

Public Document Pack



DISTRICT COUNCIL
NORTH OXFORDSHIRE

Committee: Executive

Date: Tuesday 1 July 2025

Time: 6.30 pm

Venue 39 Castle Quay, Banbury, OX16 5FD

Membership

**Councillor David Hingley
(Chair)**

Councillor Tom Beckett
Councillor Jean Conway
Councillor Ian Middleton
Councillor Rob Pattenden

Councillor Lesley McLean (Vice-Chair)

Councillor Chris Brant
Councillor Nick Cotter
Councillor Robert Parkinson

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

4. Minutes (Pages 7 - 16)

To confirm as a correct record the Minutes of the meeting held on 10 June 2025.

5. Chair's Announcements

To receive communications from the Chair.

6. Urgent Business

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

7. Submission of the Cherwell Local Plan Review 2042 (Pages 17 - 30)

**** Due to the size of the documents, to assist access, the appendices are published as a series of supplements to the main agenda pack ****

Report of Assistant Director Planning and Development

Purpose of report

To present the Cherwell Local Plan Review 2042 (draft) and to seek approval for its submission to the Secretary of State for Housing, Communities and Local Government for independent examination.

Recommendations

The Executive resolves:

1.1 To recommend to Council:

- a) the proposed submission Regulation 19 draft of the Cherwell Local Plan Review 2042 (December 2024) (Appendix 1) and;
- b) approve the submission of the draft (the “Proposed Submission Local Plan”) to the Secretary of State for Housing, Communities and Local Government for independent examination with all necessary prescribed and supporting documents.

1.2 To note:-

- a) the responses to the consultation on the Proposed Submission Local Plan draft of the Cherwell Local Plan Review 2042 summarised in the Statement of Consultation at Appendix 6;
- b) the supporting documents relevant to the preparation of the Cherwell Local Plan Review 2042 presented at Appendices 3 to 9 and available online at <https://www.cherwell.gov.uk/local-plan-review-2042-submission> .

1.3 To approve:-

- a) the Schedule of Proposed Changes and Minor Modifications to the Proposed Submission Local Plan draft of the Cherwell Local Plan Review presented at Appendix 2;
- b) the Local Development Scheme (July 2025), presented at Appendix 10.
- c) the use of £300,000 from the Council’s reserve for the costs of the examination

- 1.4 To delegate authority to the Assistant Director - Planning and Development in consultation with the Portfolio Holder for Planning and Development Management and Corporate Director - Communities:-
- a) to make any necessary presentational changes to the Submission draft of the Cherwell Local Plan Review 2042 and to necessary prescribed and supporting documents before submission to full Council;
 - b) to propose changes and corrections to the Cherwell Local Plan Review 2042 and supporting documents, including policy updates, editorial changes, and correction of typographical and grammatical errors during the examination.
 - c) to invite the examining inspector(s), post submission, to recommend any modifications they consider to be necessary in accordance with section 20(7C) of the Planning and Compulsory Purchase Act 2004.

8. Temporary Accommodation Policy (Pages 31 - 64)

Report of Assistant Director Wellbeing and Housing

Purpose of report

To seek approval for a new Temporary Accommodation Policy.

Recommendations

The Executive resolves:

- 1.1 To approve the new Temporary Accommodation Policy.

9. Finance Monitoring Report May 2025 (Pages 65 - 84)

Report of Assistant Director (S151 Officer)

Purpose of report

To report to the committee the council's forecast yearend financial position as at the end of the May 2025 further detail can be found in the report and its appendices.

Recommendations

The Executive resolves:

- 1.1 To consider and note the contents of the council's financial management report as at the end of May 2025.
- 1.2 To approve the Use of Reserve and Grant Funding Requests set out in Appendix 4.
- 1.3 To approve the proposed write offs set out at exempt Appendix 5.

10. Exclusion of the Press and Public

The following items contain exempt information as defined in the following paragraphs of Part 1, Schedule 12A of Local Government Act 1972.

1 – Information relating to any individual

2 – Information which is likely to reveal the identity of an individual

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 items have been marked as exempt, it is for the meeting to decide whether or not to consider them in private or in public. In making the decision, Members should balance the interests of individuals or the Council itself in having access to the information. In considering their discretion members should also be mindful of the advice of council officers.

No representations have been received from the public requesting that this item 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 items 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, Paragraphs 1, 2 and 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.”

11. Finance Monitoring Report May 2025 - Exempt Appendix (Pages 85 - 94)

12. The Granting of a New Lease at 36/37 Bridge Street, Banbury (Pages 95 - 114)

Exempt report of Assistant Director Property

13. Relocation of Greggs PLC from Unit 30 to Unit 6&7 Castle Quay (Pages 115 - 134)

Exempt report of Assistant Director Property

Councillors are requested to collect any post from their pigeon hole in the Members' Lounge at the end of the meeting.

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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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 Monday 23 June 2025

Cherwell District Council

Executive

Minutes of a meeting of the Executive held at 39 Castle Quay, Banbury, OX16 5FD, on 10 June 2025 at 6.30 pm

Present:

Councillor David Hingley (Leader of the Council & Portfolio Holder for Strategic Leadership) (Chair)
Councillor Lesley McLean (Deputy Leader of the Council and Portfolio Holder for Finance, Property & Regeneration) (Vice-Chair)
Councillor Tom Beckett, Portfolio Holder for Greener Communities
Councillor Chris Brant, Portfolio Holder for Corporate Services
Councillor Jean Conway, Portfolio Holder for Planning and Development Management
Councillor Nick Cotter, Portfolio Holder for Housing
Councillor Ian Middleton, Portfolio Holder for Neighbourhood Services
Councillor Robert Parkinson, Portfolio Holder for Safer Communities
Councillor Rob Pattenden, Portfolio Holder for Healthy Communities

Also Present Virtually:

Councillor Amanda Watkins, Leader of the Labour Group
Councillor Lynne Parsons, Overview and Scrutiny Committee Chair

Officers:

Gordon Stewart, Chief Executive
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
Hitesh Mahawar, Climate Change Programme Manager
Natasha Clark, Governance and Elections Manager

Officers Attending Virtually:

Stephen Hinds, Corporate Director Resources and Transformation
Ed Potter, Assistant Director Environmental Services
Julia Harrington, Head of Regeneration and Growth
Nicola Riley, Assistant Director Housing and Wellbeing
David North, Housing Grants & Standards Team Leader

There were no declarations of interest.

2 Petitions and Requests to Address the Meeting

There were no petitions or requests to address the meeting.

The Chair welcomed Councillor Watkins, Leader of the Labour Group, and Councillor Parsons, Chair of the Overview and Scrutiny Committee, to the meeting and invited them to indicate if they wished to speak on any item.

3 Minutes

The minutes of the meeting held on 7 April 2025 were agreed as a correct record and signed by the Chair.

4 Chair's Announcements

The Chair advised that following the submission in March by the councils in Oxfordshire of an interim proposal to the Government, which set out three options that would be developed into full proposals, Cherwell District Council had committed to developing the two-unitary option for consideration by the Government in partnership with West Oxfordshire, Vale of White Horse, South Oxfordshire and West Berkshire councils. Information about the two unitary proposals were available on the council's website and a public engagement exercise, which included three events and an online survey, had commenced.

5 Housing Delivery Action Plan

The Assistant Director Planning and Development submitted a report to present a Housing Delivery Action Plan (HDAP) and seek agreement to the actions to improve Cherwell's five year housing land supply position.

Councillor Parsons, Chair of the Overview and Scrutiny Committee, addressed Executive to provide feedback from the Committee's consideration of the Housing Delivery Action Plan at their 3 June meeting. In the course of its discussion, the Committee had commented on the importance of adequate staffing and resource to deliver the plan, robust recognition of the number of people on the housing waiting list, ensuring necessary infrastructure to deliver developments and had agreed seven recommendations to be submitted to Executive:

- (1) That the Executive is cognisant of the large numbers of people on the housing waiting lists.
- (2) That implementation of the Housing Delivery Action Plan include prioritisation of staffing and resources.

- (3) That more details on the resources to deliver the Housing Delivery Action Plan be provided by The Assistant Director - Planning and Development.
- (4) That the Leader write to central Government on any delays that might be caused by delays in responses by Government departments.
- (5) That suitable measures be taken to ensure that Section 106 agreements are processed on time to avoid delays.
- (6) That further consideration be given to necessary infrastructure developments to deliver the Housing Delivery Action Plan.
- (7) That further consideration be made to risk management of the delivery of the Housing Delivery Action Plan.

The Portfolio Holder for Planning and Development Management and Chair thanked Councillor Parsons and the Overview and Scrutiny Committee for their feedback, which they confirmed would be taken on board. In response to the recommendations, the Portfolio Holder for Planning and Development explained that the Chief Executive had given reassurance that resource would be made available.

The Chair confirmed he would write to the Government as per the fourth recommendation.

With regards Section 106 agreements and infrastructure development, the Portfolio Holder for Planning and Development Management referred to the Area Oversight Groups (AOGs) that had been established to bring together key stakeholders and agree local priorities under an Area Priority Plan. The key areas of work included supporting Planning Officers to resolve outstanding S106 issues and Planning / preparation for the receipt of S106 infrastructure contributions to ensure efficient spend / delivery. Joint working was important to address and unblock obstacles to housing delivery.

Resolved

- (1) That, having had regard to the feedback from the Overview and Scrutiny Committee, the Housing Delivery Action Plan be approved for publication.
- (2) That officers be instructed to keep the Housing Delivery Action Plan under review, having regard to comments received, and to make any necessary changes in consultation with the Portfolio Holder for Planning and Development Management.
- (3) That officers be instructed to present a comprehensive review of the five year housing land supply position to the Executive, should there be evidence of a significant change.

Reasons

In order to improve the district's housing land supply position and address the obstacles and delays to housing delivery, it is recommended that the Housing Delivery Action Plan is agreed.

Alternative options

Option 1: Seek reconsideration of the Housing Delivery Action Plan. Officers consider that the proposed action plan provides the necessary foundation for improving the housing land supply situation. It can be reviewed in response to changing circumstances in consultation with the Portfolio Holder for Planning and Development Management.

6 A Future for Banbury update including the Banbury Area Priority Plan

The Corporate Director Communities submitted a report which provided an update on the work in progress in relation to the Banbury area following the publication of the Banbury 2050 report; and included the emerging Banbury Area Priority Plan (APP) as part of the developing Area Oversight Framework.

The Banbury APP was a compilation of the Banbury 2050 vision engagement findings and recommendations, whilst also included the priority plans currently under development at Oxfordshire County Council (OCC), with the aim to share one APP for the area.

In response to Executive member comments regarding community engagement and similar plans for Bicester Kidlington, the Portfolio Holder for Finance, Property and Regeneration explained dates for community engagement would be shared with Members in due course. Plans for Bicester and Kidlington were at a draft stage whilst Banbury was ahead as OCC had secured £300k of funding in its capital programme to deliver a Banbury masterplan in 2025/26. OCC had also secured funding for active travel projects focussing on design feasibility work for two active travel corridors in Banbury. Other funded projects included the installation of new seating and planting in Market Place and a Banbury Wayfinding project to be scoped.

Resolved

- (1) That the update be noted.

Reasons

The Banbury Area Priority Plan contains the projects currently identified from a variety of community engagement events and project action plans. The aim is for CDC and OCC to have one Banbury APP and to work jointly to enable and deliver projects. The APP is an important tool for enabling the delivery of projects within Banbury and it will be reviewed and monitored by the Banbury Area Oversight Group as part of the CDC Area Framework approach.

Alternative options

This report is submitted for information only.

7 **Housing Civil Penalties Policy**

The Assistant Director Wellbeing and Housing submitted a report to seek approval for the new Housing Civil Penalties Policy.

In response to Executive member comments regarding how cases came forward, the Portfolio Holder for Housing and Assistant Director Wellbeing and Housing explained that civil penalties were an alternative to prosecution for certain housing offences and were a good deterrent. The Housing Team followed up on complaints and/or concerns raised by tenants, Registered Providers, neighbours and elected Members.

Resolved

- (1) That the new Housing Civil Penalties Policy be approved.
- (2) That changes to the reviewed Housing Standards Enforcement Policy be approved.

Reasons

It is important that the Council has up to date policies and procedures for its statutory and key service areas and it is important that they are legislatively and operationally sound. A periodic review of policies is therefore appropriate.

Alternative options

Option 1: Not bring forward a new and amended policy.

Our current approach to determining civil penalties is not consistent with the recent Upper Tribunal decisions, in particular Leicester CC vs Morjaria. This means that our current approach to calculating penalties will be at increasing risk of challenge. Therefore updates to the civil penalties policy are necessary. Changes to the Housing Standards Enforcement Policy are necessary for the creation of the new, compliant policy. Furthermore, it is important the Council policies are reviewed regularly to ensure that they are able to meet customer needs, service needs and are legislatively sound. This option is therefore rejected.

Option 2: Amend but retain as a combined policy.

Owing to the level of detail and complexity contained within the new civil penalties policy, coupled with the benefits of being consistent with the approach taken by numerous other local authorities, means combining the policies would make both unwieldy, difficult to use and less effective. This option is therefore rejected.

