




# Appendix 2 – Monthly Performance Report

## February 2019

Includes:

- Joint Programme Measures
- Joint Key Performance Measures (KPIs)

Key to symbols

Colour	Symbol	Meaning for Joint Business Plan Measures	Meaning for Joint Key Performance Measures (KPIs)
Red		Significantly behind schedule	Worse than target by more than 10%.
Amber		Slightly behind schedule	Worse than target by up to 10%.
Green		Delivering to plan / Ahead of target	Delivering to target or ahead of it.

**Joint Programme Measures -Protected, Green and Clean**

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<b>JBP1.1.1 Maintain High Quality Waste &amp; Recycling Services</b>	Cllr D Bambridge Cllr D Pickford	Carr, Jane Kane, Graeme Potter, Ed	Services running well, new version of Bartek system introduced during February. The changeover has gone well with only minor issues which had no adverse customer impact.	Garden waste tonnages will start to increase in March with milder weather.	★	Work continuing on delivering high quality recycling materials to the sorting centre. Plans being developed for further work on 1000 properties in <b>CDC</b> to improve the quality of the dry recycling & reduce contamination.	★
<b>JBP1.1.2 Provide High Quality Street Cleansing Services</b>	Cllr D Bambridge Cllr D Pickford	Carr, Jane Kane, Graeme Potter, Ed	Work on keeping verges clean has gone well in both districts.	Several community litter picks taking place, largely in villages, in conjunction with Keep Britain tidy to improve cleanliness and gain public support for keeping areas free of litter.	★	Verges generally in a good state as the growing season starts soon. Work on the verges on the A43 has taken place and one or two hotspots in both districts where further work will take place in the coming weeks.	★
<b>JBP1.1.3 Tackle Environmental Crime</b>	Cllr D Bambridge Cllr D Pickford	Carr, Jane Kane, Graeme Potter, Ed	Developing an action plan for both <b>CDC &amp; SNC</b> dealing with Environmental crime progressing.	Further development of the action plan including looking at implementing successful strategies from other council areas being investigated.	★	Fly tipping in <b>CDC</b> running slightly ahead of last year. In <b>SNC</b> running slightly below last year. Many investigations underway and case files being built up.	★

Joint Programme Measures -Protected, Green and Clean

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<p><b>JBP1.1.4 Reduce Our Carbon Footprint and Protect the Natural Environment</b></p>	<p>Cllr D Bambridge Cllr D Pickford</p>	<p>Carr, Jane Kane, Graeme Riley, Nicola Webb, Richard</p>	<p><b>SNC</b> - A briefing note on air quality in the Towcester Air Quality Management Area went to Scrutiny Committee on the 20th Feb 2019. This had been requested to report the measured nitrogen dioxide levels when the A5 through Towcester was closed during Aug to Nov 2018 for road repairs, with similar periods in 2017 when open. The main reason for requesting the data was to show improvements in air quality that could be achieved because of the proposed Towcester relief road. As expected, because emissions from road transport is the main source of the pollution, the data showed a significant reduction in measured nitrogen dioxide levels during the months there were road closures along the A5. At the meeting the air quality data was discussed followed by a discussion on the proposed relief road. Members requested an update on air quality at their meeting in June, and an update on the position regarding the Towcester relief road at their next meeting in April. The reports will provide a review of the air quality monitoring undertaken in 2018. The reports will be taken to both Scrutiny Committee's around June/July time to provide an update on air quality in the districts. Work is progressing on the Annual Status Reports for both <b>SNC and CDC</b>. The reports will provide a review of the air quality monitoring undertaken in 2018.</p>	<p><b>CDC</b> - A meeting has been arranged with County Highways on the 8th March 2019 to review progress of the actions in the Air Quality Action Plan and to discuss any other measures they are considering that might help improve air quality in the district. For <b>both CDC and SNC</b> work is continuing the 2019 Annual Status Reports to be submitted to Defra by the end of June. The reports will provide a review of the air quality monitoring undertaken in 2018. The reports will be taken to both Scrutiny Committee's around June/July time to provide an update on air quality in the districts. Further discussions have taken place with Communications regarding the use of Social Media to put out messages about the action's individuals can take to reduce air pollution, which will include messages on anti-idling. The messages are currently being finalised with the aim of starting to release them through social media within the next two weeks.</p>	<p>★</p>	<p>Air quality monitoring continued across both districts with the monitoring of nitrogen dioxide levels at 47 locations in <b>CDC</b> and 32 locations in <b>SNC</b>.</p>	<p>★</p>

