

# Public Document Pack



**Cherwell**

DISTRICT COUNCIL  
NORTH OXFORDSHIRE

**Committee: Executive**

**Date: Monday 8 January 2024**

**Time: 6.30 pm**

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

## **Membership**

**Councillor Barry Wood  
(Chairman)**

Councillor Phil Chapman  
Councillor Donna Ford  
Councillor Andrew McHugh  
Councillor Dan Sames

**Councillor Adam Nell (Vice-Chairman)**

Councillor Sandy Dallimore  
Councillor Nicholas Mawer  
Councillor Eddie Reeves  
Councillor Nigel Simpson

## **AGENDA**

### **1. Apologies for Absence**

### **2. Declarations of Interest**

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

### **3. Petitions and Requests to Address the Meeting**

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

### **4. Minutes (Pages 5 - 12)**

To confirm as a correct record the Minutes of the meeting held on 4 December 2023.

### **5. Chairman's Announcements**

To receive communications from the Chairman.

**6. Performance, Risk and Finance Monitoring Report November 2023** (Pages 13 - 62)

Report of Assistant Director of Finance and Assistant Director – Customer Focus

**Purpose of report**

To update Executive on how well the council is performing in delivering its priorities, managing potential risks, and balancing its finances during November 2023.

**Recommendations**

The meeting is recommended:

- 1.1 To consider and note the contents of the Council's Performance, Risk and Financial report for the month of November 2023.
- 1.2 To approve the reserve requests in Appendix 5.
- 1.3 To approve the addition of £1.6m capital spend in relation to Grant agreements that have been concluded with two registered providers of social housing, Sanctuary Housing and South Oxfordshire Housing Association (SOHA) to bring homes forward under the central government resettlement scheme Local Authority Housing Fund Round 2 allocation received by Cherwell.
- 1.4 To delegate authority to Assistant Director Wellbeing and Housing to award grants from the Local Authority Housing Fund Round 2 allocation, in consultation with the Monitoring Officer and s151 Officer, to secure additional social housing in the district with the intention that first let is to refugee families.

**7. Council Tax Support Fund Payment Policy 2023/2024** (Pages 63 - 70)

Report of Assistant Director of Finance and Section 151 Officer

**Purpose of report**

To consider and approve the Council Tax Support fund payments policy attached at Appendix 1. The policy covers the mandatory payments made to Local Council Tax Support (LCTS) customers of £25.00 or less and the additional discretionary amount of £25.00 also paid to LCTS customers with the eligibility criteria mirroring the Governments scheme.

A one off discretionary payment of £85.00 will also be made to those customers in receipt of LCTS on 16 November 2023 this will be credited to the customers 2023 - 24 council tax account.

**Recommendations**

The meeting is recommended to:

- 1.1 Agree the proposed policy (Appendix 1) for distributing the Council Tax Support fund received from Department for Levelling Up and the additional funds to be paid from Oxfordshire County Council.
- 1.2 Note a one off discretionary payment of £85.00 will also be made to those customers in receipt of LCTS on 16 November 2023.

## 8. Council Tax Base 2024-2025 (Pages 71 - 94)

Report of Assistant Director of Finance and S151 Officer

### Purpose of report

To provide Council Tax Base for 2024-2025

### Recommendations

The meeting is recommended to:

- 1.1 approve the report of the Assistant Director of Finance for the calculation of the Council's Tax Base for 2024-2025.
- 1.2 agree that, in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, the amount calculated by Cherwell District Council as its Council Tax Base for the year 2024-2025 shall be 59,027.2.
- 1.3 agree for the parishes which form part of its area shown in Appendix 1, the amount calculated as the Council Tax Base for the year 2024-2025 in respect of special items shall be as indicated in the column titled Tax Base 2024-2025.
- 1.4 agree for the Flood Defence Areas which form part of its area, the amount calculated as the Council Tax Base for the year 2024-2025 for the purposes of levies on Oxfordshire County Council by River Authorities, shall be:

Thames Flood Defence Area	56,667.7
Anglian (Great Ouse) Flood Defence Area	1,913.9
Severn Region Flood Defence Area	445.6
TOTAL	59,027.2

## 9. Urgent Business

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

## **Information about this Agenda**

### **Apologies for Absence**

Apologies for absence should be notified to [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk) or 01295 221534 prior to the start of the meeting.

### **Declarations of Interest**

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item.

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

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

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

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

### **Evacuation Procedure**

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### **Queries Regarding this Agenda**

Please contact Natasha Clark, Democratic and Elections [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk), 01295 221534

**Yvonne Rees**  
**Chief Executive**

Published on Thursday 20 December 2023

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## **Cherwell District Council**

### **Executive**

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 4 December 2023 at 6.30 pm

#### Present:

Councillor Barry Wood (Leader and Portfolio Holder for Policy and Strategy) (Chairman)  
Councillor Adam Nell (Deputy Leader and Portfolio Holder for Finance) (Vice-Chairman)  
Councillor Phil Chapman, Portfolio Holder for Healthy and Safe Communities  
Councillor Sandy Dallimore, Portfolio Holder for Corporate Services  
Councillor Donna Ford, Portfolio Holder for Regeneration  
Councillor Nicholas Mawer, Portfolio Holder for Housing  
Councillor Andrew McHugh, Portfolio Holder for Cleaner and Greener Communities  
Councillor Eddie Reeves, Portfolio Holder for Property  
Councillor Nigel Simpson, Portfolio Holder for Sport and Leisure

#### Also Present:

Councillor Sean Woodcock, Leader of the Labour Group  
Councillor John Broad, Chairman, Overview and Scrutiny Committee

#### Officers:

Ian Boll, Corporate Director Communities  
Stephen Hinds, Corporate Director Resources  
Michael Furness, Assistant Director Finance & S151 Officer  
David Peckford, Assistant Director Planning & Development  
Christina Cherry, Planning Policy, Conservation & Design Manager  
Natasha Clark, Governance and Elections Manager

#### Officers Attending Virtually:

Yvonne Rees, Chief Executive  
Nicola Riley, Assistant Director Wellbeing & Housing  
Shona Ware, Assistant Director Customer Focus  
Shahin Ismail, Interim Head of Legal Services & Deputy Monitoring Officer  
Chris Thom, Principal Planning Policy Officer  
Simon Barlow, Principal Planner - Infrastructure Lead (Interim)

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### **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

The Chairman welcomed Councillor Woodcock, Leader of the Labour Group and Councillor Broad, Chairman of the Overview and Scrutiny Committee to the meeting.

