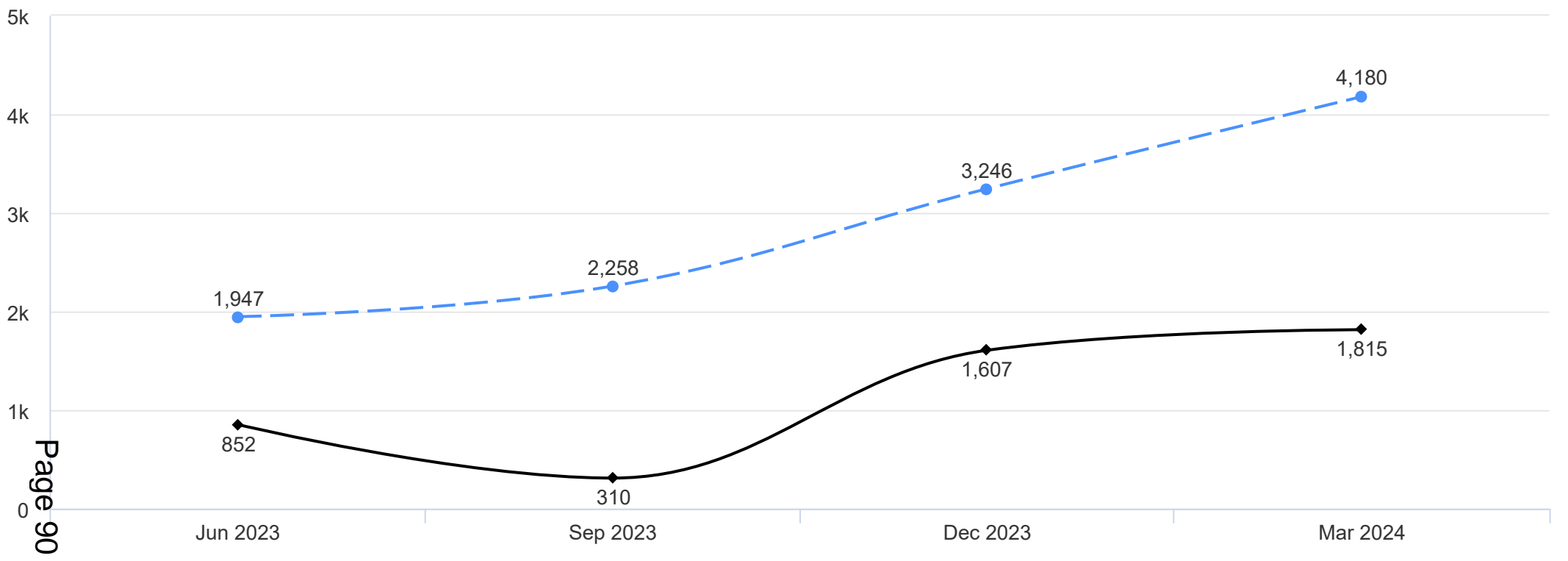
Please note the blue line represents 2023-24 performance and black line the previous financial year 2022-23

Objective: Number of enforcement notices issued

Year end: 360

In response to the evidence found 15 warning letters were sent, 4 interviews under caution were carried out, and 4 notices were served for waste related offences.

There were two prosecutions. In the Oxford Magistrates Court on 22 March 2024 Mumma Sue's Ltd, 58 Orchard Way, Banbury, and Lords and Ladies Ltd, 70-72 Orchard Way, Banbury were found guilty of failing to produce waste transfer notes to confirm their waste had been disposed of legally. Each company was fined £1,332, and ordered to pay a victim surcharge of £533 and costs of £1,200.48.



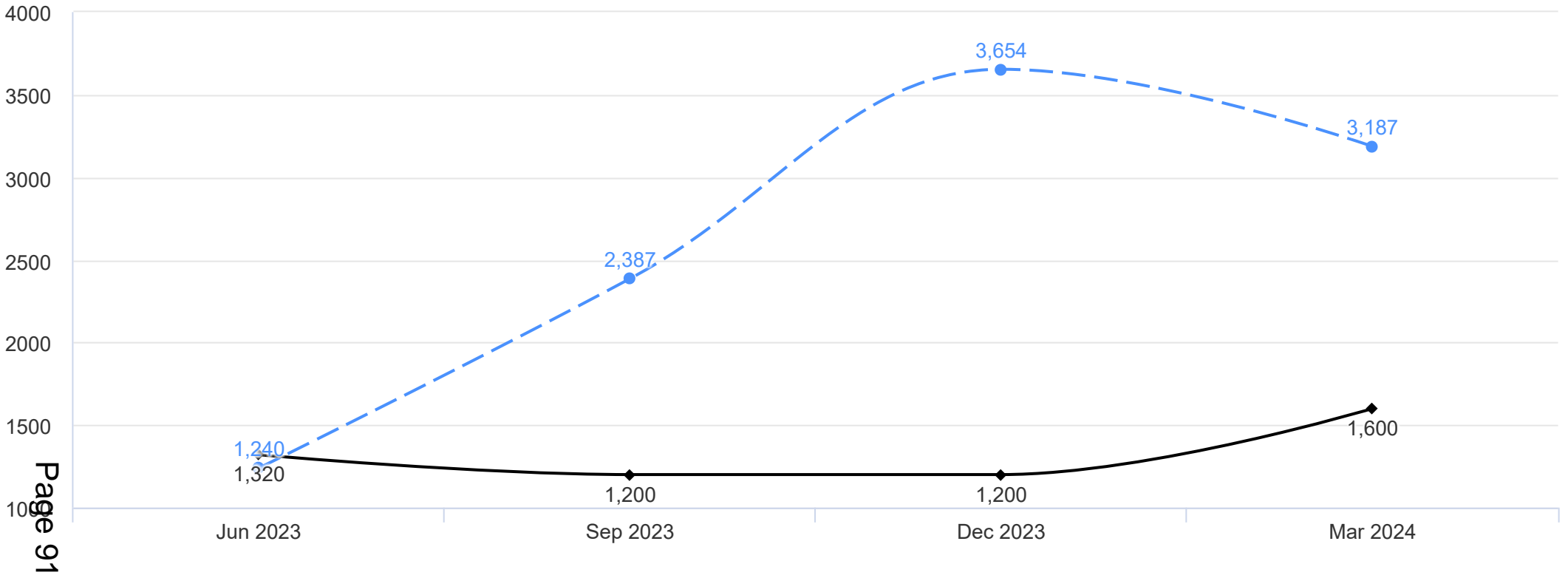
Please note the blue line represents 2023-24 performance and black line the previous financial year 2022-23

Objective: Number of individuals registered to YouMove

Year end: 4,180

The You Move programme has had a big impact over the year working with families who access Free School Meals making it more accessible and easy for families to take part in activities. Currently there are 789 families with 4180 individuals registered.

Since being part of You Move 34% of Adults on the programme have increased their physical activity levels to recommended levels while 36% of children have increased in physical activity levels. As part of the programme there are heavily reduced admission with to clubs such as Boxing, Cricket, Football, Rugby and many more making it as accessible as possible for families to join community clubs along with over 50% reduced admission to Leisure Centres with family swimming proving particularly popular. Free activities have also been delivered through the team of Youth Activators in school and community settings taking activities to the heart of local communities



Please note the blue line represents 2023-24 performance and black line the previous financial year 2022-23

Objective: Number of young people who participated in Youth Activators activities

Year end: 3,187

The Youth Activator programme has had a huge reach both in school and community settings across Cherwell for 5 – 16 year olds over the last year. The Activators have been in 47 schools providing a range of opportunities from targeted activities for children you need more support to be active through to the mental health and physical activity programme designed to help children understand their emotions better linking to physical activity. The Activators have successfully linked in with the Youth Sport Trust and School Sport Partnership to offer activities that are needed and seen as a crucial service which is being embedded even further with schools in 24/25.

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Appendix 8 - Annual Delivery Priorities 2023 - 2024 - Quarter 4

Priority	Director/AD	Milestones/Actions	Quarter 4 update	Comments
ADP02 Climate Emergency Strategy	<ul style="list-style-type: none"> ▪ Ed Potter ▪ Mona Walsh ▪ Ian Boll ▪ Stephen Hinds 	ADP02.02 Devise plan for new Depot at Graven Hill, which will incl. several sustainability measures	Ongoing	Property have appointed a Quantity Surveyor to help manage the budget and obtained planning approval for the secure fence around the site with fencing works scheduled to start on site in June 2024. Scheme designers to be appointed in May 2024 subject to Contract Strategy Report approval by Procurement.
		ADP02.03 Undertaken a Techno Feasibility Study for a Heat Network in Banbury	Ongoing	Feasibility work is on-going though almost completed. Meetings now need to be held with both CDC and OCC to discuss how the Heat Network could be financed.
ADP03 Vibrant Economy Strategy	<ul style="list-style-type: none"> ▪ Ian Boll ▪ Robert Jolley 	ADP03.01 Deliver the UKSPF Shared Prosperity Fund and Rural England Prosperity Fund projects.	Ongoing	<p>Twelve projects were live during Q4, including:</p> <ul style="list-style-type: none"> • Launch of the findings from a district-wide business needs survey at the Cherwell Economic Forum event • Employment support for the unemployed through a Job Fair • Projects to increase access and participation in cultural and arts activities • Increasing access to and use of a community garden space through events and skills workshops • Development of public realm strategy frameworks (to identify recommendations for improvements to the three urban centres of Banbury, Bicester and Kidlington) • Completion of a second round of applications and awards for a capital grant scheme for infrastructure improvements to village and rural community halls • Installation of floodlighting at Whitelands sports pitch; this was delayed due to poor weather and will proceed in Q1 2024/25.
ADP05 Investment in our communities	<ul style="list-style-type: none"> ▪ Nicola Riley ▪ Gordon Stewart 	ADP05.03 Hold Voluntary Organisations Forum as investment in our communities	Ongoing	<ul style="list-style-type: none"> • No Forum held in Q4. However, we continue to closely communicate and work with partners across the district to extend our outreach within our communities.

		ADP05.05 Support the Voluntary Sector	Ongoing	<ul style="list-style-type: none"> UKSPF funds are distributed to community centres and support given to programmes of work to empower and enable community action. Winter warmers programme concluded. Community Food grants concluded. Brighter Futures partnership continued to coordinate activity across Banbury wards with higher levels of deprivation
ADP06 Local Strategic Partnership	<ul style="list-style-type: none"> Nicola Riley Gordon Stewart 	ADP06.03 Implement agreed Local Strategic Partnership changes	Completed	The agreed changes to the LSP have been implemented and the partnership met in October. Also, Brighter Futures in Banbury annual report was shared, and an update on Oxfordshire Health and Wellbeing strategy was given.
ADP07 Homelessness Strategy	<ul style="list-style-type: none"> Nicola Riley Gordon Stewart 	ADP07.02 Present final draft of the Homelessness Strategy	Completed	The Strategy was consulted with residents on December 2023 and approved by the Executive on 05 February 2024.
ADP08 Everyone's Wellbeing Strategy	<ul style="list-style-type: none"> Nicola Riley Gordon Stewart 	ADP08.03 Agree Everyone's Wellbeing strategy	Completed	Following extensive consultation and an all-Members seminar, the Executive approved in December 2023, Everyone's Wellbeing A for a healthier and Happier Cherwell 2024-2028
		ADP08.05 Promote Health & Wellbeing	Ongoing	<ul style="list-style-type: none"> The You Move Program has significantly impacted families with access to Free School Meals, with 789 families and 4180 individuals registered. The program has increased physical activity levels for 34% of adults and 36% of children, offering discounted club admissions and reduced fees for leisure centers, promoting community engagement. The Youth Activator programme in Cherwell engages 5 to 16-year-olds in schools and communities, offering various activities like mental health and physical activity programs. Collaborating with Youth Sport Trust and School Sport Partnership, the programme has reached 47 schools, with 24 out of 25 schools participating during 2023-24.
		ADP08.06 Promote Healthy Place Shaping	Ongoing	<ul style="list-style-type: none"> Annual Healthy Bicester Conference held. First Cherwell Climate Change Community networking event held Household support funds dispersed to support families experiencing hardship
ADP09 Medium Term Financial Strategy	<ul style="list-style-type: none"> Michael Furness Stephen Hinds 	ADP09.02 Identity transformation opportunities of Medium-Term Financial Strategy	Completed	<ul style="list-style-type: none"> The Council set a balanced budget for 2024/25 in February 2024. A selection of environmental services transformation opportunities has been included in the 24/25 budget consultation, with the remainder set to be consulted on in 25/26. Additional transformation reviews will take place over the coming months.

		ADP09.03 Consult on transformation proposals for 2024/25 budget of Medium-Term Financial Strategy	Completed	Budget proposals for 2024/25 were consulted on in November/December 2023. Consultation responses were taken into consideration when Council agreed its budget in February 2024.
ADP10 Team Cherwell	<ul style="list-style-type: none"> ▪ Claire Cox ▪ Shona Ware ▪ Gordon Stewart 	ADP10.02 Launch and embed Team Cherwell values	Completed	Following the successful launch of the values in October, we will now continue to work on embedding the principles of the values into everything we do.

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Appendix 9 - Peer Review - Action Plan 2023 - 2024 - Quarter 4 (Year-end)

Priority	Director/AD	Milestones/Actions	Quarter 4 update (Year-end)	Comments
PEER01 Vision	Jo Miskin	PEER01.04 Refresh the climate strategy and associated actions plans and continue to embed them across the organisation demonstrating a robust pathway to achieving its net zero ambition.	Ongoing	<ul style="list-style-type: none"> Implementation of the action plan is on-going Carbon Literacy training is complete The Climate Forum was held in January. All future activity will be captured and reported in the Climate Action Plan.
PEER04 Resources	Claire Cox	PEER04.02 Develop a plan and programme of activities to support staff through the Transformation and Prioritisation Programme.	Ongoing	Empowering staff to lead service transformations is a key goal of the Transformation Strategy. Services are encouraged to form their transformation groups with guidance from the central team and external experts. Change management plans are being created alongside major transformation proposals.
PEER05 Regeneration	David Peckford	PEER05.04 Ensure planning service can administer continued sustainable growth.	In Progress	<ul style="list-style-type: none"> Consultation on a Draft Local Plan was undertaken from September to November 2023. A proposed Plan is scheduled to be consulted upon later in 2024. Planning improvement continues as part of wider transformation programme
	Mike Gillespie / Mona Walsh	PEER05.02 Undertake a strategic asset review as part of the transformation and prioritisation programme to recognise the potential of the council's property portfolio in meeting its regeneration ambition	In progress	Property Asset Management Strategy approved by Executive in March 2024. Asset Review work commenced.
	Robert Jolley	PEER05.01 Communicate the council's vision for Banbury and Bicester. Adopt a Place shaping Strategy for Banbury (non-statutory masterplan) and clarify role in securing future stages.	In progress	<ul style="list-style-type: none"> The Council received 2,729 responses to the Banbury Vision 2050 survey which closed on 15th January. Workshops attended by 150 people from local schools, businesses, and community groups also formed part of the engagement. The feedback received will help inform and contribute to the new vision to support the town's future. The consultants' report and analysis of the survey is due in Q1 2024/25. The Council continued informal engagement with residents and businesses on the Bicester Market Square project by taking a stall at Bicester's Friday market for several weeks, with some 296 people in total visiting the stall. The Council's procurement process to contract project consultants concluded with the appointment of WSP, an expert in town centre regeneration. WSP will study the town centre – in particular, its traffic flows, parking, and pedestrian-friendly elements - in order to develop designs and conduct a formal consultation programme.