**Joint Programme Measures -Protected, Green and Clean**

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<p><b>JBP1.1.5 Mitigate the Effects of HS2</b></p>	<p>Cllr C Clarke Cllr S Clarke</p>	<p>Carr, Jane Feehily, Paul Newton, Jim</p>		<p>HS2 CDE Workshop early March to progress design parameters for bridge piers &amp; parapets and line side barriers, these 'common design elements' will guide the final designs for route wide structures such as railway over bridges and line side barriers. HS2 Planning Forum next meeting - March 21st.</p>	<p>★</p>	<p>Chipping Warden Relief Road - construction site compounds have been set up and preparatory works such as vegetation clearance will begin in March.</p>	<p>★</p>

**Joint Programme Measures -Protected, Green and Clean**

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<b>JBP1.1.6 Maintain the District as a Low Crime Area</b>	Cllr A McHugh Cllr K Cooper	Carr, Jane Kane, Graeme Riley, Nicola Webb, Richard	<p><b>Cherwell</b> CSP started to review the delivery arrangements for the Community Safety Strategy at its meeting in March.</p> <p>An Environmental Audit was undertaken with partners in Bicester town centre in February. This will be repeated periodically to engage more partners, schools and local businesses in localized improvements to reduce town centre problems. Cherwell review of the Strategy has taken place, early findings to be discussed at the Cherwell Community Safety Partnership in March 2019.</p>	<p>In <b>Cherwell</b> we are conducting Community Safety Assessments in open park public spaces, this will identify any issues that may contribute to ASB or fear of crime to users of the parks. The CCTV in Cherwell will have a service agreement for maintenance in April 2019 following the conclusion of a partnership tendering process.</p> <p><b>SNC</b> has purchased Mobile CCTV units these will be installed in their first locations in March 2019. A Rural Crime Plan will be discussed at the March SNC Community Safety Partnership. Proposals for developing our approach to delivering against local priorities and the Cherwell Community Safety Partnership Strategy are being considered and will be presented to the Partnership in June 2019.</p>	★	<p>During the last month crime trends have remained stable across both District areas. There is no significant exceptional reporting in South Northants with crime data showing that SNC has the lowest reported crime in the County. Two new rural crime events are planned for the coming months.</p> <p>Cherwell continues to see an increase in burglary and there are several activities supported by the Council assisting the police response to this trend. There will be some changes to partnership meetings to ensure that we continue to remain fit for purpose and in a position to respond to crime and community safety peers. A plan is in place to reduce the impact of ASB in Bicester Town Centre.</p> <p>There is a national trend in the increase of the use of knives and violent crime. Reported violent crime in both Northants and Cherwell is increasing but at a rate below the national increase trend. Police operations continue in order to tackle knife crime.</p>	★
<b>JBP1.1.7 Protect the Built Heritage</b>	Cllr C Clarke Cllr R Clarke	Carr, Jane Feehily, Paul Jolley, Robert Newton, Jim	<p><b>SNC</b> - Delivering to Plan. All conservation area appraisals well received by Committee.</p> <p>Other villages to be considered are: Helmdon, Shutlanger, Whittlebury, Syresham Horton, and Wappenham.</p> <p><b>CDC</b> - Draft Ardley Conservation Area Appraisal now complete. Somerton Conservation Area Appraisal consultation has begun (26th February) and will be complete by 9<sup>th</sup> April.</p>	<p><b>SNC</b> - Helmdon and Shutlanger appraisals to be considered by Committee in March 2019</p> <p>Other villages to be considered are: Whittlebury, Syresham, Horton, and Wappenham</p> <p><b>CDC</b> - Work on Balscote and Duns Tew Conservation Area Draft Appraisals continues and will be complete by end of March.</p>	★	<p><b>CDC</b>- Appraisals continuing to be prepared to programme and well received by Committee</p> <p><b>SNC</b> - Delivering to Plan. All conservation area appraisals well received by Committee.</p>	★