8 **Acceptance of Public Sector Decarbonization Scheme (PSDS) 4 Grant**

The Climate Change Programme Manager submitted a report to provide an update to the Executive on the funding attached to the Public Sector Decarbonisation Scheme (PSDS), allocate resources and implement the delivery of the associated building decarbonisation works in line with the Council's Strategic Priorities and carbon emissions reduction to achieve CDC's Carbon Net Zero 2030 target.

In response to Executive member comments regarding the timescales and arrangements should a site not come forward, the Portfolio Holder for Greener Communities, Corporate Director Communities Climate Change Programme Manager explained that there was a three-year planned programme of work and a risk register would be set up as part of the management of the project. Confirmation had been received from three of the sites and there was wider work in the Climate Action Plan so there were contingency schemes to ensure use of the grant was optimised.

Resolved

- (1) That it be agreed to proceed with the implementation of grant funding of £ 1,099,862 from the Public Sector Decarbonisation Scheme (PSDS) 4 as awarded by Salix Finance.
- (2) That an increase in the capital programme of £1,099,862 in line with the level of grant award, profiled in line with the timetable for receipt of the grant, be approved.
- (3) That the Net Zero Capital Projects budget be reprofiled to meet the match funding contribution of £350,911.40 and a further £210,000 to support deliver of the PSDS programme to fund:
 - Property team capacity and budget resource (personnel and funding) to manage procurement, contracts, installation oversight, and maintenance.
 - Capacity and budget resource (personnel and funding) to address outstanding rectification works from the previous PSDS-funded projects.
- (4) That the financial implications associated with the acceptance of the Public Sector Decarbonization Scheme 4 Grant, including that the profile of grant receipts is not flexible and so any slippage in the project will result in a risk that the council's contribution to the scheme increases, be noted.

Reasons

Accepting the PSDS funding offers a cost-effective and timely opportunity to make meaningful progress toward the Council's Strategic Priorities and Carbon Net Zero 2030 target. The projects supported by this funding will make our estate more energy efficient, reduce long-term energy costs, and demonstrate leadership in sustainability across the district.

The Executive is therefore recommended to approve the acceptance of the PSDS grant and support the delivery of the funded projects, enabling timely mobilisation and ongoing oversight.

Alternative options

Option 1: Do Nothing: Rejected due to continued reliance on high-carbon heating systems, missed opportunity for grant funding, and failure to meet internal climate targets.

Option 2: Delay Decision: Rejected due to time-sensitive nature of funding acceptance and delivery deadlines imposed by Salix Finance.

Option 3: Fund Through Council Capital Only: Rejected due to high capital cost burden and absence of external match-funding opportunity.

9 Finance and Performance Monitoring Report End of Year 2024-2025

The Assistant Director of Finance (S151 Officer) and Assistant Director – Customer Focus submitted a report to report to Executive the council's financial position and performance at the end of Year 2024-2025.

Resolved

- (1) That the council's financial and performance report at the End of Year 2024-2025 be noted.
- (2) That the reprofiling of capital projects beyond 2024-2025 (annex to the Minutes as set out in the Minute Book) and the subsequent update to the programme budget for this financial year 2025-2026 be approved.
- (3) That the reserve movements (annex to the Minutes as set out in the Minute Book) be approved.
- (4) That the outturn for 2024-2025, which is a surplus of (£0.162m) after the proposed contributions to reserves of £2.020m, be noted.

Reasons

The report updates the Executive on the year-end financial position and performance of the council for 2024/25, and performance position as of the end of year 2024-25. Regular reporting is key to good governance and demonstrates that the council is actively managing its resources sustainably.

Alternative options

Option 1: This report summarises the council's forecast financial position and performance position up to the end of End of Year 2024-25, therefore there are no alternative options to consider.

10 **Appointments to Partnerships, Outside Bodies, Member Champions and Shareholder Committee 2025/2026**

The Assistant Director Law and Governance submitted a report to appoint representatives to Partnerships, Outside Bodies, where these are executive functions, Member Champions and the Shareholder Committee, for the municipal year 2025/2026.

Resolved

- (1) That appointments to partnerships, outside bodies, the Shareholder Committee, Member Champions and advisory groups for the 2025/2026 municipal year be made as set out in the annex to the report (as set out in the Minute Book).
- (2) That authority be delegated 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 2025/2026 Municipal Year.
- (3) That appointed Members be reminded to update their Register of Interests as may be required, to reflect these appointments.

Reasons

It is proposed that representatives are appointed to Partnerships, Outside Bodies and as Member Champions as set out in the 1 to the report (annex to the Minutes as set out in the Minute Book) to ensure that the Council is represented and maintains links with partnerships and outside bodies.

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.

Alternative options

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.

11 **Urgent Business**

There were no items of urgent business.

The meeting ended at 7.35 pm

Chair:

Date:

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This report is public	
Submission of the Cherwell Local Plan Review 2042	
Committee	Executive
Date of Committee	1 July 2025
Portfolio Holder presenting the report	Portfolio Holder for Planning and Development Management, Councillor Jean Conway.
Date Portfolio Holder agreed report	9 June 2025
Report of	Assistant Director - Planning and Development, David Peckford

Purpose of report

To present the Cherwell Local Plan Review 2042 (draft) and to seek approval for its submission to the Secretary of State for Housing, Communities and Local Government for independent examination.

1. Recommendations

The Executive resolves:

1.1 To recommend to the Council:

- a) the proposed submission Regulation 19 draft of the Cherwell Local Plan Review 2042 (December 2024) (Appendix 1) and;
- b) approve the submission of the draft (the “Proposed Submission Local Plan”) to the Secretary of State for Housing, Communities and Local Government for independent examination with all necessary prescribed and supporting documents.

1.2 To note:-

- a) the responses to the consultation on the Proposed Submission Local Plan draft of the Cherwell Local Plan Review 2042 summarised in the Statement of Consultation at Appendix 6;
- b) the supporting documents relevant to the preparation of the Cherwell Local Plan Review 2042 presented at Appendices 3 to 9 and available online at <https://www.cherwell.gov.uk/local-plan-review-2042-submission> .

1.3 To approve:-

- a) the Schedule of Proposed Changes and Minor Modifications to the Proposed Submission Local Plan draft of the Cherwell Local Plan Review presented at Appendix 2;
 - b) the Local Development Scheme (July 2025), presented at Appendix 10.
 - c) the use of £300,000 from the Council's reserve for the costs of the examination
- 1.4 To delegate authority to the Assistant Director - Planning and Development in consultation with the Portfolio Holder for Planning and Development Management and Corporate Director - Communities:-
- a) to make any necessary presentational changes to the Submission draft of the Cherwell Local Plan Review 2042 and to necessary prescribed and supporting documents before submission to full Council;
 - b) to propose changes and corrections to the Cherwell Local Plan Review 2042 and supporting documents, including policy updates, editorial changes, and correction of typographical and grammatical errors during the examination.
 - c) to invite the examining inspector(s), post submission, to recommend any modifications they consider to be necessary in accordance with section 20(7C) of the Planning and Compulsory Purchase Act 2004.

2. Executive Summary

- 2.1 This report presents the Cherwell Local Plan Review 2042 for approval and subsequent presentation to Council as a draft 'Submission' Local Plan. Upon approval by Council the Proposed Submission Local Plan would be submitted to the Secretary of State for Housing, Communities and Local Government for independent examination.
- 2.2 Consultation on the Proposed Submission Local Plan commenced on 19 December 2024 and extended to 25 February 2025. A total of 345 representations were received in response to the consultation. They have been considered by officers in reviewing whether the Cherwell Local Plan Review 2042 (the 'Plan') is 'sound' and legally compliant - the tests of the independent examination of the Plan starts when the Proposed Submission Local Plan is submitted.
- 2.3 The view of officers is that the Plan is sound but that a number of 'proposed changes' and 'minor modifications' should be suggested to the examining inspector(s) in the interests of its improvement, clarification and updating and to address minor presentational, grammatical and typographical issues. These are all presented for approval in the updated appendices and schedule of changes at Appendices 1b and 2 to this report.
- 2.4 This report also seeks approval of an updated Local Development Scheme (LDS).

Implications & Impact Assessments

Implications		Commentary		
Finance		The work associated with preparing the Proposed Submission Local Plan to date has been met from existing budgets. Costs associated with the examination are provided for from the Council's earmarked reserve for such matters. Kelly Wheeler, Finance Business Partner, 28 May 2025		
Legal		The Proposed Submission Local Plan has been prepared to comply with primary and secondary legislation for plan making. The Proposed Submission Local Plan will be submitted for Examination by an independent Planning Inspector to test the Plan's soundness and legal compliance and this will include public hearings. Shiraz Sheikh, Assistant Director Law & Governance, 20 June 2025		
Risk Management		The risk related to not having an up-to-date Plan is managed through the Council's Leadership Risk Register. A decision to proceed to Submission assists in mitigating that risk. Julie Miles, Performance Analyst & Developer, 28 May 2025		
Impact Assessments		Positive	Neutral	Negative
Equality Impact				
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 impact upon the lives of people with protected characteristics, including employees and service users?		X		
Climate & Environmental Impact				
ICT & Digital Impact				
Data Impact				

Procurement & subsidy				None
Council Priorities	All			
Human Resources	N/A			
Property	N/A			
Consultation & Engagement	<ul style="list-style-type: none"> • Regular Portfolio Holder Briefings • Briefings for Political Group Leaders • Internal Local Plan Members Advisory Group meetings attended by Overview & Scrutiny Committee Members 			

Supporting Information

3. Background

- 3.1 The adopted Local Plan is the main part of the statutory Development Plan – the starting point for considering development proposals. The district’s existing adopted Local Plans are:
- saved policies of the Cherwell Local Plan 1996 (those not replaced)
 - Cherwell Local Plan 2011 – 2031 (Part 1) (adopted 2015)
 - Cherwell Local Plan 2011 – 2031 (Part 1) Partial Review – Oxford’s Unmet Housing Need (adopted 2020).
- 3.2 National Planning Practice Guidance makes clear that most plans are likely to require updating in whole or in part at least every five years. Successive iterations of the Council’s Local Development Scheme (LDS) have programmed a local plan review. The current LDS was approved by the Executive in December 2024. An update to the LDS, which reflects the most up to date programme, is presented at Appendix 10 for approval. An up-to-date LDS must support submission of the Plan.
- 3.3 This local plan review provides the opportunity to re-assert a plan-led approach to considering proposed development. It establishes a new set of policies for addressing development needs, for climate action, for healthy place-shaping, for biodiversity net gain, for our urban centres and rural areas and for responding to current Government policy and guidance.
- 3.4 The review of the Cherwell Local Plan commenced in 2020 and three public consultations were undertaken prior to the publication of the Proposed Submission Local Plan in December 2024. These consultations comprised:
- Community Involvement Paper Consultation (July 2020),
 - Community Involvement Paper 2: Developing our Options Consultation (September 2021)
 - Consultation draft Local Plan (September 2023).

- 3.5 The Proposed Submission Plan, informed by these previous consultations, a continuous process of engagement and cooperation, and technical evidence, was subsequently approved for consultation by the Executive on 5 December 2024.
- 3.6 The Proposed Submission Local Plan documents were published for the purposes of inviting representations between 19 December 2024 and 25 February 2025.
- 3.7 The Procedure Guide for Local Plan Examinations (28 August 2024) states that the Plan that is published for consultation at Regulation 19 stage should be the Plan that the Local Planning Authority (LPA) intends to submit to the Planning Inspectorate for examination. The Council must satisfy itself that it is submitting a local plan for examination which it considers to be sound and meets all the necessary legal requirements. It emphasises that this is a key premise of delivering an efficient examination timetable.

4. Details

- 4.1 This report presents the Cherwell Local Plan Review 2042 for approval and subsequent presentation to Council as the 'Submission' Local Plan. Upon approval by Council the Plan would be submitted to the Secretary of State for Housing, Communities and Local Government for examination.
- 4.2 Members are invited to consider the following documents:
- i. The Proposed Submission Local Plan (December 2024) previously approved by the Executive for consultation in December 2024 (Appendix 1)
 - ii. The Statement of Consultation (Appendix 6) which summarises how consultation informed the preparation of the Plan, summarises the representations received to the Proposed Submission Plan and identifies the main issues arising from those representations. Members are advised that the representations are available in full on the Council's website.
 - iii. The proposed Schedule of Proposed Changes and Minor Modifications (Appendix 2) which officers consider would improve and update the draft Plan in view of the representations received and updated evidence.
 - iv. The Sustainability Appraisal (SA) of the Proposed Submission Local Plan (with Non-Technical Summary) and SA Addendum. Together these comprise the full Sustainability Appraisal (Appendix 3),
 - v. A Habitats Regulation Assessment (Appendix 4)
 - vi. A Health and Equalities Impact Assessment (Appendix 5)
 - vii. An Infrastructure Delivery Plan (Appendix 9)
 - viii. Other supporting documents and background papers also comprising the evidence base for the Cherwell Local Plan Review 2042 (available at <https://www.cherwell.gov.uk/info/83/local-plans/729/planning-for-cherwell---local-plan-review>).
- 4.3 Following approval by the Executive and Council, these documents would comprise the Submission documents and would be subject to independent examination.
- 4.4 The Proposed Submission Local Plan sets out a vision and proposes homes, employment land, infrastructure and other essential services required to support the local community over the Plan period.