		PEER05.03 Create a prospectus for investment in Cherwell	In progress	<ul style="list-style-type: none"> • A joint Place Narrative continues to be developed with OCC and Future Oxfordshire Partnership members. This work remains in progress and CDC continues to work closely with partners • A more detailed output is expected from each of the Bicester, Banbury and Kidlington projects looking at infrastructure and community assets in each area which will help inform. • We continue to engage and work closely with the Pan Regional Partnership on the wider investment narrative for the region. The PRP has now commissioned its own place narrative work to reflect the regional strengths.
PEER06 Communications	Julian Cotton	PEER06.01 Develop and agree a council wide Communications, and Marketing Strategy	Completed	A strategy has been created and went to CLT. The comms team will begin implementing the strategy.
PEER08 Infrastructure	Ian Boll	PEER08.02 Reset critical officer and member relations with partners and the business community, including developers) and increase the visibility of other senior leaders across the organisation.	In progress	<ul style="list-style-type: none"> • Council officers have continued to work with developers involved in North West Bicester to bring forward proposals for the Howes Lane/Lords Lane realignment (Strategic Link Road) and develop a funding and delivery strategy with Oxfordshire County Council. • The Council has also commissioned an energy study, with the engagement of private sector businesses, which will assess constraints and opportunities for energy delivery in Bicester. • An Economic Forum was held in March with partners and representatives of the local business community in order to share the findings of the business needs survey which had been funded by the UK Shared Prosperity Fund.
	Robert Jolley/Ian Boll	PEER08.01 Establish a clear action plan for the next phase of the infrastructure and place-shaping relationship with Oxfordshire County Council	In progress	The Future Oxfordshire Partnership leads meet monthly to review the agenda and inform the forward work programme. Projects groups are established for Bicester and Banbury. It is expected that a similar approach will be taken for Kidlington. A shared place programme officer role has been established with OCC and the officer has commenced in post.

Appendix 10 - EDI Action plans End of year 2023_24

Inclusive Communities				
Commitment	Action	Owner	Status	Comments
EDI 1.01 Engage with, and support local community groups and organisations	1.01.01 Review existing relations with community groups and organisations to ensure they remain effective in being able to listen, learn and understand the barriers facing our underrepresented communities and, if applicable, identify which connections need building or renewing.	Wild, Jon	Ongoing	The EIA will need to be concluded in Q1 24/25
	1.01.02 Review the process for gathering equality data on the district to ensure we have an accurate picture of our underrepresented communities and identify any gaps which require filling. This will enable us to continually direct our resources where they are needed most.	Prado-Teeling, Celia	Ongoing	This is a continuous piece of work, more complex than what was envisioned when the action was proposed, the Performance & Insight Team is working across services to make sure all data gathered is reviewed, as part of the EIA internal audit proposed in the 24-25 EDI action plans
And EDI 1.02 Promote inclusive behaviour with residents and service users	1.02.01 Raise awareness of the standards we expect from ourselves and others by publicising our EDI principles, commitments, and policies.	Cotton, Julian	Ongoing	We now have a communications coordinator in place and part of their remit is to support EDI awareness internally and externally where appropriate.
	1.02.02 Develop and agree a policy for supporting national events that further our corporate priorities and reflect the diversity of our communities	Cotton, Julian	Ongoing	We have a list of important events, and our communications coordinator will be highlighting these throughout the year. An example is how we recognised Ramadan.
EDI 1.03 Work directly with communities to identify inequality and tackle disadvantage	1.03.01 Following on from the Wellbeing Strategy, review our community development scheme to ensure it remains effective in creating community cohesion and tackling inequality and, if appropriate, identify potential improvements	Wild, Jon	Completed	Q4 Action plan developed as a result of our Wellbeing service plan which will be delivered in 2024/25
EDI 1.04 Promote equality, diversity and inclusion through our supply chain and strategic partnerships	1.04.03 Review the processes in place for considering the EDI implications partnership plans to identify if there is scope for them to be strengthened	Riley, Nicola	Completed	All grant payments now require clear EDI policies in place by the grant recipient.

EDI 1.05 Promote and encourage inclusive behaviour for future generations	1.05.01 Review our outreach to different community groups on EDI matters, including how to engage young people in the process, and identify areas where there is scope for improvement	Wild, Jon	Ongoing	Continuing to make positive connections to new groups / organisations through our community networks and forums. This will continue as a live action.
EDI 1.06 Work with all partner organisations to understand diverse needs and create inclusive communities	1.06.01 Review the membership and effectiveness of our strategic partnerships and identify areas where they might require different resources, plans and processes in order to identify and tackle the issues and barriers affecting and concerning our communities	Riley, Nicola	Ongoing	This is an ongoing piece of work, which will be undertaken in Q1 2024-25

Inclusive Services				
Commitments	Action	Owner	Status	Comments
EDI 2.01 Ensure information, website and digital services are accessible to all incl. digitally excluded	2.01.01 Review all our digital services to identify any improvements needed to address any accessibility or inclusivity issues	Cotton, Julian	Ongoing	We continue to support and advise teams about accessibility. One example is encouraging a clause to be inserted during procurement which states any public reports suppliers complete on our behalf reflect accessibility guidance. We plan to do more to promote accessibility good practice through internal communications. Communications campaigns consider the intended audience and how to reach them within agreed budgets.
	2.01.02 Introduce a guide and training module for staff on writing clearly, in plain English and with the audience and accessibility rules in mind	Cotton, Julian / Reed, Teresa	Completed	We have a communications strategy. At its heart is friendly, authentic and need-based communications. Being easy to understand is an important element.
EDI 2.02 Take action to make our buildings accessible to all residents and staff	2.02.01 Include delivering against our commitment of accessible council buildings now and in the future as an objective in our emerging Property Strategy	Walsh, Mona	Completed	The Property Strategy was approved on 4 March 2024. The Strategy confirms management of assets and decision making will be wide ranging and comprehensive. This will include taking action to make our buildings accessible to residents and staff.

EDI 2.05 Plan and deliver services that promote inclusion	2.05.03 Ensure staff have received up-to-date EDI training	Reed, Teresa	Completed	EDI training is now fully integrated into the training suite delivered via the I-Hasco online training platform. Staff must complete the appropriate modules biennially
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Inclusive Workforce				
Commitment	Action	Owner	Status	Comments
EDI 3.01 - Improve the diversity of our organisation at all levels to be representative of our communities	3.01.01 Identify additional ways to recruit new staff and promote our job opportunities so that they are brought to the attention of all members of local communities	Blunsden, Susan	Completed	We have attended job fairs across the district, which were well attended, including the Careers and Apprenticeship fair at Banbury College, Banbury Town Council Job fair in conjunction with the Economic Growth Team, which promoted Cherwell's job opportunities to a variety of residents, including a large presence of diverse minority groups. This activity will continue as part of our Business as usual during the new financial year
	3.01.03 Split out the workforce statistics used for the comparison with the demographics of the district by grade and department	Prado-Teeling, Celia	Completed	This activity was completed and reported on Q3, the action will be carried out as a business-as-usual activity for the next financial year.
EDI 3.02 – Celebrate and promote diversity in our workforce	3.02.01 Promote Viva Engage as a means for employees to set up virtual social groups or employee networks for causes that are important to them. Invite employees to set up such groups and provide a commitment that the council will engage with them if requested	Cox, Claire	Completed	This is now business as usual; we continue to celebrate and promote diversity within our workforce, during quarter 4 we had the first meeting of the Neurodiversity group in January 2024, we produced a guide for Officers and Managers regarding Ramadan awareness, and marked neurodiversity week, including sharing information and links for staff training.
	3.02.02 Continue to recognise, acknowledge and celebrate diversity via the Chief Executive's weekly updates and other similar channels	Cotton, Julian	Ongoing	With a new chief executive, the weekly staff updates have changed to updates from the communications team. Our communications coordinator is highlighting diversity linked to the relevant national events etc.

<p>EDI 3.03 - Provide a supportive environment so all staff can reach their potential</p>	<p>3.03.02 Develop and agree a comms plan for promoting the development opportunities</p>	<p>Cotton, Julian</p>	<p>Ongoing</p>	<p>The communications coordinator's work will help showcase development and training in our communications, with the guidance and necessary support of HR. An initial plan was shared with HR.</p>
<p>EDI 3.04 -Identify and tackle discrimination in all its forms</p>	<p>3.04.01 Review the processes in place for investigating and taking necessary action in response to potential issues of discrimination being brought to HR's attention</p>	<p>Blunsden, Susan</p>	<p>Completed</p>	<p>As part of our business as usual, we continue to ensure relevant policies and procedures are adhered to when investigating of any issues with potential discrimination that are brought to HR's attention. Our policies have been updated during 2023-24 in line with the guidance from our EDI framework.</p>

Name and Description of risk	Potential impact	Inherent (gross) risk level (before Controls)	Controls	Control assessment	Lead Member	Risk owner	Risk manager	Residual risk level (after existing controls)		Direction of travel	Mitigating actions (to address control issues)	Comments	Last updated		
								Probability	Impact					Rating	Probability
L01 - Financial resilience – Failure to react to external financial impacts, new policy and increased service demand. Poor investment and asset management decisions.	Reduced medium and long term financial viability	4	4	16	Medium Term Revenue Plan reported regularly to members.	Fully	Councillor A Nell	Michael Furness	Joanne Kaye	4	4	16	↔	This continuous process will include reviewing budget monitoring, active budget management, and reflection of economic and Local Government sector trends in the MTFS. Wherever possible, policy decisions will be taken as soon as possible, rather than waiting until the February Council meeting which sets the annual budget. This will allow officers to be ready to implement, or have implemented, policy decisions which will maximise positive impacts on the budget.	Risk reviewed on 09/04/24
	Reduction in services to customers				Balanced medium term and dynamic ability to prioritise resources	Fully								The budget for 2024/25 was agreed with savings proposals identified to contribute to addressing forecast reductions in funding. Close monitoring of the delivery of the savings programme will take place throughout 2024/25 with mitigations required if slippage is identified.	
	Increased volatility and inability to manage and respond to changes in funding levels				Highly professional, competent, qualified staff	Partially								Integration and continued development of Performance, Finance and Risk reporting	
	Reduced financial returns (or losses) on regeneration projects.				Good networks established locally, regionally and nationally.	Fully								Internal Audits being undertaken for core financial activity and capital as well as service activity	
	Inability to deliver financial efficiencies				Strong shareholder function and relationships with subsidiaries	Fully								Introduction and implementation of an Asset Management Strategy	
	Exposure to commercial pressures in relation to regeneration projects.				Financial returns from the subsidiaries are not included in the MTFS until they are reasonably assured to materialise.	Partially								Capital & Investment Strategy agreed annually	
	Poor customer service and satisfaction				National guidance interpreting legislation available and used regularly.	Fully								Posts are filled by appropriately qualified individuals	
	Increased complexity in governance arrangements				Progress regeneration plans in a coordinated manner. Participate in Oxfordshire Treasurers' Association's work streams.	Fully								Regular involvement and engagement with colleagues across the county	
	Lack of officer capacity to meet service demand				Review of best practice guidance from bodies such as CIPFA, LGA and NAO.	Fully								Regular member training and support	
	Lack of financial awareness and understanding throughout the council				Treasury management and capital & Investment strategies in place in place. Regular financial and performance monitoring in place.	Fully								Regular utilisation of advisors as appropriate	
	Increased inflation in the costs of capital schemes				Independent third party advisers in place. Regular bulletins and advice received from advisers. Property portfolio income monitored through financial management arrangements on a regular basis.	Fully								Summarise and distribute announcements to CLT and members.	
	Increased inflation in revenue costs				Independent third party advisers in place	Fully								Timely and good quality budget management reports, particularly property income and capital	
					Asset Management Strategy in place and embedded	Fully								Work is underway to maximise the impact of the available space in Banbury town centre	
				Transformation Programme in place to deliver efficiencies and increased income in the future	Partially								Ensure Committee forward plans are reviewed regularly by senior officers.		
					Partially								Ensure Internal Audit plan focusses on key leadership risks.		
L02 - Statutory functions – Failure to meet statutory obligations and legislative changes are not anticipated or planned for.	Legal challenge	3	4	12	Embedded system of legislation and policy tracking in place, with clear accountabilities, reviewed regularly by Directors.	Partially	Councillor S Dallimore	Stephen Hinds	Shiraz Sheikh	3	3	9	↔	Ensure Committee forward plans are reviewed regularly by senior officers.	No changes at present. Procurement Act 2023 implementation work has now underway.
Loss of opportunity to influence national policy / legislation				Clear accountability for responding to consultations with defined process to ensure Member engagement	Fully								Establish corporate repository and accountability for policy/legislative changes taking into consideration all of the Council's functions.		
Financial penalties				National guidance interpreting legislation available and used regularly	Fully								External support secured for key corporate projects including Growth Deal and IT Transformation Programme.		
Reduced service to customers				Risks and issues associated with Statutory functions incorporated into Directorate Risk Registers and regularly reviewed.	Fully								Learning and development opportunities identified and promoted by the Chief Executive and Directors. First tranche of Senior Leadership training/development begins in August, and is cascaded throughout 2022/23. Staff briefings on rules and procedures by MO		
Inability to deliver council's plans				Clear accountability for horizon scanning, risk identification / categorisation / escalation and policy interpretation in place	Partially								Review Directorate/Service risk registers.		
Exposure to commercial pressures				Robust Committee forward plans to allow member oversight of policy issues and risk management, including Scrutiny and Audit	Fully								Ensure Committee forward plans are reviewed regularly by senior officers.		
Reduced resilience and business continuity				Internal Audit Plan risk based to provide necessary assurances	Fully								Ensure Internal Audit plan focusses on key leadership risks.		
Reduced staff morale, increased workload and uncertainty may lead to loss of good people				Strong networks established locally, regionally and nationally to ensure influence on policy issues. In addition two Directors hold leading national roles	Fully								Establish corporate repository and accountability for policy/legislative changes taking into consideration all of the Council's functions.		
				Senior Members aware and briefed regularly in 1:1s by Directors	Fully								External support secured for key corporate projects including Growth Deal and IT Transformation Programme.		
				Arrangements in place to source appropriate interim resource if needed	Fully								Review Directorate/Service risk registers.		
				Ongoing programme of internal communication	Fully										
				Programme Boards in place to oversee key corporate projects and ensure resources are allocated as required.	Fully										
				Extended Leadership Team (ELT) Meetings established to oversee and provide assurance on key organisational matters including resourcing.	Fully										