**Joint Programme Measures - Thriving Communities & Wellbeing**

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<b>JBP2.1.1 Provide &amp; Support Health &amp; Wellbeing</b>	Cllr A McHugh Cllr C Clarke Cllr K Cooper Cllr T Ilott	Carr, Jane Feehily, Paul Riley, Nicola Rowe, Rosie	<p><b>SNC-</b> Parish Forum Presentation (26/02/19) on 'Good neighbours' and use of community grants for local wellbeing development. #Four potential applications submitted for NCC Public Health Grants.</p> <p><b>CDC-</b> 'Community Connect' social prescribing scheme now rolled out to four GP practices in Cherwell.</p>	<p><b>CDC</b> - Attendance at Oxfordshire Health Inequalities Implementation Group sharing good practice event 07/03/19. Community Partnership Network meeting 12/03/2019.</p> <p><b>SNC-</b> Health &amp; Wellbeing Forum 26/03/19.</p>	★	#Public Health Grants available to Health & Wellbeing Forums. SNC leads the local Forum. # GP Practices now signed up to Cherwell social prescribing are: Bicester Health Centre, Key Medical (Kidlington), Grimsbury Health Centre, Hightown Surgery (Banbury)	★
<b>JBP2.1.2 Provide enhanced leisure facilities</b>	Cllr G Reynolds Cllr K Cooper	Carr, Jane Didcock, Liam Kane, Graeme Riley, Nicola	There was no scheduled enhancement of Leisure Facilities within previous milestone	<p>For the next milestone works are planned to replace the metal halide Floodlights at Cooper Sports Facility with LED lamps. This will improve lighting levels and reduce maintenance requirements on an ongoing basis.</p> <p>More detailed work will be carried out in relation to the commencement of the Towcester Centre for Leisure refurbishment Programme including building surveys.</p>	★	Works have been procured through Alderwood Electrical to replace the metal halide floodlights with LED lamps at Cooper Sports Facility in Banbury. Sanding and re-sealing of the Sports Hall floor at Towcester Centre for Leisure were completed at the end of February improving the playing surface and associated line markings	★

**Joint Programme Measures - Thriving Communities & Wellbeing**

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<b>JBP2.1.3 Provide support to the voluntary sector</b>	Cllr A McHugh Cllr K Cooper	Carr, Jane Kane, Graeme Riley, Nicola	<p><b>CDC</b> - Bicester Volunteer fair aimed at young people delivered - 8th Feb.</p> <p>Hanwell Fields Community Café officially launched - 5th Feb.</p> <p>Grimsbury New Year Wishes Brighter Future consultation event delivered - 18th Feb.</p> <p>Community Infrastructure capital grants awarded, totaling £8,234. 1 Spark (Bicester) grant awarded, totaling £550.00.</p> <p><b>SNC</b>- Seniors network met for the first time 19th Feb. The Hill photography project launched - 20th Feb- to capture the new build. 22 small grants approved, totaling £18,551.</p>	<p><b>CDC</b>- Graven Hill Connecting Communities event preparation - 18th May</p> <p>CDC Community Lottery. Launch 'Good Cause Partner' programme to third sector groups.</p> <p>Launch CDC employee volunteering scheme.</p> <p>Revised grant agreement with Citizens Advice, to deliver volunteer development and volunteer driver services.</p> <p>Grimsbury Network Partnership will meet for the first time - 20th March.</p> <p>Age Friendly Banbury pop up consultation event - 8th March.</p> <p>Brackley Play Day preparation - 10th April.</p> <p>Play:Full (Holiday hunger agenda initiative) steering group to meet - 5th March</p> <p><b>SNC</b> - 48 applications for large grants to be evaluated for April Community Funding Panel, totalling £403,838.</p> <p># Launch revised application forms and guidance documents for reformed grant scheme. #Revised grant agreement with South Northants Volunteer Bureau, to deliver volunteer development and voluntary sector support services.</p>	★	<p>New Year Wishes event Grimsbury – Building on from the success of the Winter Wishes event in Bretch Hill the Grimsbury event attracted over 160 residents who were consulted about their wishes and aspirations for 2019. The wishes have been collated and will form an action plan for the community to work towards together to bring about positive change. A steering group has been set up with key Grimsbury stakeholders including St Leonard’s Church, The Mosque, East St Centre, BYHP and Sanctuary Housing who will meet regularly as a multi-agency partnership (Grimsbury Network) to deliver on the action plan formed from consultation.</p> <p>-The Hill photography project to capture the new builds progress working with young people from Bretch Hill launched in February. The project will engage young people regularly taking them on to site and allowing them to be a part of the build process. A selection of photographs capturing all steps of the build will form a display in the new centre in the autumn.</p> <p>-Volunteer Fair Bicester (aimed at students) was delivered in partnership with Citizens Advice on 8th of Feb at Bicester Sports Centre – All Bicester schools / college students attended with over 230 students visiting the voluntary organisation stands. 24 local voluntary sector partners were engaged on the day to promote their volunteer opportunities.</p> <p>-Play:Full (Addressing holiday hunger in Brighter Future wards in Cherwell ) Evaluation has been circulated to partners and stakeholders to share good practice and engage new groups in the initiative. The next steering group meeting will take place on the 5th of March to set terms of reference and look at next steps.</p> <p>SNC Seniors network is made up of key stake holders working with older people in the district coming together to look at key themes and ways to work together to address them. Partners include Age UK Northamptonshire, Acre (Action with Communities in rural England), South Northants Volunteer Bureau, Fire &amp; Police.</p> <p># Reformed SNC grant scheme has removed geographical ring-fences from New Homes Bonus Local Community Grant funding. This will facilitate applications from across the district.</p>	★