- 4.5 It has a series of objectives for meeting the vision and addressing its key themes. It then presents a strategy, policies and proposals for meeting these objectives and delivering the vision. In summary, the proposed strategy is to:
- Ensure that our committed growth is delivered;
 - Focus new development at Bicester, Banbury and to a lesser extent in the Kidlington area;
 - Revitalise our urban centres and encourage investment;
 - Raise the design quality of our built and 'green' environments;
 - Minimise carbon emissions and achieve set net gains in biodiversity; in delivering new development.
- 4.6 The district-wide strategy is supported by area strategies for Banbury, Bicester, Kidlington, Heyford Park and the Rural Areas.
- 4.7 Consultation on the Proposed Submission Local Plan commenced on 19 December 2024 and closed 25 February 2025. A total of 345 representations were received in response to the consultation. All representations received are available on-line. The Statement of Consultation at Appendix 6 provides a detailed summary of the comments received. Responses were received from a wide range of respondents, including individuals, neighbouring authorities, parish and town councils, land-owners and developers, the Environment Agency, Historic England, Natural England, Highways England and Oxfordshire County Council.
- 4.8 The key issues raised in the representations and officer responses are set out in Appendix 7. This detailed table is also included in the Statement of Consultation. These documents should be read for a full understanding of the issues raised.
- 4.9 Officers have considered all representations in reviewing whether the Plan is 'sound' and legally compliant – and considered the tests of the independent examination of the Plan. In addition, a PINS advisory visit, by an experienced local plan inspector took place in March 2025. Our barrister has also been consulted on the key issues raised.
- 4.10 To be considered 'sound' the Plan must be shown to be:
- a) Positively prepared – providing a strategy which, as a minimum, seeks to meet the area's objectively assessed needs; and is informed by agreements with other authorities, so that unmet need from neighbouring areas is accommodated where it is practical to do so and is consistent with achieving sustainable development;
 - b) Justified – an appropriate strategy, taking into account the reasonable alternatives, and based on proportionate evidence;
 - c) Effective – deliverable over the plan period, and based on effective joint working on cross-boundary strategic matters that have been dealt with rather than deferred, as evidenced by a statement of common ground; and
 - d) Consistent with national policy – enabling the delivery of sustainable development in accordance with the policies in the National Planning Policy Framework and other statements of national planning policy, where relevant.

- 4.11 Legal compliance includes whether the Plan has been prepared in accordance with required procedures, including the duty to cooperate with prescribed bodies on cross boundary strategic planning issues.

Duty to Cooperate

- 4.12 Legal compliance will be one of the matters considered at the Examination to ensure that the Local Plan has been prepared in accordance with required procedures, including the duty to cooperate with prescribed bodies on cross-boundary strategic matters. A Duty to Cooperate Statement of Compliance has been prepared to demonstrate this. This will form part of the Proposed Submission Local Plan documents.
- 4.13 The Duty to Cooperate is a statutory requirement for the Council to cooperate with Local Planning Authorities (LPAs) and other prescribed bodies when it undertakes certain activities, including the preparation of local plans and in relation to cross boundary strategic matters. This is to maximise the effectiveness with which activities are undertaken. LPAs are required 'to engage constructively, actively and on an on-going basis'.
- 4.14 Since the close of the Regulation 19 consultation, officers have continued to engage with prescribed bodies, including neighbouring authorities, National Highways, Natural England, the Environment Agency, Historic England, and the BOB-ICB to resolve outstanding issues raised in their representations. Statements of Common Ground are also being prepared.

Additional Evidence and Background Papers

- 4.15 Ahead of submission, officers have been working to finalise the evidence base for the Plan. These documents include:
- An addendum to the Sustainability Appraisal, following advice at the PINS Advisory Visit.
 - Updates to the Employment Needs Assessment, following additional information on past trends.
 - Updated flood risk assessments, following receipt of new flood risk maps and additional information requested by the Environment Agency.
 - Air Quality Assessments
 - Updates to the Infrastructure Delivery Plan (IDP) to reflect up to date information.
- 4.16 In addition to the evidence updates, officers are preparing a suite of Topic Papers which provide detailed explanations and bring together background information for the examination. These include:
- A Housing Topic Paper
 - Site Selection Topic Paper
 - Employment Topic Paper
 - Gypsy and Traveller Topic Paper
 - A Delivery Topic Paper

Proposed Focussed Changes

- 4.17 The Procedure Guide for Local Plan Examinations (28 August 2024) states that the Plan that is published for consultation at Regulation 19 stage should be the Plan that the Council intends to submit to the Planning Inspectorate for examination. The Council must satisfy itself that it is submitting a Local Plan for Examination which it considers to be sound and meets all the necessary legal requirements.
- 4.18 If the Council wanted to make substantive changes to the Plan following the Regulation 19 consultation and before submission, and wanted these changes to be considered as part of the submitted Proposed Submission Local Plan, the procedure would require an addendum to the Proposed Submission Local Plan to be prepared containing the proposed changes. The addendum, together with a sustainability appraisal [SA] and any Habitats Regulation Assessment [HRA] of the proposed changes would need to be published for consultation, on the same basis as the Regulation 19 consultation, before the plan is submitted for examination.
- 4.19 A further Regulation 19 consultation would result in the Local Plan falling outside the transitional arrangements set out in the 2024 NPPF.
- 4.20 The guidance does however also provide the opportunity for the Council to propose changes to the Regulation 19 Plan for consideration by the inspector at the examination. As these changes have not been subject to consultation, the Inspector will not treat these changes as part of the plan to be examined. However, the Inspector may consider it appropriate for some or all of the Council's proposed changes to be discussed at the hearing sessions, and in appropriate circumstances they may form the basis for future Main Modifications to the Proposed Submission Local Plan as recommended by the Inspector.
- 4.21 The current view of officers is that the Regulation 19 published Plan is sound but that a number of 'proposed changes' and 'minor modifications' should be suggested to the Inspector. They would not affect the soundness of the Plan but would rather refine existing policies, having regard to additional information included in representations, on-going cooperation and discussion with consultees and updates/additions to the Plan's evidence base.
- 4.22 The schedule of proposed changes is presented at Appendix 2.
- 4.23 In summary, the main proposed changes include:
- A new policy addressing nature conservation and watercourses requested by the Environment Agency;
 - A new policy addressing MOD airport safeguarding areas requested by the MOD;
 - Policy LEC 1 (Meeting Business and Employment Needs) – updated/redrafted employment policy to reflect the advice received at the PINS advisory visit and to reflect updated evidence. The total employment need rises from 280 hectares to 316 hectares.
 - Policy COM 1 (District-wide Housing Distribution) – updated/redrafted policy to reflect advice received at the PINS advisory visit.

- Policy CSD 10: Oxford Meadows Special Area of Conservation – amendments requested by Environment Agency and part correction and consistency with Policy CSD11 and local plan evidence.
- Editorial improvements to Policy COM 13 – Settlement Gaps.
- Policy COM 25: Local Green Space – the removal of Hudson Street, Bicester from the list as the site is required for improved/expanded education provision.
- Amendments throughout the Plan to clarify and where necessary remove unnecessary references to ‘saved’ or ‘retained’ policies following advice received at the PINS advisory visit.
- Policy KID 1 – Improvements and amendments to the policy wording and supporting text requested by Historic England
- Updates to Appendix 1 (Retained Policies List), Appendix 2 (Housing Supply and Trajectory), Appendix 3 (Monitoring Framework), Appendix 4 (Strategic Gaps) and Appendix 11 (List of Strategic and Non-strategic policies).
- Updates and improvements to the Policies Map, including a draft interactive Policies Map.

Overall Response to Proposed Submission Local Plan Consultation

- 4.24 The representations received have been considered by officers in reviewing the soundness and legal compliance of the Plan. The representations are summarised as an appendix to the Statement of Consultation (Appendix 6 to this report). The Statement of Consultation summarises the main issues and provides a collective response from officers for each section/policy of the Plan.
- 4.25 The proposed changes and Minor Modifications presented at Appendix 2, have been identified in the context of the representations made, on-going cooperation and associated reviews of evidence.
- 4.26 The view of officers is that the Proposed Submission Local Plan has been positively prepared and is justified, effective, consistent with national policy and legally compliant.
- 4.27 It is recommended that the Proposed Submission Local Plan together with the schedule of proposed Changes and Minor Modifications be approved for presentation to Council with a recommendation that they be Submitted to the Secretary of State together with all supporting documents.

Next Steps

- 4.28 Should the Plan be approved by the Executive, and subsequently by Council, its submission would mark the start of its examination by a Government appointed Planning Inspector in accordance with his/her programme.

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 approve the Proposed Submission Local Plan for Submission
Not approving the Proposed Submission Local Plan would mean that the Proposed Submission Local Plan would potentially require significant amendments. These amendments and the need to consult on them prior to Submission would result in the Proposed Submission Plan failing to meet the transitional arrangements set out in NPPF paragraph 234(a). The Council would then be obliged to prepare a revised Local Plan in accordance with the December 2024 NPPF. In addition to creating considerable delay, the revised Local Plan would have to meet the full objectively assessed housing need based on the December 2024 Standard Method figure for Cherwell.

Option 2: To approve the Proposed Submission Local Plan and seek significant changes.

Approving the Proposed Submission Local Plan with significant changes would mean that we would need to reconsult on these changes as an addendum to the Regulation 19 Local Plan. This would result in the Proposed Submission Local Plan failing to meet the transitional arrangements set out in NPPF paragraph 234(a). The Council would then be obliged to prepare a revised Plan in accordance with the December 2024 NPPF. In addition to creating considerable delay, the revised Plan would have to meet the full objectively assessed housing need based on the December 2024 Standard Method figure for Cherwell.

Option 3: Seek further proposed changes in response to specific issues raised in consultation on the Proposed Submission Local Plan draft.

Officers are mindful that the Council must consider the Proposed Submission Local Plan to be submitted to be a 'sound' and legally compliant Plan. Officers have proposed changes that do not affect the soundness of the Plan. Officers advise that any additional proposed changes and the reasons for them are given consideration by officers before they are presented to Council.

6. Conclusion and Reasons for Recommendations

- 6.1 The Cherwell Local Plan Review has been prepared in the interest of having up to date planning policies which respond positively and effectively in meeting development needs and the planning issues that the district and our local communities face. An up-to-date Local Plan is important for a plan-led approach to decision making and contributing to the achievement of sustainable development. Preparation of the Proposed Submission Local Plan has been informed by three formal public consultations (Regulation 18), continuous engagement and cooperation and evidence gathering.
- 6.2 Consultation on the Proposed Submission Local Plan commenced on 19 December 2024 and closed on 25 February 2025. A total of 345 representations were received in response to the consultation. They have been considered by officers in reviewing whether the Proposed Submission Local Plan is 'sound' and legally compliant – the

tests of the independent examination of the Plan that commences on the Proposed Submission Local Plan's submission.

- 6.3 The view of officers is that the Proposed Submission Local Plan is sound but that a number of proposed changes and 'minor modifications' should be made to it in the interests of its improvement, clarification and updating, and to address minor presentational, grammatical and typographical issues. These are presented for approval in the schedule of changes at Appendix 2 to this report.
- 6.4 An updated Local Development Scheme has also been prepared and this is presented for the Executive's approval at Appendix 10 to this report.