The Overview and Scrutiny Committee had considered item 6, Everybody's Wellbeing – a new strategy for Cherwell, and item 10, the performance aspects of the Performance, Finance and Risk Monitoring Report October 2023 but made no specific recommendations to Executive on either item.

65 **Minutes**

The minutes of the meeting held on 6 November 2023 were agreed as a correct record and signed by the Chairman.

66 **Chairman's Announcements**

The Chairman made the following announcements:

1. Agenda Item 11, Sale of Bodicote House, had been marked “to follow” as a precautionary measure. However, this had always been an ambitious timeframe in which to agree heads of terms with the preferred bidder and this process had not yet concluded. For these reasons, the item would be deferred until the new year. The associated items, 12 to 15 were also not required.
2. The Future Oxfordshire Partnership (FOP) had met on Tuesday 28 November. As the council's representative on FOP, the Chairman provided an update on the meeting. The FOP Annual Report had been submitted to the meeting and the Chairman undertook to circulate this to all Cherwell District Council members. The meeting had also considered recommendations from the FOP Scrutiny Panel, received the Quarter 2 progress report for the Oxfordshire Housing and Growth Deal, the Oxfordshire Inclusive Economy Partnership Annual report, the Oxfordshire Visitor Economy Vision and Destination Management Plan as well as updates on the Oxfordshire Net Zero Route Map and Acton Plan and from each of the FOR Advisory Groups: Infrastructure; Housing; Environment; and, Planning.

67 **Everybody's Wellbeing - A new strategy for Cherwell**

The Assistant Director – Wellbeing and Housing submitted a report to present the new Wellbeing strategy for 2024 – 2028 ‘Everybody's Wellbeing’.

In introducing the report, the Portfolio Holder for Healthy and Safe Communities commended the Wellbeing Team for their excellent work on the Strategy.

On behalf of Executive, the Chairman thanked the Wellbeing Team for their work on wellbeing across the district. Cherwell District Council was a frontrunner with an excellent track record of delivering a range of programmes and facilities to meet its objective of developing healthy, resilient and engaged communities. The “Everybody’s Wellbeing” strategy was ambitious and would ensure the council remained a frontrunner in this area.

The Chairman of the Overview and Scrutiny Committee, which had reviewed the draft strategy, reported that the Committee had praised the Wellbeing Team for their ongoing hard work across the district.

### **Resolved**

- (1) That the new Wellbeing Strategy for Cherwell – Everybody’s Wellbeing 2024 – 2028 (Annex to the Minutes as set out in the Minute Book) be approved.

### **Reasons**

The strategy has been developed through insight and consultation. It celebrates the achievements Cherwell District Council has made so far and pushes delivery against 7 goals that will be measured and monitored to capture impact, allowing members to broadly consider the social return on Investment.

### **Alternative options**

Option 1: To rely on system strategies and seek to implement them locally. This was rejected. An option to pursue our own strategy would be based on more detailed local knowledge and circumstance and allow us to reflect the levels of deprivation, rurality and housing growth across the district better.

The local place-based approach Everybody’s Wellbeing captures, is in step with broader Health and Wellbeing strategies but the refinement presented by a district strategy encourages better interaction with Town and Parish Councils and the strong, vibrant relationships the District has with voluntary and community sector locally.

### **Infrastructure Funding Statement 2022/23**

The Assistant Director – Planning and Development submitted a report to seek approval of the Council’s Infrastructure Funding Statement 2022/23 for publication by 31 December 2023 and to note the updated guidance removing the previous requirement to submit accompanying data to the Department for Levelling Up, Housing and Communities.

## **Resolved**

- (1) That the Infrastructure Funding Statement 22/23 be approved for publication by 31 December 2023, subject to any minor or presentational changes considered to be necessary by the Assistant Director – Planning and Development in consultation with the Portfolio Holder for Planning and Development.

## **Reasons**

The publication of an Infrastructure Funding Statement (IFS) is a statutory requirement that provides transparency and accessibility to information about developer contributions secured by the Council through Section 106 Agreements.

The report has been produced in collaboration with Financial Services and the information contained within it is considered to represent the most robust data available at this time.

## **Alternative options**

Option 1 – Not to bring forward and Infrastructure Funding Statement  
This is not a lawful option and would leave the Council in breach of its statutory duty.

Option 2 – Seek review of the key statistics and proposed Infrastructure Funding Statement

Officers consider that this is not required as the information is the most available at this time.

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## **Annual Monitoring Report 2023**

The Assistant Director – Planning and Development submitted a report which sought approval of the Annual Monitoring Report (AMR) 2023 including a housing land supply update (November 2023) and the accompanying updates to the Local Plan's Infrastructure Delivery Plan and the Brownfield Land Register.

## **Resolved**

- (1) That with the amendments set out in the annex to the Minutes (as set out in the Minute Book), the 2023 Annual Monitoring Report (annex to the Minutes as set out in the Minute Book) including a housing land supply statement and a 2022/23 Infrastructure Delivery Plan (IDP) update be approved for publication.
- (2) That the 2022/23 Brownfield Land Register (BLR) (annex to the Minutes as set out in the Minute Book) be approved for publication.
- (3) That Assistant Director - Planning and Development, in consultation with the Portfolio Holder – Planning and & Development, be authorised

to make any necessary minor and presentational changes to the Annual Monitoring Report, and Brownfield Land Register if required prior to publication.

## **Reasons**

The Annual Monitoring Report provides important information to measure the effectiveness of planning policies and to assist policy making and development management decision making. It is the statutory mechanism for monitoring housing delivery.

Its most significant conclusions are that Cherwell is continuing to deliver homes and employment land despite the widely reported national pressures faced by the development industry such as disrupted supply chains, finance costs, and labour shortages.

