

# Public Document Pack

## Cherwell District Council

### Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 4 February 2013 at 6.30 pm

Present: Councillor Barry Wood, Leader of the Council (Chairman)  
Councillor G A Reynolds, Deputy Leader of the Council (Vice-Chairman)

Councillor Ken Atack, Lead Member for Financial Management  
Councillor John Donaldson, Lead Member for Banbury Brighter Futures  
Councillor Michael Gibbard, Lead Member for Planning  
Councillor Tony Ilott, Lead Member for Public Protection  
Councillor Nigel Morris, Lead Member for Clean and Green  
Councillor Nicholas Turner, Lead Member for Performance & Customers

Also Present: Councillor Sean Woodcock, Leader of the Labour Group  
Councillor Tim Emptage, Leader of the Liberal Democrat Group

Apologies for absence: Councillor Norman Bolster, Lead Member for Estates & the Economy  
Councillor D M Pickford, Lead Member for Housing

Officers: Sue Smith, Chief Executive  
Calvin Bell, Director of Development  
Ian Davies, Director of Community and Environment  
Martin Henry, Director of Resources / Section 151 Officer  
Kevin Lane, Head of Law and Governance / Monitoring Officer  
Karen Curtin, Head of Finance and Procurement  
Adrian Colwell, Head of Strategic Planning and the Economy  
Claire Taylor, Corporate Performance Manager  
Helen Town, Strategic Housing Officer  
Natasha Clark, Team Leader, Democratic and Elections

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### Declarations of Interest

Members declared interests in the following agenda items:

#### **8. High Speed 2 Consultation Responses - Property and Compensation; and Safeguarding.**

Councillor Nicholas Turner, Non Statutory Interest, as Chairman of the Banbury, Bicester and Worcester National Farmers Union.

Councillor Nigel Morris, Non Statutory Interest, as a member of the National Farmers Union.

**12. Oxfordshire County Council Sites Acquisition and Supported Housing Scheme.**

Councillor G A Reynolds, Non Statutory Interest, as a member of Oxfordshire County Council.

Councillor Michael Gibbard, Non Statutory Interest, as a member of Oxfordshire County Council.

Councillor Nicholas Turner, Non Statutory Interest, as a member of Oxfordshire County Council.

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

There were no petitions or requests to address the meeting.

**89 Urgent Business**

There were no items of urgent business.

**90 Minutes**

The minutes of the meeting held on 7 January 2013 were agreed as a correct record and signed by the Chairman.

**91 Draft Budget 2013-14**

The Head of Finance and Procurement submitted a report which provided the second and final opportunity for the Executive to shape and refine the interaction between corporate service plans and financial matters before the final budget would be presented to full Council on 25 February 2013.

In presenting the draft budget, the Lead Member for Financial Management reported that a balanced budget for 2013/14 had been prepared without the need to raise council tax. The proposed zero % increase in council tax was in line with the Council's previously stated commitment and would be the fourth year that Council Tax had been frozen.

The Lead Member for Financial Management reported that the council had successfully managed the budget challenges, previously forecast for 2013/14. The public promise of saving £800k had been over achieved together with total cost reductions in the 2012/13 budget of over £2m.

The Lead Member for Performance and Customers provided an overview of the Council Business Plan, which set out the key priorities for the Council in 2013/14, and Performance Pledges 2013/14, which reflected the key priorities of the Council in the coming year and would be circulated to every household with the council tax leaflet.

Executive was advised that there would be minor updates to the Performance Pledges relating to the respective Banbury and Bicester Masterplans, collective switching, rolling out of the Banbury Brighter Futures programme across the district and continuing to support the Horton General Hospital. These would be reflected in the final version of the Pledges that would be presented to full Council on 25 February 2012.

Councillor Woodcock, Leader of Labour Group, reported that the Labour Group accepted the budget and commended the innovation shown in addressing cuts and meeting the shortfall.

In response to Councillor Woodcock's comments in relation to ensuring all CDC staff were paid a living wage, the Lead Member for Financial Management acknowledged that a small number of staff were affected and this would be reviewed in due course.

### **Resolved**

- (1) That the changes to the draft budget since 7 January 2013 be approved and the draft revenue budget in the context of the Council's service objectives and strategic priorities be noted.
- (2) That the balanced budget be approved.
- (3) That Full Council be recommended to approve a Council tax freeze.
- (4) That the proposed 2013/14 capital programme be agreed.
- (5) That the review of earmarked revenue reserves undertaken by the Lead Member Financial Management and the Head of Finance and Procurement and approve re-allocation between various earmarked reserves be noted.
- (6) That the draft corporate plan and public pledges be endorsed and authority be delegated to the Director of Resources in consultation with the Leader of the Council and the Lead Member for Performance and Customers to make any minor amendments to the plan or pledges as required.
- (7) That the 2013/14 Business Plan and Budget Equality Impact Assessment be noted.
- (8) That it be noted the latest MTFS financial forecast was currently being refreshed and would be part of the budget book.
- (9) That officers be requested to produce the formal 2013/14 budget book on the basis of Appendices 1-6 (annex to the minutes as set out in the Minute book).
- (10) That the updated Draft Budget 2012/13 be recommended for adoption by the Council on 27 February 2012.

- (11) That authority be delegated to the Head of Finance and Procurement, in consultation with Director of Resources and the Lead Member Financial Management to amend the contributions to or from general fund balances to allow the Council Tax increase to remain at the level recommended by Executive to Full Council following the announcement of the final settlement figures and as a result of any financial implications arising from resolution 10.

### **Reasons**

This report presents a final analysis of the Council's draft 2012/13 Revenue and Capital Budget. The details in Appendix 1-6 will form the basis of the budget book to be presented to Council on 25 February to support the setting of Council Tax.

### **Options**

Option One - To review draft revenue and capital budget to date and consider actions arising

Option Two - To approve or reject the recommendations above or request that Officers provide additional information

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### **New Homes Bonus**

The Head of Strategic Planning and the Economy submitted a report which sought consideration of the proposed use of the New Homes Bonus in the Cherwell District.

In introducing the report, the Lead Member for Planning circulated a schedule of amendments to the report which updated the original proposal to ensure that 25% of the New Homes Bonus would be used to meet the impact of planned growth across the whole district and improve community facilities in areas that had received development. 50% of the amount received would be held in a dedicated reserve (Local Government Resources Review Reserve) to enable the council to address any financial and service pressures. The remaining 25% would be allocated to supporting economic prosperity.

### **Resolved**

- (1) That the proposed use of the New Homes Bonus for the first two year awards be approved as set out in the report as amended (annex to the minutes as set out in the minute book).

### **Reasons**

There is no obligation on Cherwell Council to pass the New Homes Bonus on, but a clear expectation that this will be done. CDC has published this policy note to guide the use of any monies received from the New Homes Bonus to provide consistency, transparency and guidance for the how the first award might be used to the benefit of the District.

## **Options**

Option One - To support the proposed use of the New Homes Bonus

Option Two - To amend the proposed use of the New Homes Bonus

Option Three - To not support the proposed use of the New Homes Bonus

## 93 **High Speed 2 Consultation Responses - Property and Compensation; and Safeguarding**

The Head of Strategic Planning and the Economy submitted a report which sought consideration of the Council's draft responses to the Governments High Speed 2 (HS2) consultations on Compensation and Safeguarding.

Executive was advised that the Property Compensation Consultation set out a proposed package of measures designed for owners and occupiers of property along the London-West Midlands line of the route. The Safeguarding Consultation was aimed primarily at local planning authorities along the line of the route, who would be aware of relevant planning issues in their areas and to whom the directions would apply.

In considering the draft consultation responses, Members stressed that whilst they remained opposed to HS2, the council had a duty to protect its residents should it materialise. Members also noted that tenants and businesses would be affected and should therefore be included in the consultation response.

## **Resolved**

- (1) That the draft responses to the Government's High Speed 2 Consultation documents on Property and Compensation and Safeguarding be approved for submission, subject to the inclusion of the following:
  - Inclusion of support for leaseholders and tenants in relation to properties and businesses

## **Reasons**

It is our duty as a local planning authority to ensure that our district, our residents and businesses do not suffer as a result of High Speed 2. The draft consultation responses have identified substantial flaws within the Governments proposed approach to compensation and safeguarding.