Decision Information

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

Document Information

Appendices	
Appendix 1	Submission Cherwell Local Plan Review 2042 https://www.cherwell.gov.uk/download/downloads/id/16064/cherwell-lp---proposed-submission-dec-2024---complete---72dpi-single-pages.pdf
Appendix 1a	Submission Cherwell Local Plan Review 2042 – Policies Maps https://www.cherwell.gov.uk/download/downloads/id/16045/policies-maps.pdf
Appendix 1b	Submission Cherwell Local Plan Review 2042 – Updated Appendices
Appendix 2	Submission Cherwell Local Plan Review 2042 – Schedule of Proposed Changes
Appendix 3a	Sustainability Appraisal (November 2024) - Non-Technical Summary https://www.cherwell.gov.uk/download/downloads/id/16060/cherwell-local-plan-sustainability-appraisal-non-technical-summary-dec-2024.pdf
Appendix 3b	Sustainability Appraisal (November 2024) https://www.cherwell.gov.uk/download/downloads/id/16059/cherwell-local-plan-sustainability-appraisal-december-2024.pdf
Appendix 3c	Sustainability Appraisal Addendum (May 2025)

Appendix 4	Draft Habitats Regulations Assessment (November 2024) https://www.cherwell.gov.uk/download/downloads/id/16061/habitats-regulation-assessment-november-2024.pdf
Appendix 5	Health and Equalities Impact Assessment (November 2024) https://www.cherwell.gov.uk/download/downloads/id/16065/health-and-equalities-impact-assessment-nov-2024.pdf
Appendix 6	Consultation Statement (June 2025)
Appendix 7	Officer responses to representations received (June 2025)
Appendix 8	Duty to Co Operate Statement of Compliance (June 2025)
Appendix 9	Infrastructure Delivery Plan (June 2025)
Appendix 10	Local Development Scheme (June 2025)
Background Papers	None
Reference Papers	<p>Reports and Minutes, Executive 5 December 2024 Proposed Cherwell Local Plan 2042 http://svc-sql-modg-01:9070/ieListDocuments.aspx?CId=115&MId=4186</p> <p>Report and Minutes, Executive 4 September 2023, Draft Cherwell Local Plan Review 2040 (Regulation 18) Consultation: https://modgov.cherwell.gov.uk/ieListDocuments.aspx?CId=11%205&MId=3811&Ver=4</p> <p>Report and Minutes, Executive 6 September 2021, Planning for Cherwell: Cherwell Local Plan Review - Options Consultation Paper: https://modgov.cherwell.gov.uk/ieListDocuments.aspx?CId=11%205&MId=3530&Ver=4</p> <p>Report and Minutes, Executive 6 July 2020, Cherwell Local Plan Review: Planning for Cherwell to 2040 - A Community Involvement Paper: https://modgov.cherwell.gov.uk/ieListDocuments.aspx?CId=11%205&MId=3366&Ver=4</p> <p>Evidence Base on-line: https://www.cherwell.gov.uk/info/83/local-plans/729/planningfor-cherwell---local-plan-review/6</p> <p>National Planning Policy Framework (7 February 2025) https://www.gov.uk/government/publications/national-planning-policy-framework--2</p> <p>National Planning Policy Framework (5 September 2023) https://webarchive.nationalarchives.gov.uk/ukgwa/20230929144819/https://www.gov.uk/government/publications/national-planning-policy-framework--2</p> <p>Planning Practice Guidance https://www.gov.uk/government/collections/planning-practice-guidance</p>

Report Author	Chris Cherry – Planning Policy, Conservation and Design Manager
Report Author contact details	christina.cherry@cherwell-dc.gov.uk ,01295 221851
Corporate Director Approval (unless Corporate Director or Statutory Officer report)	Corporate Director for Communities, 4 June 2025.

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This report is public	
Temporary Accommodation Policy	
Committee	Executive
Date of Committee	1 July 2025
Portfolio Holder presenting the report	Portfolio Holder for Housing, Councillor Nick Cotter
Date Portfolio Holder agreed report	6 June 2025
Report of	Assistant Director Wellbeing and Housing, Nicola Riley

Purpose of report

To seek approval for a new Temporary Accommodation Policy.

1. Recommendations

The Executive resolves:

- 1.1 To approve the new Temporary Accommodation Policy

2. Executive Summary

- 2.1 The Council has a duty to provide temporary accommodation for certain households who approach the Council for assistance and who are in housing crisis. The duties that the Council has are outlined within legislation, specifically the Housing Act 1996. The policy outlines the Council's approach, including how placements are made and managed.

Implications & Impact Assessments

Implications	Commentary
Finance	There are no financial implications directly related to the contents of this report to approve a new temporary accommodation policy. The day to day administering and provision of temporary accommodation is met within existing budget and is monitored regularly. Kelly Wheeler, Finance Business Partner, 27 May 2025
Legal	The new policy sets out in detail the Council's statutory duties to provide temporary accommodation under the Housing Act 1996, the Homelessness Act 2002 and the Homelessness Reduction Act 2017.

	<p>The policy provides clear aims and objectives to ensure that the Council complies with its statutory duties within the above legislation and the associated government guidance.</p> <p>Having a policies in place to allow the Council to achieve its statutory requirements is good practice.</p> <p>Denzil – John Turbervill, Head of Legal Services, 28 May 2025</p>		
Risk Management	<p>There are no risk implications associated with this report</p> <p>Julie Miles, Performance Analyst and Developer, 21 May 2025</p>		
Impact Assessments	Positive	Neutral	Negative
			Commentary
Equality Impact	x		
			The outcome of the report will ensure the provision of statutory compliant services that consider the needs of vulnerable people, as outlined within Legislation.
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 impact upon the lives of people with protected characteristics, including employees and service users?	x		
			The policy and function prioritises vulnerable people, as outlined within legislation.
Climate & Environmental Impact		x	
			Not applicable
ICT & Digital Impact		x	
			Not applicable
Data Impact		x	
			Not applicable
Procurement & subsidy		x	
			Not applicable
Council Priorities	Quality Housing and Place Making		
Human Resources	Not applicable		
Property	Not applicable		
Consultation & Engagement	None		

Supporting Information

3. Background

- 3.1 The Council has a duty to provide temporary accommodation to homeless households following an assessment of their needs. This assessment, outlined within legislation, is conducted by the Council and takes account of whether someone is homeless, eligible for assistance and the nature of their household vulnerability. Households that are classed as having a 'Priority Need' due to their household vulnerabilities, are placed within temporary accommodation.
- 3.2 There are different duties within the Housing Act 1996 under which temporary accommodation is provided to homeless households, these are outlined within the Policy document.
- 3.3 The Council has a mixed temporary accommodation portfolio to manage demand. This comprises of partnerships with registered providers of social housing, private sector partners, Council owned accommodation and, where necessary, hotel placements.

4. Details

- 4.1 The new temporary accommodation policy outlines the Council's approach to managing its duties, managing the units of accommodation and managing the placements that are made. It provides an overview of the services and what clients can expect when they are placed.
- 4.2 The new policy outlines how placements are made and what households can expect when they approach the Council.
- 4.3 It provides an outline of the guidelines the Council will use, informed by Legislation and the Homelessness Code of Guidance, on when and how a placement will be considered suitable.
- 4.4 It provides an outline of how placements out of the district area are made and managed and how placements will be prioritised where necessary.
- 4.5 It also outlines how households will be charged for their stay within temporary accommodation and how the Council will end placements, where necessary.

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 bring forward a Temporary Accommodation Policy. There is no statutory need to have a Temporary Accommodation Policy, so this is an option that could be considered. It is however considered good practice for Council's to have a

Temporary Accommodation Policy in the Council's conversations with its homelessness advisors from the Ministry of Housing, Communities and Local Government, and also is an approach that is and has been replicated by other Council's across the Country. This is therefore rejected.

6. Conclusion and Reasons for Recommendations

- 6.1 It is important that the Council has up to date policies and procedures for its statutory and key service areas and it is important that they are legislatively and operationally sound.

Decision Information

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

Document Information

Appendices	
Appendix 1	New Temporary Accommodation Policy
Appendix 2	Equalities and Climate Impact Assessment
Background Papers	None
Reference Papers	None
Report Author	Richard Smith – Head of Housing
Report Author contact details	richard.smith@cherwell-dc.gov.uk 01295 221640
Corporate Director Approval (unless Corporate Director or Statutory Officer report)	Ian Boll, Corporate Director – Communities, 4 June 2025.



Cherwell
 DISTRICT COUNCIL
 NORTH OXFORDSHIRE

Temporary Accommodation Policy

2025

Version	Date	Author	Change
1.0	May 2025	R Smith	

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1. Introduction

The Temporary Accommodation Policy sets out how Cherwell District Council will meet its responsibilities to people that are homeless or threatened with homelessness and who are approaching the Council for support.

The Policy covers both interim placements made under Section 188 Housing Act 1996, whilst homelessness enquiries are undertaken, and longer-term temporary accommodation placements for households that have been accepted as homeless under Section 193 Housing Act 1996. For the purposes of clarity within this document, placements in accordance with these differing duties are referred to generically as temporary accommodation placements.

To meet its housing duties and provide assistance to households that approach the Council in housing crisis, the Council is reliant on adequate supply of accommodation or a supply of suitable accommodation options that meets its demands. When the Council is unable to assist applicants into accommodation before they become homeless or where accommodation is required without forewarning, the Council is required to source accommodation or have accommodation in place to deal with these eventualities.

The Council will wherever reasonable and practicable secure suitable accommodation within the Cherwell District in order to allow households to maintain their existing care and support, employment and schooling and other networks. The Council will however take into account and assess each household's circumstances before making a placement. If it is necessary to place a household outside the district area, these placements will be made.

The Council's strategic objectives with regard to temporary accommodation are outlined in the Council's Housing Strategy 2025-30 and the Homelessness and Rough Sleeping Strategy 2024-2029.

2. Aims and Objectives

The Temporary Accommodation Policy aims to.

Set out the Council's approach to placing homeless households in emergency and temporary accommodation.

Ensure the Council is compliant with legislation, guidance, case law and good practice relating to the provision of temporary accommodation.

Set out the factors that will be considered to ensure that the temporary accommodation being offered is suitable and allocated fairly.

Keep households that are homeless safe and supported, including those that are homeless due to personal safety reasons, such as domestic abuse.

Set out expectations and service levels that households can expect should they require the services provided by the temporary accommodation service.

Ensure the effective management of temporary accommodation premises, either those within the direct management of the Council or those provided by third party providers.

Outline how the Council supports households who approach the Council in need of temporary accommodation, to ensure that they are treated in a consistent and fair manner, with a view to improving customer experience.

Reduce costs of temporary accommodation by facilitating move on, making timely decisions and judgements and reducing placements in nightly charged temporary accommodation.

3. Statutory guidance

The provision of temporary accommodation sits within Part 7 Housing Act 1996, as amended by the Homelessness Act 2002 and the Homelessness Reduction Act 2017.

The Policy has considered the provisions outlined within the following associated legislation and guidance

- Homelessness Code of Guidance for Local Authorities (Ministry of Housing, Communities and Local Government, MHCLG)
- Children Act 2004
- Equalities Act 2010
- Localism Act 2011
- Homelessness (suitability of accommodation) order 2012
- Care Act 2014

- Domestic Abuse Act 2021

There is also case law that is relevant to homelessness placements and temporary accommodation that is considered when delivering the service to households.

4. Policy Outline

4.1 Temporary Accommodation Portfolio

Temporary housing provided by the Council comprises of a number of different options. This includes properties that are directly managed by the Council and are within the Council's own ownership portfolio, properties that are leased from third parties and properties that are designated as temporary accommodation by other Registered Providers as part of a partnership arrangement.

When these options are not available or suitable, alternative accommodation is sourced on a nightly basis. This is typically by provision of a room or rooms within a hotel.

Temporary accommodation, by definition, is not a permanent home and permanent accommodation. Therefore, it will not meet all the household requirements that a permanent home offer will.

The Council attempts to ensure that there is an adequate provision of self-contained temporary accommodation to meet its demand requirements. It reviews its needs and demands on a regular basis, using trend data and comparisons with other neighbouring or similar localities. The Council does experience spikes and/or reductions in demand, related to outside factors, which does affect the amount and level that the Council has to access emergency accommodation through hotels.

The Council will utilise suitable and appropriate accommodation opportunities that become available, that are affordable, within the Cherwell area. This improves the Council's ability to meet its statutory duties

4.2 Self-contained units of Social Housing

These properties are either owned and managed by the Council or owned and managed by another Registered Provider.

Where the Council owns and manages the property, a licence to occupy the property is issued to the household. The Council also provides a full housing management service to the occupiers whilst they are in occupation.

Where properties are provided by another Registered Provider, housing management services, such as rental payments and repairs and maintenance, are managed and delivered by the provider themselves.

These units are more appropriate for longer term occupancy and therefore are typically used where the Council owes or is likely to owe the full homelessness duties.

There are no statutory duties to provide furnished accommodation. However, the accommodation that is owned and managed by the Council is furnished with essential furnishings.

For households that are within properties provided by other registered providers, support is provided to access furnishings for those who require them.

4.3 Shared houses

These properties are either owned by the Council or are leased from another commercial landlord.

These properties provide a room within a shared house, with communal facilities, such as the kitchen with appliances, being shared amongst other occupants. All rooms provided have en-suite facilities.

4.4 Private Sector Leased properties

These are properties that are leased from private landlords for the use as temporary accommodation. The Council then lets them as temporary accommodation and provides management services to the landlord and tenant.

Properties are provided with basic furnishings and white goods.

4.5 Hotels

The Council utilises hotels when all other accommodation options are full or unsuitable.

This accommodation is also used typically when properties are required in an emergency and at very short notice, such as a call to the Cherwell out of hours homelessness emergencies service. In these circumstances, it is not practicable to place a household in any other form of accommodation apart from a hotel.

When a household is placed in hotels, attempts to assess their circumstances fully and offer alternative accommodation that is more suitable, such as self-contained accommodation, commence. The Council seeks to minimise stays in hotels as much as possible.

4.6 Specialist Temporary Accommodation

The Council does not commission any temporary accommodation that is specifically for people with certain support needs.

However, as part of wider commissioning arrangements with partner organisations, secure accommodation for survivors of domestic abuse, such as refuge, supported accommodation for those who have been rough sleeping and specialist accommodation for young people are also provided and can be accessed through the Housing Options Team. The accommodation and management of these placements are managed outside the Council's normal processes and service offer and provided by other partner organisations commissioned separately.

4.7 Food and Cooking Facilities

The Council is not under any legal obligation to provide cooking facilities or pay for enhanced provision, such as breakfast on hotel stays. It does not routinely provide food or cooking facilities unless they are existing characteristics of the property that has been provided.