## **Alternative options**

Option 1: Deferment to seek significant amendment of the: 2023 Annual Monitoring Report, Infrastructure Delivery Plan or Brownfield Land Register. Officers consider the documents to comprise robust factual reporting and updating against relevant indicators and requirements, supported by data and research. Members are therefore asked to consider amendment through delegation and consultation with the Portfolio Holder should they consider significant changes to be necessary.

Option 2: Not to approve the documents for publication  
Production of an Authorities Monitoring Report is a statutory requirement and the AMR's wider information supports the Local Plan implementation and review. Updating the Brownfield Land Register is also a statutory requirement. The Infrastructure Delivery Plan is required to monitor and support delivery of the adopted Cherwell Local Plan 2011-2031 and its Partial Review.

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## **Council Tax Reduction Scheme 2024/2024**

The Assistant Director of Finance submitted a report to enable members to consider the proposed banded scheme for Council Tax Reduction for 2024-25.

In introducing the report, the Portfolio Holder for Finance explained that the current scheme was introduced from April 2020 following a period of consultation and engagement. In general, it had been well received with limited contact from customers. It was proposed to continue with the current scheme, updated for inflationary factors.

The current scheme was understood by customers and enabled them to budget for their council tax payments, which was reflected in the Council Tax collection rates with Cherwell being the highest performer across the county for 2022 -23.

The current scheme reduced the number of changes that the customer would experience with less bills and notification letters generated and enabled better personal budgeting. There was still a lot of financial uncertainty for many customers and in the current financial climate with the ongoing cost of living crisis it is therefore recommended that the existing scheme should be retained for 2024.25.

### **Resolved**

- (1) That the report and any financial implications for the Council be noted.
- (2) That the comments of the Budget Planning Committee be noted.
- (3) That Council be recommended to agree that the current Council Tax Reduction Scheme (adjusted for inflationary factors) is retained for 2024/25

### **Reasons**

The current scheme is understood by customers and has enabled them to budget for their council tax payments. One of the main advantages of the banded scheme is that it reduces the number of changes that the customer will experience enabling more effective personal budgeting.

There is still a lot of financial uncertainty for many customers and in the current financial climate with the ongoing cost of living crisis it is therefore recommended that the existing scheme should be retained for 2024 / 25.

### **Alternative options**

The alternative option is to undertake a review of the current Council Tax Reduction Scheme but the reasons for the recommendation explain the rationale for not taking this course of action.

## **71 Performance, Risk and Finance Monitoring Report October 2023**

The Assistant Director of Finance and Assistant Director – Customer Focus submitted a report to update Executive on how well the council was performing in delivering its priorities, managing potential risks, and balancing its finances during October 2023.

### **Resolved**

- (1) That, having given due consideration, the Council's Performance, Risk and Financial report for the month of October 2023 be noted.
- (2) That the following use of reserves (app 5) be approved:

Directorate: Communities

Type: Earmarked

Description: Appeals & Legal Reserve

Reason: To mitigate forecast overspend with appeals and legal challenges

Amount £m: 0.209

Total Earmarked reserves £m: 0.209

- (3) That the use of £0.351m Commercial Risk within Policy Contingency to mitigate the increased recycling processing costs be approved.

### **Reasons**

This report provides an update on progress made during October, to deliver the council's priorities, manage potential risks and remain within the agreed budget.

### **Alternative options**

This report summarises the council's performance, risk, and financial positions for October, therefore there are no alternative options to consider. However, members may wish to request further information from officers for inclusion.

72 **Sale of Bodicote House Site, White Post Road, Bodicote, OX15 4AA**

As advised under the Chairman's announcements, consideration of this item (and the subsequent associated items) had been deferred.

73 **Exclusion of the Press and Public**

As advised under the Chairman's announcements, the item "Sale of Bodicote House Site, White Post Road, Bodicote, OX15 4AA" had been deferred, therefore this item was not required.

74 **Sale of Bodicote House Site, White Post Road, Bodicote, OX15 4AA**

As advised under the Chairman's announcements, the item "Sale of Bodicote House Site, White Post Road, Bodicote, OX15 4AA" had been deferred, therefore this item was not required.

75 **Readmittance of the Press and Public**

As advised under the Chairman's announcements, the item "Sale of Bodicote House Site, White Post Road, Bodicote, OX15 4AA" had been deferred, therefore this item was not required.

76 **Sale of Bodicote House Site, White Post Road, Bodicote, OX15 4AA**

As advised under the Chairman's announcements, the item "Sale of Bodicote House Site, White Post Road, Bodicote, OX15 4AA" had been deferred, therefore this item was not required.

77 **Urgent Business**

There were no items of urgent business.

The meeting ended at 7.16 pm

Chairman:

Date:

## **Cherwell District Council**

### **Executive**

**8 January 2024**

### **Performance, Risk and Finance Monitoring Report November 2023**

### **Report of Assistant Director of Finance and Assistant Director – Customer Focus**

This report is public

#### **Purpose of report**

To update Executive on how well the council is performing in delivering its priorities, managing potential risks, and balancing its finances during November 2023.

#### **1.0 Recommendations**

The meeting is recommended:

- 1.1 To consider and note the contents of the Council's Performance, Risk and Financial report for the month of November 2023.
- 1.2 To approve the reserve requests in Appendix 5.
- 1.3 To approve the addition of £1.6m capital spend in relation to Grant agreements that have been concluded with two registered providers of social housing, Sanctuary Housing and South Oxfordshire Housing Association (SOHA) to bring homes forward under the central government resettlement scheme Local Authority Housing Fund Round 2 allocation received by Cherwell.
- 1.4 To delegate authority to Assistant Director Wellbeing and Housing to award grants from the Local Authority Housing Fund Round 2 allocation, in consultation with the Monitoring Officer and s151 Officer, to secure additional social housing in the district with the intention that first let is to refugee families.

#### **2.0 Introduction**

- 2.1 The council actively and regularly monitors its performance, risk, and financial positions to ensure it can deliver its corporate priorities and respond effectively to emerging issues.
- 2.2 This monitoring takes place at least monthly so the council can identify potential issues at the earliest opportunity and put measures in place to mitigate them.
- 2.3 These updates are consolidated into a single report given the implications and interdependencies between them, and this is the summary up to November 2023.