## **Options**

Option One – Do nothing

Option Two - Respond as proposed. CDC is the Local Planning Authority and the only public body able to respond on matters of detail relating to the route now that it has been confirmed by Government. Failure to discharge this role will leave the District at considerable disadvantage.

Option Three - Amend the proposed response.

94 **Revised Opening Hours**

The Chief Executive submitted a report which sought consideration of the proposal to change the opening time on Wednesday from 08.45 to 09.45 with effect from 1 April 2013.

**Resolved**

- (1) That the opening time on Wednesday from 08.45 to 09.45 with effect from 1 April 2013 be revised, subject to South Northamptonshire Council agreeing to do the same.

**Reasons**

Opening later on Wednesday will facilitate the holding of regular and effective team meetings amongst staff.

**Options**

Option One - To accept the recommendation

Option - To reject the recommendation and make no change to office opening hours

95 **Exclusion of the Press and Public**

**Resolved**

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

96 **Oxfordshire County Council Sites Acquisition and Supported Housing Scheme**

The Head of Regeneration and Housing submitted an exempt report relating to the acquisition of sites owned by Oxfordshire County Council.

**Resolved**

- (1) As set out in the exempt minute.
- (2) That the intention to bid for additional funding from the Homes and Communities Agency, to enable the Council to deliver 12 units of supported housing for adults with autism and 10 units of supported housing for people with physical disabilities be noted.

- (3) That authority be delegated to the Head of Regeneration and Housing, in consultation with the Lead Member for Regeneration, Head of Law and Governance, Head of Finance and Procurement and Lead Member for Financial Management, to conclude the outstanding negotiations for the relocation of Bicester Town Library, into the new Community Building in Bicester town centre.

### **Reasons**

The negotiations between OCC and CDC in respect of these sites have been complex and at times challenging. The proposals protect the interests of both councils and deliver some significant outcomes for local people and the local physical and economic environment.

### **Options**

Option One - To approve all the recommendations ~ whilst this is the most challenging option, it clearly delivers the most outcomes.

Option Two - To approve none of the recommendations ~ this will cause risk to the council delivering its HCA contracts and limit opportunity to respond to housing need and attract further inward investment.

The meeting ended at 8.10 pm

Chairman:

Date:

# Minute Item 91 Appendix 1

## Revenue 2013/14 Budget Proposal and Analysis

### The Status of the Budget

- 1.1 This second and final draft of the budget presented to the Executive has been subject to further validation of revenue, capital bids and efficiency savings and now incorporates the recommendations from Resources and Performance Scrutiny Board.
- 1.2 This final draft of the budget for 2013-14 shows a balanced budget.
- 1.3 The provisional settlement figures of the Government Grant we will be receiving in 2013-14 were issued on the 19<sup>th</sup> December 2012 and these have been incorporated within this final draft of the budget.
- 1.4 The amount available for distribution from the Collection Fund has been finalised and were prepared by the statutory deadline of 15<sup>th</sup> January 2013. It has therefore been confirmed that our share of the cumulative surplus equates to circa £100,000.

### General Fund Revenue Budget

- 1.5 The General Fund Revenue budget is shown below in Table 1.

Table 1: General Fund Revenue Budget	Budget	Draft Budget 2	Variance from 12/13 Budget
	2012/13	2013/14	
<b>Net Expenditure</b>	£16,641,325	£15,696,072	<b>-£945,253</b>
Capital Charges Reversed	<b>-£3,323,392</b>	<b>-£3,323,392</b>	<b>£0</b>
<b>Net Expenditure Services</b>	<b>£13,317,933</b>	<b>£12,372,680</b>	<b>-£945,253</b>
<b>Centrally Controlled Items</b>	£1,341,299	£1,496,436	<b>£155,137</b>
<b>Net Budget Requirement</b>	<b>£14,659,232</b>	<b>£13,869,116</b>	<b>-£790,116</b>
<b>Funding</b>			
Investment Income	<b>£439,810</b>	<b>£145,581</b>	<b>-£294,229</b>
Government Grant	<b>£7,621,722</b>	<b>£7,210,000</b>	<b>-£411,722</b>
Council Tax Compensation Grant 11/12	<b>£155,415</b>	<b>£155,415</b>	<b>£0</b>
Collection Fund	<b>£139,332</b>	<b>£100,000</b>	<b>-£39,332</b>
Council Tax	<b>£6,302,953</b>	<b>£5,763,992</b>	<b>-£538,961</b>
Council Tax Support Grant	<b>£0</b>	<b>£494,128</b>	<b>£494,128</b>
<b>Proposed Budget</b>	<b>£14,659,232</b>	<b>£13,869,116</b>	<b>-£790,116</b>
<b>Shortfall / surplus</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>
<b>% Reduction</b>			<b>-5.4%</b>
<b>Council Tax</b>			
Number band D equivalents	50,615	46,672	
2013/14 Cost of Band D equivalent	£123.50	£123.50	
2012/13 Cost of Band D equivalent	£123.50	£123.50	
	<b>£6,250,953</b>	<b>£5,763,992</b>	

- 1.6 The finalisation of support allocations, capital charges and internal recharges may result in the service total of £12,372,680 being re-allocated across the 3 service areas but the bottom line totals and budget requirement will not change.
- 1.7 In order to balance the budget and secure the £230,000 deficit from Draft Budget 1, further reductions in costs and increases in income were taken into account. The main drivers for this



are summarised in table 2 below and as can be seen these adjustments have resulted in a balanced budget.

<b>Table 2: BUDGET MOVEMENT DRAFT 1 TO FINAL (Main Drivers)</b>	
<b>Draft 1 Shortfall</b>	<b>£230,000</b>
Budget adjustments – efficiencies less pressures	-£10,000
Risk provision	£10,000
Pay inflation reduction	-£58,000
Building blocks – categories 1 and 2	-£472,000
Reduction in investment income base budget	£300,000
<b>Final Draft</b>	<b>£0</b>

- 1.8 The table below gives a high level walk from the 2012/13 net budget to the proposed 2013/14 net budget highlighting cost pressures and reductions.

<b>Table 3: High Level Budget Walk 2012/13 to 2013/14</b>	
<b>Opening Net Budget</b>	<b>£14.7m</b>
2012/13 effects	-£0.1
Public Promise	-£1.0
Building Blocks	-£0.5
Efficiencies	-£0.5
New Joint Working	-£0.1
New effects – income from Bicester Town Centre	-£0.3
Inflation	£0.3
Unavoidable Growth	£0.4
Growth	£0.4
Investment Income Reduction	£0.3
Government Grant Reductions	£0.4
Other	-£0.1
<b>Draft Base Budget 2013/14</b>	<b>£13.9m</b>

- 1.9 These movements are further analysed in the tables below

#### **Unavoidable Growth**

<b>Table 4: Unavoidable Growth</b>	
Reduced green recycling credits (street cleaning)	£26,000
Reduction in sale of glass and textiles from recycling	£57,000
Mileage increase based on usage	£6,000
Pay – increments, NI, superannuation	£86,000
Increase in the capital cost of pension	£90,000
Fuel	£40,000
Castle quay income	£110,000
	<b>£415,000</b>

#### **Growth**

<b>Table 5: Growth</b>	
Project management	£125,000
Estates maintenance & repair	£65,000
Housing allocations – ARBITRAS	£21,000
Planning projects validation & registration	£64,000
Welfare reform changes	£80,000
	<b>£385,000</b>

## Public Promise

<b>Table 6: Public Promise</b>	
Procurement Action Plan	£75,000
Planning Income – change in planning fees regime	£120,000
Museum – move to trust status (6 months only)	£35,500
Joint working – ICT delivered phase 1	£218,000
Building Control – joint working	£24,000
Other joint working initiatives: finance, performance, democratic and elections	£104,000
Re tender and negotiation of new recyclables contract	£432,000
	<b>£1,008,500</b>

## Budget Reductions

- 1.10 We have made more than the required 2% efficiency savings as per budget guidelines. These amount to circa £0.5m and can be classified as budget adjustments and procurement efficiencies (with no service impact); contract reductions (reduced inflation and efficiencies) and fee income (demand increases).
- 1.11 A summary of the building blocks identified from each service is listed in the table below.