Name and Description of risk	Potential impact	Inherent (gross) risk level (before Controls)		Controls	Control assessment	Lead Member	Risk owner	Risk manager	Residual risk level (after existing controls)		Direction of travel	Mitigating actions (to address control issues)	Comments	Last updated		
		Probability	Impact						Probability	Impact						
					Fully effective Partially effective Not effective											
L03 - CDC Local Plan - Failure to ensure sound, up to date local plan remains in place for Cherwell resulting in poor planning decisions such as development in inappropriate locations, inability to demonstrate an adequate supply of land for housing and planning by appeal	Poor planning decisions leading to inappropriate growth in inappropriate place.	4	4	16	Local Development Scheme (LDS) is actively managed and reviewed, built into Service Plan, and integral to staff appraisals of all those significantly involved in Plan preparation and review	Partially	Councillor D Sames	Ian Boll	David Peckford	3	4	12	↔	Annual (Authority) Monitoring Reports presented to the Executive on plan making and policy effectiveness.	Consultation on a draft of the Cherwell Local Plan Review took place from 22 September to 3 November 2023. A new programme for the Local Plan was agreed when the Council's Executive approved an updated 'Local Development Scheme' on 5 September 2023. An Annual Monitoring Report was approved by the Executive on 4 December 2023. A 'Proposed Submission' (Reg. 19) draft of the Plan will be prepared for Autumn 2024 and regular progress reports provided to the Council's Corporate Leadership Team and the Portfolio Holder for Planning and Development. The new Portfolio Holder and any new Councillors will be briefed in May 2024.	Risk reviewed on 28/03/2024 - Risk description, controls, mitigations and comments updated.
	Negative (or failure to optimise) economic, social, community and environmental gain				Team capacity and capability kept under continual review with gaps and pressures identified and managed at the earliest opportunity.	Partially							An updated LDS presented to the Executive when there is a significant change in the circumstances for the Local Plan timetable.			
	Negative impact on the council's ability to deliver its strategic objectives, including its commitments within the Oxfordshire Housing & Growth Deal													Programme built into Directorate level objectives (e.g. via Service Plans) and staff appraisals; on-going preparation of the Local Plan is a service priority.		
	Increased costs in planning appeals													Project management of the Local Plan process continues.		
	Reputational damage with investor community of Cherwell as a good place to do business created by uncertainty/lack of policy clarity					On-going review of planning appeal decisions to assess robustness and relevance of Local Plan policies	Partially							Regular Corporate Director, Portfolio Holder and Members Advisory Group briefings		
	Failure to submit Plan for Examination by June 2025 would mean that the Council would need to prepare a Local Plan under a new plan-making system on which further Gov't guidance is awaited. This would significantly delay having a new, up-to-date Plan.					Regular Councillor briefings to ensure all timescale requirements are understood. Ensuring that staff and consultancy resourcing is maintained.	Partially							Continuance of internal Members' Advisory Group meetings. Early briefing for new Portfolio Holder in May 2024 and any new Councillors.		
L04 - Business Continuity - Failure to ensure that critical services can be maintained in the event of a short or long term incident impacting on the delivery of the Council's operations	Inability to deliver critical services to customers/residents	4	4	16	Business continuity strategy, statement of intent and framework in place and all arrangements overseen by a Business Continuity Steering Group	Fully	Councillor P Chapman	Ian Boll	Tim Hughes	2	3	6	↔	BC actions post-audit are being implemented as per plan. BCSG meeting routinely and corporate refresh across all areas is progressing.	Risk reviewed on 09/04/24- No change	
	Financial loss/ increased costs				Services prioritised and ICT recovery plans reflect those priorities and the requirements of critical services	Fully								BC Impact Assessments and BOPs being updated and reviewed by Emergency Planning Team with supporting document management system being implemented.		
	Loss of important data				ICT disaster recovery arrangements in place with data centre and cloud services reducing likelihood of ICT loss and data loss	Fully								Business Continuity Statement of Intent and Framework reviewed and updated to align with new incident management framework		
	Inability to recover sufficiently to restore non-critical services before they become critical				Incident management team identified in Business Continuity Framework	Fully								Cross-council BC Steering Group meets regularly to identify BC improvements needed; BC Steering Group has been reconvened, engagement is being made across all service areas.		
	Loss of reputation				All services undertake annual business impact assessments and updates of business continuity plans	Partially										
	Reduced service delivery capacity in medium term due to recovery activity				Cross-council Business Continuity Steering Group meets regularly to identify Business Continuity improvements needed	Partially										
L05 - Emergency Planning (EP) - Failure to ensure that the local authority has plans in place to respond appropriately to a civil emergency fulfilling its duty as a category one responder	Inability of council to respond effectively to an emergency	4	4	16	Incident Management Framework in place and key contact lists updated monthly.	Fully	Councillor P Chapman	Ian Boll	Tim Hughes	2	3	6	↔	IMF reviewed and updated. Training schedule in place and being delivered including training for new ADs/CEX and refresh for existing duty directors. Emergency plan contacts list updated monthly and reissued to all duty directors	Risk reviewed on 09/04/2024 - No change	
	Unnecessary hardship to residents and/or communities				Emergency Planning Lead Officer defined with responsibility to review, test and exercise plan and to establish, monitor and ensure all elements are covered	Fully								Supporting officers for incident response reviewed and identified across some areas, to ensure they are reviewed and updated across all service areas.		
	Risk to human welfare and the environment				Expert advice and support provided by Oxfordshire County Council's Emergency Planning Team under partnership arrangements.	Fully										
	Legal challenge				Council Duty Directors attend training relating to role prior to joining duty director rota and have refresh training annually	Fully										
	Potential financial loss through compensation claims				Multi agency emergency exercises conducted to ensure readiness	Partially										
	Ineffective Cat 1 partnership relationships				Active participation in Local Resilience Forum (LRF) activities	Fully										
	Reputational damage				On-call rota being maintained and updated to reflect recent staffing changes											

Name and Description of risk	Potential impact	Inherent (gross) risk level (before Controls)	Controls	Control assessment	Lead Member	Risk owner	Risk manager	Residual risk level (after existing controls)		Direction of travel	Mitigating actions (to address control issues)	Comments	Last updated
								Probability	Impact				
		4		Fully effective Partially effective Not effective				2	4				
L06 - Safeguarding the Vulnerable – Operational and partnership actions- Increased harm and distress caused to vulnerable individuals and their families. Failure to work effectively with partners to identify and protect vulnerable people in the district and disrupt exploitation leaving vulnerable people at risk or subject to exploitation.	Council subject to external reviews	4	Engagement with the Oxfordshire partnerships protocol review to identify improvements to local arrangements in support of the strategic partnerships. Outcomes of review to be implemented.	Partially	Councillor P Chapman	Ian Boll	Tim Hughes	2	4	8	↔	Continue in linking in with Oxfordshire partnerships protocol review to ensure outcomes relevant to CDC are understood and implemented as necessary.	Risk reviewed on 09/04/2024 - No change
	Criminal investigations potentially compromised	4	Child Exploitation prevalence report reviewed with LPA Commander following each CE sub-group meeting.	Fully							Exploitation concerns and actions discussed routinely at Joint Agency Tasking and Co-ordination meetings on a monthly basis		
	Potential financial liability if council deemed to be negligent.	4	Community based exploitation disruption coordinated through the Joint Agency Tasking and Coordination Process.	Fully									
	Reputational damage to the council.	4		Fully									
		4		Partially Partially									
L07 - Health and safety Unsafe services leading to fatality, serious injury & ill health to employees, service users or members of the public Failure to ensure effective arrangements are in place for Health and Safety.	Unsafe services leading to fatality, serious injury & ill health to employees, service users or members of the public	5	Corporate H&S governance arrangements and policies are regularly reviewed and updated by the Corporate H&S Team and monitored by the H&S Assurance Board.	Fully	Councillor S Dallimore	Claire Cox	Ruth Wooldridge	3	4	12	↔	Corporate H&S Auditing and Inspection programme on track. Reports issued to managers and actions tracked for completion. Work ongoing with 2 audits per calendar month.	RW & MG are undertaking audits and inspections on a monthly basis as per the KPI and on target for 100% completion. Reports are going monthly to CLT. Ruth is also reporting in to monthly DLT meetings when necessary. All Corporate Arrangements were reviewed late 2022, RW now going through again and doing further updates. RW to review the Health, Safety and Wellbeing Policy now that Gordon is in post (Quarter 1). MG supporting Environmental Services ensuring their continued compliance.
	Criminal prosecution for failings Breach of legislation and potential for enforcement action.	4	Directors and service leads are responsible for ensuring H&S arrangements are in place within their areas or responsibility. Managers are responsible for ensuring operational health and safety risks are assessed and effective control measures implemented.	Fully							Work still in progress with service areas around the corporate H&S register, which will be managed and monitored with a focus on the depots as our highest risk areas.		
	Financial impact (compensation or improvement actions)	4	Consultation with employee representatives via employer and union consultative committees (Unison)	Fully							Post decoupling senior management will have monthly monitoring of H&S matters as a standing item at senior management meetings.		
	Reputational Impact	4	Corporate H&S Training provided via corporate learning and development programme. Training for operational risks may be organised by services.	Fully							Relevant and required policies and procedures are being reviewed.		
		4	H&S performance monitored by accident and incident reports and corporate H&S auditing and inspection programme.	Fully							Working with service areas to ensure that suitable risk assessments are in place.		
		4	H&S information is disseminated via internal communications and updates to ELT and other relevant meetings.	Fully									
L08 - Cyber Security Insufficient security with regards to the data and IT systems used by the council Insufficient protection against malicious attacks on IT systems then there is a risk of: a data breach, or a loss of service.	Financial loss / fine	4	File and data encryption on computer devices	Fully	Councillor S Dallimore	Stephen Hinds	David Spilsbury	3	5	15	↔	Additional 3rd party monitoring in place using a SIEM tool and 24/7 monitoring via a SOC.	Risk updated on 09/04/2024 - Mitigating actions updated
	Prosecution – penalties imposed	4	Managing access permissions and privileged users through AD and individual applications	Fully							All staff reminded to be vigilant to unexpected emails due to the heightened risk of cyber-attack due to escalating tensions in Eastern Europe and at critical periods such as the run up to Elections		
	Individuals could be placed at risk of harm	4	Schedule of regular security patching	Fully							Cyber Security advice and guidance regularly highlighted to all staff.		
	Reduced capability to deliver customer facing services	4	Vulnerability scanning	Fully							Cyber Security is mandatory e-learning for all staff to be completed annually and is part of new starters induction training. Additionally regular Mimecast videos sent to all users for bitsize regular training.		
	Unlawful disclosure of sensitive information	4	Malware protection and detection	Fully							Cyber Security Officer has reviewed advice and provided assurance on our compliance.		
	Inability to share services or work with partners	4	Effective information management and security training and awareness programme for staff	Fully							External Health Check undertaken each year and Cabinet Office PSN compliance reviewed and certified each year to ensure the infrastructure is secure to connect to the PSN.		
	Loss of reputation	4	Password and Multi Factor Authentication security controls in place	Fully							Internal Audit completed cyber audits with no major issues or significant risks identified.		
	Increased threat to security due to most staff working from home	4	Robust information and data related incident management procedures in place	Fully							IT implemented an intrusion prevention and detection system which is monitored, and regular actions are implemented from the resulting reports.		
		4	Appropriate robust contractual arrangements in place with all third parties that supply systems or data processing services	Fully							IT Officer has specific responsibility for Cyber Security and we have engaged a specialist partner to advise on industry best practices and standards.		
		4	Appropriate plans in place to ensure ongoing PSN compliance	Fully							Microsoft Multi-Factor Authentication is embedded to authenticate users providing an enhanced level of cyber security.		
		4	Adequate preventative measures in place to mitigate insider threat, including physical and system security	Fully									
		4	Insider threat mitigated through recruitment and line management processes	Fully									
		4	A complete restructure and update of the technical approach for the infrastructure has resulted in a move to a zero trust model.	Fully									
	4	Advice received from NCSC on specific activity alerts, the increased threat of globalised ransomware and malware attacks.	Fully										
	4	Mimecast awareness training and comprehensive defence system deployed to improve email security.	Fully										

PAGES

Name and Description of risk	Potential impact	Inherent (gross) risk level (before Controls)		Controls	Control assessment	Lead Member	Risk owner	Risk manager	Residual risk level (after existing controls)		Direction of travel	Mitigating actions (to address control issues)	Comments	Last updated	
		Probability	Impact Rating						Probability	Impact Rating					
L09 - Safeguarding the vulnerable - Internal procedures- Failure to follow our internal policies and procedures in relation to safeguarding vulnerable adults and children or raising concerns about their welfare.	Increased harm and distress caused to vulnerable individuals and their families	4	4	16	Fully effective Partially effective Not effective	Councillor P Chapman	Gordon Stewart	Nicola Riley	2	4	8	↔	Action plan acted upon and shared with Overview and scrutiny committee once a year Annual refresher and new training programmes including training for new members Continue to attend safeguarding board sub groups as necessary to maintain high levels of awareness within the system and compliance with latest practice Corporate monitoring of all referrals Ensure web pages remain up to date Monitoring of implementation of corporate policies and procedures to ensure fully embedded Regular internal cross departmental meetings to discuss safeguarding practice SAR's and Lessons Learned reports circulated to improve practice and knowledge.	Monthly Safeguarding training/ briefings continue with good attendance, Safeguarding News Bulletin to all safeguarding champions keeps Safeguarding at the forefront and identifies shared learning . Outcome of the Peer review was excellent and actions arising will be picked up in Q1and 2 24/25.	Risk reviewed on 10/04/2024 - Comments updated
	Council could face criminal prosecution				Fully										
	Criminal investigations potentially compromised				Fully										
	Potential financial liability if council deemed to be negligent				Fully										
	Reputational damage to the council				Fully										
					Fully										
					Fully										
					Fully										
L10 - Sustainability of Council owned companies and delivery of planned financial and other objectives - Failure of council owned companies to achieve their intended outcomes or fail to meet financial objectives	Unclear governance leading to lack of clarity and oversight in terms of financial and business outcomes	3	5	15	Fully	Councillor B Wood	Gordon Stewart	Stephen Hinds	2	3	6	↔	A Shareholder Representative was appointed and regular governance arrangements are in place. Resilience and support being developed across business to support and enhance knowledge around council companies. Skills and experience being enhanced to deliver and support development, challenge and oversight. Work with one company to ensure long term support arrangements are put in place.	Risk reviewed 07/02/2023 - No changes	
	Failure of council owned companies to achieve their intended outcomes or fail to meet financial objectives				Fully										
	Lack of understanding at officer and member level about the different roles of responsibilities required when managing council owned companies				Partially										
					Fully										
					Partially										