### 3.0 Report Details

3.1 This report is split into three sections:

- Finance
- Performance
- Risk

3.2 The Finance section presents the year-end forecasts for the 2023/2024 financial year, based on actual income and expenditure figures up to the end of November

3.3 The Performance section sets out the council's progress in achieving its November priorities, which are set out in its Outcomes Framework.

3.4 The Risk section highlights any changes to risks within the council's Leadership Risk Register during November.

### 3.5 Finance Update

The Council's forecast outturn position for 2023/2024 is an overspend of £0.259m shown in Table 1. Within Executive Matters there is a forecast over recovery of interest amounting to (£0.130m) which we are requesting to be moved to the Market Risk Reserve along with the previous (£1.212m) which has previously been approved by Executive.

### Report Details

**Table 1: Forecast Year End Position**

Service	Original Budget £m	Current Budget £m	November Forecast £m	November Variance (Under) / Over £m	% Variance to current budget %	Prior Month Variance (Under) / Over £m	Change since Previous (better) / worse £m	
HR & OD	0.807	0.813	0.813	0.000	0.0%	0.000	0.000	Green
Wellbeing & Housing	2.286	2.609	2.409	(0.200)	-7.7%	(0.232)	0.032	Green
Customer Focus	2.367	2.443	2.373	(0.070)	-2.9%	(0.045)	(0.025)	Green
<b>Chief Executive</b>	<b>5.460</b>	<b>5.865</b>	<b>5.595</b>	<b>(0.270)</b>	<b>-4.6%</b>	<b>(0.277)</b>	<b>0.007</b>	Green
Finance	3.303	3.376	3.326	(0.050)	-1.5%	(0.025)	(0.025)	Green
Legal, Democratic, Elections & Procurement	1.959	2.033	2.273	0.240	11.8%	0.222	0.018	Red
ICT	1.526	1.526	1.506	(0.020)	-1.3%	(0.020)	0.000	Green
Property	(1.691)	(2.489)	(2.424)	0.065	-2.6%	0.036	0.029	Red
<b>Resources</b>	<b>5.097</b>	<b>4.446</b>	<b>4.681</b>	<b>0.235</b>	<b>5.3%</b>	<b>0.213</b>	<b>0.022</b>	Red
Planning & Development	1.890	1.893	2.242	0.349	18.4%	0.398	(0.049)	Red
Growth & Economy	0.546	0.502	0.412	(0.090)	-17.9%	(0.090)	0.000	Green
Environmental	5.106	6.265	6.348	0.083	1.3%	0.024	0.059	Red

Regulatory	1.150	1.151	1.151	0.000	0.0%	0.000	0.000	
<b>Communities</b>	<b>8.692</b>	<b>9.811</b>	<b>10.153</b>	<b>0.342</b>	<b>3.5%</b>	<b>0.332</b>	<b>0.010</b>	
<b>Subtotal for Directorates</b>	<b>19.249</b>	<b>20.122</b>	<b>20.429</b>	<b>0.307</b>	<b>1.5%</b>	<b>0.268</b>	<b>0.039</b>	
Executive Matters	3.695	3.695	3.647	(0.048)	-1.3%	(0.048)	0.000	
Policy Contingency	5.229	4.356	4.356	0.000	0.0%	0.000	0.000	
<b>Total</b>	<b>28.173</b>	<b>28.173</b>	<b>28.432</b>	<b>0.259</b>	<b>0.9%</b>	<b>0.220</b>	<b>0.039</b>	
<b>FUNDING</b>								
	<b>(28.173)</b>	<b>(28.173)</b>	<b>(28.173)</b>	<b>0.000</b>	<b>0.0%</b>	<b>0.000</b>	<b>0.000</b>	
<b>(Surplus)/Deficit</b>	<b>0.000</b>	<b>0.000</b>	<b>0.259</b>	<b>0.259</b>		<b>0.220</b>	<b>0.039</b>	

**Note:** A positive variance is an overspend or a reduction in forecast income and a (negative) is an underspend or extra income received. Green represents an underspend and red represents a overspend for the current month's forecast.

**Table 2: Analysis of Forecast Variance – November 2023**

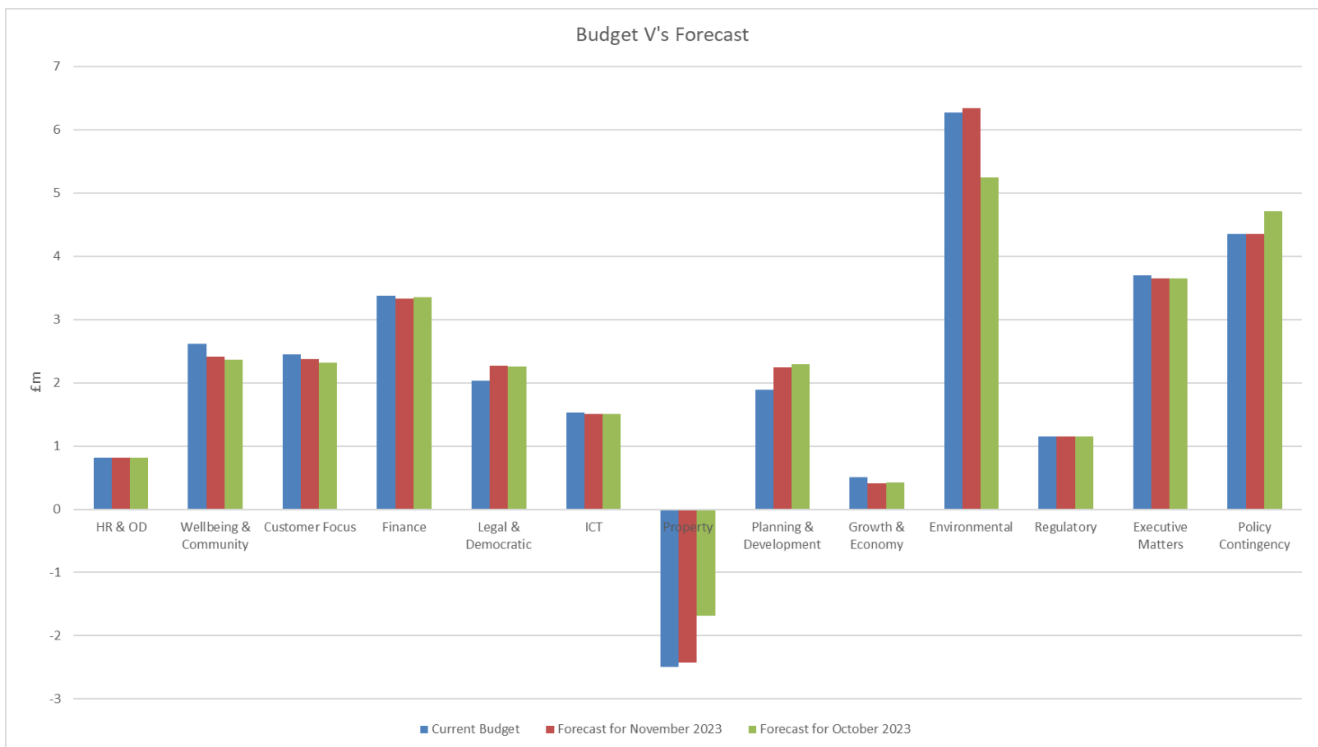
Breakdown of current month forecast	November 2023 Forecast £m	Base Budget Over/ (Under) £m	Savings Non-Delivery £m
Chief Executive	(0.270)	(0.325)	0.055
Resources	0.235	0.024	0.211
Communities	0.342	0.339	0.003
<b>Subtotal Directorates</b>	<b>0.307</b>	<b>0.038</b>	<b>0.269</b>
Executive Matters	(0.048)	(0.048)	0.000
Policy Contingency	0.000	0.000	0.000
<b>Total</b>	<b>0.259</b>	<b>(0.010)</b>	<b>0.269</b>