<b>Table 7: Building blocks</b>	
Community Services – NNDR relief & reduced management fee on the leisure contract; vacant vehicle parks warden post; reduced automated payment kiosks emptying	£99,000
Environmental Services – review of the service to reduce expenditure on bring banks and bulky waste	£20,000
Finance & Procurement – reductions in internal and external audit fees and a reduction in consultancy budget	£74,000
Law & Governance – increased land searches income; increased legal costs recovered from third parties, freeze in members allowances	£41,000
Transformation – ICT phase 2, renegotiate blackberry usage and Microsoft licensing	£64,000
Strategic Planning – introduce charging for pre-application enquiries and increase planning income	£75,000
Public Protection & Development Management – vacant posts in planning policy and budget review of economic development	£38,000
Regeneration & Housing – predicted income from Bicester redevelopment and vacant staff post	£61,000
	<b>£472,000</b>

## Council Tax

- 1.12 The level of council tax being proposed is £123.50 pa at Band D and this is in line with Council commitment of a zero increase. 2013/14 is the 3<sup>rd</sup> year allocation of Council Tax Compensation Grant which the Council will receive from Central Government - £155,000.
- 1.13 Should the proposal of a zero % increase be adopted the Council will also receive £63,000 in an additional Compensation Freeze grant for 2013/14 and 2014/15 **only**. In 2013/14 £35,000 of this will be used to offset the parish council shortfall leaving £28,000 to be treated as windfall income.

## **Medium Term Financial Strategy 2014/15 – 2017/18**

- 1.14 The coming years will present even further challenges which in the main will relate to the austerity measures, continued cuts to the level of government grants received and welfare reform.
- 1.15 The Council's has a strong track record and commitment to delivering efficiencies resulting in a 41% reduction in net expenditure of services since 2007/08 when the net revenue budget stood at £23.5m compared to £13.9m in 2013/14.
- 1.16 These reductions and forward planning together with the joint working with South Northamptonshire Council (and any others we chose to collaborate with) continues to strengthen our position to meet the forecast challenges of future years. The Council will update its MTFs forecast to be included in the 2013/14 budget book.
- 1.17 The result of the Local Government Resource Review means the Council needs to consider a number of additional elements of funding and risk associated with New Homes Bonus, Business Rate Localised Growth and the impact of the Council Tax Reduction Scheme. As a result of this the strategy is being refreshed and will be presented to the Executive in June 2013.

### **Summary**

- 1.18 This budget will be presented to the Executive on February 4<sup>th</sup> 2013 with a recommendation to produce the 2013/14 budget book on the basis of Appendices 1-6 and a recommendation to Council on 25<sup>th</sup> February 2013 to adopt the 2013/14 budget (as a key decision) and set council tax accordingly.

## Capital Programme 2013/14

- 1.1 A total of 46 bids were received of which 20 were rejected. Of these 20, approximately half did not fit the definition of capital and three were combined to form a new bid (ICT). The 26 approved bids have been analysed according to corporate priority below:

Priority	No. of bids
1 District of Opportunity	4
1&4 District of Opportunity & Safe, Healthy and Vibrant Community	3
2 Accessible Value for Money Council	5
3 Cleaner Greener Cherwell	5
4 Safe, Healthy and Vibrant Community	9
	<b>26</b>

- 1.2 The draft capital proposals to date for 2013/14 are shown in Appendix 2a these new bids total £7,130,825 for spend in 2013/14 and a future total of £5,517,000 in 2014/15, 2015/16 and 2016/17. Each scheme is supported by an appraisal and these have been scored according to priority by the Resources Scrutiny Working Group.
- 1.3 The new capital bids have been scrutinised by the Resources and Performance Scrutiny Board and their observations and recommendations were reported in December 2012. A further review of outstanding items was undertaken in their January 2013 meeting where projects were either recommended for approval, deferral or deletion.
- 1.4 The Capital Strategy for 2013/14 has a direct impact on the treasury management revenue budget in terms of the opportunity cost of reduced cash balances from the use of capital receipts and reserves. Decisions on the future capital programme will need to take into account the overall priorities and affordability in revenue as well as capital terms.
- 1.5 The Q3 report to the Executive in March will request approval of slippage of capital schemes as part of the 2012/13 budget process but for which work has been delayed until 2013/14. These will also be delivered in 2013/14.
- 1.6 The current estimate of the capital receipts reserve at the end of 2013/14, taking the additions to the programme into account, is circa £15m.

1.7 A summary of the new draft capital programme and recommended financing is summarised below:

	<b>Total Scheme Cost</b>	<b>2013/14 Profile</b>	<b>2014/15 to 2016/17 Profile</b>
Proposed programme (Appendix 2a)	<b>£12,647,825</b>	<b>£7,130,825</b>	<b>£5,517,000</b>
Financed by:			
Capital Receipts		£5,485,825	£5,517,000
Third Party Contribution		£900,000	
Disabled Facilities Grant		£375,000	
Wheeled Bins Reserve		£120,000	
Vehicle Replacement Programme		£250,000	
<b>TOTAL</b>	<b>£12,647,825</b>	<b>£7,130,825</b>	<b>£5,517,000</b>

#### **Further Document Information**

<b>Appendix No</b>	<b>Title</b>
Appendix 2a	New Capital Bid Proposals and Profiles

**Capital Bids 2012/13 by Score**

Bid No.	Strategic Priority	Capital Scheme	Service Head	Directorate	Capital Bid Score	Total			Estimated Net Cost £'s
						Estimated Capital Cost £s	Estimated Cost for 13/14 £'s	External Funding £'s	
19	S&H	Disabled Access Audit 2010 - works required	Chris Stratford	Development	39	£15,000	£15,000		£15,000
36	CG	Vehicle Replacement 2013/14	Ed Potter	Community and Environment	36	£3,637,000	£620,000		£3,637,000
7	S&H	Chasewell Community Centre – Roof Covering Replacement	Chris Stratford	Development	36	£15,000	£15,000		£15,000
40	AVFM	Microsoft Licensing	Jo Pitman	Resources	32	£150,000	£50,000		£150,000
34	CG	Recycling Bank Replacement 2013/14	Ed Potter	Community and Environment	31	£25,000	£25,000		£25,000
17	S&H	Units 6 & 7 Thorpe Way – Replacement Roof Covering	Chris Stratford	Development	31	£84,000	£84,000		£84,000
30	DOO	Mandatory Disabled Facilities Grants	Chris Stratford	Development	29	£750,000	£750,000	(£375,000)	£375,000
38	CG	Vehicle lifting equipment	Ed Potter	Community and Environment	29	£30,000	£30,000		£30,000
41	AVFM	Desktop PC Replacement	Jo Pitman	Resources	29	£42,000	£42,000		£42,000
44	AVFM	Visualfiles Upgrade	Jo Pitman	Resources	29	£16,000	£16,000		£16,000
43	AVFM	Server replacement package	Jo Pitman	Resources	29	£24,000	£24,000		£24,000
2	S&H	23 & 24 Thorpe Place – Replacement Roof Lights	Chris Stratford	Development	28	£27,000	£27,000		£27,000
45	AVFM	Financial System Upgrade	Karen Curtin	Resources	26	£100,000	£100,000		£100,000
23	DOO/S&H	Bicester Sports Village Phase 2	Chris Rothwell	Community and Environment	24	£450,000	£450,000		£450,000
26	S&H	Stratfield Brake Repair Works	Chris Rothwell	Community and Environment	24	£80,000	£80,000		£80,000
37	CG	Wheeled Bin replacement scheme	Ed Potter	Community and Environment	23	£720,000	£120,000		£720,000
8	S&H	Works in Connection with Condition Survey	Chris Stratford	Development	23	£350,000	£350,000		£350,000
46	DOO	Bicester Community Building	Chris Stratford	Development	23	£5,000,000	£3,200,000	(£900,000)	£5,000,000
3	S&H	Replacement Air Conditioning Plant to Main Chamber, Bodicote House	Chris Stratford	Development	21	£80,000	£80,000		£80,000
10	S&H	Highfield Depot – Proposed Redevelopment of Office & Welfare Facilities	Chris Stratford	Development	21	£265,000	£265,000		£265,000
24	DOO/S&H	KGLC ATP Replacement	Chris Rothwell	Community and Environment	20	£180,000	£180,000		£180,000
25	DOO/S&H	NOA Track Refurbishment	Chris Rothwell	Community and Environment	20	£165,000	£165,000		£165,000
29	DOO	Discretionary Housing Grants	Chris Stratford	Development	18	£275,000	£275,000		£275,000
32	DOO	Kidlington Pedestrianisation Scheme – Phase 2	Chris Stratford	Development	17	£28,825	£28,825		£28,825
35	CG	Thorpe lane depot hard standing	Ed Potter	Community and Environment	16	£35,000	£35,000		£35,000
21	S&H	Community Facilities Loan Scheme	Chris Stratford	Community and Environment	15	£84,000	£84,000		£84,000
22	AVFM	CDC and SNC Customer Services Desktop as a Service (DaaS)	Chris Rothwell	Community and Environment	14	£20,000	£20,000		£20,000
<b>GRAND TOTAL</b>						<b>£12,647,825</b>	<b>£7,130,825</b>	<b>(£1,275,000)</b>	<b>£12,272,825</b>