Name and Description of risk	Potential impact	Inherent (gross) risk level (before Controls)		Controls	Control assessment	Lead Member	Risk owner	Risk manager	Residual risk level (after existing controls)		Direction of travel	Mitigating actions (to address control issues)	Comments	Last updated		
		Probability	Impact						Rating	Probability					Impact	Rating
L11 - Financial sustainability of third-party suppliers and contractors	The financial failure of a third party supplier and contractors results in the inability or reduced ability to deliver a service to customers or provide goods needed. A reduced supply market could also result in increased costs due to the council's loss of competitive advantage.	3	4	12	Ensure contract management in place review and anticipate problems within key service suppliers and partners	Councillor A Nell	Shiraz Sheikh	Michael Sullivan	3	4	12	↔	Creditsafe UK tool purchased to allow Procurement to carry out supplier credit checks when required.	Creditsafe UK tool now operational .Guidance is being developed for service areas to ensure that a contract management process is followed on a regular basis. This will include regular checks on Creditsafe UK to check on financial health; service areas will be advised to confirm that business continuity arrangements are in place and to seek evidence of regular reviews of this as part of the contract management process. Service areas to provide details of all current contracts to Procurement to enable analysis of third party spend to identify and risk assess key suppliers and contractors and to identify areas of duplication of costs. Prior to contract award, procurement carries out a credit safe check to ensure financial viability of the preferred supplier.	Risk Reviewed 09/04/24 - No changes.	
					Business continuity planning arrangements in place in regards to key suppliers								Partially			Service areas to ensure supplier suitability checks have been carried out prior to award of contract and hold meetings as required with suppliers to review higher risk areas and ensure risks are being managed. Reminders to be sent to all who have Procurement/Contract Management responsibility to regularly meet with key suppliers and partners to gain early understanding of any issues arising.
					Ensuring that proactive review and monitoring is in place for key suppliers to ensure we are able to anticipate any potential service failures								Partially			Services areas to keep the key suppliers under regular check including running financial checks.
					Intelligence unit set up procurement Hub to monitor supplier and contractor market								Fully			
	Reduced resilience and business continuity															
Increased complaints and/or customer dissatisfaction																
Increased costs and/or financial exposure to the Council due to having to cover costs or provide service due to failure of third party supplier of contractor																

Name and Description of risk	Potential impact	Inherent (gross) risk level (before Controls)		Controls	Control assessment	Lead Member	Risk owner	Risk manager	Residual risk level (after existing controls)		Direction of travel	Mitigating actions (to address control issues)	Comments	Last updated	
		Probability	Impact						Probability	Impact					
					Fully effective Partially effective Not effective										
L12 - Corporate Governance - Failure of corporate governance leads to negative impact on service delivery or the implementation of major projects providing value to customers.	Threat to service delivery and performance if good management practices and controls are not adhered to.	4	4	16	Clear and robust control framework including: constitution, scheme of delegation, ethical walls policy etc.	Fully	Councillor S Dallimore	Stephen Hinds	Shiraz Sheikh	3	3	9	↔	External Audit - external audit issue an opinion on the accounts and the Council's arrangements for securing Value for Money. The Council's Annual Governance Statement and Code of Corporate Governance. At least annually, a review of effectiveness of governance framework including the system of internal control and AGS is published. The work is informed by the Corporate Governance and Oversight Group. CLT & ELT has responsibility of maintenance of the governance environment.	Risk reviewed - 09/04/2024 no changes
				Member Scrutiny - OSC function, Council Executive, AARC and Standards Committees	Fully										
	Risk of ultra vires activity or lack of legal compliance				Clear accountability and resource for corporate governance (including the shareholder role).	Fully									
	Risk of fraud or corruption				Integrated budget, performance and risk reporting framework.	Fully									
	Risk to financial sustainability if lack of governance results in poor investment decisions or budgetary control.				Corporate programme office and project management framework. Includes project and programme governance.	Partially									
	Failure of corporate governance in terms of major projects, budgets or council owned companies impacts upon inability to support Council's democratic functions / obligations (e.g. return to physical public meetings and public access to meetings)				Internal audit programme aligned to leadership risk register.	Fully									
	Elements of the COVID-19 response and recovery work may be compromised, delayed or not taken forwards.				Training and development resource targeted to address priority issues; examples include GDPR, safeguarding etc.	Partially									
					HR policy framework.	Partially									
L13 - Monitoring and management of Major Infrastructure Projects and Programmes - Failure to properly manage and monitor the various residual Oxfordshire Housing and Growth local infrastructure projects.	Failure to actively manage the various Infrastructure Projects and Programmes, particularly in relation to those being delivered by Oxfordshire County Council, could lead to delays or failure to deliver timely obligations, which could lead to HM Government holding back some or all of its funding, or requiring repayment.	4	5	20	Need to establish appropriate officer and stakeholder governance structures to support effective programme delivery.	Partially	Councillor D Ford	Ian Boll	Robert Jolley	4	3	12	↔	Establishment of appropriate officer and stakeholder governance structures to support effective programme delivery Institute regular and effective dialogue with developers	Risk reviewed on 03/04/24 - No changes
	Delivery of Infrastructure projects fail to accelerate housing delivery as commercial pressures impact house builders				Need to institute regular and effective dialogue with developers.	Partially									
L14 - Workforce Strategy The lack of effective workforce strategies could impact on our ability to deliver Council priorities and services.	Limit our ability to recruit, retain and develop staff	3	4	12	Analysis of workforce data and on-going monitoring of issues.	Partially	Councillor S Dallimore	Gordon Stewart	Claire Cox	3	4	12	↔	There are indications that specific service areas are continue to experience recruitment difficulties for professional roles. HR is working with the relevant directors to consider alternative resourcing methods. Development of new L&D strategy, including apprenticeships. Development of relevant workforce plans. Development of specific recruitment and retention strategies. It is planned for CDC to develop a framework that suits the needs of all services ensuring that the Council has access to a much wider pool of staffing agencies at competitive rates. The new IT system has been implemented to improve our workforce data and continues to be develop to improve our ability to interrogate and access key data (ongoing) in order to inform workforce strategies.	Risk reviewed - 09/04/2024 no changes
	Impact on our ability to deliver high quality services				Key staff in post to address risks (e.g. strategic HR business partners)	Fully									
	Overreliance on temporary staff				Weekly Vacancy Management process in place	Fully									
	Additional training and development costs				Ongoing service redesign will set out long term service requirements	Partially									



Cherwell
DISTRICT COUNCIL
NORTH OXFORDSHIRE

Annual Report 2023 – 2024

**Proudly serving the Cherwell
district for 50 years
1974-2024**

Foreword

Your district council is hard at work making north Oxfordshire a great place to live, work and play.

Every year we offer you this snapshot of how key public services are running in your area, and of the progress we're making towards our long term strategic goals for the district. We run services including waste collection, street cleansing services, housing, planning, and enforcement. It's no secret that councils everywhere are operating in challenging financial circumstances, impacted by inflation and the increased cost of living. But we are a prudent and well run council and have maintained a high level of performance for north Oxfordshire residents, while navigating these challenges with a balanced budget.

We are determined to deliver housing to meet the community's needs, and our recent successes include the launch of a tenants' charter, the delivery of grant funding to improve the condition of privately rented homes, and the start of work on site at Town Centre House, which is being refurbished for use as social housing. Cherwell supports environmental sustainability, and the year just gone saw extraordinary success as coffee loving residents embraced a new coffee pod recycling scheme, the business waste service continued to grow, and we won funding to plant new, carbon sequestering woodlands.

Our work to support the district's economy and urban centres reached some crucial milestones in the past year. Our work revitalising Bicester Market Square is underway, and we ran a key survey on the future of Banbury town centre, seeing a massive response from the public. We also had a fantastic response to a survey of local businesses, helping steer our plans for future economic growth.

I am also really pleased that, even against a challenging financial backdrop, the council is sticking to its vision of doing more for you, leading the way with initiatives designed to make Cherwell a district where it's easy to make healthy lifestyle choices.

We have continued to invest in the health and wellbeing of your communities; we cast a wide net with a series of investments and leisure programmes that offers something for people at all stages of life.

For youngsters we delivered scores of new bikes to bike libraries at primary schools in the district. And our Move Together programme is a standout example of best practice, with the highest take-up in the county on this programme which offers tailored exercise programmes to people with long-term health conditions.

Read on for more information about the good work we are doing with your council tax money and to learn more about the real impact our work is having in your area.

Gordon Stewart
Chief Executive Officer

Our Business Plan 2023 – 2024

We are proud to celebrate our 50th year serving the Cherwell district. Established on April 1, 1974, Cherwell District Council was formed by merging four local districts under the Local Government Act 1972.

Our 2023/24 business plan includes the following four priorities:

Housing that meets your needs

Promote affordable, green housing and minimum rental standards. Prevent homelessness with partners. Support vulnerable residents. Prepare the Local Plan.



Supporting environmental sustainability

Achieve carbon net zero by 2030. Promote the green economy. Reduce waste and improve air quality with partners.



An enterprising economy with strong and vibrant local centres

Support business growth. Partner for skills and innovation. Promote district as a visitor destination and attract investment. Ensure business compliance and best practices.



Healthy, resilient, and engaged communities

Encourage active lifestyles and wellbeing. Develop leisure services. Support community and diversity. Address health inequality. Reduce crime and antisocial behaviour.



Our 2023 - 2024 performance

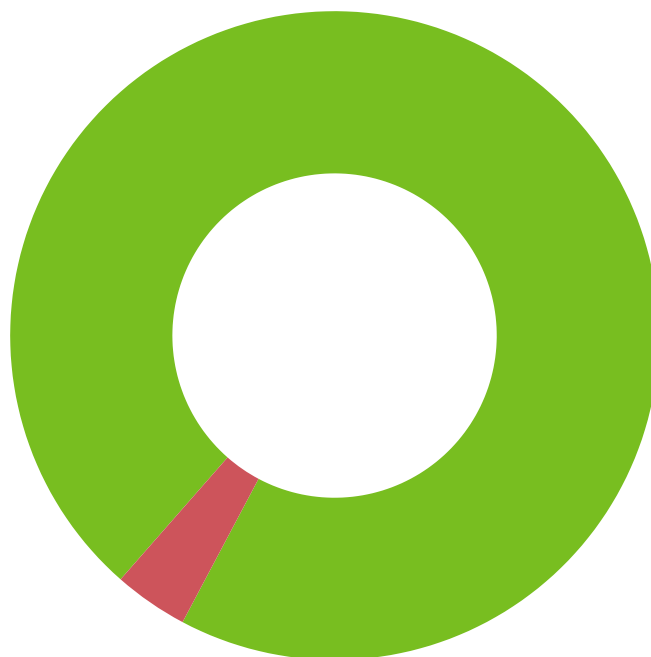
Every year, we look to serve you better. This includes emptying your bins, managing your planning applications, handling housing benefit requests, keeping your communities clean and tidy, and delivering crucial day-to-day services.

This report highlights some notable accomplishments from the past year that are on top of our regular work.

We assess progress based on our four key business plan priorities, measured through 27 performance goals.

In 2023/24, All but one of the 27 Business Plan measures achieved their year-end target or reported within tolerance.

The measure that missed its target for the year was “Net Additional Housing Completions to meet Cherwell Needs”, reporting a provisional figure of 884, which is 77.4% of the set target for the year. Please note the final figure, which is expected to be higher, will be available in Q1 24/25, when all the site visits have been completed



Housing that meets your needs

Below are some of the past year's achievements for this strategic priority.



Prevented 215 households from becoming homeless.

Secured over £400,000 funding to support low-income residents with housing needs. Current tenants were involved in shaping a new charter and services provided by the landlord.



Our Cherwell Bond Scheme assisted landlords in improving homes for tenant properties with grants, tenant support, property viewings, and a deposit bond equivalent to 10 weeks of rent.

Launched a new strategy to address homelessness and rough sleeping in our district for the next 5 years.



Delivered 266 affordable homes, 38% more than last year

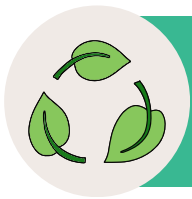
Improved 138 homes through enforcement to ensure homeowners and landlords provide safe places for people to live.



Processed new housing benefit claims in 16 days, two days quicker than our target average for the year.

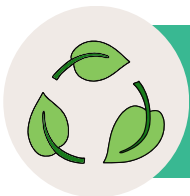
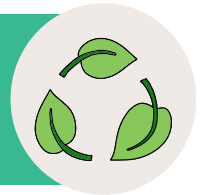
Supporting environmental sustainability

Below are some of the past year's achievements for this strategic priority.



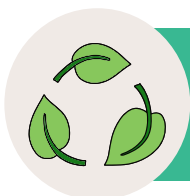
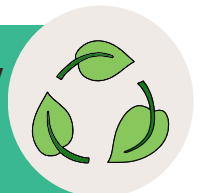
Achieved our objective to reach 15% of electric vehicles in our fleet by the end of 2023/24.

Our crews emptied 8.5 million containers, collecting a total of 60,652 tonnes of waste, 4% more than last year, whilst consuming 2% less fuel than last year



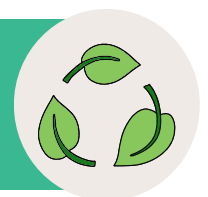
Recycled 53% of waste collected, 10% more than England's average.

Secured government funding to increase tree-cover in the district by creating a tiny forest at Longford Park and a community orchard at Burnehyll Community Woodland.



Our new coffee pod recycling scheme recycled 1,048,397 pods (16.4 tonnes)

Proposed a new Climate Action Plan for Cherwell to achieve carbon net zero by 2030 and support the district's carbon reduction goals.



An enterprising economy with strong and vibrant local centres

Below are some of the past year's achievements for this strategic priority.



Our Banbury Vision 2050 survey to shape the future of Banbury town centre, registered an unprecedented 2,729 responses from our residents, business owners and visitors.