**Joint Programme Measures - Thriving Communities & Wellbeing**

Measure	Portfolio Holder	Director/Lead Officer		Next Milestone	Status	Commentary	YTD
<p><b>JBP2.1.4 Enhance community resilience as part of emergency planning</b></p>	<p>Cllr A McHugh Cllr D Bambridge</p>	<p>Carr, Jane Kane, Graeme Riley, Nicola Webb, Richard</p>	<p><b>Cherwell Council</b> senior managers who form part of the duty manager rota attended training provided by Oxfordshire County Council in December and February.</p> <p>An EU Exit working group is meeting to coordinate service planning for potential EU Exit scenarios.</p> <p>Priorities have been agreed for the new Emergency Planning partnership between Oxfordshire County Council and Cherwell District Council and work is progressing against these priorities.</p> <p>This includes planning training for elements of our emergency plans, including setting up rest and reception centres in the event of an incident leading to people having to be evacuated.</p>	<p>The focus this month is on preparing for EU Exit and any issues that may arise. This includes supporting staff and residents who may need to apply through the EU Settlement scheme and preparing to advise and support local businesses on regulatory and system changes. In this work we are linked to other local authorities in the South East and partners through the Local Resilience Forum, so we have the best information on the latest position and potential scenarios.</p> <p>The Business Continuity audit report will be taken to CEDR for approval in March along with an improvement plan and the new framework setting out how the organization manages business continuity.</p>	<p align="center">★</p>	<p>In order to ensure we have robust emergency plans and relationships with key partners, we have a number of arrangements in place, including:</p> <ul style="list-style-type: none"> <li>-Facilitating the Inter Agency Group which plans for events at Silverstone in 2019;</li> <li>-Engaging with Parish Councils on their local emergency plans together with Oxfordshire County Council;</li> <li>-Attending and supporting regional and national exercises, conferences and training with key partners. This has included learning from those agencies involved in major terrorist and weather-related incidents in recent years including Manchester, Salisbury, Lancaster and London.</li> <li>-Working with the local resilience forums to assess risks and plan for foreseeable events and circumstances which could adversely impact on our communities.</li> </ul> <p>A new partnership is in place with Oxfordshire County Council which involves them in providing expert advice and resource to oversee CDC's Emergency Plans.</p> <p>The Business Continuity working group have reviewed the business plans and updated corporate documents such as the overarching approach and strategy. These will be completed in Quarter 4 ready for approval by the Leadership Team.</p>	<p align="center">★</p>