AVFM An Accessible Value for Money Council  
S&H A Safe, Healthy and Thriving Community  
CG A Cleaner Greener Cherwell  
DOO A District of Opportunity

REVIEW OF SPECIFIC EARMARKED RESERVES

Appendix 3

EARMARKED RESERVES	Delegated Officer Responsibility (in conjunction with Lead Member)	Purpose	FINAL 2011/12	MOVEMENT 2012/13 TO DATE	BALANCE AT 31st DECEMBER 2012	Q4 planned use	Projection 31/03/13	REVIEW OUTCOME - ACTION REQUIRED
Self Insurance / Legal Claims Reserve	Head of Finance & Procurement	To cover insurance/legal claims that are uneconomical to fight or below excess	(347,000)	8,598	(£338,402)	85,000	(£253,402)	Leave as is - insurance and legal claims (HR)
Hs2 Reserve	Director of Development	To fund campaign against High Speed Rail Link 2	(14,021)	0	(£14,021)	0	(£14,021)	JR Funding
Brighter Futures Reserve Account	Director of Community & Environment	Confirmed with I Davies - work delayed due to resources - to be carried forward.	(20,000)	0	(£20,000)	0	(£20,000)	Planned Use by Project
Building Control Reserve	Head of Public Protection and Development Management	To be used in establishing joint service with SNC	(47,242)	0	(£47,242)	0	(£47,242)	To fund shared team - savings have been more than expected so release to 30,000
Plant and Transport Renewals Reserve	Head of Finance & Procurement	To fund future capital projects	(400,000)	0	(£400,000)	250,000	(£150,000)	Capital financing and Top Up Year End Review
Wheeled Bins Replacement Reserve	Head of Finance & Procurement	To fund future capital projects	(240,805)	0	(£240,805)	50,000	(£190,805)	Capital financing and Top Up Year End Review
Corporate IT Contingency Reserve	Director of Resources	To supplement the base budget for the planned programme of replacing obsolete IT equipment and to deliver ICT improvements	(300,000)	15,000	(£285,000)	155,000	(£130,000)	To be reviewed at year End in conjunction with ICT Board
Planning Policy Reserve	Head of Strategic Planning and the Economy	To cover expenditure relating to planning policy decisions - LDF etc.	(650,000)	0	(£650,000)	50,000	(£600,000)	To be reviewed at year End
Planning Control Reserve	Head of Public Protection and Development Management	To cover expenditure relating to planning appeals	(700,000)	0	(£700,000)	60,000	(£640,000)	To be reviewed at year End
Environmental Warranties Reserve	Head of Finance & Procurement	CDC's commitment on asbestos/environmental warranties of housing stock runs for a further 14 years	(2,600,000)	0	(£2,600,000)	250,000	(£2,350,000)	Asbestos - awaiting invoice from Sanctuary - review at Year End
Hanwell Fields Reserve	Head of Public Protection and Development Management	Open space commitment due to topography of the site affecting the layout of the developed elements but does improve the overall quality of the whole development. Contribution to Banbury Town Council for maintenance and developer agreements completed.	(90,899)	0	(£90,899)	90,899	(£0)	Assumption - utilisation in 2012/13
Licensing Reserve	Head of Public Protection and Development Management	Surplus of income generated from Licensing that is ringfenced for Licensing only, therefore is transferred to an earmarked reserve at the year end for licensing expenditure.	(68,287)	0	(£68,287)	0	(£68,287)	To be reviewed at year End
Corporate Change Reserve	Director of Resources	To fund change initiatives to address either improvement issues, interim capacity or spend to save initiatives	(708,799)	30,041	(£678,758)	200,000	(£478,758)	To be reviewed at year End
Iceland Legal Cost reserve	Head of Finance & Procurement	To meet the costs of fighting the legal claim - initially set up at 1% of £6.5m claim	(15,000)	0	(£15,000)	0	(£15,000)	Leave until we have a decision on transfer to Sterling
Local Government Resource Review	Head of Finance & Procurement	To fund costs/implications associated with LGRR	0	(239,000)	(£239,000)	0	(£239,000)	To be reviewed at year end and NHB report
Elections Reserve	Head of Law & Governance	To fund election expenditure	(50,000)	0	(£50,000)	0	(£50,000)	To be reviewed at year End
Jubilee / Olympics Reserve	Director of Community & Environment	To fund Jubilee / Olympics	(50,000)	0	(£50,000)	0	(£50,000)	To be reviewed at year End
General Fund Reserve	Director of Resources / Head of Finance and Procurement	General reserve - all deficits and surpluses for year end accounts moved in here	(3,687,000)	0	(£3,687,000)	0	(£3,687,000)	Year End Accounts Review and Reserves Policy

<p style="text-align: center;"><b>A</b></p> <p style="text-align: center;"><b>A District of Opportunity</b></p>	<p style="text-align: center;"><b>B</b></p> <p style="text-align: center;"><b>A Cleaner Greener Cherwell</b></p>	<p style="text-align: center;"><b>C</b></p> <p style="text-align: center;"><b>A Safe, Healthy and Thriving Community</b></p>	<p style="text-align: center;"><b>D</b></p> <p style="text-align: center;"><b>An Accessible Value for Money Council</b></p>
<p><b>Work with partners to tackle disadvantage in the District.</b></p> <ul style="list-style-type: none"> <li>• Support vulnerable residents through focusing on homelessness prevention and housing advice at current levels of performance</li> <li>• Work with our partners to reduce the number of young people not in education employment or training across the district</li> <li>• Support local people into work (job clubs and apprenticeships) and prepare for the impact of the Government reform to welfare and the benefits system</li> <li>• Deliver the Brighter Futures in Banbury programme</li> </ul>	<p><b>Provide excellent waste collection and recycling services, working to reduce the amount of waste produced and to increase recycling across the district.</b></p> <ul style="list-style-type: none"> <li>• Maintain the level of household recycling rate at above 57%</li> <li>• Reduce the amount of waste sent to landfill</li> <li>• Maintain the current high levels of customer satisfaction with our recycling and waste collection services</li> </ul>	<p><b>Work with partners to support the development of safe and thriving local communities and neighbourhoods.</b></p> <ul style="list-style-type: none"> <li>• Continue to provide a wide range of recreational activities and opportunities of young people across the district</li> <li>• Work with partners to maintain already low levels of crime in the district and ensure people feel safe in their communities and town centres</li> <li>• Work with partners and businesses to support public health, safety and environmental protection</li> </ul>	<p><b>Provide value for money and a financially sound organisation, minimising the impact of smaller council budgets on frontline and priority services.</b></p> <ul style="list-style-type: none"> <li>• Continue to implement and embed an effective approach to address the financial impact of Government welfare reform</li> <li>• Continue to plan for the implications of the Local Government Resources Review specifically the changes to localisation of business rates and council tax benefit</li> <li>• Secure savings of £500,000 taking account of the national changes to Local Government Funding</li> <li>• Ensure the Council's budget is matched to strategic priorities demonstrating and promoting the Council's commitment to value for money and effective service delivery including making more effective use of technology</li> </ul>
<p><b>Balance economic development and housing growth.</b></p> <ul style="list-style-type: none"> <li>• Deliver 500 new homes including through planned major housing projects</li> <li>• Deliver 150 affordable homes in the district</li> <li>• Promote local economic development through business advice and support, inward investment and the Local Enterprise Partnerships</li> <li>• Progress the Community Housing Project with HCA investment partner</li> </ul>	<p><b>Work to ensure our streets, town centres, open spaces and residential areas are clean, well maintained and safe.</b></p> <ul style="list-style-type: none"> <li>• Improve levels of residents' satisfaction with street and environmental cleanliness</li> <li>• Work with local communities to continue the programme of neighbourhood litter blitzes</li> </ul>	<p><b>Support the local community, voluntary and not for profit sectors to play an active role in the district.</b></p> <ul style="list-style-type: none"> <li>• Work with the local voluntary sector to provide advisory services for the local community</li> <li>• Support volunteering across the district</li> </ul>	<p><b>Work with partners to reduce Council costs.</b></p> <ul style="list-style-type: none"> <li>• Continue to implement and embed shared back office systems and services to secure efficiencies</li> <li>• Continue to develop and embed the shared ICT service specifically in relation to phase two of the programme (system standardisation and harmonisation)</li> <li>• Explore further opportunities with partners to share or provide services, reducing costs and maximising income</li> </ul>