Plans launched to revitalise Bicester Market Square with £4.25m funding from the council's capital budget and a government grant for infrastructure.



Over 750 district businesses took part in the survey. 37% reported improved performance in the past year, with the same percentage expecting this trend to continue in 2024.

The Business Needs Survey results will guide projects for the 2024-25 UK Shared Prosperity Fund and Rural England Prosperity Fund, emphasising business support, decarbonisation, and green skills training.



Launched a consultation to seek residents feedback on our Local Plan Review 2040 first draft.

Healthy, resilient, and engaged communities

Below are some of the past year's achievements for this strategic priority.



Our Move Together programme benefited over 1,800 participants improving their physical and mental health.

Donated £10,600 to Alexandra House of Joy, to help the facility to keep offering support for adults with severe learning disabilities.



Assisted residents by upgrading the least energy-efficient homes to alleviate cost-of-living pressures, combat fuel poverty, and lower energy expenses.

Attracted 4,180 residents to our You Move programme to enjoy free and reduced-price physical activities.



Developed Everyone's Wellbeing Strategy for a healthier and happier Cherwell 2024-2028

Implemented Cost-of-Living Action plan with grant schemes for food groups, expanded Warm spaces network, updated "Who can Help?" booklet, and distributed it through partner organisations.



Encouraged 3,187 children to become more active through our Youth Activators program.

Welcomed 1,395,640 visitors to our leisure centres, 3% more than the forecasted for the year.



How we spend your money



The council reported a balanced financial position for 2023/2024, after proposed transfers to reserves of £4.461m

Where did our funding come from?

Government grants	Council Tax	Business rates	New Homes Bonus
£0.307m	£9.306m	£17.910m	£1.625

Totalling £29.148m in funding for last year.

We monitor our ongoing budget position to enable the Executive to make timely decisions on any required changes. Through this robust process, we have demonstrated that we are fiscally responsible and, with this strong end-of-year financial position, have put us in a good place for the year to come.

Where did we spend our funding?

Here is where we spent our funding and what services each directorate covers:

Chief Executive Directorate	Resources	Communities	Executive Matters
Human Resources Organisational Development Wellbeing & Housing Customer Focus	Finance Legal & Democratic Digital & IT Property	Planning & Development Growth & Economy Environmental & Regulatory Service	Includes corporate costs and income, including pension and interest payments
£5.462m	£5.818m	£9.938m	£3.469m

Proposed transfers to reserves of £4.461m

Customer service excellence

Providing quality customer service for all our residents is another priority.



In 2023/24 our Customer Services officers answered:
76,435 Phone calls
68,744 Emails

Our officers achieved 92% of customer satisfaction with the service received.



Help us to help you

We are committed to delivering the best service possible and ensuring our services are accessible to all. Doing things online is much cheaper and means we can spend more on providing essential services, so wherever possible, please make use of our 24/7 online services, which can be found at: [cherwell.gov.uk](https://www.cherwell.gov.uk)

Here, you can access a range of services and can Pay, Apply, Report and Book

If you cannot use our online services, email customer.service@cherwell-dc.gov.uk or call 01295 227001.

Alternatively, please write to us at Cherwell District Council, Bodicote House, Bodicote, Banbury, Oxfordshire OX15 4AA.

You can find your ward councillor at [cherwell.gov.uk/findmycouncillor](https://www.cherwell.gov.uk/findmycouncillor)

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This report is public	
Oxfordshire Councils Charter	
Committee	Executive
Date of Committee	10 June 2024
Portfolio Holder presenting the report	Portfolio Holder for Corporate Services, Councillor Chris Brant
Date Portfolio Holder agreed report	29 May 2024
Report of	Assistant Director Law & Governance, Shiraz Sheikh

Purpose of report

To brief Executive on the Oxfordshire Councils Charter ('Parish Charter')

1. Recommendations

The Executive resolves:

- 1.1 To endorse the Oxfordshire Councils Charter and agree that Cherwell District Council become a signatory to it.
- 1.2 To instruct Officers to bring a follow-up report in July 2025 assessing the impact of the charter.

2. Executive Summary

- 2.1 Cherwell District Council has been working in partnership with Oxfordshire County Council, the Oxfordshire Association of Local Councils (OALC), the other district and city councils, town and parish councils, and parish meetings to strengthen partnership working across local councils in Oxfordshire.
- 2.2 Through a multi-organisational working group, we have worked collaboratively to develop an Oxfordshire Councils Charter (Appendix 1) which sets out principles and commitments to achieve two aims: stronger partnership working and enhancing local democracy.
- 2.3 The charter has been developed through an extensive three-stage engagement process in which 135 (nearly half) of Oxfordshire's local councils have engaged.
- 2.4 A number of themes emerged from the engagement process, which have been translated into a flexible framework. The charter will remain a 'living document' that enables councils to work to the principles and commitments in a way that aligns with their own ways of working and priorities [see Charter document, Appendix 1]
- 2.6 The Charter was endorsed by OCC at its Cabinet meeting of 14 May 2024. The charter is being taken through the individual democratic processes in all five district

and city councils in June 2024. It will be formally launched at OALC's AGM on 1 July 2024, when all Oxfordshire councils (County, Districts, City & Parishes) will be invited to become signatories to the charter.

- 2.7 Amongst Oxfordshire's principal authorities CDC is regarded as an exemplar of good practice in communicating and consulting with its parish authorities. Twice a year (November and June) we organise a Parish Liaison Meeting (PLM) which all Parishes are invited to attend.

Implications & Impact Assessments

Implications	Commentary			
Finance	<p>There are no immediate financial implications resulting from the charter, the charter has a high-level approach with an action plan to follow. It is possible that some of the resulting actions will have budgetary implications. This also applies to commitments that may be made at the PLM. However, any future project or programme proposals to support the delivery of the charter that requires budget or funding will be developed by the lead service and taken through the relevant sign off process.</p> <p>Michael Furness, Assistant Director of Finance (S151 Officer), 7 May 2024</p>			
Legal	<p>There are no legal implications arising from the charter. The charter is not a legal agreement and not designed to override any legal agreements between partners or any codes of conduct of individual councils. The PLM is not a formally constituted partnership and does not have decision making powers.</p> <p>Shiraz Sheikh, Assistant Director Law & Governance (Monitoring Officer), 7 May 2024</p>			
Risk Management	<p>There are no risks anticipated in signing the Oxfordshire Councils Charter. There are potentially reputational risks associated with not taking action to improve partnership working between Oxfordshire councils.</p> <p>Shiraz Sheikh, Assistant Director Law & Governance (Monitoring , 7 May 2024</p>			
Impact Assessments	Positive	Neutral	Negative	Commentary
Equality Impact	X			<p>Equalities have been considered at every stage of this process including in making the survey and consultation as accessible as possible. The charter aims to improve local democracy, which includes making local democracy more accessible to underrepresented groups and increasing diversity in participating in local democracy, such as for young people, parents, and ethnically diverse communities. Many local councils are in rural</p>

				areas so there is an anticipated positive impact on rural communities.
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?	Y			
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?	Y			No negative impacts are anticipated towards protected groups.
Climate & Environmental Impact				N/A
ICT & Digital Impact				N/A
Data Impact				N/A
Procurement & subsidy				N/A
Council Priorities	Healthy, Resilient & Engaged Communities – Support community & cultural development; Work towards our commitment to equalities, diversity & inclusion			
Human Resources	N/A			
Property	N/A			
Consultation & Engagement	See paragraphs 4.1 to 4.7			

Supporting Information

3. Background

- 3.1 Oxfordshire has 235 parish councils, 15 town councils, and 68 parish meetings. Relationships and ways of working with local councils have been inconsistent in recent years, particularly as a result of the COVID pandemic, and the findings from our recent engagement with town and parish councils demonstrate a desire to improve relationships and partnership working.

- 3.2 The Oxfordshire Councils Charter aims to be a mutually agreed set of aims, principles and commitments for all Oxfordshire councils, which underpin how we work together and deliver outcomes for residents.
- 3.3 The charter has been developed by a multi-organisational working group of officers from the county council, each of the city and district councils, and officers and executive members from the Oxfordshire Association of Local Councils (OALC) - a membership organisation that represent 97 per cent of Oxfordshire's local councils. Oxfordshire Chief Executive Officers and Council Leaders have also provided oversight throughout this work.
- 3.4 Cherwell has 66 Parish Councils, 2 town councils and 11 Parish Meetings, they are all invited to send representatives to the PLM. The PLM has been running for at least twenty years. The Agendas reflect current issues and new initiatives of interest to parish authorities and rural communities.

4. Details

- 4.1 The charter has been developed through an extensive three-stage engagement process with town and parish councils, beginning with a roundtable event in October 2023, attended by 100 people representing 88 local councils.
- 4.2 A six-week survey was launched following the roundtable, asking the same questions to enable all local councils to input into this work. There were 164 responses to the survey, representing 85 local councils.
- 4.3 Through the roundtable event and initial survey, a total of 119 local councils engaged in the early development stage. The outputs from this engagement were qualitatively analysed and five key themes for improvement were identified: relationships, communication, communities, consultation and engagement, and resources.
- 4.4 A draft charter was developed based on these themes, which all town and parish councils were invited to feedback on. This consultation was held on OCC's consultation and engagement platform and ran over a six week period between January and February 2024. District, city and county councillors were also invited to respond to the consultation.
- 4.5 96 consultation responses were submitted, with broad overall support for the aims, principles and commitments of the draft charter:
78 per cent responded that they think the aims meet the needs of Oxfordshire councils.
86 per cent responded that they think the principles are the right principles for the charter.
90 per cent responded that they think the commitments are the right commitments to include in the charter.
- 4.6 The charter working group analysed the qualitative feedback and identified areas for further consideration and redrafting. The contents of the charter remained broadly the same, but elements were reworded to provide greater clarity, avoid duplication and ensure that the wording captured and communicated the ambitions of those who shaped the intention of the charter.

- 4.7 The responses from the consultation indicate that the engagement activities effectively captured the needs and concerns of Oxfordshire councils, which have been translated into a flexible framework for better partnership working.
- 4.8 The Charter is one of the proposed presentation items for the 12 June PLM. The PLM presentation will enable CDC to encourage parishes to follow its lead in endorsing the charter (or alternatively, if Executive Committee has not endorsed the charter it will be an opportunity to explain why).

5. Alternative Options and Reasons for Rejection

- 5.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: Develop a CDC/Parishes charter as an alternative to the Oxfordshire Councils Charter. This is not recommended because at the earliest stages of Charter development CDC was the prime mover in securing partnership involvement of the district and city councils on the Oxfordshire Charter.

Option 2: Propose substantial pre-launch changes to the content of the Oxfordshire Councils Charter. This is not recommended because the Charter principles were developed through an extensive consultation process.

6 Conclusion and Reasons for Recommendations

- 6.1 Endorsement of the Charter will be an additional assurance to Cherwell parishes that CDC remains committed to communicating and working collaboratively with them. It will encourage Cherwell parishes to become signatories and adopt the Charter principles. The Cherwell Parish Liaison Meeting is a demonstration of CDC's commitment to the charter principles.

Decision Information

Key Decision	Yes
Subject to Call in	Yes
If not, why not subject to call in	N/A
Ward(s) Affected	All

Document Information

Appendices	
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Appendix 1	Oxfordshire Councils Charter
Background Papers	None
Reference Papers	None
Report Author	Kevin Larner, Information Governance & Localism Manager
Report Author contact details	Kevin.larner@cherwell-dc.gov.uk 01295 221706

Oxfordshire Councils Charter





Foreword by Cllr Leffman

– Leader, Oxfordshire County Council

Our county of Oxfordshire is a rich tapestry of diverse communities, from our thriving market towns and picturesque rural villages to our urban centres of learning, innovation and business – all represented by over 300 local councils.

Our vision is that this charter enhances partnership working across councils to empower a vibrant democracy across Oxfordshire. Working in partnership with our local councils is essential for responding to the needs of our residents, understanding our diverse communities, and providing effective services.

This charter recognises the importance of Oxfordshire’s town councils, parish councils and parish meetings in representing and delivering for the residents of Oxfordshire. We have developed the charter in consultation with town and parish councils from across the county together with the Oxfordshire Association of Local Councils (OALC) and our district and city council partners. We have listened carefully to the many councillors and clerks, who have helped identify the opportunities we can explore through the commitments in this charter and we are very grateful for their contributions.

I am excited about the ambitions of this charter and the changes that are already underway to improve how we work and communicate with our local councils. I invite all Oxfordshire councils to become signatories to the charter to demonstrate our mutual ambition to working better together through shared principles and commitments. I hope you will want to join us in this endeavour.

May 2024



Foreword by Lucy Dalby, County Officer, Oxfordshire Association of Local Councils (OALC)

As representatives of Oxfordshire’s town and parish councils we are delighted to welcome this charter, which is a positive step to achieving better partnership working between Oxfordshire councils.

Since OALC instigated the idea of a charter, we have ensured local councils have been consulted directly and we have advocated for councils’ needs and concerns throughout its development. We are proud to have created this charter in collaboration with Oxfordshire County Council and our city and district council partners.

It has been extremely positive to see so many councils engaging enthusiastically with this process and we want to thank every councillor, clerk and officer who has contributed.

This work does not end with the launching of the charter – we will remain involved as this work moves forward, and the real and impactful changes needed for partnership working to reach its full potential. Councils will also continue to have the opportunity to feed in to how the charter is implemented. We hope individual councils will want to become signatories too in demonstrating their commitment to better partnership working and enhancing local democracy for their communities.

Introduction

This charter has been developed by a cross-council working group in collaboration with Oxfordshire Association of Local Councils (OALC), to set out a framework for better partnership working in Oxfordshire. The contents of the charter have been shaped by feedback from town and parish councils across the county through a number of consultation and engagement activities.

The intention for the charter is that it is a voluntary framework that will help shape how Oxfordshire councils can work together in partnership to support better service delivery and outcomes, and to work together to ensure thriving local democracy across the county. This charter is not designed to replace or override existing frameworks, such as codes of conduct or councils' individual ways of working, but to enhance them, with a particular focus on cross-council working and recognising the role of local councils in supporting a thriving local democracy.



Strategic aims for the charter

These aims represent our shared long-term goals as signatories to the charter. The charter’s performance will be measured against these aims over time.

1. Stronger partnership working between Oxfordshire councils.

Taking a cooperative, collaborative and collective approach when working together for the wellbeing of our diverse communities, improving service delivery and supporting the needs of our residents.

Success looks like:

- Councils share best practice with each other, consistently working to improve how services are delivered and experienced by residents.
- Councils can identify opportunities where there is value in working collaboratively in partnership to deliver better outcomes for residents and communities.
- Councils are breaking down barriers to better partnership working.