<b>FUNDING</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>
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<b>(Surplus)/Deficit</b>	<b>0.259</b>	<b>(0.010)</b>	<b>0.269</b>
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**Table 3: Budget compared with Forecast**

The graph below shows the change from October's forecast to November 2023 compared to budget.



**Table 4: Top Major Variances:**

Service	Service	Current Budget	Variance	% Variance
Planning & Development	Development Management	0.598	0.349	58.4%
Legal & Democratic	Legal & Democratic	2.033	0.240	11.8%
Environmental Services	Waste & Recycling	3.230	0.083	2.6%
	<b>Total</b>	<b>5.861</b>	<b>0.672</b>	

**Development Management Variance £0.349m (October's Variance Overspend £0.398m)**

Planning and Development presently has a forecasted overspend of £0.349m for the end of the financial year due to overall income receipts and projections being lower than expected and agency costs exceeding the cost of unfilled establishment posts. The department continues to feel the effect of national construction industry conditions and the reduced availability of planning and building control officers. An increase in planning appeals which necessitates legal and consultant representation is also creating budgetary pressure.

The national increase in planning application fees in December is helping to provide some mitigation and a corporately boosted recruitment process is underway in the interest of filling vacant posts.

The expected outturn is (£0.049m) better than last month helped by the national increase in planning fees and the receipt of planning monitoring fees which are helping to offset additional costs.

The overspend for Building Control has also fallen this month due to lower staffing costs resulting in a £0.050m forecast overspend at year end.

Due to staff vacancies, Planning Policy, Conservation & Design is now expected to be under budget by (£0.015m).

### **Legal, Democratic Elections & Procurement Variance £0.240m (October's Variance overspend 0.222m)**

Overspend is due to:

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

### **Waste & Recycling Variance £0.083m (September's Variance over spend £0.055m): -**

The forecasted pressure of £0.083m within Environmental Services is primarily due to changes in the global market for recycled materials falling as recycling processing costs have increased.

Commodity prices are currently very volatile, and this could change again during the fourth quarter.

The movement of £0.028m is a result of an increase in gate fees being higher than anticipated for the third quarter. This was identified after the previous months reporting. Monthly meetings with our recycling reprocessor and monitoring of the individual commodity prices allows to estimate gate fees in advance of the quarterly price agreement. Cost savings identified for 2024/25 for direct delivery of food waste have been commenced early. The service is continually reviewing its spend in less critical, front line services.

### **Table 5: Earmarked Reserves and General Balances at October 2023**

The table below is a summary of the level of reserves the council holds.

<b>Reserves</b>	<b>Balance 1 April 2023</b>	<b>Original Budgeted use/ (contribution)</b>	<b>Changes agreed since budget setting</b>	<b>Changes proposed November 2023</b>	<b>Balance 31 March 2024</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
General Balance	(6.150)	0.000	0.000	0.000	(6.150)
Earmarked	(19.123)	(2.469)	0.975	(0.130)	(20.747)
Ringfenced Grant	(3.506)	0.711	0.344	0.000	(2.451)
<b>Subtotal Revenue</b>	<b>(28.779)</b>	<b>(1.758)</b>	<b>1.319</b>	<b>(0.130)</b>	<b>(29.348)</b>
Capital	(8.049)	1.000	0.000	0.000	(7.049)
<b>Total</b>	<b>(36.828)</b>	<b>(0.758)</b>	<b>1.319</b>	<b>(0.130)</b>	<b>(36.397)</b>

Please see appendix 5 for reserve requests.

### 3.6 Capital

There is a forecast in-year underspend of (£12.439m), of which £12.435m is to be reprofiled into future years.

**Table 6: Capital Spend 2023/2024**

Directorate	Budget £m	Forecast Spend 2023/24 £m	Re-profiled beyond 2023/24 £m	Variance to Budget £m	Prior Month Variance to Budget £m
Chief Executives	10.367	6.968	3.298	(0.101)	0.037
Resources	13.222	6.404	6.961	0.143	0.020
Communities	3.782	1.560	2.176	(0.046)	0.073
<b>Total</b>	<b>27.371</b>	<b>14.932</b>	<b>12.435</b>	<b>(0.004)</b>	<b>0.130</b>

For further detail please view Appendix 1.