<p style="text-align: center;"><b>A</b></p> <p style="text-align: center;"><b>A District of Opportunity</b></p>	<p style="text-align: center;"><b>B</b></p> <p style="text-align: center;"><b>A Cleaner Greener Cherwell</b></p>	<p style="text-align: center;"><b>C</b></p> <p style="text-align: center;"><b>A Safe, Healthy and Thriving Community</b></p>	<p style="text-align: center;"><b>D</b></p> <p style="text-align: center;"><b>An Accessible Value for Money Council</b></p>
<p><b>Develop a robust and locally determined planning framework.</b></p> <ul style="list-style-type: none"> <li>• Complete a draft of local development framework for the district and submit for adoption</li> <li>• Prepare an Infrastructure Plan for Cherwell District and prepare for introduction of Community Infrastructure Levy</li> <li>• Secure implementation of new policy for Developer contributions</li> <li>• Protect and enhance the quality of the built environment by completion of Conservation Area Reviews and strong design guidance for all new developments</li> </ul>	<p><b>Work to reduce our impact on the natural environment, limit our use of natural resources and support others in the district to do the same.</b></p> <ul style="list-style-type: none"> <li>• Reduce the Council's Carbon footprint by 4% (includes buildings, fleet mileage etc.)</li> <li>• Work with partners to improve the energy efficiency of homes and enable more residents to achieve affordable energy bills</li> </ul>	<p><b>Provide the best possible access to good quality recreation and leisure opportunities in the district.</b></p> <ul style="list-style-type: none"> <li>• Progress the further phased development of the South West Bicester Sports Village</li> <li>• Maintain current high levels of visits/usage to district leisure centres following the successful 2012 Olympic and Paralympics</li> <li>• Establish an independent Trust to secure the long term future of Banbury Museum and maintaining access for the community</li> </ul>	<p><b>Demonstrate that we can be trusted to act properly for you by being transparent about our costs and performance.</b></p> <ul style="list-style-type: none"> <li>• Improve the information available to the public about our costs and performance, and promote understanding, accountability and opportunity</li> <li>• Consult with local residents in a cost effective manner to ensure the Council has a good understanding of local priorities</li> </ul>
<p><b>Work to improve the quality and vibrancy of our town centres and urban areas.</b></p> <ul style="list-style-type: none"> <li>• Progress the commercial development of Bicester Town Centre and consider the plans for development of the community building</li> <li>• Complete a Masterplan for Bicester, Kidlington and Banbury</li> <li>• Progress the Canalside Regeneration, Spiceball and the redevelopment of the Bolton Road area in Banbury</li> </ul>	<p><b>Work with partners to support the development of Eco-Bicester as a national exemplar, creating a vibrant place where people choose to live, to work and spend their leisure time in sustainable ways.</b></p> <ul style="list-style-type: none"> <li>• Work with partners to progress the delivery of the masterplan for Bicester</li> <li>• Start work on site for the initial housing development at North West Bicester</li> <li>• Ensure continued opportunities for local people to participate in the Eco-Bicester programme</li> </ul>	<p><b>Support improvement of local health facilities, services and standards across the district.</b></p> <ul style="list-style-type: none"> <li>• Work to promote active and independent lifestyles amongst older people</li> <li>• Support the local community and Oxford University Hospitals Trust to retain and develop health services at the Horton General Hospital</li> <li>• Continue to support new and improved health services in Bicester and the surrounding area</li> </ul>	<p><b>Work to ensure we provide good customer service through the delivery of high quality and accessible services.</b></p> <ul style="list-style-type: none"> <li>• Improve levels of customer satisfaction with our services</li> <li>• Improve levels of satisfaction with and access to information provided by the Council</li> <li>• Improve access to our services and advice by increasing online payment and service options</li> <li>• Reduce costs by increasing customer use of online services rather than accessing services at Council offices</li> <li>• Embed programme management, ensuring we have the right projects, properly resourced</li> </ul>

**Performance Pledges 2013/14**

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**A district of opportunity**

1. Continue to support skills development, apprenticeships and job clubs in order to help support local employment and reduce the number of young people not in education, employment or training.
2. Deliver 150 affordable homes in the district and support opportunities for self build and developing self build skills.
3. Continue to strengthen leisure and retail facilities in Banbury and Bicester town centres.
4. Complete the local plan as the foundation for economic growth in the district.

**A cleaner, greener district**

5. Maintain a household recycling rate of above 57%
6. Improve local residents' satisfaction with street and environmental cleanliness continuing our successful programme of neighbourhood litter blitzes.
7. Continue to reduce the Council's carbon footprint by further improving the energy efficiency of our buildings and vehicles.
8. Continue to give Cherwell residents the opportunity to take advantage of low cost insulation by working with partners to set up a 'green deal provider' service.
9. Start work onsite for the initial housing development at Northwest Bicester.

**A safe, healthy and thriving district**

10. Continue working with our partners to provide support to the most vulnerable individuals and families in the district, building on the Brighter Futures in Banbury programme.
11. Support the local health sector in building a new community hospital in Bicester
12. Complete the lay out of the sports pitches at the South West Bicester sports village and finalise plans for the pavilion.
13. Support the upgrade of sports facilities across the district using the Olympic legacy fund.
14. Work with the local police and licence holders to ensure our town centres remain safe and vibrant in the evenings.

**An accessible value for money council**

15. Secure cashable savings of at least £500,000 to help meet the medium term financial deficit and continue to identify non cashable savings in procurement.
16. Improve levels of customer satisfaction focusing on our anti-social behaviour, environmental crime and car parking services.
17. Continue to improve our website, the ease of accessing our services and paying for services online.



**EQUALITY IMPACT ASSESSMENT**

**2013/2014 Business Plan and Budget Equality Impact Assessment**

## **Equality Impact Assessments**

### **CONTENTS**

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## Equality Impact Assessment (Part 1)

### Part 1: INITIAL SCREENING DETAILS ASSESSING POLICIES AND ACTIVITIES - GUIDANCE FOR STAFF

Notes:

1. As a result of this exercise, you will have checked that your policy or activity does not have adverse impact on equality groups and you will have identified relevant action that you need to take, and the likely costs/resources associated with any improvement. The equality groups covered are at present: Disability, Gender Reassignment, Pregnancy and Maternity, Race, Religion or Belief, Sex, Sexual Orientation, Age and Marriage or Civil Partnership.

This is not simply a paper exercise - it is designed to make sure that your policy or activity is delivered fairly and effectively to all sections of our local community.

2. Please note that the Council is required to publish the results of these assessments, and updates, therefore your completed Appendices may be public documents.
3. Appendix 1 questionnaire (to be completed for each relevant Strategy, Policy or Service Development) is for use regardless of whether your policy or activity is aimed at external customers or internal staff.