**Joint Programme Measures - Thriving Communities & Wellbeing**

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<b>JBP2.1.5 Prevent homelessness</b>	Cllr J Donaldson Cllr K Cooper	Carr, Jane Douglas, Gillian Kane, Graeme	<p><b>CDC</b> - The Housing Team is achieving 30% prevention rate for households presenting as homeless. This has kept temporary accommodation usage low. We have developed new protocols with Oxfordshire County Council to further assist families facing intentionally homeless decisions and to help foster carers to access accommodation. A further meeting is being arranged between the <b>SNC</b> housing team and health sector colleagues to progress plans for an outreach housing options service at the local acute and community hospitals.</p> <p>A session for key stakeholders to provide feedback and comments into the service health check took place on 28 February.</p>	<p>We will review self- help materials and the web content to ensure it is up to date and helps all residents who need housing advice. The Homelessness 'Health Check' will conclude and we will review the findings and take appropriate action. We will monitor use of new protocols to assist intentionally homeless households to become tenancy ready and to help foster carer access the housing they need to fulfil their role.</p>	★	<p>All customers contacting the service via telephone speak to the Duty Housing Options Officer. This means all customers receive consistent, good quality housing advice and any risk of homelessness is identified at the earliest stage. We have also streamlined the data collection process to free up officer time to spend with customers.</p> <p>We have seen approximately 700 households access housing through our housing register and this has enabled us to prevent homelessness in many cases. The improved Homechoice system including online applications went live on 28/2/19 making it easier for people to apply to the housing register and manage their application.</p>	★
<b>JBP2.1.6 Safeguard the vulnerable</b>	Cllr A McHugh Cllr K Cooper	Carr, Jane Kane, Graeme Riley, Nicola	<p>We have submitted a bid to MHCLG for rough sleeper funding to offer further assistance to rough sleepers and those at risk of street homelessness.</p> <p>A new project team has been set up to look at the impact of Universal Credit on residents at both <b>CDC and SNC</b>. The team will include partners from DWP UC team and landlords.</p>	<p>The additional hostel beds at Simon House in Oxford for single homeless people with complex needs have been extended to May 2019 and we are in the process of re-commissioning these beds to supplement our existing provision and ensure we reduce the number of people who are sleeping rough.</p>	★	<p>Prevention is the core objective of the Housing Team and this is set out in our service plan 2019/20. Joint working with the county council gives us further opportunities for prevention and early intervention.</p> <p>Performance on the average time taken to process new claims and changes for HB continue to be good and the team continue to support the most vulnerable via Discretionary Housing payments</p>	★

**Joint Programme Measures - Thriving Communities & Wellbeing**

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<b>JBP2.1.7 Deliver affordable housing and work with private sector landlords</b>	Cllr C Clarke Cllr J Donaldson Cllr K Cooper Cllr R Clarke	Carr, Jane Douglas, Gillian Kane, Graeme	<b>CDC</b> - 10 completions, comprising 9 affordable rent and 1 shared ownership.  <b>SNC</b> - 4 new affordable homes have been completed this month. We are still on schedule to meet the annual target of building 173 new affordable homes in 2018/19.	The Universal Credit project team will be looking to address some of the issues arising from UC such as the lack of information/ knowledge amongst partners, CTRS applications for those on UC and working with stakeholders.  <b>CDC</b> - year to date delivery is 290 Affordable Rent and 162 shared ownership, a total of 452 and we are therefore currently over target to meet the annual SHMA target.  <b>SNC</b> - We anticipate further 33 new affordable homes will be delivered by 31 March 2019, which means that our annual target (173) will be met.	★	The pipeline delivery schedule for 2018/19 currently shows 561 units in total for the year, comprising 361 Affordable Rent and 200 shared ownership. This pipeline figure has reduced from last month as we have been notified by RPs that several units have slipped into next year. <b>CDC</b> Affordable Rent: - 4 x 1 bed flats - 5 x 2 bed houses Shared Ownership: - 1 x 3 bed house  The year to date delivery is 290 Affordable Rent and 162 Shared Ownership, a total of 452 - which means we have exceeded the current annual SHMA target of 400 already. Despite this, the forecast figures have actually reduced from last month as we have been notified by several RPs that units have slipped into next month, particularly at Graven Hill, Longford Park, Skimmingdish Lane and at Main Street, Great Bourton. <b>SNC</b> There were 4 affordable housing completions in February, all in Roade. All these homes were shared ownership and comprised of: 2 x 2 bed houses 2 x 3 bed houses This brings the total completions so far for 2018-19 to 145. We are on track to meet our annual target (173).	★
<b>JBP2.1.8 Deliver the welfare reform agenda</b>	Cllr J Donaldson Cllr K Cooper Cllr P Rawlinson Cllr T Hott	Douglas, Gillian Green, Belinda Hunkin, Andrew Taylor, Adele	Universal Credit full digital service is now live in South Northants from November 2018. As expected this has been a 'slow burn' and there has been no real decrease in the caseload.  Universal Credit project has been launched to work with partners to look at the issues and risks arising from Universal Credit.	The Universal Credit project will look at areas such as supporting customers, CTRS claims for those on UC and working with partners to increase the knowledge on UC. This will start with a UC training course for internal partners in March 2019.	★	We are working with DWP to look at tenants who have requested that their rent be paid directly to their landlord and where this is not possible to help people manage their rent payments.	★