2. Enhancing local democracy.

Working to empower resident and community participation in local democracy at all levels, recognizing that local democracy goes wider than the election cycle.

Success looks like:

- Councils use the tools and resources at their disposal to advocate for their communities and residents.
- Councils can identify barriers to resident and community participation in local democratic processes and take steps to break down those barriers.
- Councils can identify and build on opportunities to engage with their communities, particularly with underrepresented groups.



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Our shared principles

Our shared principles are the ‘golden thread’ of values that underpin how we aim to meet the charter’s commitments and achieve the charter’s strategic aims. These principles guide how we implement and integrate the charter, how we work together and how we treat each other as partners.

Mutual respect

- We recognise and acknowledge what unites us – representing and delivering for our communities and residents.
- We treat each other with respect, civility, and dignity, abiding by our respective codes of conduct.
- We understand that different types of council operate differently – we respect our differences and act on good faith.

Relationship building

- We foster constructive and collaborative relationships and connections between councils, councillors, clerks, officers, partners, and communities.
- We remove barriers to building effective relationships.

Transparency and accountability

- We share information and communicate transparently.
- We are transparent with processes and how councils make decisions.
- We signpost appropriately.



Our shared commitments

These are our shared commitments that will help to achieve our strategic aims: stronger partnership working and enhance local democracy. The commitments are purposely kept at a high-level to enable each council to apply them to their own priorities and ways of working, providing a framework for councils to shape how they work together.

Communication

Councils will:

- Enhance how we listen and respond to one another. Availability and accessibility will be central to how we interact.
- Communicate with respect and civility, maintaining an open dialogue.
- Communicate openly and transparently, explaining processes and decision-making.

Consultation and engagement

Councils will:

- Engage with one another at the earliest opportunity, recognizing the diverse perspectives and challenges faced by various stakeholders and communities.
- Ensure that consultation and engagement processes are as accessible as possible.
- Actively follow-up on consultations and feedback in an appropriate manner.

Resources

Councils will:

- Share relevant and appropriate information to empower each other to best support our residents and communities.
- Optimise access and signposting to resources and practical support.
- Identify opportunities where resources and support can be effectively shared between councils to improve outcomes for residents.

Local democracy

Councils will:

- Empower our residents and communities to participate in local democracy, including young people and underrepresented groups.
- Put residents and communities at the heart of what we do.
- Respect the democratic mandate of all councillors.

Implementation

All Oxfordshire councils will be invited to be a signatory of the charter. The intention is that this charter remains a 'living' document, with the charter being the beginning and not the end of this work to improve partnership working.

Once the charter has been agreed by councils, each council will be responsible for their own implementation of the charter's principles and commitments. The working group will support councils to capture the progress and successes of the charter to enable sharing best practice and positive communications (e.g 'you said, we did' pieces).

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This report is public	
Appointments to Partnerships, Outside Bodies, Member Champions and Shareholder Committee 2024/25	
Committee	Executive
Date of Committee	10 June 2024
Portfolio Holder presenting the report	Leader of the Council and Portfolio Holder for Policy and Strategy
Date Portfolio Holder agreed report	31 May 2024
Report of	Assistant Director Law and Governance, Shiraz Sheikh

Purpose of report

To appoint representatives to Partnerships, Outside Bodies, where these are executive functions, Member Champions and the Shareholder Committee, for the municipal year 2024/2025.

1. Recommendations

The Executive resolves:

- 1.1 To make appointments to partnerships, outside bodies, the Shareholder Committee, Member Champions and advisory groups for the 2024/2025 municipal year as set out in Appendix 1 to this report.
- 1.2 To delegate authority to the Assistant Director Law and Governance, in consultation with the Leader of the Council, to appoint Members to any outstanding vacancies and make changes to appointments, including new appointments, as may be required for the 2024/2025 Municipal Year.
- 1.3 To remind appointed members to update their Register of Interests as may be required, to reflect these appointments.

2. Executive Summary

- 2.1 Appointments to outside bodies and partnerships, Member Champion appointments and appointments to the Shareholder Committee are made annually. Appointments will be effective until the following Annual Council meeting, unless the appointee ceases to be an elected Member or the appointment is changed via the agreed delegations.
- 2.2 Paragraph 2.2 of Part 2 of the Constitution, Committee Terms of Reference, states that appointing representatives to outside bodies is a Full Council function, “unless the appointment is an executive function”. The appointments listed in Appendix 1 are Executive functions.

- 2.3 To enable appointments to be made in a timely manner, Executive is requested to consider and agree appointments for 2024/2025 and delegate authority to the Assistant Director Law and Governance, in consultation with the Leader, to appoint to any vacancies and make changes as required during the municipal year.

Implications & Impact Assessments

Implications	Commentary			
Finance	There are no financial implications arising directly from this report. Travel for members to attend meetings is included within agreed budgets. Michael Furness, Assistant Director of Finance, 31 May 2024			
Legal	There are no legal implications arising directly from this report. Appointments to the roles listed are within the remit of the Executive, as explained in paragraph 2.2 above. Members should update their register of interests and if advice is needed, this can be sought from the Monitoring Officer. Shahin Ismail, Interim Head of Legal Services, 24 May 2024			
Risk Management	Through providing support for representatives and indemnity insurance the council has mitigated the risks posed through appointing members to partnerships and outside bodies. Shona Ware, Assistant Director – Customer Focus, 31 May 2024			
Impact Assessments	Positive	Neutral	Negative	Commentary
Equality Impact				N/A
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?				N/A
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?				N/A
Climate & Environmental Impact				N/A
ICT & Digital Impact				N/A

Data Impact				N/A
Procurement & subsidy				N/A
Council Priorities	N/A			
Human Resources	N/A			
Property	N/A			
Consultation & Engagement	Members appointed to the outside bodies in the 2023/24 municipal year as well as lead officers for each body/partnership were consulted.			

Supporting Information

3. Background

- 3.1 Appointments are required to be reviewed following local elections each year, following retirement of Councillors or Councillors not being re-elected and where there are changes to Executive portfolios.

4. Details

- 4.1 Appendix 1 gives details of the proposed appointments for 2024/2025 and are in accordance with nominations by the Leader.
- 4.2 The business of local government includes considerable partnership working and work in the community. The Council's and a Councillors' representational role is enhanced and strengthened by participating in outside bodies.
- 4.3 Members are appointed annually to serve as representatives on outside bodies and partnerships.
- 4.4 Part 17 of the council's [Constitution](#), "An Advice Note for Councillors serving on Outside Organisations", was agreed by all Oxfordshire councils and adopted in August 2015. The note provides general advice for councillors about some issues which can and do arise when they are appointed to serve on partnerships and outside bodies.

Shareholder Committee

- 4.5 The Shareholder Committee is a sub-committee of Executive, comprising five Executive Members. No substitutes are permitted.
- 4.6 The role of the Committee is not operational, it is the means by which the Council shall:

- Be the body for approving council nominated non-executive directors, and approving best practice policies in relation to such appointments, considering any reserved shareholder matters within the company articles;
- Be responsible for agreeing and approving the framework within which the council interfaces with Council owned/influenced companies;
- Exercise strategic functions flowing from the council's ownership of shares.

4.7 It is custom for the Shareholder Committee membership to include the Leader and Portfolio Holders with responsibility for finance and housing.

4.8 Executive is asked to confirm the membership of the Shareholder Committee for 2024/25.

Member Champions

4.9 Following a review of Member Champions in December 2021, the Military Member Champion role was retained, to be appointed to annually.

4.10 Following adoption of the "Motion to declare a Food Poverty Emergency" at the 18 July 2022 Council meeting, a Food Member Champion was established. The Portfolio Holder for Healthy Communities was appointed Food Champion.

4.11 In June 2023, the Healthy Place Shaping Team at Oxfordshire County Council requested Cherwell District Council to consider reappointing a Cycling Member Champion. Following the request, the Portfolio Holder for Sport and Leisure was appointed Cycling Champion. The County, District/City Cycling Champions have an opportunity to feed into strategy before formal consultation and participate in learning events.

4.12 Within their Terms of Reference, a Member Champion may carry out the following functions with regard to the issue for which they have been appointed Member Champion:

- Ambassador – to raise the profile of an issue, provide a visible focus and raise the profile of an issue both internally and externally to the Council;
- Adviser to the Council in relation to the issue to provide a source expertise;
- Bringing issues to the Council's attention;
- Liaising with and providing a bridge between the Council and external groups, bodies and communities; and
- May be appointed by Council to outside bodies by virtue of office.

Informal Advisory Groups

4.13 There is currently one established Executive cross-party informal group: Local Plan Members' Advisory Group

4.14 The Group is chaired by the Portfolio Holder for Planning and Development. It operates in an advisory capacity only and has no decision making powers. It is administered by the relevant service area

4.15 The Assistant Director Law and Governance, Assistant Director Planning and Development with liaison with the Portfolio Holder for Planning and Development and

Group Leaders regarding the membership of the Local Plan Members' Advisory Group.

5. Alternative Options and Reasons for Rejection

5.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: Not to appoint representatives to outside bodies, partnerships and as Member Champions. This is not recommended as the internal working groups would be ineffective and the Council would not be represented on these outside bodies and could miss valuable information and opportunities.

6 Conclusion and Reasons for Recommendations

6.1 It is proposed that representatives are appointed to Partnerships, Outside Bodies and as Member Champions as set out at Appendix 1 to ensure that the Council is represented and maintains links with partnerships and outside bodies.

6.2 Delegation to the Assistant Director Law and Governance, in consultation with the Leader provides flexibility for the remainder of the Municipal Year to appoint to any outstanding vacancies, or if amendments are required to any appointments, and ensures they are made in a timely manner.

Decision Information

Key Decision	No
Subject to Call in	Yes
If not, why not subject to call in	N/A
Ward(s) Affected	All

Document Information

Appendices	
Appendix 1	Outside Bodies List
Background Papers	None
Reference Papers	None
Report Author	Curtis Leung, NMT Graduate

Report Author contact details	curtis.leung@cherwell-dc.gov.uk 01295 221885
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Appendix 1

Outside Body / Partnership and Brief Description	Legal Status of Organisation	Representative 2023/24	Proposed Councillor Representative for 2024/25	Role and Allowances/ Stipends for Outside Body / Partnership	Commitment to Outside Body / Partnership	Legal or Constitutional Basis of Appointment	Purpose of Appointment
<p>Active Oxfordshire (formerly Oxfordshire Sports Partnership) Active Oxfordshire is one of the 43 Active Partnerships in the UK. It helps people in the most need across Oxfordshire by working with partners to increase physical activity and mental wellbeing.</p>	Charitable Incorporated Organisation (CIO)	Relevant Portfolio Holder		Consultee, no allowance	One meeting every two months.	None	<p>Needs councillor representation as Active Oxfordshire is a county-wide sports partnership. It has a significant role to play in the delivery of the Cherwell District Council's strategy. It is also useful to have oversight on national policy as Active Oxfordshire sits at county level.</p> <p>There is also some funding from Active Oxfordshire for projects.</p>
<p>Age UK Oxfordshire an independent local charity in promoting the well-being of older people throughout Oxfordshire and helping to make life a fulfilling and enjoyable experience. Now includes Banbury Age Concern.</p>	Local Independent Charity	Appointment Based on General Interest / Expertise		Consultee, no allowance.	One or two meetings per year, including the Annual General Meeting.	Cherwell District Council have a service level agreement with Age UK Oxfordshire but there is no legal or constitutional requirement for a member to be appointed.	Age UK Oxfordshire do a significant amount of work in promoting the wellbeing of older people across the county. It is important for the Council to be able to oversee and support this at a county level for the district.

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Outside Body / Partnership and Brief Description	Legal Status of Organisation	Representative 2023/24	Proposed Councillor Representative for 2024/25	Role and Allowances/ Stipends for Outside Body / Partnership	Commitment to Outside Body / Partnership	Legal or Constitutional Basis of Appointment	Purpose of Appointment
<p>Banbury Business Improvement District (BID) Board Banbury BID is set up as a Limited Company. It is led, on behalf of its levy payers, by a Board made up of volunteer Directors of the Banbury BID company.</p>	Private Company Limited by Guarantee Without Share Capital	Relevant Portfolio Holder		Observer to the board.	One board meeting every two months.	None. Council has the right to appoint one non-voting observer to the board.	To participate in the board meetings, supporting mutual objectives to enhance the vitality of central Banbury.
<p>Banbury Charities Banbury Charities are a group of eight registered charities (registration number 201418) with the aim of benefiting inhabitants of the former Borough of Banbury and within a five-mile radius of Banbury Cross.</p>	Registered Charity	Relevant Portfolio Holder Banbury Councillor (appointment linked to ward)		Appointed to Board and, at present, also appointed as Trustee. Four-year term. No allowance.	One formal meeting once a quarter but informal meetings every other week.	There are potential conflicts of interest for councillors. This is being explored with Banbury Charities.	Banbury Charities is a key, local grant-giving organisation that combats deprivation in Banbury. Councillor input on this is important as the organisation has decision-making powers and officers have little engagement with the organisation.
<p>Banbury Museum Trust The Banbury Museum Trust is a registered charity. Banbury Museum is a purpose-built museum, which displays historic collections relating to</p>	Registered Charity	Relevant Portfolio Holder		Appointed to board of trustees. Allowance to be confirmed. No allowance.	One meeting every quarter.	A Cherwell District Council member is appointed as a trustee according to the Museum Trust's	Cherwell District Council is a significant funder for the Banbury Museum. Alongside this, the Museum is a key cultural organisation in the district so having input

Appendix 1

Outside Body / Partnership and Brief Description	Legal Status of Organisation	Representative 2023/24	Proposed Councillor Representative for 2024/25	Role and Allowances/ Stipends for Outside Body / Partnership	Commitment to Outside Body / Partnership	Legal or Constitutional Basis of Appointment	Purpose of Appointment
<p>North Oxfordshire and beyond, and temporary exhibitions. The Museum engages a broad audience through an extensive programme of educational activities and also engages in historical research of both activities and collections. It offers professional museum advice to other museums and heritage projects</p>						<p>Incorporation Document.</p> <p>There are potential conflicts of interest for councillors. This is being explored with the Museum Trust.</p>	<p>and oversight of it is important.</p>
<p>Banbury Traffic Advisory Committee To review traffic issues in Banbury. Local members have a chance to discuss local traffic issues with members and officers from all three levels of local authority. Members able to bring residents' traffic concerns and issues to the table.</p>	<p>Oxfordshire County Council Committee Chaired by Banbury Town Council</p>	<p>Banbury Councillors (2) (appointments linked to ward)</p>		<p>Representative for Cherwell District Council.</p> <p>No allowance.</p>	<p>Former appointed councillors never attended meetings for this.</p>	<p>None.</p>	<p>To review local traffic issues in Banbury.</p> <p>Officer attends this currently.</p>
<p>Bicester Traffic Advisory Committee</p>	<p>Oxfordshire County Council</p>	<p>Bicester Councillors (3)</p>		<p>Representative for Cherwell</p>	<p>One meeting every two months.</p>	<p>None.</p>	<p>The Bicester Traffic Advisory Committee is a key body for</p>