If a hotel establishment provides additional facilities within the room, these are at the owners/proprietor's own discretion.

Assistance and guidance on food provisions within the local area of the placement will be provided by the team.

If food provision is required in the event of a household having zero income, for instance, efforts will be made to minimise any severe hardship whilst supporting the household to restore an income.

4.8 Temporary Accommodation and Clients with Mobility Needs

The Council will make all possible provision to assist those with specialist mobility needs in emergency placements within hotels.

Where longer term temporary accommodation is required, the Council will ensure that provisions for bathing and access are made within placements.

4.9 Offers and Temporary Accommodation Agreements

The Council will make one suitable offer of temporary accommodation (section 188). If this is an interim offer of accommodation pending a decision on the households' homelessness application and the accommodation offer is refused, the household will need to make their own accommodation arrangements until a final decision and determination is made on the households' homelessness application, when all the relevant enquiries have been made.

If the Council subsequently accepts that a section 193 duty is owed, the council will make another offer of temporary accommodation. If the household again refuses the offer, the Council has no duty to make any further accommodation offers.

Households will be expected to either agree to the tenancy arrangements offered by the landlord offering the accommodation, the licence agreement and/or the terms or rules applied by the hotel, whichever is applicable.

If households do not take up accommodation offers or fail to occupy for reasons that are not considered reasonable, the placement will be ended and a further placement will not be offered. If there are valid reasons for non-occupancy, such as bereavement or time in hospital, then these will be considered on a case-by-case basis.

At the start of a placement, and at all other placements that may be made during the households stay in temporary accommodation, households will be asked to sign agreements with the Council. These agreements set out the terms of the occupancy and the consequences of breaching the agreements will be explained.

For those in temporary accommodation that are subject to the Council's licence agreement, if agreements are breached, the Council will issue warnings to households, either verbally or in writing or both. For the most severe breaches, such as for serious behaviour issues that threaten the safety of other members of the public, the Council will consider ending the accommodation at any time and terminate the placement.

The Council will assess what support is required for the person within temporary accommodation and, where possible, enable access to that support. The Council will provide housing related support, such as advice on rental payments, through the temporary accommodation officer.

For households that are accommodated under a Section 193 main housing duty, if their behaviour leads to the loss of accommodation and thus is a deliberate act or omission, this could lead to an intentionally homeless decision being reached. This would end the Council's accommodation duties.

4.10 Suitability of a Temporary Accommodation Placement

If the Council accepts a duty to provide temporary accommodation, the Council will consider the needs of the household as part of their assessment. This will identify any risks to help determine a suitable temporary accommodation placement.

The Council will give regard to and comply with legislation, including Homelessness (Suitability of Accommodation) (England) Order 2012 and the Code of Guidance.

In determining whether a temporary accommodation that is offered is suitable for a household, the Council must take account of factors such as:

- The location of the accommodation and whether the accommodation is within the district area. This will allow a customer to maintain established links and networks. We understand that clients may have links to certain areas within the district, and we will attempt to allow links to be maintained, but this is not always possible due to the limited availability of accommodation.

- Size and condition of property. Temporary accommodation must provide adequate space and rooms standards and be fit to occupy. If self-contained accommodation is provided, customers will be expected to use a living room as a bedroom if necessary. The quality of decoration, layouts and provision of facilities such as parking and gardens are not valid reasons for refusal.
- The proximity of local amenities and transport. The Council will consider what local transport links are available to customers so that they can maintain networks. Further consideration will be given as to whether a household member has a vehicle. The Council will consider the proximity to schools, public transport and primary care services.
- The Council will consider health factors, such as ability to manage the stairs, care and support provided by other statutory agencies or the need to access any specialist medical services that are only available in the district. If the customer or a member of their household provides medical information that was not available during the initial assessment, the customer must submit this within 24 hours. The impact on health of occupying certain accommodation may be subject to an assessment by an independent medical advisor. The key test in determining the impact of any medical issues is whether the condition itself makes the housing offered unsuitable. For example, problems such as depression, asthma, diabetes or epilepsy would be unlikely to make a property unsuitable as these problems would persist in any sort of accommodation. Medical needs that have a reliance on specialist services provided locally will be considered when providing temporary accommodation and will be one of the criteria that would be considered for priority for accommodation in the district.
- The likelihood and significance of any disruption that would be caused to caring responsibilities due to the location of the accommodation. The Council will consider significant caring responsibilities for people who are not part of the customer's household and the need to reach people who are being cared for. Proof of receipt of carers allowance or attendance allowance will be required.
- The likelihood and significance of any disruption that would be caused to the education of households' members. Attendance at local schools will not normally be considered a reason to refuse accommodation, although some priority will be given to special education needs and students who are close to taking public examinations in determining property for in-district placements.
- The Council will consider the need of customers who are in paid employment to reach their normal workplace from the temporary accommodation that is provided. This will apply to those that have access to a car and those that rely on public transport.
- The ability to access medical facilities and other routine support needs that are required to be accessed or provided to household members that are essential to their wellbeing.

- Any risks associated with living in a particular area, such as previous domestic abuse. Placements can also be changed/moved linked to the reasons of safety.
- Welfare and safeguarding of children (Children's Act 2004): All decisions made will take account of the welfare and safety of children who are part of the household.
- The Council will take into consideration circumstances covered by the Equalities Act 2010 and the specific needs of the household.

In some circumstances, it may be more appropriate to make placements outside the district area because of risks posed to the household of remaining in the district.

If there are any safeguarding concerns relating to the household, the Council will request the support of other and the appropriate statutory agencies and make the relevant risk information available for disclosure prior to the placement being made.

The suitability of a placement will remain under review following it being made. The Council will respond to any relevant change in circumstances that may affect the suitability of a placement, such as the safety of household members, until such time as the temporary accommodation duty comes to an end.

The Council is aware that placements made as an emergency (section 188) and thus are likely to be in a hotel, may not necessarily be suitable for the duties under section 193. The Council will endeavour to make sure that self-contained properties with facilities are sourced as soon as practical for those households.

Before making a placement into temporary accommodation, a risk assessment is completed by the Housing Options Team.

4.11 Out of Area Placements

The Council does not own or lease any properties that are outside of the Cherwell district. It also does not have interest or agreements for properties, such as with other Registered Providers, that are outside of the Cherwell district.

As outlined above, on occasions, particularly in cases where personal safety is at risk, such as domestic abuse, placements are routinely made outside of the Cherwell district.

On occasions, it is not possible to source suitable accommodation within the Cherwell district and placements are made out of the district area. Whenever an applicant is accommodated outside of the Cherwell district, attempts will be made to identify alternative temporary accommodation within the district area as soon as possible.

In the eventuality of an out of area placement, the Council will notify the relevant authority of the placement being made as per our duties within legislation.

4.12 Prioritisation of placements

The Council will balance the needs of individual customers and balance these against the type and location of temporary accommodation available.

Priority for in-district accommodation will be given to certain customers whose circumstances indicate that they would best be housed as close to the district as possible. These include:-

- Customers with a severe and enduring health condition requiring intensive and specialist medical treatment that is only available in the district.
- Customers who are in receipt of a significant package and range of health care options that cannot be easily transferred.
- Customers with a severe and enduring mental health problem who are receiving psychiatric treatment and aftercare provided by community mental health services and have an established support network where a transfer of care would severely impact on their wellbeing.
- Customers with a child registered on the Child Protection register in Oxfordshire or families who have high social needs who are linked into local health services and where it is confirmed that a transfer to another area would impact on their welfare.
- Customers with a child with special educational needs who is receiving education or educational support in the district, where change would be detrimental to their wellbeing.
- Customers with a child over the age of 14 who is enrolled in public examination courses in the district and with exams to be taken within a year. If in-district accommodation is not available, the Council, where practical, will seek to place such customers within reasonable travelling distance of their school or college.
- Customers who have a longstanding arrangement to provide care and support to another family member in the district who is not part of the household and would be likely to require statutory health and social support if the care ceased.
- Any other special circumstances will also be considered.

Where practicable, the Council will endeavour to place a customer who works in paid and settled employment within a reasonable travelling distance. A reasonable travelling distance is two hours by public transport from their place of employment. For consideration, a customer should be working a minimum of 16 hours per week for a single person or a lone parent and 20 hours per week for a couple. Maternity leave will be considered where the requisite hours were routinely worked prior to maternity leave and there is an intention to return to work. The customer would have been employed continuously for more than six months.

4.13 Families and Hotel Placements

Whilst families are placed in hotels, this is used as an emergency and in the absence of an alternative placement to prevent their homelessness. The Council will adhere to the Homelessness (Suitability of Accommodation) (England) Order 2003 and the Code of Guidance by ensuring that households with children or who are pregnant stay in this type of accommodation for longer than 6 weeks.

If there are reasons where this unavoidably occurs, the Council will endeavour to find an alternative placement or accommodation using its means available as quickly as possible and engage the Ministry of Housing, Communities and Local Government.

4.14 Young people

Hotel accommodation is not regarded as suitable for households that approach who are 16 and 17 years old.

Where a young person is homeless, the Council will work closely with Children's Services at Oxfordshire County Council to ensure that the appropriate assessments are made to meet the young person's needs.

The Council has agreements in place with Oxfordshire County Council to ensure that clients that are young people are supported through Children's Services.

4.15 Households with Pets

Pets are not considered household members when assessing homeless applicants and providing temporary accommodation and the Council has no duty towards pets.

Households are encouraged and advised during their homelessness interviews to make alternative interim or permanent arrangements for their pets. The Council will provide advice and information about organisations locally that may be able to assist.

It is not always possible for alternative arrangements to be found, and in these circumstances, the Council will endeavour to find temporary accommodation that will allow households to keep pets. This however is not always possible or practicable. In circumstances where accommodation cannot be sourced that will allow pets and pets remain within the household when placed, the Council will consider ending the placement due to a breach of a licence conditions.

Assistance animals, such as assistance dogs, that are part of the household and have the correct registration and documentation are considered part of the household and are not classed as pets.

4.16 Storage of Belongings

Within Section 211 of the Housing Act 1996, someone placed in temporary accommodation and there is a likelihood of loss of personal property, and they are unable to make alternative arrangements, the Council may have duties to take

reasonable steps to protect those possessions. Protecting property could include carriage to a location and or arranging storage of personal property. Personal property will be classed as items that the household would reasonably expect to have with them. Affordability assessments will be undertaken by the Council to assess if the household requires additional support or whether they should be reasonably expected to arrange storage themselves.

Due to the size, type, tenure and length of stay, it is not usually possible for items of furniture to be moved with households. Items to assist with care for a baby are not included, however, additionally, the Council will provide cots for small children if required. Certain items that will assist with a households' health needs, such as for storage of medication, will be enabled by the Council.

If the Council is required to dispose of property, it will make reasonable charges for doing so to the household.

When the household has found accommodation, they will be expected to collect their items in a timely manner or take over payment of the storage from the Council.

If the Council is in possession of items and the whereabouts of the owner are unknown, the Council will store items for 28 days and serve the relevant notices on the last known addresses and contact methods, where possible. At the end of this period, personal property will be disposed of if no contacts or arrangements are made by the household who the belongings are being stored for.

4.17 Moves within Temporary Accommodation

When a unit of self-contained accommodation becomes available with the available temporary accommodation stock, the Council will use its discretion to decide who is prioritised and how placements are made, and these are dependent on individual household circumstances. Available temporary accommodation within the portfolio is not advertised when available.

Households are moved routinely within the temporary accommodation portfolio when duties owed become clear and units become available, as outlined in previous sections. The Council does aim to minimise moves however and will not move households without reason. The Council will aim to provide as much notice as practicable before moving a household, but due to the pressures on the accommodation and the nature of the accommodation being emergency housing, the length of notice is routinely less than 1 week.

In general, moves within temporary accommodation will be for the following reasons, this list is not exhaustive

- Where a placement has been made out of area due to availability of accommodation and the household is moving a placement back within district.
- Where there is a safety issue or other suitability requirement that becomes apparent that necessitates a move.

- Where the accommodation that the household is housed in is unavailable.
- Where a more suitable unit of accommodation is available, such as a self-contained unit and the household is in a hotel.
- Where the household is within a unit of accommodation that has features, such as adaptations for a disabled person, that would meet the requirements of that household more so the current household.

Where moves are requested by the Council, households will be required to move. If a household refuses to move, the Council will consider ending its duties and the temporary accommodation placement.

Where temporary accommodation is being provided by a third party, such as another proprietor or another landlord, they will manage households and the accommodation as they wish and will reserve the right to refuse or end placements. The Council endeavours to retain positive relationships with suppliers and other landlords to ensure that placements are not ended without good reason.

On occasions, due to the risks presented to or by an individual household means that a placement cannot be sourced that will accept the household, the Council will continue to seek temporary accommodation in accordance with its responsibilities within legislation. It will engage other appropriate agencies to assist with this as appropriate.

4.18 Temporary Accommodation Charges

Households are expected to pay charges associated with their temporary accommodation placement.

Those households that can claim housing benefit will be assisted to do so by the housing team to assist with the costs associated. If households are not eligible for housing benefit, because they have income which is too high, for instance, they will be expected to pay for their accommodation and stay.