Joint Programme Measures - District of Opportunity & Growth

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<b>JBP3.1.1 Deliver innovative and effective housing schemes</b>	Cllr J Donaldson Cllr K Cooper	Carr, Jane Douglas, Gillian Kane, Graeme	We are progressing the work to support the development of a community led housing scheme at Hook Norton.	We are aiming for a decision in April on the community led scheme at Hook Norton.	★	We are also reviewing Cherwell Bond Scheme to widen the help we can give to people who cannot access social housing or private rented sector market rents.	★
<b>JBP3.1.2 Increase Tourism</b>	Cllr L Pratt Cllr S Clarke	Carr, Jane Feehily, Paul Jolley, Robert Newton, Jim	<b>CDC</b> - Experience Oxfordshire's 2019 Visitor Guide (with agreed Cherwell content) printed. <b>SNC</b> - Attended the Northamptonshire Heritage Forum AGM meeting and completed the updates of the SNC Walking 7 guides covering the District.	<b>CDC</b> - Finalise new Service Level Agreements with Visitor Information Centres. <b>SNC</b> - Submission of the Rural Development Programme for England funding bid for the Watermeadows Project.	★	<b>CDC</b> - Membership and day-to-day liaison with Experience Oxfordshire to promote Cherwell as a visitor destination, to support local enterprise and jobs. Contract management of Banbury and Bicester Visitor Information Centres. <b>SNC</b> - Work is progressing on the submission of the funding bid for the Watermeadows full application to the Rural Development Programme for England. Distribution of tourism guides to local sites continues. Work is progressing in preparing a new SNC Country Pursuits Guide.	★
<b>JBP3.1.3 Deliver the masterplans for the key economic centres</b>	Cllr C Clarke Cllr R Clarke	Carr, Jane Feehily, Paul Jolley, Robert Newton, Jim	<b>CDC</b> - Job Fair: Promoted Banbury date to employers and residents. Banbury Driving Test Centre: Facilitated retention of the service locally. <b>SNC</b> - Job Club supported the SNC Revenue and Benefits with a Recruitment evening to promote SNC Revenue and Benefits vacancies and employment support services available at the Job Club. Business Support given to 4 Business Start Ups and 4 contacts made/follow ups with established businesses.	<b>CDC</b> - Banbury Job Fair to be held 8 March at Banbury Town Hall. Cherwell Industrial Strategy: Preparation for consultation events in each of the three urban centres. <b>SNC</b> - Insertion of the Services for Businesses leaflet in the annual billing letter and the Welcome to South Northamptonshire residents and visitors guide in the Council tax letters. Attending the launch of Silverstone Park's new agile workspace.	★	<b>CDC</b> - Banbury Business Improvement District (BID): Continued support to the manager and Board. Banbury Job Fair: 29 employers and agencies confirmed. Castle Quay: Supported development of marketing strategy. CDC Waste Depot in Bicester: Contributing to search for new site. Graven Hill: Assisting the company with promotion of commercial sites. Shop-mobility: Assisting the retention of the service in Banbury. <b>SNC</b> - Economic Growth Team invited to the Department for International Trade visit to Silverstone Park. Attended Towcester Business Club to request letters of support for the Watermeadows funding bid. Continued support to pre-start and existing business with a variety services and visits/meetings.	★