Appendix 1

Outside Body / Partnership and Brief Description	Legal Status of Organisation	Representative 2023/24	Proposed Councillor Representative for 2024/25	Role and Allowances/ Stipends for Outside Body / Partnership	Commitment to Outside Body / Partnership	Legal or Constitutional Basis of Appointment	Purpose of Appointment
To review traffic issues in Bicester. Local members have a chance to discuss local traffic issues with members and officers from all three levels of local authority. Members able to bring residents' traffic concerns and issues to the table.	Committee Chaired by Bicester Town Council	(appointments linked to ward)		District Council. No allowance.			stakeholders to discuss and influence traffic and transport projects and priorities around Bicester. It is in CDC's interests to be represented on this committee/body so that the views of the Council can be fully considered and taken into account when developing transport/traffic priorities.
Bicester Vision Bicester Vision is an independent public/private partnership bringing together all stakeholders to create a vibrant, ambitious town and community with a sustainable economy that benefits all. Through partnership, all three tiers of local government work with business representatives to overcome challenges and to maximise	Independent Public/Private Partnership	Bicester Councillor (appointment linked to ward)		Vice Chairman of Bicester Vision must be a local authority representative. Allowance to be confirmed.	Full partnership meeting (including businesses) meets four times a year. Executive committee meets eight times a year.	Bicester Vision Constitution, 4.iii.b: "Representatives of Oxfordshire County Council, Cherwell District Council and Bicester Town Council will be represented by one senior officer and one member, nominated by	The Council has a stake in the organisation as it provides funding. Although this is now set to end, there is still an imperative that the Council, through its members, engages with the business community and demonstrates leadership to ensure that business interests are fully understood and that there is a representative voice for business that is

Appendix 1

Outside Body / Partnership and Brief Description	Legal Status of Organisation	Representative 2023/24	Proposed Councillor Representative for 2024/25	Role and Allowances/ Stipends for Outside Body / Partnership	Commitment to Outside Body / Partnership	Legal or Constitutional Basis of Appointment	Purpose of Appointment
opportunities, engaging with the people of Bicester to ensure that the town becomes an even better place in which to live, work and play.						their own specific body.”. The Constitution also states that the Vice Chairman must be a local authority representative.	being heard by the Council.
<p>Cherwell Local Strategic Partnership</p> <p>The Local Strategic Partnership (LSP) meets regularly to bring together public, private and voluntary organisations within Cherwell.</p>	Working Partnership	Leader of the Council		<p>Chaired by the Leader of Cherwell District Council as a representative on this partnership</p> <p>Allowance to be confirmed.</p>	One meeting every quarter.	The LSP is no longer a statutory body. However, the Council were keen to maintain one and so have led on this Partnership. There is no legal or constitutional necessity for the body.	The LSP delivers the objectives and priorities detailed in the Cherwell Sustainable Community Strategy 'Our District, Our Future'.
<p>Cherwell Safer Communities Partnership</p> <p>Delivery of community safety agenda.</p>	Statutory Partnership (Reports to Safer Oxfordshire Partnership)	Relevant Portfolio Holder		Chaired by Portfolio Holder for Healthy and Safe Communities	One meeting every quarter.	There is a constitutional requirement for this Partnership to be chaired by a member from	It is important for Cherwell District Council to have member representation on this to aid deliver the Council's

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Outside Body / Partnership and Brief Description	Legal Status of Organisation	Representative 2023/24	Proposed Councillor Representative for 2024/25	Role and Allowances/ Stipends for Outside Body / Partnership	Commitment to Outside Body / Partnership	Legal or Constitutional Basis of Appointment	Purpose of Appointment
				at Cherwell District Council. Allowance to be confirmed.		Cherwell District Council. Under Section 6 of the Crime and Disorder Act 1998.	community safety agenda.
Children's Trust Board The Children's Trust Board brings together the public, private and voluntary sectors to improve outcomes for all children and young people who live in Oxfordshire.	Partnership	Relevant Portfolio Holder		Representative for Cherwell District Council on the board. No allowance.	Meetings currently on hold as Terms of Reference are being reviewed.	There is no legal/constitutional requirement for a Cherwell District Council member to be appointed.	Cherwell District Council have a place on this as per county's request (by county social services). Need representation and voice at county level for children in district.
Cotswold National Landscape Conservation Board Previously called Cotswold AONB. Conservation Board The Board encourage all those who work, play, and develop, to not only to respect the AONB, but also to enhance it.	Independent Statutory Body	Relevant Portfolio Holder		Cherwell District Council has a seat as a board member. Former appointed councillor was also a part of Executive Committee.	One meeting every quarter.	There is a constitutional requirement to appoint a councillor to the Board. 2.02 of the Board's Constitution states: "The Board comprises 37 members: 15 appointed by	Part of the district is within the AONB and a member is needed to represent the interests of the district.

Appendix 1

Outside Body / Partnership and Brief Description	Legal Status of Organisation	Representative 2023/24	Proposed Councillor Representative for 2024/25	Role and Allowances/ Stipends for Outside Body / Partnership	Commitment to Outside Body / Partnership	Legal or Constitutional Basis of Appointment	Purpose of Appointment
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Partnership</p>				<p>Members are appointed as individuals rather than representatives.</p> <p>There is an allowance. Amount to be confirmed.</p>		<p>local authorities.”</p>	
<p>Digital Infrastructure Programme (DIP) Board The Oxfordshire Digital Infrastructure Programme helps facilitate digital infrastructure delivery and improve access to broadband, mobile and public access to Wi-Fi services across Oxfordshire. It is made up of local authorities, businesses and commercial suppliers.</p>	<p>Working Partnership</p>	<p>Appointment Based on General Interest/Expertise</p>		<p>Cherwell District Council has a representative on the board.</p> <p>No allowance.</p>	<p>One meeting every quarter.</p> <p>Officer attends in support.</p>	<p>No legal/constitutional requirement for member appointment. Programme driven by Oxfordshire County Council to encourage more joined-up working with city and districts relating to digital infrastructure.</p>	<p>To ensure the coordination of enhanced digital infrastructure throughout the county. Including, notably, Cherwell.</p> <p>The DIP received external funding and commissioned and supplemented additional work in the county.</p> <p>Enable delivery of digital infrastructure projects.</p>

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<p>District Councils' Network (DCN) The District Councils' Network (DCN) is a cross-party member led network of 191 district councils. It is a Special Interest Group of the Local Government Association (LGA) and provides a single voice for all district councils within the Local Government Association.</p>	Special Interest Group of the LGA	Leader of the Council		<p>Representative for Cherwell District Council.</p> <p>Allowance to be confirmed.</p>		The DCN Constitution includes the following clause: "5.1 The Assembly shall comprise the Leaders of the Member Authorities or Executive Mayor or equivalent in the case of Member Authorities that do not have a Leader".	In terms of Councillor representative. It is for each Member Authority without a Leader to define an elected member holding an equivalent position.
<p>East-West Rail Mainline Partnership The East-West Rail Mainline Partnership consists of local authorities sharing the ambition for a strategic railway connecting East Anglia with central, southern and western England into southern Wales.</p>	Working Partnership	N/A		<p>No councillor formerly appointed.</p> <p>Allowance to be confirmed.</p>		Cherwell District Council is a full member of the Partnership. Section 2.9 of the Partnership's Terms of Reference state that: "The interests of a local authority	As a partnership, it is necessary for Cherwell District Council to have input in the discussions and understand any implications of the Partnership's decisions on the district.

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						that is a member of the Partnership shall be represented by an elected member of that authority.”.	
Kidlington Traffic Advisory Committee Provide advice, local knowledge, concerns of local residents and acts as a facilitator on some matters.	Oxfordshire County Council Committee Chaired by Kidlington Parish Council	Kidlington Councillor (appointment linked to ward)		Representative for Cherwell District Council. No allowance.	Former appointed councillor never attended a meeting for this.	None.	For awareness and discussion of local traffic issues.
Local Government Association (LGA) General Assembly The General Assembly - the 'Parliament of Local Government' - meets once a year and is the only LGA decision-making forum which all authorities in membership are eligible to attend and to vote.	National Membership Body for Local Authorities	Leader of the Council		Member appointed. This has typically been the Council Leader. Allowance to be confirmed.		Per the LGA's Constitution, section 6.1: "Each local authority in full or corporate or voting associate membership of the Association shall be entitled to appoint one	Member authorities appoint representatives to serve on the LGA General Assembly for the period of one year. The number of Members an authority can nominate is the same as the number of votes the authority is allocated - Cherwell District Council has one vote.

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<p>The General Assembly elects the political leadership of the LGA, receives the annual report and accounts and may debate motions on issues of national significance to local government. It is a key element of the LGA's governance arrangements.</p>						<p>democratically elected local representative to the General Assembly”.</p>	
<p>London-Oxford Airport Consultative Committee Forum for local communities to express their concerns and gain updates and feedback from the airport on its evolution and any development plans, be they immediate or longer term</p>	Forum	N/A		<p>Observer and forum participant. Former appointed councillor was not called on to attend meetings.</p> <p>No allowance.</p>	Approximately two meetings a year.	None.	<p>Member oversight may be useful but the Committee has no decision-making power. As such, it is possible for an officer to attend and report back on the meeting (as has been the case most recently).</p>
<p>North Oxfordshire School Sports Partnership</p>	Working Partnership	Relevant Portfolio Holder		Representative for Cherwell	No meetings attended.	None.	No need for councillor participation.

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<p>North Oxfordshire School Sport Partnership is a non-profit making organisation that now works in partnership with 60 schools from across North Oxfordshire. Their aim is to engage more 4-to-19-year-olds in high quality Physical Education, School and Community Sport, thereby promoting excellence and lifelong participation in health-promoting activity</p>				<p>District Council.</p> <p>No allowance.</p>			
<p>Oxford to Cambridge Pan-Regional Partnership A group of leaders from local government, Local Enterprise Partnerships, the Arc Universities Group and England's Economic Heartland are forming a new partnership for the Oxford to Cambridge area.</p>	Pan-Regional Partnership	Leader of the Council		Former Leader was previously the chair of the Pan Regional Partnership's Leaders' Group (due to their experience).	No meetings currently due to alteration in governance structure.	According to the Pan-Regional Partnership's Constitution, section 7: "All members, or partners, will be represented by their elected Leader, Chair or equivalent on the	From a Cherwell perspective, it is important to remain close to this, it's a vehicle for funding and strategic conversations with government on infrastructure investment (roads, energy, water, environmental mitigation) and a nationally significant group.

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				Allowance to be confirmed.		Oxford to Cambridge Partnership Plenary".	
<p>Oxfordshire Association of Local Councils (OALC) Part of a national network and has been representing Town and Parish Councils, and Parish Meetings for over seventy years. OALC provides advice and information for member Town and Parish Council and Parish Meetings, and training for councillors and clerks. OALC represents local council interests through partnerships with other local and regional agencies in the public, private and voluntary sectors.</p>	Local Branch of NALC (National Association of Local Councils)	Leader of the Council (appointment based on general interest/expertise)		Representative to OALC appointed by the Council. No allowance.	Meetings not compulsory – former Leader chose to attend once a quarter.	None.	The new Parish Charter, which we will be a signatory to, is big on principal authorities keeping open lines of communication with parishes, so it is important for us to continue to have a member representative.
<p>Oxfordshire Blue Plaques Board</p>	Voluntary Body	Appointment Based on General		Former appointed councillor	One meeting every month.	None.	Officers have had very little involvement with the Blue Plaques.

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<p>The Oxfordshire Blue Plaques scheme promotes recognition and awareness of people, places and events that have been of lasting significance in the life of Oxfordshire or more widely. The scheme is administered by The Oxford Civic Society.</p>		Interest/Expertise		<p>was a historic appointment.</p> <p>Allowance to be confirmed.</p>			
<p>Oxfordshire Combating Drugs Partnership The partnership aims to assist residents in accessing the help they need as well as to reduce the crime which drug use is often linked with. The CDP is committed to making a long-term positive impact by creating and delivering on a local action plan which addresses the targets in the national strategy.</p>	Working Partnership	Relevant Portfolio Holder		Representative for Cherwell District Council.	One meeting a quarter.	None.	<p>It is recommended by the Combating Drugs Partnership Guidance (2022) that elected members at primary authorities of all tiers are represented at combating drugs partnerships.</p> <p>It is important for Cherwell District Council to have input and oversight on the work done by the CDP and, given that it works at county level, it helps</p>

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							keep the Council aware of national policy.
<p>Oxfordshire Inclusive Economy Partnership (OIEP) Steering Group The OIEP is working together to create a more equal and sustainable region that creates opportunities and benefits for all people within the county. The OIEP's work supports the delivery of Oxfordshire's Strategic Vision for Long-Term Sustainable Development, which all of Oxfordshire's six councils have adopted.</p>	Partnership Arrangement under Future Oxfordshire Partnership (FOP)	Relevant Portfolio Holder		Representative for Cherwell District Council through Portfolio duties. Allowance to be confirmed.	One meeting every quarter.	In June 2023, Cherwell District Council signed the OIEP's charter. Per the resolution at the June 2023 Executive meeting: "That engagement with and membership of the OIEP Steering Group and Working Groups on behalf of the Council be delegated to the Corporate Director – Communities, in conjunction with the Portfolio Holder for Regeneration.".	The OIEP was committed to as part of the Future Oxfordshire Partnership economy work. It is an arms-length partnership reporting back to the Future Oxfordshire Partnership. To reflect the Council's commitment to engaging all in the economy. Pledges have been made to contribute to OIEP's delivery plan.

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<p>Oxfordshire Local Nature Partnership The Local Nature Partnership is a county wide partnership with public/private/third sector involvement and reports back into FOP via the environment advisory group.</p>	Working Partnership	Relevant Portfolio Holder		<p>Representative for Cherwell District Council.</p> <p>Allowance to be confirmed.</p>	One ad hoc meeting per year.	None.	The Local Nature Partnership were established as a key commitment of a Natural Environment white paper in 2011 and have been strengthened by the Environment Act and the requirements for biodiversity. There are 47 partnerships across England and they are a key grouping for Oxfordshire.
<p>Oxfordshire Resources and Waste Partnership Oxfordshire Resources and Waste Partnership (ORWP) is a collaborative Partnership for the management of household waste, made up of all six Oxfordshire local authorities</p>	Working Partnership	Relevant Portfolio Holder		<p>Representative for Cherwell District Council.</p> <p>Allowance to be confirmed.</p>	One meeting every quarter.	Memorandum of Understanding, 7: "Each Partner will appoint an elected member and a substitute elected member to serve on the Partnership Board (called "Partnership Members")".	Member-led board that coordinates Oxfordshire waste management. Has budget and Partnership Manager.