The Council charges a weekly service charge, on top of any accommodation charges, to contribute towards wider costs associated with accommodation and placements.

Failure to pay charges associated with temporary accommodation will be managed by the housing team. Warnings will be issued, and non-payment will be discussed with households. The Council may enter into payment agreements with households to recover arrears. If agreements are not kept to and arrears continue to accrue due to non-payment, the Council will consider ending the placement. The consequences of this for a household's placement and application are outlined in the above section.

Additionally, the Council may recharge households for costs it incurs that are related to a household's stay in temporary accommodation. These could include, but are not limited to

- Damage caused to the accommodation provided
- Where fixtures and fittings are removed from the accommodation provided

4.19 Rights of review and refusals

The Council will offer suitable accommodation to households. If a household has concerns that the accommodation offered is not suitable, they should discuss them with their housing options officer. Households can request a review of placements that are made under Section 193 Housing Act 1996.

The household will be provided with informed guidance regarding the potential consequence of refusing accommodation or failing to occupy them. This will include their rights to review.

Households will be provided with housing options to advise that they should accept the offer that has been made but can pursue a review. This is to prevent a situation where someone does not have access to accommodation.

Accommodation during review periods is at the discretion of the Council and based on individual circumstances. Considerations include the merits of the review, taking into account the evidence available when the original decision was made.

4.20 Supporting applicants and move on

The Housing team will ensure that applicants received appropriate advice and assistance with their housing whilst they are within temporary accommodation and are assisted to achieve move on. If appropriate, referrals to other agencies, such as other statutory agencies or support agencies will be made so households can receive more specialist support.

The Council's temporary accommodation officers manage placements on a day-to-day basis, ensuring that households are in occupation and agreement conditions are being met.

The housing team will also provide housing related support to assist with their long-term housing and move on. This support could include

- Ensuring that the needs of the household are reasonably being met.
- Benefit claims and maximisation.
- Helping to access healthcare or education facilities.
- Managing household charges and arrears.
- Support with joining the housing register and providing supporting documentation.
- Helping to access furnishings.

- Advising regarding rent in advance and or deposits.

The temporary accommodation officer also plays an important role in the welfare of applicants. Where necessary, safeguarding referrals will be made, and multi-agency meetings will be attended.

The temporary accommodation officer will also make the necessary follow ups should an individual leave temporary accommodation without notice, liaising with the appropriate agencies as appropriate.

4.21 Ending placements and discharging duties

The level of notice, reasons and methods of ending placements and discharging duties is dependent on the status of the homeless application and the duties owed.

Section 188 Housing Act 1996

Ending a placement under this duty is likely to be because of a breach of licence terms or due to a not in Priority Need decision being made by the Council.

The Council is not required to serve a 4 week Notice to Quit and can use its discretion on the level of notice given and what it considers reasonable. This is done on a case-by-case basis and is informed by the circumstances presented.

Section 193 Housing Act 1996

Ending a placement under this duty will be due to the following circumstances:

- Accepts an offer of suitable accommodation.
- Refuses an offer of suitable accommodation.
- Is homeless intentionally from the temporary accommodation provided by the Council
- It becomes apparent that the household is no longer eligible for assistance
- The household withdraws their application

Where the main duty is discharged by a suitable offer of accommodation being made and refused, a minimum of 28 days' notice will be given by serving the appropriate notice.

If a household is asked to leave a hotel placement, or similar, the Council may accommodate the household elsewhere, depending on the situation, facts and circumstances.

Depending on the circumstances and the duties owed, the Council may consider that the behaviour within the temporary accommodation constitutes intentionality. In these circumstances, applicants will be informed of the intentionally homeless decision in writing and the appropriate notice will be served as applicable.

If the Council discharges its duties and there are children within the household, the Council will notify Children's Services for assistance. Notifications can be made to Children's Services with or without the households' consent, depending on the circumstances.

4.22 Equality and Diversity

The Council has a statutory duty to have due regard to the need to promote disability, race and gender equality.

The Council will also be proactive about putting in place arrangements to ensure that they do not unfairly discriminate against individuals on the grounds of their age, religion, personal relations or living and caring arrangements, or whether they live in an urban or rural area. Equality should be integral to the way in which social care is prioritised and delivered.

4.23 Monitoring Performance and Review

The performance against the policy will be reviewed regularly by the service.

Performance against the policy will be monitored in a number of ways, outlined below: (this list is not exhaustive)

- The number of households within temporary accommodation.
- The number of households within hotel accommodation.
- The number of households that have been in hotel accommodation longer than 6 weeks, and who have children.
- Out of area placements.
- Voids within the temporary accommodation portfolio.
- Occupancy of units and standards of accommodation.
- Evaluation of customer feedback and complaints, including member and MP enquiries.
- Customer satisfaction surveys, where appropriate.
- Monitoring of budget and spend on temporary accommodation.

The policy will be monitored and reviewed on a 3 yearly basis and will be reviewed more frequently if there are changes in legislation or guidance that affect the policy, for instance.

Minor changes which make no significant difference to service provision will be made to the document with the agreement of the Assistant Director – Wellbeing and Housing and the Portfolio Holder for Housing.

Cherwell District Council
Equality and Climate Impact Assessment

Cherwell District Council Temporary Accommodation Policy

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Section 1: Summary details

Directorate and Service Area	Wellbeing and Housing – Housing Services
What is being assessed (e.g. name of policy, procedure, project, service or proposed service change).	Cherwell District Council Temporary Accommodation Policy
Is this a new or existing function or policy?	New policy to cover existing service function
Summary of assessment Briefly summarise the policy or proposed service change. Summarise possible impacts. Does the proposal bias, discriminate or unfairly disadvantage individuals or groups within the community? (following completion of the assessment).	<p>The Council has a duty to provide temporary accommodation for certain households who approach the Council for assistance and who are in housing crisis. The duties that the Council has are outlined within legislation, specifically the Housing Act 1996. The policy outlines the Council's approach, including how placements are made and managed.</p> <p>Any prioritisation of different treatment of households is outlined with legislation regarding eligibility for housing, priority need and associated legislation pertaining to housing and allocation of housing.</p>
Completed By	Richard Smith
Authorised By	Nicola Riley
Date of Assessment	May 2025

Section 2: Detail of proposal

<p>Context / Background</p> <p>Briefly summarise the background to the policy or proposed service change, including reasons for any changes from previous versions.</p>	<p>The Council has a duty to provide temporary accommodation to homeless households following an assessment of their needs. This assessment, outlined within legislation, is conducted by the Council and takes account of whether someone is homeless, eligible for assistance and the nature of their household vulnerability. Households that are classed as having a 'Priority Need' due to their household vulnerabilities, are placed within temporary accommodation.</p> <p>There are different duties within the Housing Act 1996 under which temporary accommodation is provided to homeless households, these are outlined within the Policy document.</p> <p>The Council has a mixed temporary accommodation portfolio to manage demand. This comprises of partnerships with registered providers of social housing, private sector partners, Council owned accommodation and, where necessary, hotel placements.</p>
<p>Proposals</p> <p>Explain the detail of the proposals, including why this has been decided as the best course of action.</p>	<p>Who is provided with temporary accommodation is outlined within the Housing Act 1996. The policy covers the management of these placements. As placements are being made currently, it is prudent to have a policy that outlines how the Council delivers this service.</p>
<p>Evidence / Intelligence</p> <p>List and explain any data, consultation outcomes, research findings, feedback from service users and stakeholders etc, that supports your proposals and can</p>	<p>There are around 100 households placed within temporary accommodation currently. The Council constantly has a number of households placed. The policy will therefore affect these individuals and those placed in the future. Around 5 new households are currently placed in temporary accommodation each week.</p>

<p>help to inform the judgements you make about potential impact on different individuals, communities or groups and our ability to deliver our climate commitments.</p>	
<p>Alternatives considered / rejected</p> <p>Summarise any other approaches that have been considered in developing the policy or proposed service change, and the reasons why these were not adopted. This could include reasons why doing nothing is not an option.</p>	<p>The following alternative options have been identified and rejected for the reasons as set out below.</p> <p>Not to bring forward a Temporary Accommodation Policy.</p> <p>There is no statutory need to have a Temporary Accommodation Policy, so this is an option that could be considered. It is however considered good practice for Council's to have a Temporary Accommodation Policy in the Council's conversations with its homelessness advisors from the Ministry of Housing, Communities and Local Government, and also is an approach that is and has been replicated by other Council's across the Country. This is therefore rejected.</p>

Section 3: Impact Assessment - Protected Characteristics

Protected Characteristic	No Impact	Positive	Negative	Description of Impact	Any actions or mitigation to reduce negative impacts	Action owner* (*Job Title, Organisation)	Timescale and monitoring arrangements
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Eligibility for housing, outlined within legislation, advises who should be assisted.</p> <p>Legislation advises that placements in hotels for households with children should be minimised and sets out a maximum time within legislation.</p>	The policy and housing strategy outlines that the Council is aiming to provide more units of self-contained accommodation and wishes to reduce/end hotel usage.	Housing Options Manager	Annual monitoring
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Those with certain vulnerabilities are classed as priority need and are therefore provided with temporary accommodation when the approach the Council in housing crisis.	None	Housing Options Manager	Annual monitoring
Gender Reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	N/A
Marriage & Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	N/A

Appendix 2

Pregnancy & Maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Households that are pregnant are classed as priority need and are therefore provided with temporary accommodation when the approach the Council in housing crisis.	N/A	Housing Options Manager	Annual monitoring
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	N/A
Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	N/A
Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	N/A
Religion or Belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	N/A

Section 3: Impact Assessment - Additional Community Impacts

Additional community impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner (*Job Title, Organisation)	Timescale and monitoring arrangements
Rural communities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	N/A
Armed Forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Legislation advises that members of the armed forces should be prioritised for housing additionally, and certain criteria routinely applied to other households will not apply to armed forces households.	None	Housing Options Manager	Annual Monitoring
Carers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		None	N/A	N/A
Areas of deprivation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N/A	N/A	N/A

Section 3: Impact Assessment - Additional Wider Impacts

Additional Wider Impacts	No Impact	Positive	Negative	Description of Impact	Any actions or mitigation to reduce negative impacts	Action owner* (*Job Title, Organisation)	Timescale and monitoring arrangements
Other Council Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	N/A
Providers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Providers of social housing are part of the temporary accommodation offer that the Council has, but this impact is neither positive or negative.	N/A	N/A	N/A
Social Value ¹	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	N/A

¹ If the Public Services (Social Value) Act 2012 applies to this proposal, please summarise here how you have considered how the contract might improve the economic, social, and environmental well-being of the relevant area

Section 3: Impact Assessment - Climate Change Impacts

OCC and CDC aim to be carbon neutral by 2030. How will your proposal affect our ability to reduce carbon emissions related to

Climate change impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner (* Job Title, Organisation)	Timescale and monitoring arrangements
Energy use in our buildings or highways	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	N/A
Our fleet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	N/A
Staff travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	N/A
Purchased services and products (including construction)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	N/A
Maintained schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	N/A

We are also committed to enable Cherwell to become carbon neutral by 2030 and Oxfordshire by 2050. How will your proposal affect our ability to:

Climate change impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner (*Job Title, Organisation)	Timescale and monitoring arrangements
Enable carbon emissions reduction at district/county level?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	N/A

Section 4: Review

Where bias, negative impact or disadvantage is identified, the proposal and/or implementation can be adapted or changed; meaning there is a need for regular review. This review may also be needed to reflect additional data and evidence for a fuller assessment (proportionate to the decision in question). Please state the agreed review timescale for the identified impacts of the policy implementation or service change.

Review Date	Annual
Person Responsible for Review	Head of Housing
Authorised By	AD Wellbeing and Housing

<p>This report is public</p> <p>Appendix 5 to the report is exempt from publication by virtue of paragraphs 1, 2 and 3 of Schedule 12A of Local Government Act 1972</p>	
<p>Finance Monitoring Report May 2025</p>	
<p>Committee</p>	<p>Executive</p>
<p>Date of Committee</p>	<p>1 July 2025</p>
<p>Portfolio Holder presenting the report</p>	<p>Portfolio Holder for Finance, Property and Regeneration, Councillor Lesley McLean</p>
<p>Date Portfolio Holder agreed report</p>	<p>19 June 2025</p>
<p>Report of</p>	<p>Assistant Director Finance (S151 Officer), Michael Furness</p>

Purpose of report

To report to the committee the council's forecast yearend financial position as at the end of the May 2025 further detail can be found in the report and its appendices.