**Table 7: How the Capital Programme is financed**

Financing	23/24 Budget £m	Future Years £m
Borrowing	19.542	12.527
Grants	7.829	9.006
Capital Receipts	0.000	1.175
	<b>27.371</b>	<b>22.708</b>

**Table 8: Total Capital Project Forecast**

Directorate	Budget £m	Total Forecast 2023/24 £m	Variance to Budget £m	Prior Month Variance to Budget £m
Chief Executives	18.591	17.740	(0.851)	0.037
Resources	14.432	14.575	0.143	0.020
Communities	17.056	17.010	(0.046)	0.073
<b>Total</b>	<b>50.079</b>	<b>49.325</b>	<b>(0.754)</b>	<b>0.130</b>

**Table 9: Top Five in-year Capital Variances: -**

Code	Top 5 In-Year Variances	Budget Total £'000	Reprofile to 24/25 £'000	% of in year Budget Variance
40278	Development of New Land Bicester Depot	2.775	2.675	96.40%
40144	Castle Quay	2.985	2.485	83.24%
40300	S106 - Bicester Leisure Centre Extension	1.154	1.154	100.00%
40028	Vehicle Replacement Programme	1.731	1.109	64.07%
40286	Transforming Market Square Bicester	1.000	0.960	96.00%
		<b>9.645</b>	<b>8.383</b>	

**Development of New Land Bicester Depot: -**

Scoping underway. Spend will require re profiling in line with programme, detail to be confirmed as work is undertaken. This project moved over from Environmental Services to Property in December 2023

**Castle Quay: -**

As part of the Castle Quay Development and the regeneration of Banbury, the Council is working closely and in partnership with a number of public and private organisations to repurpose parts of Castle Quay Shopping Centre to deliver a number of complimentary uses enabling the regeneration of Banbury. Once each element has been contractually agreed, work can commence.

**S106 – Bicester Leisure Centre Extension: -**

Initial stages of feasibility have been completed with high level costings received to deliver the project. Further stages required including detailed business case.

**Vehicle Replacement Programme: -**

Reprofiling of £1.109m in to 2024/25. A review of the programme has been undertaken. Nationally there is delay in vehicle supply and thus delivery

**Transforming Market Square Bicester: -**

£0.180m approved by Executive (September 2023) for design and consultation work in 2023/24 (for final plans for Market Square Public Realm and full business plan). Design Consultants to be procured February 2024 £0.040m to be spent by end of financial year remaining budget to be reprofiled into 2024/25 for continuation of the project

**3.7 Performance Summary**

3.8 The council has performed well against its seven KPIs for November, having achieved all but one of its targets.

The measure below narrowly missed its target for November:

## Number of Visits/Usage of contracted & directly managed sports facilities

November: **Amber** – 119,984 visits/usage against a target of 123,714 visits/usage.

Year to date: **Green** – 929,107 visits/usage against a target of 893,946 visits/usage (year-end target 1,348,666).

Comments from the service: Usage figures were slightly below target during November; however, we continue to report ahead for this time of the year, and we are on track to deliver our year-end target.

See appendix 6 for the full list of targeted measures.

### 3.9 November Highlights

- We welcomed a further 10 families into the district under the Afghanistan Resettlement and Assistance Programme, working with the Afghan families already settled, and Connection Support to provide a support package, so they can begin to feel part of the community.
- We have worked to encourage Thames Water to take steps to find a long-term solution to the persistent odour issues at Bicester Sewage Treatment Works, finally they commissioned and installed new equipment to help reduce the odours, worth £2.5m. These include a sealed unit and an area with negative pressure, where lorries drive into to dispose the waste straight in; then the air in this area is filtered through several carbon filters before being released into the atmosphere.
- We have prepared a plan for tackling homelessness in the district, and we are now asking for feedback from our residents on this new Homelessness and Rough Sleeping Strategy 2024-2029. The strategy, and its key themes, are focussed on our commitment to build effective partnerships, working to reduce the impact of homelessness and rough sleeping in Cherwell.

### 3.10 Risk Update

3.11 There are no changes to the risk scores for November. Therefore, the overall position of all Leadership risks for this period remains as follows:

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

The full Leadership Risk Register is attached in appendix 7.

## 4.0 Conclusion and Reasons for Recommendations

This report provides an update on progress made during November, to deliver the council's priorities, manage potential risks and remain within the agreed budget

## 5.0 Consultation

This report sets out the performance, risk, and budgetary positions for the eighth month of this financial year, therefore no formal consultation or engagement is required.

In line with their respective terms of reference, the Accounts, Audit & Risk Committee reviews the risk register and risk strategy, the Budget Planning Committee undertakes finance monitoring and the Overview and Scrutiny Committee performance monitoring.

## 6.0 Alternative Options and Reasons for Rejection

- 6.1 This report summarises the council's performance, risk, and financial positions for November, therefore there are no alternative options to consider. However, members may wish to request further information from officers for inclusion.

## 7.0 Implications

### Financial and Resource Implications

- 7.1 Financial and Resource implications are detailed within sections 3.5 to 3.6 of this report.

Comments checked by:

Michael Furness, Assistant Director of Finance / Section 151 Officer

[Michael.Furness@cherwell-dc.gov.uk](mailto:Michael.Furness@cherwell-dc.gov.uk)

### Legal Implications

- 7.2 There are no legal implications arising directly from this report.

Comments checked by:

Shahin Ismail, Interim Head of Legal Services,

[Shahin.Ismail@cherwell-dc.gov.uk](mailto:Shahin.Ismail@cherwell-dc.gov.uk)

### Risk Implications

- 7.3 This report contains a full update on the council's risk position at the end of November 2023 within section 3.10.

Comments checked by:  
Celia Prado-Teeling, Performance Team Leader, Tel: 01295 221556  
[Celia.prado-teeling@cherwell-dc.gov.uk](mailto:Celia.prado-teeling@cherwell-dc.gov.uk)

### **Equalities and Inclusion Implications**

- 7.4 There are no direct equalities and inclusion implications as a consequence of this report.

Comments checked by:  
Celia Prado-Teeling, Performance Team Leader, Tel: 01295 221556  
[Celia.prado-teeling@cherwell-dc.gov.uk](mailto:Celia.prado-teeling@cherwell-dc.gov.uk)

### **Sustainability Implications**

- 7.5 There are no direct sustainability implications as a consequence of this report.