Please tick/delete as appropriate: Is this EIA for a:

Strategy	<input checked="" type="checkbox"/>	Existing	<input checked="" type="checkbox"/> (2012/13 updated for 2013/14)
Policy	<input type="checkbox"/>	New/Existing	<input type="checkbox"/>
Service Development	<input type="checkbox"/>	New/Existing	<input type="checkbox"/>

#### Name of Strategy, Policy or Service Development:

2013/14 Corporate Business Plan and Budget

#### AIMS, OBJECTIVES AND PURPOSE OF THE POLICY OR ACTIVITY:

The Corporate Business Plan contains detailed measures and targets which underpin the delivery of Cherwell District Council's strategic priorities throughout 2013/2014.

PLEASE LIST THE MAIN STAKEHOLDERS/BENEFICIARIES IN TERMS OF THE RECIPIENTS OF THE ACTIVITY OR THE TARGET GROUP AT WHOM THE POLICY IS AIMED:

- All Cherwell Residents

If the activity is provided by another department, organisation, partnership or agency on behalf of the authority, please give the names of these organisations/agencies:

N/A

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<b>Lead officer</b>	Caroline French
<b>Contact</b>	01295 221586 <a href="mailto:caroline.french@cherwell-dc.gov.uk">caroline.french@cherwell-dc.gov.uk</a>
<b>Service area</b>	Performance
<b>Directorate</b>	<b>Resources</b>
<b>Assessment date</b>	21-1-2013
<b>Assessment review date</b>	January 2014

## Equality Impact Assessment (Part 1)

### STAGE 1 – INITIAL SCREENING ASSESSMENT

<b>Q</b>	<b>Screening Questions</b>	<b>Y/N</b>
<b>1.</b>	Does the policy or activity knowingly prevent us in anyway from meeting our statutory equality duties under the 2010 Equality Act?	<b>N</b>
<b>2</b>	Is there any evidence that any part of the proposed policy or activity could discriminate unlawfully, directly or indirectly, against particular equality groups?	<b>N</b>
<b>3</b>	Is there any evidence that information about the policy or activity is not accessible to any equality groups?	<b>N</b>
<b>4</b>	Has the Council received any complaints about the policy or activity under review, in respect of equality issues?	<b>N</b>
<b>5</b>	Have there been any recommendations in this area arising from, for example, internal/external audits or scrutiny reports?	<b>N</b>
<b>6</b>	Will the proposed policy or activity have negative consequences for people we employ, partner or contract with?	<b>Y Potential</b>
<b>7</b>	This Strategy, Policy or Service Development has an impact on other council services i.e. Customer Services and those services have not yet been consulted.	<b>N</b>
<b>8</b>	Will there be a negative impact on any equality groups? If so please provide brief details below.	<b>N</b>
	Equality Impact:	
	Disability	
	Gender Reassignment	
	Pregnancy and Maternity	
	Race	
	Religion or Belief	
	Sex	
	Sexual Orientation	
	Age	
	Marriage and Civil Partnership	
<b>9</b>	Is the proposed policy or activity likely to have a negative affect on our relations with certain equality groups or local community?	<b>N</b>
<b>10</b>	There has been no consultation with equality groups about this policy or activity? Answer yes if you agree with this statement. If there has been consultation, please list the equality groups you have consulted with:	<b>Y</b>
<b>11</b>	Has this assessment missed opportunities to promote equality of opportunity and positive attitudes?	<b>N</b>

**Proceed to In Depth (Full) Assessment (complete Stage 2) if the answer is YES to more than one of the above questions.**

**For any YES answers include an improvement action in your Equality Improvement Plan.**

**Declaration**

I am satisfied that an initial screening has been carried out on this policy or activity and an In Depth (Full) Equality Impact Assessment is not required. I understand that the EIA is required by the Council and take responsibility for the completion and quality of this assessment.

**Completed by:** Caroline French

**Date:** 21/01/2013

**Countersigned by:** Claire Taylor, Corporate Performance Manager

**Date:** 23/01/2013



## Equality Impact Assessment (Part 1)

Please detail below your evidence which has determined whether you have answered either Yes or No to the initial screening questions.

Screening Questions	Narrative
<b>Does the policy or activity knowingly prevent us in anyway from meeting our statutory equality duties under the 2010 Equality Act?</b>	No, all of the targets and measures within the Business Plan are compliant with the Equality Act 2010
<b>Is there any evidence that any part of the proposed policy or activity could discriminate unlawfully, directly or indirectly, against particular equality groups?</b>	No, all measures, targets and strategic priorities are compliant with the Equality Act 2010.
<b>Is there any evidence that information about the policy or activity is not accessible to any equality groups?</b>	No, the Business Plan is published on Cherwell District Council's website. Cherwell District Council's priorities are driven by the Corporate Consultation programme and Budget Consultation process. Where there are known equality groups with low response rates the survey boosts sample sizes to ensure good response rates. There are also arrangements to consult with specific equalities groups, for example via the faith and disability forums.
<b>Has the Council received any complaints about the policy or activity under review, in respect of equality issues?</b>	No
<b>Have there been any recommendations in this area arising from, for example, internal/external audits or scrutiny reports?</b>	No
<b>Will the proposed policy or activity have negative consequences for people we employ, partner or contract with?</b>	The Business Plan highlights an exploration between Cherwell District Council and its partners with regards to sharing or providing services at a reduced cost. Specific impact to employees, partners or contractors cannot be identified at this time but may become

	<p>apparent throughout the year as business cases are developed. All service reconfigurations and/or potential redundancies will be undertaken in line with the council's human resources policy and with staff consultation.</p>
<p><b>This Strategy, Policy or Service Development has an impact on other council services i.e. Customer Services and those services have not yet been consulted.</b></p>	<p>No</p>
<p><b>Will there be a negative impact on any equality groups?</b></p>	<p>The redevelopment of Bicester Town Centre will have some temporary impact with regards to access of the shop mobility service for a period of 18 months (beginning in 2012 as identified in the EIA 2012/13). Consultation was undertaken with affected groups in 2012.</p> <p>National Policy in relation to the Government Welfare Reform will continue to take effect during 2013/14. The council will work with partners to provide advice and support to mitigate the impact of changes.</p> <p>Due to on-going constraints in terms of Local Government Funding the Business Plan contains a target to secure significant savings during the course of 2013/14. These savings have already been identified in the budget for 2013/14. Any initiatives that may have impacted upon equality groups have undergone (or will undergo during 2013/14) a specific EIA process.</p>
<p><b>Is the proposed policy or activity likely to have a negative affect on our relations with certain equality groups or local community? If so please explain.</b></p>	<p>No, the EIA has not identified any specific objective or target within the business plan likely to have a negative effect on community relations.</p>
<p><b>There has been no consultation with equality groups about this policy or</b></p>	<p>No specific consultation has taken place against the actual Business</p>

<p><b>activity? Answer yes if you agree with this statement.</b>  <b>If there has been consultation, please list the equality groups you have consulted with:</b></p>	<p>Plan for 2013/2014; however Cherwell District Council's priorities are driven by the Corporate Consultation Programme and Budget Consultation. Where surveys are undertaken equalities groups with lower response rates are subject to 'sample boosting techniques' to ensure Cherwell District Council receives a reflective response from the whole community.</p>
<p><b>Has this assessment missed opportunities to promote equality of opportunity and positive attitudes?</b></p>	<p>No</p>