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						Cherwell District Council is a partner.	
<p>Safer Oxfordshire Partnership The Safer Oxfordshire Partnership provides strategic oversight and direction for preventing crime and anti-social behaviour across Oxfordshire.</p>	Working Partnership	Relevant Portfolio Holder		<p>Representative for Cherwell District Council.</p> <p>Allowance to be confirmed.</p>	No meetings.	None.	The partnership supports collaboration on shared community safety priorities across the four district-led Community Safety Partnerships. It acts as the single point of contact for the office of the Police and Crime Commissioner.
<p>The Mill Arts Centre Trust The Mill is a multi-function arts centre which provides a range of education/arts services to community in particular those vulnerable to society.</p>	Registered Charity	Relevant Portfolio Holder		<p>Representative for Cherwell District Council on board as trustee.</p> <p>Allowance to be confirmed.</p>	One meeting every quarter.	<p>A Cherwell District Council member is appointed as a trustee according to the Arts Centre Trust's Incorporation Document.</p> <p>There are potential conflicts of interest for councillors, this</p>	The Mill Arts Centre is the only arts centre in the district, making it important for the Council to have input and oversight of it, especially because the Council is a principle funder.

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						is being explored.	

Where an allowance is listed, this is paid by the outside body or partnership, not Cherwell District Council.

Partnerships or Outside Bodies no Longer Needing Councillor Appointments:

- Banbury Bluecoat Foundation
Cherwell District Council no longer does any work with the Banbury Bluecoat Foundation.
- Banbury Town Centre Partnership
The Banbury Town Centre Partnership no longer exists, formerly run by Banbury Town Council.
- Bicester and District Chamber of Commerce
No appointment needed as the Bicester and District Chamber of Commerce has now been absorbed and is part of Bicester Vision.
- Cherwell Community and Voluntary Service
No appointment needed as Cherwell District Council no longer does work with the Cherwell Community and Voluntary Service and the former appointed councillor had no interaction with them.
- Citizens Advice North Oxon and South Northants
No formal Cherwell District Council representative but Citizens Advice do attend wider partnership meetings and Portfolio Holder for Healthy and Safe Communities determined subsidy for them.
- Community First Oxfordshire
No formal Cherwell District Council representative but Community First Oxfordshire do attend wider partnership meetings and Portfolio Holder for Healthy and Safe Communities determined subsidy for them.
- Kidlington and District Information Centre
No appointment needed as Cherwell District Council no longer does any work with them.
- Oxfordshire Community and Voluntary Association (OCVA)
No formal Cherwell District Council representative but OCVA do attend wider partnership meetings.

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- Oxfordshire Community Foundation
No formal Cherwell District Council representative but Oxfordshire Community Foundation do attend wider partnership meetings.
- Oxfordshire Stronger Communities Alliance
No formal Cherwell District Council representative but Oxfordshire Stronger Communities Alliance do attend wider partnership meetings.
- Parking and Traffic Regulations Outside London (PATROL) Adjudication Joint Committee
Cherwell District Council is not a direct member of this body. Oxfordshire County Council represent Cherwell District Council on the Committee.
- Sanctuary Group
No appointment needed as the Group's monitoring arrangement is no longer.

Member Champions

Cherwell District Council Member Champion appointments are made annually.

Member Champion for...	Councillor Representative for 2023/24	Proposed Councillor Representative for 2024/25	Reason for Appointment
Cycling	Relevant Portfolio Holder		
Food	Relevant Portfolio Holder		
Military	Appointment Based on General Interest/Expertise		

Shareholder Committee 2024/2025

The Shareholder Committee is a subcommittee of Executive comprising 5 Executive members. No substitutes are permitted.

This report is public	
Notification of Urgent Action - Making of the Deddington Neighbourhood Plan	
Committee	Executive
Date of Report	10 June 2024
Portfolio Holder presenting the report	Portfolio Holder for Planning and Development, Councillor Jean Conway
Date Portfolio Holder agreed report	28 May 2024
Report of	Assistant Director Planning and Development, David Peckford

Purpose of report

To inform Executive of a decision taking under urgency powers by the Corporate Director Communities regarding the making of the Deddington Neighbourhood Plan.

1. Recommendations

The Executive resolves:

- 1.1 To note the referendum result of 2 May 2024 where 93% of those who voted were in favour of the Deddington Neighbourhood Plan, which is above the required 50%.
- 1.2 To note the urgent decision taken by the Corporate Director Communities (Appendix 1).

2. Executive Summary

- 2.1 The Constitution states that the Corporate Director – Communities may make an urgent decision in relation to an Executive function (in consultation with the relevant Member(s) if it is in the best interest of the Council and/or residents. Such a decision has been taken in relation to the Deddington Neighbourhood Plan in the interest of the Plan's 'making' within statutory timeframes following a successful referendum. On 22 June 2024, Council formally 'made' the Plan having regard to the Corporate Director's decision.

Implications & Impact Assessments

Implications	Commentary
Finance	There are no direct financial implications arising from this report. The work required by the District Council to support the preparation of Neighbourhood Plans is met within existing budgets. Comments checked by:

	Kelly Wheeler, Finance Business Partner, 24 April 2024			
Legal	<p>The Deddington Neighbourhood Plan has been prepared in accordance with the Town and Country Planning Act 1990 (as amended), the Planning and Compulsory Purchase Act 2004 (as amended) and the Neighbourhood Planning (General) Regulations 2012 (as amended). The referendum on the Plan garnered more than 50% of the vote. The Council is now under a legal duty to make the Plan within the above-mentioned timeframe and would be in breach if it failed to do so.</p> <p>Kim Maher, Solicitor Legal Services, 1 May 2024</p>			
Risk Management	<p>There is no risk to the Council beyond the legal risk identified. This, and any further arising risks will be managed through the service operational risk and escalated to the Leadership Risk Register as and when deemed necessary.</p> <p>Celia Prado-Teeling, Performance Team Leader, 29 April 2024</p>			
Impact Assessments	Positive	Neutral	Negative	Commentary
Equality Impact				
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?	x			The preparation of the Neighbourhood Plan has been led by the local community and has been subject to extensive collaboration and consultation, culminating in the local referendum. All sections of the community, including all socio-economic and minority groups have therefore had the opportunity to influence the 'making' of the neighbourhood plan. The plan has no direct impact on residents as it is a policy-based document.
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?	x			As above
Climate & Environmental Impact	x			The Neighbourhood Plan includes a policy on zero carbon buildings and encourages developers to build to a Passivhaus or equivalent standard.
ICT & Digital Impact				not applicable
Data Impact				not applicable
Procurement & subsidy				not applicable – the Council is not procuring any goods or services so there is no procurement impact
Council Priorities	<p>This report links to the strategic priorities from the Business Plan 2024/25:</p> <ul style="list-style-type: none"> • Housing that meets your needs; • Supporting environmental sustainability; 			

	<ul style="list-style-type: none"> • An enterprising economy with strong and vibrant local centres; • Healthy, resilient, and engaged communities.
Human Resources	Not applicable
Property	Not applicable
Consultation & Engagement	The Neighbourhood Plan for Deddington has been subject to two rounds of consultation and a local referendum prior to this point and the statutory consultation requirements have been fulfilled.

Supporting Information

3. Background

- 3.1 The Deddington Neighbourhood Plan received majority support at a referendum held on 2 May 2024. Following a successful referendum, the Council is legally required to ‘make’ the Neighbourhood Plan within a prescribed eight week period from the day after the referendum, which is by 28 June 2024. As the scheduled meeting of Council was held on 22 May 2024, without an Executive meeting before this, there would have been a breach of the Council’s duty had it waited until the following democratic cycle. The only lawful options were to present the Plan to Council on 22 May 2024 or to call a special meeting before 28 June 2024. The balance of advantage was clearly in favour of an urgent report to the 22 May meeting.
- 3.2 To enable that to happen, and in the absence of a meeting of the Executive in May, the Corporate Director – Communities needed to take an urgent decision with a recommendation to Council. Appendix 1 to this report shows that on 15 May, the Corporate Director decided to recommend to Council that it formally ‘make’ the Deddington Neighbourhood Plan within the prescribed period so that it continued to have effect as part of the statutory Development Plan for the district.
- 3.3 Subsequently on 22 May, Council ‘made’ the Plan and the Assistant Director – Planning and Development was authorised to issue and publicise a Decision Statement.

4. Details

- 4.1 Work progressed on a Deddington Neighbourhood Plan and the Parish Council submitted their first neighbourhood plan in 2018. The subsequent independent examination commenced on 29 April 2019. However, following consideration of the examiner’s report on the submission Deddington Neighbourhood Plan, Deddington Parish Council resolved to withdraw their Plan at their meeting on 20 November 2019.
- 4.2 Deddington Parish Council then undertook additional work on their Neighbourhood Plan and submitted their revised Plan to the Council in 2023. The Neighbourhood Plan and supporting documents were publicised as required and public consultation took place between 9 June 2023 to 21 July 2023.

- 4.3 Following the consultation, the Council, in agreement with the Parish Council, appointed an Independent Examiner to undertake the independent examination. The Examiner's report is dated 12 December 2023.
- 4.4 The Executive considered the Examiner's report on 5 February 2024 and resolved that the Plan should proceed to referendum. The decision statement detailing the Council's intention to send the neighbourhood plan to referendum was published on 13 February 2024.
- 4.5 The referendum took place on 2 May 2024 in accordance with the Neighbourhood Planning Referendum Regulations. More than 50% of those who voted were in favour of the Plan.
- 4.6 On 14 May 2024, a report was considered by the Corporate Director - Communities which included the referendum result and a copy of the Neighbourhood Plan. The Corporate Director resolved:
1. To note the referendum result of 2 May 2024 where 93% of those who voted were in favour of the Deddington Neighbourhood Plan which is above the required 50%.
 2. To recommend to Council:
 - a. that it formally 'makes' the Deddington Neighbourhood Plan as presented at Appendix 1 so that it continues to have effect as part of the statutory Development Plan for the District.
 - b. that the Assistant Director – Planning and Development in consultation with the Portfolio Holder, be authorised to issue and publicise a Decision Statement following the Council's confirmation.

'Making' the Neighbourhood Plan

- 4.7 As a result of legislative changes made in 2017, a neighbourhood plan comes into force as part of the statutory Development Plan once it has received majority support at a referendum. The Deddington Neighbourhood Plan now has this status.
- 4.8 Section 38A of the Planning and Compulsory Purchase Act 2004 (as amended) requires the Council to 'make' the Neighbourhood Plan if more than half of those voting in the applicable referendum have voted in favour of the Plan.
- 4.9 The Council is not subject to this duty if the making of the plan would breach, or would otherwise be incompatible with, any EU (or human rights obligations. There is no known breach or incompatibility. Officers consider that the Deddington Neighbourhood Plan can be formally 'made'. If the Council decided not to formally 'make' the Plan, it would cease to have effect as part of the Development Plan.
- 4.10 As soon as possible following the decision to make a Neighbourhood Plan, the Council must publish a decision statement stating that the Plan has been made and the reasons. A copy of the decision statement must be sent to the qualifying body (Deddington Parish Council) and anyone who asked to be notified of the decision. The District Council must publish where and when the decision statement can be inspected.

4.11 The Council is also required to publish the Deddington Neighbourhood Plan on its website and notify any person who has asked to be notified of the making of the Plan that it has been made and where and when it may be inspected.

5. Alternative Options and Reasons for Rejection

5.1 A formal decision was required to be made. There was no known breach or incompatibility with, any EU or human rights obligations. The Council had no options or alternatives to making the Plan.

6. Conclusion and Reasons for Recommendations

6.1 In line with the constitution, this report is informing Executive of a decision that was taken by the Corporate Director – Communities under urgency powers.

Decision Information

Key Decision	No
Subject to Call in	No
If not, why not subject to call in	Decision has been taken under urgent action. This report is notifying Executive in accordance with the Constitution.
Ward(s) Affected	Deddington

Document Information

Appendices	
Appendix 1	Urgent officer decision notice
Background Papers	05/02/2024 Executive Deddington Neighbourhood Plan 22/05/2024 Council Deddington Neighbourhood Plan
Reference Papers	https://www.cherwell.gov.uk/info/221/neighbourhood-plans/397/deddington-neighbourhood-plan
Report Author	Holly Jones, Planning Policy
Report Author contact details	holly.jones@cherwell-dc.gov.uk 01295 221642

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Officer Delegated Decision

Published on 14 May 2024

Decision: Making of the Deddington Neighbourhood Plan

Decision taker: , Corporate Director Communities

Decision Date: 15 May 2024

Source of Delegation: Urgent Officer decision taken in accordance with the Constitution

Is decision subject to Call-in? No

Deadline for Call-in: N/A

Is decision Exempt? No

Is decision urgent? Yes

Summary

To seek the urgent decision of the Corporate Director – Communities to recommend to Council that it ‘makes’ the Deddington Neighbourhood Plan following the successful referendum on 2 May 2024.

Decision

Resolved

- (1) That the referendum result of 2 May 2024 where 93% of those who voted were in favour of the Deddington Neighbourhood Plan, which is above the required 50% be noted.
- (2) That Council be recommended:
 - a) to formally ‘makes’ the Deddington Neighbourhood Plan (Annex to the decision) so that it continues to have effect as part of the statutory Development Plan for Cherwell District.
 - b) to authorise the Assistant Director – Planning and Development, in consultation with the Portfolio Holder with responsibility for Planning and Development to issue and publicise a Decision Statement.

Reasons for Decision

A referendum was held on the Deddington Neighbourhood Plan on 2 May 2024. Of those eligible to vote, 791 voted in favour of the Plan with 58 against. The vote of 93% in favour meets the requisite majority and the Plan is now part of the statutory Development Plan. The Council is still required to formally 'make' the Plan and there is no known breach or incompatibility with EU or human rights obligations which prevents this. The Council is therefore requested to 'make' the Deddington Neighbourhood Plan which would be within the prescribed eight-week period.

Alternative Options Considered

A formal decision is required to be made. There is no known breach or incompatibility with, any EU or human rights obligations. The Council has no options or alternatives to making the Plan.

Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service

None

Attachments

Deddington Neighbourhood Plan

Shiraz Sheikh
Monitoring Officer

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

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