Comments checked by:  
Ed Potter, Assistant Director Environmental Services  
[Ed.Potter@cherwell-dc.gov.uk](mailto:Ed.Potter@cherwell-dc.gov.uk)

## **8.0 Decision Information**

### **Key Decision**

**Financial Threshold Met:** No

**Community Impact Threshold Met:** No

### **Wards Affected:**

All

### **Lead Councillors**

Councillor Sandy Dallimore, Portfolio Holder for Corporate Services  
Councillor Adam Nell, Portfolio Holder for Finance

## **Document Information**

### **Appendix number and title**

- Appendix 1 – Finance Capital November 2023
- Appendix 2 – Detailed Revenue Narrative on Forecast November 2023
- Appendix 3 – Virements November 2023
- Appendix 4 – Funding November 2023
- Appendix 5 – Use of reserves and grant funding November 2023
- Appendix 6 – Performance November 2023
- Appendix 7 – Leadership Risk Register November 2023

**Background papers**

None

**Report Author(s) and contact details.**

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Appendix 1 - CHERWELL CAPITAL EXPENDITURE

Cost Centre	DESCRIPTION	BUDGET	YTD ACTUAL	PO COMMITMENTS	Forecast	RE-PROFILED BEYOND 2023/24	RE-PROFILED BEYOND 2024/25	Current month Variances £000	Prior month Variances £000	Forecast Narrative
40010	North Oxfordshire Academy Astroturf	183	0	0	80	103		-	-	Good progress made to date on scale,scope and nature of the project. Close working with the school. Next steps are to apply for pre-application planning advice and complete project costings.
40019	Bicester Leisure Centre Extension	79	15	0	0	79		-	-	The project continues to progress as predicted. Outline costings for the project have been received. The next step is to complete a detailed business case prior to planning permission being sought.
40083	Disabled Facilities Grants	1,550	1,035	22	1,550	0		-	-	£108k additional funding from DLUHC was confirmed in September and has been added to the budget. Full spend is still anticipated.
40084	Discretionary Grants Domestic Properties	140	19	0	90	0		(50)	-	This budget covers small repairs and larger essential repairs to vulnerable households and some grants for landlords. Demand for essential repairs is typically heavily weighted towards the winter months -. Private rented sector market forces have led to lower than usual uptake of landlord grants, so an underspend is now expected.
40160	Housing Services - capital	160	0	0	0	160		-	-	Developer completions slower at NW Bicester than expected therefore final payment will be made to the developer in 2024/25.
40251	Longford Park Art	45	0	0	0	45		-	-	The final delivery of the public art programme is dependent on overall site handover which has been delayed by the developers. The remaining spend on the public art programme has been reprofiled to acknowledge this.
40262	Town Centre House Roof Repair	4,750	4,354	42	4,750	0		-	-	The purchase of TCH is expected to complete in November. The tender for improvement works will conclude shortly with works due to begin on site in December with final completion in 2024/25.
40275	UKSPF - CDC community facilities x 3	30	30	0	30	0		-	-	Working in partnership with communities on the scope of works to be procured. Full spend is anticipated.
40131	S106 Capital Costs	15	11	2	13	0		(2)	-	S106 funding has been identified for projects that have proceeded this year and there will be no overspend at year end
40294	S106 - Ambrosden Community Facility Project	20	0	0	0	20		-	-	Parish Council has a variety of projects they are looking to bring forward to increase capacity at the village hall.

40295	S106 - Ambrosden Indoor Sport Project	65	0	0	0	65		-	-	Indoor Sport Project involving upgrades to a portacabin building.
40296	S106 - Ambrosden MUGA Project	130	0	0	0	130		-	-	Land originally proposed for the MUGA might not be available, currently looking at alternative options. Site to be confirmed before project can move forwards.
40297	S106 - Ardley & Fewcott Play Area Project	15	0	0	0	15		-	-	Awaiting direction from the parish council regarding further play area investment.
40298	S106 - Ardley & Fewcott Village Hall Project	9	0	6	7	2		-	-	Village Hall project for chairs and tables submitted, S106 spend approved.
40299	S106 - Banbury Indoor Tennis Centre	55	60	0	60	0		5	-	Review of overall projected costs currently taking place.
40300	S106 - Bicester Leisure Centre Extension	1,154	0	0	0	1,154		-	-	Initial stages of feasibility have been completed with high level costings received to deliver the project. Further stages required including detailed business case
40301	S106 - Graven Hill Outdoor Sport Project	52	0	0	52	0		-	-	Initial discussions around delivery model and engagement with project management consultants to move forward with the project
40302	S106 - Grimsbury Community Centre Projects	20	0	0	20	0		-	-	No further projects identified at present.
40303	S106 - Hanwell Fields Community Centre Projects	180	0	0	0	180		-	-	No decision at present on capital project to be brought forward.
40304	S106 - Hook Norton Sport And Social Club Project	80	0	0	0	80		-	-	The scale and scope of the project is yet to be confirmed.
40305	S106 - Horley Cricket Club Pavilion Project	110	0	0	0	110		-	-	Horley Cricket Club in contact with CDC, looking at a staged project due to cost increases for a new build. Actively working with the club to finalise project details.
40306	S106 - Improvements to Bloxham Recreation Ground	35	34	0	34	0		(1)	-	Project for works to the roof at the changing room pavilion received and S106 spend approved.
40307	S106 - Kidlington & Gosford Leisure Centre	20	0	0	0	20		-	-	No detailed projects as yet for this spend.
40308	S106 - Milton Road Community Facility and Sports Pitch Project	479	0	8	8	471		-	-	Awaiting Update from Parish Council
40309	S106 - NOA Improvements	700	60	8	100	600		-	-	High level costings/detailed plans have now been received for this project, further works required to developing the business cases/other stages of feasibility
40310	S106 - Spiceball Leisure Centre Improvements	14	0	0	0	14		-	-	Options are being considered
40311	S106 - The Hill Improvements Project	50	0	0	0	50		-	-	Various possible projects are being considered to provide improvements to the external area around The Hill.
40312	S106 - Whitelands Farm Sports Ground (Pedestrian crossing and various works)	60	(2)	12	60	0		-	-	Remedial works to pathways/outdoor gym areas/bank slippage have been completed. Progress continues into the install of the new pedestrian crossing
40313	S106 - Woodgreen Leisure Centre Improvements	47	0	0	47	0		-	-	Plans in development stage relating to the modernisation of the changing facilities.
TBC	S106 - Deddington Parish Council Projects	40	40	0	40	0		-	40	Forecast to spend by the end of the financial year
TBC	S106 - Longford Park Sport Pitches	50	33	5	50	0		-	50	Forecast to spend by the end of the financial year