**Joint Programme Measures - District of Opportunity & Growth**

Measures	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<b>JBP3.1.4 Increase employment at strategic employment sites, promote investments &amp; business growth</b>	Cllr L Pratt Cllr S Clarke	Carr, Jane Feehily, Paul Jolley, Robert Newton, Jim	<p><b>CDC-</b> 22 detailed Business Enquiries; responded promptly to all. Cherwell Industrial Strategy staff workshop held 27th February. Business support visits to 3 inward investors. Continued roll out of Superfast Broadband across Cherwell.</p> <p><b>SNC-</b> 2 SNC Job Club members supported back into work. Local businesses continue to use the job club as a way of promoting their vacancies.</p>	<p><b>CDC-</b> Business Enquiries: Respond promptly to all. Planning applications: Respond to key employment- related proposals. Investment website: Create website to promote commercial investment and job creation.</p> <p><b>SNC -</b> Supporting Sponne School with their Business Brunch event advising 12 sixth form students with careers advice. Working with Sponne School with CV writing workshop.</p>	★	<p><b>CDC-</b> Cherwell Industrial Strategy: development of consultation workshop programme; staff workshop, 27th February, attended by 76 CDC staff and representatives from partner organisations across Oxfordshire.</p> <p>Oxfordshire Housing and Growth Deal: Continued work on Productivity work stream. Visits made to three inward investing businesses to provide further support with e.g. recruitment, operational matters and local networks.</p> <p>Broadband: Availability of Superfast Broadband (greater than 24mbps) across Cherwell is 96.3%. Options to further enhance coverage are being considered.</p> <p><b>SNC-</b> Attended Campion School event to give a presentation to 200 Year 10 students on 'Careers in Public Services'. Attended Towcester Business Club to promote the Job Club/Job Match services to local businesses.</p>	★
<b>JBP3.1.5 Delivery against Local Plans for CDC &amp; SNC</b>	Cllr C Clarke Cllr R Clarke	Bowe, Andrew Carr, Jane Darcy, Andy Feehily, Paul Newton, Jim Peckford, David	<p><b>CDC-</b> The public hearings for the Partial Review of the Local Plan proceeded as expected in February 2019.</p> <p><b>SNC-</b> The Local Plan was submitted for examination on January 22 2019. An Inspector has been appointed (Mr Fort) as has a Programme Officer. The Council is working with these on the examination of the Plan</p>	<p><b>CDC-</b> The next milestone for the Partial Review of the Local Plan will be the receipt of the Inspector's initial observations. The timescale for this is determined by the Inspector.</p> <p><b>SNC-</b> The Local Plan was submitted for examination on January 22nd, 2019. An Inspector has been appointed (Mr. Fort) as has a Programme Officer. The Council is working with these on the examination of the Plan. The Council is preparing background papers and conducting meetings on remaining objections to the Plan to address issues and seek areas of common ground</p>	★	<p><b>CDC-</b> The public hearings for the Partial Review of the Local Plan took place in February 2019. Officers are now awaiting the Planning Inspector's initial observations including his advice on points of principle, whether further work is required by the Council and whether the Inspector will proceed to writing his full report. Prior to providing his observations, the Inspector is inviting comments from representatives on information submitted by the Council during and following the hearings.</p> <p><b>SNC-</b> Preparation of the Plan is progressing to agreed timescales. Provisional dates have been set for the examination. These are the weeks commencing June 10 2019</p>	★

Joint KPIs - Protected, Green and Clean

Measure	Council	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
JBP1.2.1C % Waste Recycled & Composted	CDC	Cllr D Pickford	Kane, Graeme Potter, Ed	54.10%	47.61%	★	Recycling rate is down 1.74% mainly due to the dry summer and reduced garden waste.	54.10%	55.65%	●

Joint KPIs - Thriving Communities & Wellbeing

Measure	Council	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
<b>JBP2.2.1C Number of households living in Temporary Accommodation (TA)</b>	CDC	Cllr J Donaldson	Douglas, Gillian Kane, Graeme	27.00	43.00	★	The Housing Team continue to minimize the use of temporary accommodation by the focus on prevention of homelessness and close management of households where duties are owed to ensure they secure suitable permanent housing as quickly as possible.	27.00	43.00	★
<b>JBP2.2.2C Average time taken to process Housing Benefit new claims</b>	CDC	Cllr T Ilott	Green, Belinda Taylor, Adele	7.26	15.00	★	The average time taken to process new claims for the month of February 2019 is 7.26 days. This is an improvement on the month of January 2019 when it was 13.07 days and is excellent against our target of 15 days. The national average time taken to process new claims remains at 22 days. The new way of working and the procedures put in place are resulting in an improvement in our new claims processing days. We continue to monitor the new claims on a daily basis and use all recourses available to us to obtain information required as quickly as possible which benefits both the customer and the authority.	14.05	15.00	★
<b>JBP2.2.3C Average time taken to process Housing Benefit change events</b>	CDC	Cllr T Ilott	Green, Belinda Taylor, Adele	5.90	8.00	★	The average time taken to process change in events for the month of February 2019 is 5.90 days against a target of 8 days. This is an improvement on the processing time for change in events for January 2019 which was reported as 9.77 days. We continue with our new way of working and continue to monitor the changes daily to balance the work which is received from various different sources. Our processing software has been unavailable for a week due to our annual billing process. A higher volume of work is received during March due to changes in customers income and rent for the new financial year. We will concentrate on dealing with the excess of work this will create however this will result in some unavoidable time delays in processing some of the change of events.	8.05	8.00	●