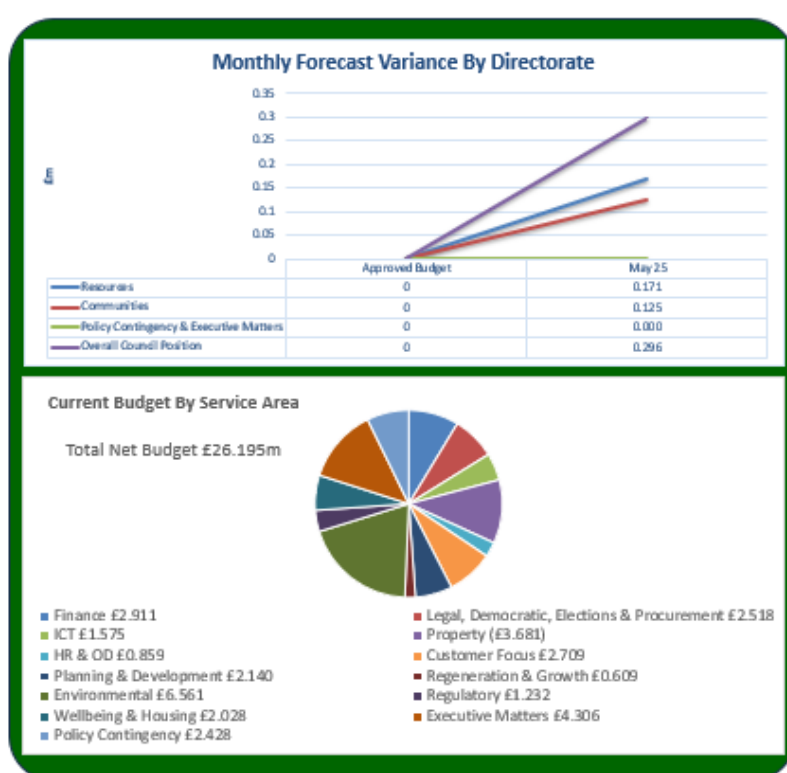
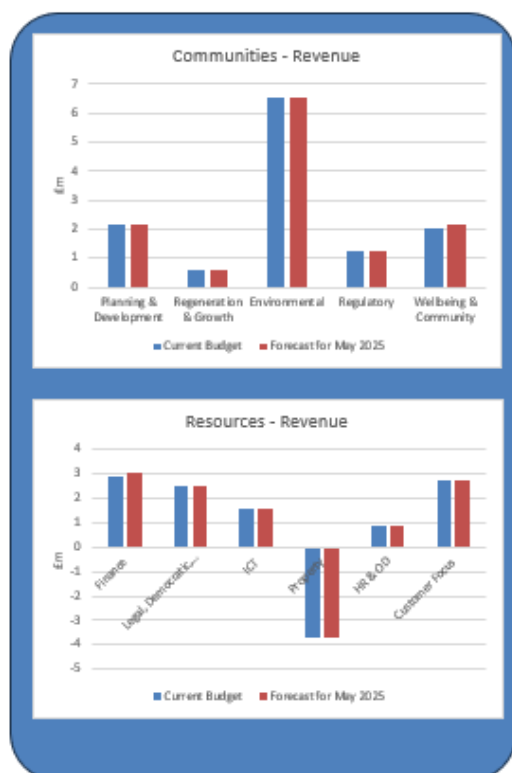
1. Recommendations

The Executive resolves:

- 1.1 To consider and note the contents of the council's financial management report as at the end of May 2025.
- 1.2 To approve the Use of Reserve and Grant Funding Requests set out in Appendix 4.
- 1.3 To approve the proposed write offs as set out at exempt Appendix 5.

2. Executive Summary

- 2.1 The Finance section presents the forecast yearend revenue position for the 2025/26 financial year and in a summary dashboard as detailed below:

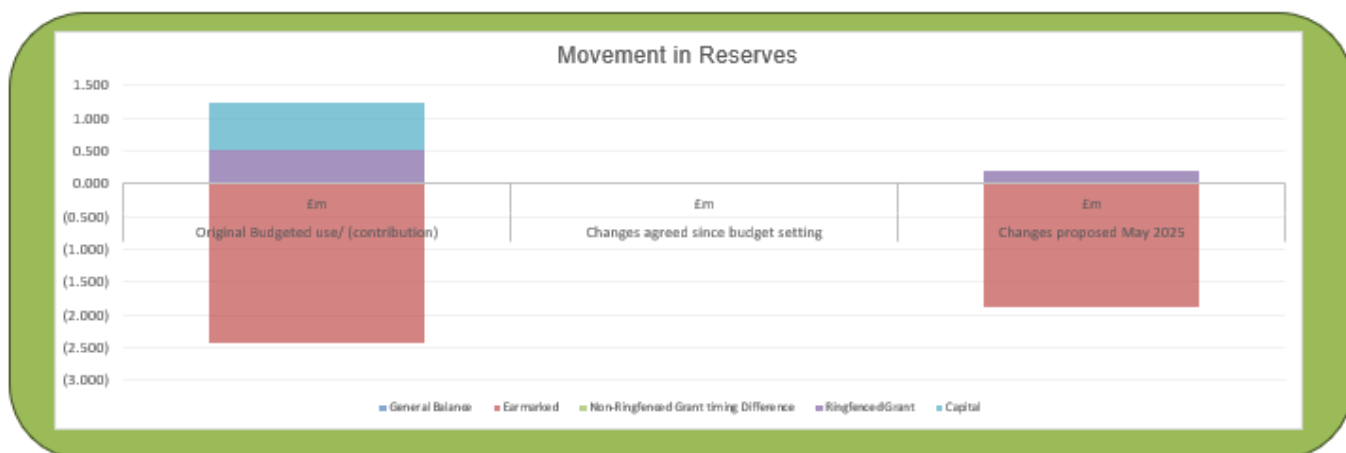


Service Analysis

Service	Finance	Legal, Democratic, Elections & Procurement	ICT	Property	HR & OD	Customer Focus	Planning & Development	Growth & Economy	Environmental	Regulatory	Wellbeing & Housing	Executive Matters	Policy Contingency	Total
Budget approved by Council	2.911	2.518	1.575	-3.681	0.859	2.709	2.140	0.609	6.561	1.232	2.028	4.306	2.428	26.195
Budget Adjustments approved:														
Current Budget	2.911	2.518	1.575	-3.681	0.859	2.709	2.14	0.609	6.561	1.232	2.028	4.306	2.428	26.195
Finance Overspend - Universal credit & fewer court summons delay in overtime policy	0.147													0.147
Top slice of grants & IT license costs					0.024						0.125			0.125
Current (Under)/Overspends	0.147	0	0	0	0.024	0	0	0	0	0	0.125	0	0	0.296

Mitigation Table

Service	Forecast Overspend	Potential Mitigations	Potential revised Forecast Outturn	Detail on mitigation
Finance	0.147	-0.126	0.021	"the council has been operating a phased introduction to fully reflect support costs within services based on expectation of new grants (where the grant conditions allow). The council is now ensuring that all support costs are fully reflected and this has led to a larger charge than budgeted for."
Resources & Transformation	0.171	-0.126	0.045	
Wellbeing & Housing	0.125		0.125	
Communities	0.125	0.000	0.125	
Total	0.296	-0.126	0.170	
Potential Revised Forecast (Surplus)/Deficit			0.170	



2.2 The capital forecast yearend position will be reported on a Quarterly basis with the first report being June 2025.

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. Joanne Kaye, Head of Finance, 19 June 2025			
Legal	There are no legal implications arising at this stage. The Council has a fiduciary duty to council taxpayers, which means it must consider the prudent use of resources, including control of expenditure, financial prudence in the short and long term and the need to act in good faith in relation to compliance with statutory duties and exercising statutory powers. The Council has a statutory obligation to maintain a balanced budget and the monitoring process enables Executive to remain aware of issues and understand the actions being taken to maintain a balanced budget. The report sets out as at June 2025 finance position for the Council as part of its fiduciary duty to implement budgetary controls and monitoring. Denzil – John Turbervill, Head of Legal Services, 18 June 2025			
Risk Management	There are no risk implications arising directly from this report. Financial resilience and any risks link to it are managed through the Corporate Leadership Risk register. Julie Miles, Performance Analyst & Developer, 18 June 2025			
Impact Assessments	Positive	Neutral	Negative	Commentary
Equality Impact		X		There are no equalities implications arising directly from this report.is report.

				Julie Miles, Performance Analyst & Developer, 18 June 2025
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 protected characteristics, including employees and service users?		X		N/A
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 2025/26.			
Human Resources	N/A			
Property	N/A			
Consultation & Engagement	N/A			

Supporting Information

3. Background

- 3.1 The council actively and regularly monitors its financial position to ensure it can deliver its corporate priorities and respond effectively to emerging issues.
- 3.2 This monitoring takes place monthly for finance, 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 on a quarterly basis where Performance and Finance updates are given due to the implications and interdependencies between them, and this is the summary financial forecast for the end of the financial year position for 2025/26.

4. Details

4.1 Finance Update

4.1.1 The council's overall forecast yearend position for 2025/26 is an overspend of £0.296m. The forecast currently shows an overspend across Directorates with potential mitigations that are currently being investigated totalling (£0.126m) as detailed in the mitigations table above. These mitigations are not part of the forecast.

The projected outturn for the services is summarised below in Table 1 and further details providing explanations for variances can be found in Appendix 2.

Table 1: Forecast Year End Position

Service	Current Budget £m	May Forecast Outturn £m	May Variance (Under) / Over £m	% Variance to current budget %	
Finance	2.911	3.058	0.147	5.0%	
Legal, Democratic, Elections & Procurement	2.518	2.518	0.000	0.0%	
ICT	1.575	1.575	0.000	0.0%	
Property	(3.681)	(3.681)	0.000	0.0%	
HR & OD	0.859	0.883	0.024	2.8%	
Customer Focus	2.709	2.709	0.000	0.0%	
Resources & Transformation	6.891	7.062	0.171	2.5%	
Planning & Development	2.140	2.140	0.000	0.0%	
Regeneration & Growth	0.609	0.609	0.000	0.0%	
Environmental	6.561	6.561	0.000	0.0%	
Regulatory	1.232	1.232	0.000	0.0%	
Wellbeing & Housing	2.028	2.153	0.125	6.2%	
Communities	12.570	12.695	0.125	1.0%	
Subtotal for Directorates	19.461	19.757	0.296	1.5%	
Executive Matters	4.306	4.306	0.000	0.0%	
Policy Contingency	2.428	2.428	0.000	0.0%	
Total	26.195	26.491	0.296	1.1%	
FUNDING	(26.195)	(26.195)	0.000	0.0%	
Forecast (Surplus)/Deficit	0.000	0.296	0.296		

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.

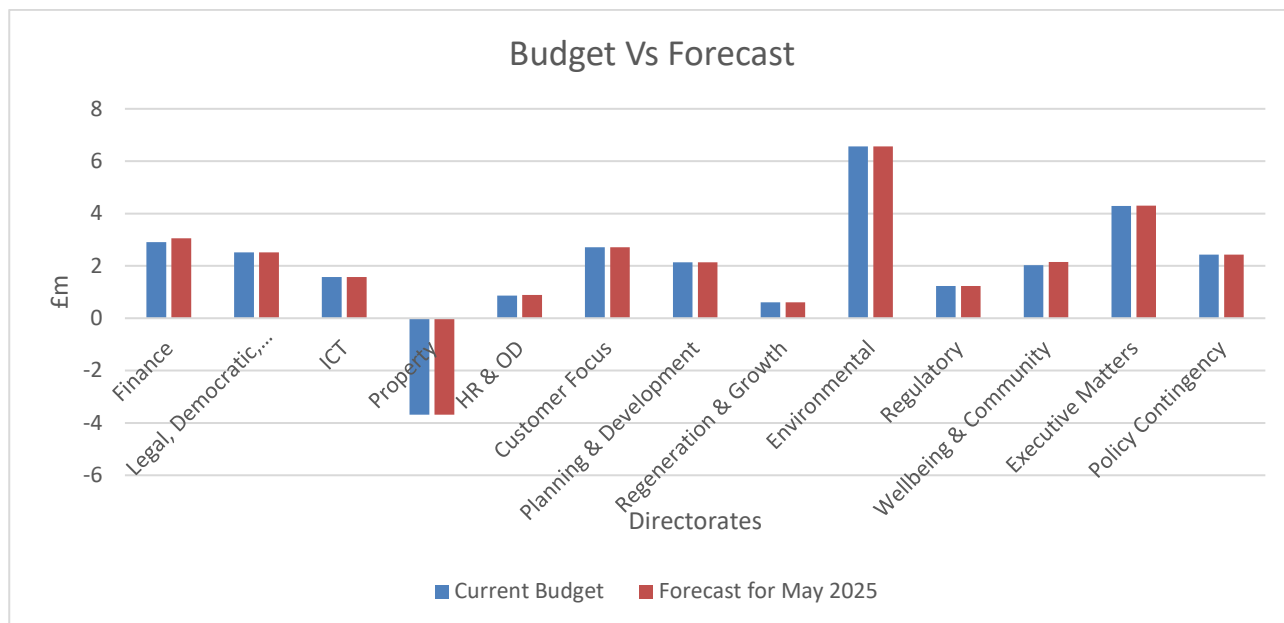
4.1.2 Table 2 below analyses the variances to distinguish between base budget variances and variances resulting from the non-delivery of previously approved savings. The non-delivery of savings has a knock-on impact on the Medium-Term Financial Strategy as failure to deliver on an ongoing basis adds to future pressures.