## Equality Impact Assessment

### PART 2: STAGE 2 – IN DEPTH (FULL) ASSESSMENT

	<b>EQUALITY DUTIES</b>	<b>OUTCOME</b>
<b>1</b>	<p><b>What evidence is there from stakeholders that different equality groups might have different needs, concerns and priorities in relation to issues addressed by the policy or activity (this includes the results of consultation with an involvement of different equality groups)?</b></p>	<p>The Business Plan underpins the creation of the Corporate Priorities. Cherwell District Council set their priorities by evidence gathered by following the Corporate Consultation Programme.</p>
<b>2</b>	<p><b>How does the proposed policy or activity contribute towards meeting our strategic objective to encourage continual improvement in public services so that they meet the changing needs of diverse communities and provide fair access for all?</b></p>	<p>The detailed measures and targets within the Business Plan underpin Cherwell District Council's strategic priorities.</p>
<b>3</b>	<p><b>How does the policy or activity contribute to our duty to promote positively equality of opportunity?</b></p>	<p>There are a variety of objectives within the Business Plan which have a positive impact:</p> <p>2013/2014 will see further successful delivery of the Brighter Futures in Banbury project which aims to break the cycle of deprivation and address health inequalities in the three most deprived areas of Banbury. By working with Partners it aims to reduce the number of young people not in education, employment or training.</p> <p>Continued improvements to the accessibility of our online payment and service options within Customer Services.</p> <p>Work to promote active and independent lifestyles amongst older people will see the implementation of the Older People's Strategy.</p> <p>Cherwell District Council will</p>

		continue to provide a wide range of recreational activities and opportunities for young people across the district.
4	<b>Will it help eliminate unlawful discrimination or harassment in any way or encourage or hinder community relations?</b>	The Business Plan outlines how Cherwell District Council will achieve it's Corporate Priorities on a yearly basis. The community feed into this process via the Corporate Consultation process.
5	<b>What evidence is there to suggest that the policy or activity could affect some equality groups differently – this is not just about numbers but the seriousness and degree of the adverse impact.</b>	The redevelopment of Bicester Town Centre will cause a temporary negative impact to the disabled community accessing Bicester for a period of up to 18 months. Shop mobility has relocated temporarily to a site which limits access to shop mobility and its service. (commenced in 2012)
6	<b>If there is an adverse impact, what amendments can be made to the policy or practice to mitigate or remove this negative impact?</b>	A specific consultation and EIA has been conducted in relation to the relocation of Shop mobility in order to highlight the key areas of impact and how they can be mitigated (2012).
7	<b>If your activity is provided by a partner, private or voluntary sector organisation on a contract basis please list any arrangements have you made or plan to make to help ensure that these comply with equality.</b>	N/A
8	<b>How will it help ensure that information about this policy or activity is accessible to equality groups.</b>	The Business Plan for 2013/2014 is available on Cherwell District Council's website.
9	<b>If this strategy, policy or service development impacts upon other services please list which services and what arrangements have been made.</b>	N/A
10	<b>Have you compared your policy or activity with similar local authorities, if so with what results?</b>	The Business Plan is relevant to the local area so the content of this has not been compared to similar local authorities. The performance against the Business Plan is monitored and comparisons made.

11	<b>Please list any consultation with equality groups in support of the above equality duties.</b>	Covered as per the Corporate Consultation Process
12	<b>Please list the equality groups you have consulted with.</b>	Covered as per the Corporate Consultation Process.
13	<b>Please list in your Improvement Plan any changes to your policy or activity that you have made, or you plan to make as a result of consultation with different equality groups.</b>	Listed below in part 3 is an assessment of potential negative impacts, action we are taking and highlighted areas which may incur further negative impact during 2013/2014.
16	<b>Who has agreed these recommendations?</b>	To be agreed by the Cherwell DC Executive Committee.
17	<b>How is it intended to monitor and report on the impact of this assessment?</b>	Potential negative impacts highlighted within this EIA will undergo specific EIA's. Emerging actions will be monitored via this process.
18	<b>Please list any performance targets relating to equality that your policy or activity includes.</b>	Performance targets will be identified via specific EIA's .
19	<b>Please list any changes to your policy or activity that you have made or plan to make as a result of monitoring.</b>	N/A
20	<b>Please list any staff training issues on equality arising from this assessment, (and include this in your improvement plan).</b>	N/A – however equalities training is a mandatory part of the council's training and development policy.
21	<b>How do you plan to publicise the results of this assessment? Include this in the Improvement Plan.</b>	EIA to be published on Cherwell District Council's website.

Notes:

1. The in-depth (full) assessment must consider all available data and research. This could include the results of employee or stakeholder surveys, the results of consultation, audits, service reviews, employment monitoring data, population data, research findings, and data collected through monitoring the implementation of the policy or activity and evaluations of projects/programmes, data about the performance of local services.
2. The assessment above must also state how the policy was assessed and the details of the methods of involvement of appropriate people, for example, staff networks, external stakeholders and equality groups.

**Completed by:** Caroline French  
**Role:** Corporate Policy Officer  
**Date: completed:** 21<sup>st</sup> January 2013

**Declaration**

I am satisfied that an In Depth (Full) Assessment has been undertaken.  
I understand that this EIA is required by the Council and take responsibility for its completion and quality.

**Countersigned by:** Clare Taylor, Corporate Performance Manager  
**Date:** 23<sup>rd</sup> January 2013

### Part 3 - Assessment of Potential Negative Impacts and Desired Positive Outcomes

Potential Negative Impact	Mitigation
<p><b>Progress the commercial development of Bicester Town Centre – Negative impact caused by temporary relocation of the shop mobility service. Physical access limitations have also been highlighted due to the location of the Dial a Ride drop off point</b></p>	<p>A specific in-depth EIA has been completed in relation to shop mobility Bicester which identified the key areas of negative impact. Consultation with specific shop mobility user groups helped establish sensible outcomes which ensured the Council was able to continue to provide a suitable service during this temporary period.(All undertaken in 2012 for the project which also spans the life of this plan)</p>
<p><b>National Policy – Government Welfare Reform</b></p>	<p>Cherwell District Council believe this reform has the potential to impact on specific equality groups. As this is national policy Cherwell District Council will not be able to take any mitigating actions but will ensure effective communication to all equality groups as and when impacts become clear.</p>
<p><b>Secure savings of £500,000 taking account the national changes to Local Government Funding</b></p>	<p>Due to on-going financial constraints within local government funding the Business Plan contains a target to secure savings of £500,000. The impact of any savings identified will be considered in year and subject to EIAs where appropriate.</p> <p>A review of the Council Tax reduction scheme has been undertaken and a separate EIA has been completed. As there are no changes to the scheme no equalities groups will be adversely affected.</p>

Objective	Desired Positive Outcomes
<p><b>Deliver the Brighter Futures in Banbury Programme</b></p>	<p>2013/2014 will see further successful delivery of the Brighter Futures in Banbury project which aims to break the cycle of deprivation and address health inequalities in the three most deprived areas of Banbury.</p>
<p><b>Continued improvements to the accessibility of our online payment</b></p>	<p>Online access and improving customers' ability to request and pay</p>



<b>and service options within Customer Services.</b>	for services online will improve accessibility. Changes to the council's website will be undertaken with consultation and in line with recognised national standards.
<b>Work to promote active and independent lifestyles amongst older people.</b>	2013 will see the on-going implementation of the Older People's Strategy and the continued progression of the Housing's Older People's strategy.
<b>Continue to provide a wide range of recreational activities and opportunities for young people across the district.</b>	Recreation and Sport activators will continue to work in areas of deprivation and hard to reach groups to support young people and integrate them into positive activities local to them.

# Minute Item 92

## Executive

### New Homes Bonus

4 Feb 2012

### Report of Head of Strategic Planning and the Economy

#### PURPOSE OF REPORT

To consider the proposed use of the New Homes Bonus in the Cherwell District.

This report is public

#### Recommendations

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The Executive is recommended:

- (1) To approve the proposed use of the New Homes Bonus for the first two year awards as set out in the report.

#### Executive Summary

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##### Introduction

- 1.1 This paper outlines an approach for the use of the New Homes Bonus by Cherwell Council in a way that helps secure the delivery of a number of Council priorities.

##### Proposals

- 1.2 The implementation of the New Homes Bonus (NHB) forms part of a shift in the way the government wishes to incentivise growth without leading to an increased strain on local services, local amenities and infrastructure. The NHB, as one of a number of emerging policies and fiscal incentives, will help to reward those areas that welcome or, for wider strategic needs, have to accommodate housing growth.
- 1.3 In Cherwell the approach has focused on ensuring that housing and employment growth is directed to the most sustainable locations through the adoption of the Local Plan, which has a strong economic focus whilst respecting the unique character of the district.

- 1.4 In February 2011, the Government issued the final design of the NHB following a period of consultation. For two tier areas such as Oxfordshire, the design of the scheme involves a split in allocation which is explained below.
- 1.5 There is no obligation on Cherwell Council to pass the NHB on, but a clear expectation that this will be done. CDC has published this policy note to guide the use of any monies received from the NHB to provide consistency, transparency and guidance for the how the first award might be used to the benefit of the District.
- 1.6 The Council has not relied on the receipts from the NHB in its base budget pending the completion of the wider Resource Review of local government finance currently that was being undertaken by the Government (see section 8 below). This review has now concluded and from 2013/14 onwards, the New Homes Bonus will be routed through the main Local Government Grant to Councils, rather than being a separate 'windfall' grant. This means that the only NHB awards being considered are the year one and year two awards (i.e. the award made for 2010/2011 for 6 years and 2011/12 for 6 years).