**Joint KPIs - Thriving Communities & Wellbeing**

Measure	Council	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
<b>JBP2.2.5C Number of visits/uses of District Leisure Centres</b>	CDC	Cllr G Reynolds	Didcock, Liam Kane, Graeme	152,708	131,290	★	Utilisation across the Leisure Facilities has a whole increased from 144,231 in February 2018 to 152,708 in 2019 an increase of circa 8,000. The primary reason for the increase related to usage at Whiteland's Farm Sports Ground which grew by circa 7,000. All the other facilities either increased or decreased marginally on the previous year. Both Bicester Leisure Centre and Kidlington and Gosford Leisure Centre showed a decrease (2,500 and 400 respectively) with all other Centres showing a marginal increase though Stratfield Brake was particularly pleasing growing by 1500 on the previous year.	1,562,287	1,393,367	★
<b>JBP2.2.6C % of Council Tax collected, increasing Council Tax base</b>	CDC	Cllr T Ilott	Green, Belinda Taylor, Adele	3.44%	1.50%	★	Plans are in place for a final Recovery run in March in order to maximize in year collection. Cash flow analysis has been reviewed, we should be close to achieving year-end target.	96.67%	97.25%	●
<b>JBP2.2.7C % of Business Rates collected, increasing NNDR base</b>	CDC	Cllr T Ilott	Green, Belinda Taylor, Adele	3.12%	2.25%	★	Plans are in place for a final Recovery run in March in order to maximize in year collection. Cash flow analysis has been reviewed, we should be close to achieving year-end target.	96.42%	96.00%	★

**Joint KPIs - District of Opportunity & Growth**

Measure	Council	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
<b>JBP3.2.4C % of non-major applications processed within 8 weeks</b>	CDC	Cllr C Clarke	Feehily, Paul Seckington, Paul	91%	70%	★	99 Non-Major planning applications were determined during February 2019 and 91 were determined within the target period or agreed timeframe. Therefore, the target of determining more than 70% of Non-Major Applications within the target timeframe has been met.	91%	70%	★
<b>JBP3.2.1C % Major planning applications processed within 13 weeks</b>	CDC	Cllr C Clarke	Feehily, Paul Seckington, Paul	100%	60%	★	4 Major Planning Applications were determined during February 2019. All were determined within the target period or agreed time frame. As such our target of determining more than 60% of Major Applications within the target timeframe has been met.	86%	60%	★
<b>JBP3.2.2C % Non-Major planning appeal decisions allowed</b>	CDC	Cllr C Clarke	Feehily, Paul Seckington, Paul	0%	10%	★	99 Non-Major applications were determined during February 2019 but no Non-Major Planning Appeals were determined by the Planning Inspectorate. Therefore, the target to have less than 10% of Non-Major Appeals allowed by the Planning Inspectorate has been met this month.	1%	10%	★
<b>JBP3.2.3C % Planning enforcement appeal decisions allowed</b>	CDC	Cllr C Clarke	Feehily, Paul Seckington, Paul	0%	10%	★	There were no Planning Enforcement Notices issued during February 2019 and no Planning Enforcement Appeals were determined by the Planning Inspectorate. Therefore, the target of having less than 10% of Planning Enforcement Appeals allowed by the Planning Inspectorate has been met this month.	0%	10%	★
<b>JBP3.2.6C Major planning appeal decisions allowed</b>	CDC	Cllr C Clarke	Feehily, Paul Seckington, Paul	0.00	10.00	★	4 Major Planning Applications were determined by the Local Planning Authority during February 2019, but no Major Planning Appeals were determined by the Planning Inspectorate. Therefore, the target to have less than 10% of Major Appeals allowed by the Planning Inspectorate has been met this month.	2.27	10.00	★