Table 2: Analysis of Variance – May 2025

Breakdown of current month forecast	May Forecast Outturn	Base Budget Over/ (Under)	Savings Non-Delivery
	£m	£m	£m
Resources	0.171	0.165	0.006
Communities	0.125	0.125	0.000
Subtotal Directorates	0.296	0.290	0.006
Executive Matters	0.000	0.000	0.000
Policy Contingency	0.000	0.000	0.000
Total	0.296	0.290	0.006
FUNDING	0.000	0.000	0.000
(Surplus)/Deficit	0.296	0.290	0.006

4.1.3 The graph below shows the Budget compared with the forecast to the end of the financial year.

Graph 1: Budget compared with Forecast



4.1.4 Table 3 below summarises the major forecast variances for the reporting period. Further details can be found in Appendix 2.

Table 3: Top Major Variances:

Service	Current Budget	Variance	% Variance
Finance	2.911	0.147	5.0%
Wellbeing & Housing	2.028	0.125	6.2%
Total	4.939	0.272	

Reserves

4.1.5 Allocations to and from reserves are made according to the Reserves Policy. Table 5 below summarises the movements which have been requested as at 31 May 2025, more details can be found within Appendix 4.

Table 5: Reserves forecast:

Reserves	Balance 1 April 2025	Original Budgeted use/ (contribution)	Changes agreed since budget setting	Changes proposed May 2025	Balance 31 March 2026
	£m	£m	£m	£m	£m
General Balance	(7.853)	0.000	0.000	0.000	(7.853)
Earmarked	(31.264)	(2.444)	0.000	(1.635)	(35.343)
Non-Ringfenced	(0.033)	0.000	0.000	0.033	0.000
Grant timing Difference					
Ringfenced Grant	(1.918)	0.523	0.000	0.165	(1.230)
Subtotal Revenue	(41.068)	(1.921)	0.000	(1.437)	(44.426)
Capital	(7.482)	0.720	0.000	0.000	(6.762)
Total	(48.550)	(1.201)	0.000	(1.437)	(51.188)

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

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 forecast revenue financial position up to the end of March 2026, therefore there are no alternative options to consider.

6 Conclusion and Reasons for Recommendations

- 6.1 The report updates the Committee on the projected year-end financial position of the council for 2025/26. Regular reporting is key to good governance and demonstrates that the council is actively managing its financial resources sustainably.

Decision Information

Key Decision	Yes
Subject to Call in	Yes
If not, why not subject to call in	N/A

Ward(s) Affected	All
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Document Information

Appendices	
Appendix 1	Detailed Revenue Narrative on Forecast May 2025
Appendix 2	Virements & Aged Debt May 2025
Appendix 3	Funding May 2025
Appendix 4	Use of Reserves and Grant Funding May 2025
Appendix 5	EXEMPT Write Off Details May 2025
Background Papers	None
Reference Papers	None
Report Author	Leanne Lock, Strategic Business Partner
Report Author contact details	leanne.lock@cherwell-dc.gov.uk 01295 227098
Corporate Director Approval (unless Corporate Director or Statutory Officer report)	Report of Statutory Officer – Section 151 Officer

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Appendix 1 - Report Details – Additional Revenue narrative

Resources & Transformation

Revenue:

Resources & Transformation are forecasting £0.171m overspend against a budget of £6.891m (2.5%).

Finance

Variation
£0.147m

Overview of Forecast The forecast overspend is due to two main areas. As more customers migrate to universal credit, the caseload around housing benefit reduces and so the housing benefit overpayment income stream also reduces. Also, the council is finding that it can encourage more people to pay their council tax at an earlier stage in the recovery process meaning fewer people are taken to court. This is clearly a benefit to the residents; however it means that the income received from the council through court costs reduces.

This is partially offset by an over recovery of grant income.

Legal, Democratic, Elections & Procurement

Variation
£0.000m

Legal, Democratic, Elections & Procurement are currently reporting on target.

ICT

Variation
£0.000m

ICT are currently forecasting on target.

Property

Variation
£0.000m

Property are currently forecasting on target

Customer Focus

Variation
0.000m

Customer Focus are forecasting on track.

HR & OD

Variations £0.024m
Overspend

The forecast for May is an overspend of £0.024m by year-end. The overspend assumes that changes to the current overtime policy will be delayed due to ongoing consultation. Other overspends relate to the need to retain resources in the HR team to carry out HR functions.

Communities

Revenue:

Communities are forecasting a £0.125m overspend against a budget of £12.570m, (1.0%).

Planning & Development

Variation
£0.000m

A forecast for the year will be provided at the end of quarter one. There are early fluctuations in income (positive and negative) and consideration is being given to the staff resource needed to meet priorities.

Regeneration & Growth

Variation
£0.000m

Regeneration & Growth are reporting on budget for May.

Environmental

Variation
£0.000m

Environmental Services are currently forecasting on budget.

Regulatory

Variation
£0.000m

Regulatory Services and Community Safety are forecasting a balanced outturn.

Wellbeing & Housing

Variation
£0.125m overspend

The forecast is based on whole year expenses being needed as budgeted and accounts for increased IT license costs and the corporate top slice of grants to support corporate costs.

Over the course of the year, it may be possible to underspend on some provisions within the budget and reduce the forecasted overspend. Much will depend on the demand for temporary accommodation

Executive Matters

Revenue:

Executive Matters is reporting on target against the budget of £4.306m (0.00%).

Executive Matters

Variation
£0.000m

Executive Matters are forecasting an over recovery of net interest of (£1.957m), the windfall surplus is offset by the proposed transfer to the Interest Rate Equalisation Reserve (please see Appendix 5).

Policy Contingency

Policy Contingency is forecasting on target against a budget of £4.306m, (0.00%)

Policy Contingency

Policy Contingency are currently forecasting on target.

Variation
£0.000m

Appendix 2 - Virement Summary

Virement Movement

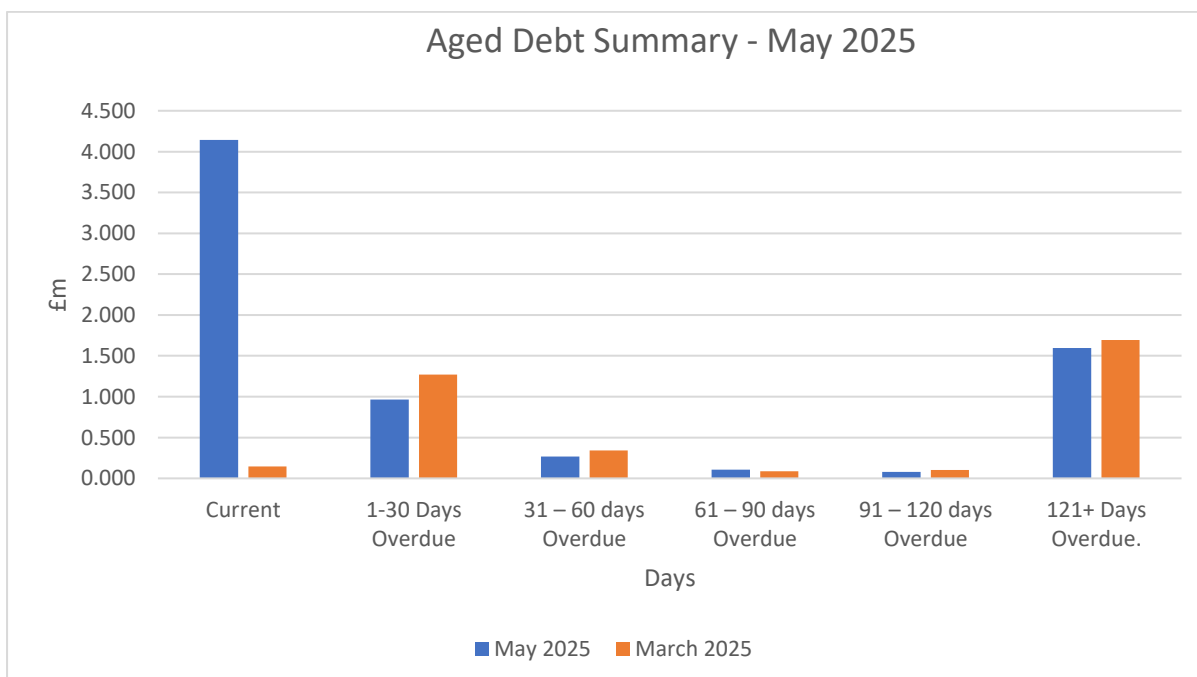
This table shows the movement in Net Budget from April 2025 to May 2025.

Virements - Movement in Net Budget	£m
Directorate Net Budget - April 2025	19.461
Directorate Net Budget - May 2025	19.461
Movement	0.000

Breakdown of Movements	£m
Total	0.000

Aged Debt Summary

The below graph shows the movement in sundry aged debt for the period ending 31 May 2025.



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 totalling £0.520m 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 Sundry Debt Write Off Summary:

	£m
Sundry Debts previously written off	0.000
Sundry Debts written off in April 2025 & May 2025 under S151 delegation	0.008
Sundry Debts written off in March 2025 over £0.005m details in Appendix 6	0.000
Total write offs in financial year 2025/26	0.008

Housing Benefit Write off Summary:

	£m
Housing Benefit previously written off	0.000
Housing Benefit due to be written off in July 2025 under S151 Delegation	0.014
Housing Benefit Overpayments to be written off via committee approval, details in Appendix 6	0.000
Total write offs in financial year 2025/2026	0.014

Council Tax Write off Summary:

	£m
Council Tax previously written off	0.000
Council Tax due to be written off in May 2025 under S151 Delegation	0.217
Council Tax to be written off via Committee Approval details in Appendix 5	0.080
Total write offs in financial year 2025/2026	0.293

Non-Domestic Rates Write off Summary:

	£m
Non-Domestic Rates previously written off	0.000
Non-Domestic Rates to be written off in July 2025 under S151 Delegation	0.029
Non-Domestic Rates written off via Committee Approval, details in Appendix 5	0.048
Total write offs in financial year 2025/2026	0.076

Appendix 3 - Funding for 2025/26

Specific Funding received since budget was set:

Dept.	Grant Name	Funding
		£
DLUHC	Homelessness Prevention Grant	(£0.246)
DLUHC	Rough Sleepers Accommodation Programme	(£0.035)
DLUHC	Redmond Review Implementation	(£0.024)
DLUHC	New Burdens Funding for Accommodation-based Domestic Abuse	(£0.037)
DWP	Welfare Reform New Burdens Funding	(£0.035)
DWP	Housing Benefit Award Accuracy Initiative	(£0.017)
Home Office	Afghan Relocations and Assistance Policy	(£1.187)
Home Office	Syrian Resettlement Programme	(£0.023)
		(£1.604)

Grants included as part of Budget setting:

Directorate	Grant Name	£m
Communities	Afghan Relocations and Assistance Policy	(0.244)
	Asylum Accommodation Dispersal	(0.029)
	Homeless Prevention Grant	(0.763)
	Syrian Resettlement Scheme	(0.183)
	Homes for Ukraine	(0.417)
	UK Shared Prosperity Fund	(0.335)
	Communities Total	(1.972)
Resources	NNDR Cost of Collection Allowance	(0.231)
	Rent Allowances	(25.004)
	Resources Total	(25.235)
Services Sub-total		(27.207)
Corporate	Extended Producer Responsibility	(1.400)
	Funding Floor	(3.400)
	National Insurance Contribution Compensation	(0.258)
	Corporate Total	(5.058)
Cost of Services total		(32.265)
Funding	Business Rates Retained Scheme	(7.490)
	New Homes Bonus	(0.935)
	Revenue Support Grant	(0.368)
	Funding Total	(8.793)
Government Grants Total		(41.058)

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Appendix 4 - Reserves and Grant Funding

Uses of/ (Contributions to) Reserves

Specific requests

Directorate	Type	Description	Reason	Amount £m
Communities	Reserve	Project Reserve	Unspent budget to be released back into Kidlington for 2025/26	0.051
Resources	Reserve	Projects Reserve	Move £0.050m from Projects reserve to create a Shareholder Reserve	0.050
Resources	Reserve	Interest Rate Equalisation Reserve	Whilst interest rates remain high, it is prudent to contribute surpluses to the interest rate equalisation reserve as the reserve can be used to mitigate interest rate pressures in the future.	(1.957)
Resources	Reserve	Shareholder Reserve	move £0.050m from projects reserve to create a Shareholder reserve	(0.050)
Resources	Reserve	Non-ringfenced Grants Timing	Non-ringfenced timing - to support grant for 2025-26 period 1 received 31/3/25	0.033
Resources	Reserves	Home Improvement Agency	To fund graduating post to Grants Surveyor	0.021
Resources	Reserves	LGR	Draw down on reserve to fund Local Government Reform	0.250
			Total Earmarked Reserves (including timing difference)	(1.602)
Communities	Grant	Containing Outbreak Management Fund	Release unspent COMF into 2025-26 to pay over to Banbury Town Council for girls' area in Princess Diana Park (part of development activity zones)	0.030
Communities	Grant	Domestic Abuse Grant	Release unspent grant into 2025-26 to fund domestic abuse co-ordinator post	0.024
Communities	Grant	UK Resettlement Scheme Reserve	Release of settlement scheme funding from Home Office for staff costs on the project	0.111
			Total Grants	0.165

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