A further paper will be considered on the use of future year awards of the New Homes Bonus

#### THE NEW HOMES BONUS SCHEME IN OUTLINE

- 1.7 The NHB scheme will provide the Council with a payment equal to the national average for the Council tax band on each additional property built. The scheme is intended to be a permanent feature of local government funding. For each additional occupied home, the council will receive six years of un-ringfenced grant (measured by the change in dwelling numbers on the Council tax valuation lists).
- 1.8 The Government will use the Council Tax Base form to calculate increases in effective stock. This will be the number of Band D equivalent properties compared to the previous year, which will take account of additions, demolitions and, most importantly, empty homes brought back into use. Any increase will be multiplied by the national Band D average council tax for the previous financial year to arrive at the grant amount.

#### THE NEW HOMES BONUS AND THE PLANNING SYSTEM

- 1.9 The NHB sits alongside the existing planning system and is not intended to encourage housing development that would otherwise be inappropriate in planning terms.
- 1.10 The NHB is intended to help deliver the vision and objectives of the community and the Cherwell District Local Plan and may contribute to service provision or infrastructure delivery.
- 1.11 Other fiscal measures within the planning system such as Section 106 contributions and the forthcoming Community Infrastructure Levy are separate to decisions on the use of NHB.

#### WHAT THE BONUS CAN BE USED FOR

- 1.12 The Government is not prescriptive over how the NHB should be used. One of the principles of the bonus is flexibility on how to spend funding what

constitutes an 'un-ringfenced' grant.

- 1.13 The funding can be used to support the delivery of infrastructure. It should be emphasised that Cherwell still expects all developments to meet their own infrastructure needs and the NHB will only be used to support strategic infrastructure in exceptional cases where there is demonstrable need for gap funding.
- 1.14 The Government expects local authorities to gain an understanding of local priorities for investment and monies could be spent in relation specifically to a new development and importantly more widely to the local community. A specific community project may be identified as a local priority. Where there are Parish/Town plans (or neighbourhood plans once adopted) these would evidence local priorities.
- 1.15 More widely, the Government states that Councils may wish to offer council tax discounts, support frontline services like bin collections or improve local facilities like playgrounds or parks, secure transport improvements and town centre regeneration.

#### THE ALLOCATION OF THE BONUS IN TWO TIER AREAS

- 1.16 The final design of the scheme by Government stated that in two tier areas, lower tier authorities such as Cherwell, are better placed to understand local needs and concerns. The Government state that for the incentive to be powerful, it must be where the planning decision sits. The allocation split between Oxfordshire County Council and Cherwell reflects this with 80% to the lower tier and 20% to the upper tier.

#### POLICY FOR USE OF THE NEW HOMES BONUS IN CHERWELL

- 1.17 The only NHB monies being considered for this approach are the year one and year two awards (i.e. the award made for 2010/2011 for 6 years and 2011/12 for 6 years).
- 1.18 In 2010/11 (the first year one award) Cherwell Council received £439,186. It will receive this funding for a further 5 years. For 2011/12 (the second year one award) Cherwell has received £264,009; again this award will be made for a further 5 years, alongside the payments of the first award.
- 1.19 It is proposed that the following approach might be taken for the use of the 2010/2011 award (for 6 years) and use of the 2011/12 award (for 6 years):-
  - (i) Anticipating Financial Pressures
- 1.20 Half the amount received (50%) to be held in a dedicated reserve to enable the Council to address any financial and service pressures. This reserve to be named the Local Government Resource Review (LGRR) Reserve.
  - (ii) Economic Development – new business opportunities
- 1.21 One of the areas which Government considers NHB monies should be readily utilised is regeneration and supporting economic prosperity, which is particularly important in the light of the current recession and the need to support economic growth.

- 1.22 CDC is committed to enhancing the economy of the District through the land release set out in the draft Local Plan and the economic development priorities set out in the Economic Strategy for the District and has well-developed mechanism for local area regeneration and urban and rural enhancement.
- 1.23 To secure a wide economic gain for the District 25% of the NHB will be allocated to an earmarked reserve to enable the purchase of suitable land for the provision of new industrial units in the 2 towns.
- 1.24 This approach will:
- Meet an identified need in the 2 towns as shown in the Economic Development Strategy
  - Provide small and medium sized businesses who wish to grow a 'ladder of accommodation' to meet that growth
  - Provide locations for new employment opportunities
  - Support people back into work, through the links between the jobs clubs and local business.
  - Provide an additional income stream to CDC in rents.
  - Sit alongside the need for microfinance for company growth and working with companies on training and skills needs.
- 1.25 There is a possibility of creating a Joint Venture with a private sector provider/developer.
- 1.26 The Economic Development team will identify appropriate need and location, whilst the Regeneration team and Finance would handle the necessary purchase and subsequent management of the units.
- (ii) Planned growth in the District
- 1.27 It is proposed that 25% of NHB will be allocated to meeting the impact of growth in the District and will be used to support a package of specific proposals that can demonstrate the delivery of 'added value' to the local community and area and where possible, specifically benefit those communities close to any new development.
- 1.28 As Banbury and Bicester will be the major locations of growth in the District it is proposed that CDC works with the appropriate town council to develop a package of proposals, drawing on the emerging Masterplan for each town.
- 1.29 Liaison would take place with Oxfordshire County Council to secure their input given the opportunity to secure a more widely drawn investment package between the 3 tiers of Local Government.
- 1.30 In particular, proposals should show the delivery of the community objectives from strategies such as the Brighter Futures plan for Banbury and the Eco Bicester proposals for Bicester.
- 1.31 All other communities receiving new development will be considered for

measures to improve community services and infrastructure within that particular area.

- 1.32 (iv) The additional enhancement per unit for affordable housing (£350) built under the NHB scheme might be earmarked by CDC to a new fund to reinvest in additional affordable housing within the villages in accordance with identified local need.

#### PROCEDURE FOR PAYMENT

- 1.33 The Executive would consider and authorise the release of any payments under the NHB scheme. Payments would only be made once there is a commitment to spend the monies, as part of the package of measures referred to above.

#### REVIEW

- 1.34 A review of the use of New Homes Bonus will take place in 12 months.

In the light of the Government's wider review of local government finance which introduces major changes from 2013/14 onwards, funding cannot be committed beyond 2012/13 as the New Homes Bonus is being routed through the main Local Government Grant to Councils, rather than being a separate 'windfall' grant. This means that the only NHB awards being considered are the year one and year two awards (i.e. the award made for 2010/2011 for 6 years and 2011/12 for 6 years).

A further paper will be considered on the use of future year awards of the New Homes Bonus

### **Background Information**

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- 2.1 New Homes Bonus Papers.

### **Key Issues for Consideration/Reasons for Decision and Options**

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- 3.1 The approval of the New Homes Bonus proposals for the first two year awards over the 6 years of their payment.

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

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|---------------------|---------------------------------------------------------|
| <b>Option One</b>   | To support the proposed use of the New Homes Bonus.     |
| <b>Option Two</b>   | To amend the proposed use of the New Homes Bonus.       |
| <b>Option Three</b> | To not support the proposed use of the New Homes Bonus. |

## Consultations

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**Cllr Michael Gibbard,** Regular Briefing  
**Lead Member for**  
**Planning**

## Implications

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**Financial:** The financial implications are as laid out in this report.  
Comments checked by Karen Curtin, Head of Finance and Procurement 03000030106

**Legal:** The Council has discretion about the appropriate use of this funding.  
Comments checked by Nigel Bell Team Leader – Planning and Litigation 01295 221687

**Risk Management:** Reputational risk to the Council from lack of an effective policy.  
Comments checked by Claire Taylor, Performance Manager 01295 221563

## Wards Affected

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All

## Corporate Plan Themes

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- Accessible, Value for Money Council
- District of Opportunity
- Safe and Healthy
- Cleaner Greener

## Lead Member

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Councillor Michael Gibbard  
Lead Member for Planning

## Document Information

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Appendix No	Title
None	
Background Papers	
None	
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