<b>Wellbeing &amp; Community</b>		<b>10,337</b>	<b>5,688</b>	<b>104</b>	<b>6,991</b>	<b>3,298</b>	<b>0</b>	<b>(48)</b>	<b>90</b>	
40208	HR Payroll System	0	(23)	0	(23)	0		(23)	(23)	unmatched accrual balance
40292	iTrent HR System Upgrades	30	0	0	0	0		(30)	(30)	We have completed the overall implementation now so no longer have a need for the capital.
<b>HR &amp; OD</b>		<b>30</b>	<b>(23)</b>	<b>0</b>	<b>(23)</b>	<b>0</b>	<b>0</b>	<b>(53)</b>	<b>(53)</b>	
<b>Chief Executive</b>		<b>10,367</b>	<b>5,666</b>	<b>104</b>	<b>6,968</b>	<b>3,298</b>	<b>0</b>	<b>(101)</b>	<b>37</b>	
40111	Admiral Holland Redevelopment Project (phase 1b)	61	54	0	61	0		-	-	On target
40139	Banbury Health Centre - Refurbishment of Ventilation, Heating & Cooling Systems	104	0	0	0	104		-	-	Work is scheduled for delivery in Q1 24/25
40141	Castle Quay Waterfront	0	(630)	0	0	0		-	-	On target (630K will be offset by the retention payment)
40144	Castle Quay	2,985	(30)	288	500	2,485		(0)	(0)	As part of the Castle Quay Development and the regeneration of Banbury, the Council is working closely and in partnership with a number of public and private organisations to repurpose parts of Castle Quay Shopping Centre to deliver a number of complimentary uses enabling the regeneration of Banbury. Once each element has been contractually agreed, work can commence.
40162	Housing & IT Asset System joint CDC/OCC	26	0	0	26	0		-	-	Forecasting on target
40167	Horsefair, Banbury	55	0	0	55	0		-	-	The works design is now completed for paving to the footpath on Horsefair. Project to be procured Q3/Q4 of the 2023/24 financial year
40191	Bodicote House Fire Compliance Works	149	4	0	0	85		(64)	(64)	Assessment completed, with works being developed and scoped from the assessment
40197	Corporate Asbestos Surveys	50	0	0	50	0		-	-	Review to be undertaken as planned in Q3/Q4 of the 2023/24 financial year
40201	Works From Compliance Surveys	99	0	0	49	50		-	-	Works will be carried out in phases - current phase planned for quarter three of the 2023/24 financial year. The next phase is planned for the next financial year(2024/25)
40203	CDC Feasibility of utilisation of proper Space	100	58	114	164	0		64	64	Works are in progress, will be finalised in Q4
40219	Community Centre - Works	54	0	0	54	0		-	-	Banbury Museum atrium stairwell works, currently in design with completion due in Q3/Q4 of the financial year 2023/24
40224	Fairway Flats Refurbishment	362	0	0	0	362		-	-	This project is within the asset review which will be completed in Q3/Q4 of the financial year 2023/24.Works to be reprofiled for 2024/25.
40226	Thorpe Lane Depot - Decarbonisation Works	0	(1)	0	0	0		-	-	On target
40227	Banbury Museum - Decarbonisation Works	0	0	20	20	0		20	20	End of defects period retention payments due

40232	Kidlington Leisure Centre - Decarbonisation Works	0	(9)	4	0	0		-	-	On target
40233	Spiceball Leisure Centre - Decarbonisation Works	0	(19)	0	0	0		-	-	On target
40239	Bicester East Community Centre	1,371	142	60	771	600		-	-	Now on site for a 35 week project. £1.371m of capital funding remains allocated to deliver this bespoke community centre for local residents. Some spend requiring to be reprofiled to 2024/25.
40241	Thorpe Place Roof Works	35	1	0	35	0		-	-	Carrying out drone survey of roof to identify condition ready for scoping and design.
40242	H&S Works to Banbury Shopping Arcade	127	0	15	127	0		-	-	Works currently in design together with review with investigations on potential partial recoverability from tenant service charge.
40246	Banbury Museum Pedestrian Bridge	3	3	0	3	0		-	-	On target
40249	Retained Land	260	18	73	260	0		-	-	Works almost complete pending final report
40252	Expiring Energy Performance Certificates plus Associated works	96	28	0	96	0		-	-	Works instructed and surveys complete, working on the recommendations for any improvement works to maintain a compliant EPC
40253	Energy Performance Certificates Gov't Implementation of target B - Strategic Plan	60	18	0	60	0		-	-	Works instructed and surveys in train, completion by end of Q3/Q4 of the financial year 2023/24
40254	Thorpe Lane Depot - Renewal of Electrical Incoming Main	171	1	0	51	120		-	-	Works are currently designed pending tender of the Electrical supply infrastructure. Works to be coordinated with the District Network Operator to install the new sub station, who are engaged. Waiting for dates from the DNO.
40255	Installation of Photovoltaic at CDC Property	79	0	0	79	0		-	-	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery quarter one of the financial year 2024/25
40263	Kidlington Leisure New Electrical Main	20	0	0	0	20		-	-	Works are currently designed pending tender of the Electrical supply infrastructure. Works to be coordinated with the District Network Operator to install the new sub station, who are engaged. Waiting for dates from the DNO. SP working with legal. Planned delivery expected to be Q2 2024/25
40279	Spiceball Sports Centre - Solar PV Car Ports	180	6	1	20	160		-	-	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery quarter one of the financial year 2024/25
40280	Kidlington Sports Centre - Solar PV Car Ports	137	0	0	20	117		-	-	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Work cannot start until electrical mains installed (dependant on DNO). Planned delivery Q2 2024/25
40281	North Oxfordshire Academy - Solar Panels	18	0	0	0	18		-	-	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery quarter one of 24/25
40282	Community Centre Solar Panels	108	0	0	0	108		-	-	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery Q1 of 24/25

40283	Thorpe Lane - Solar Panels	34	0	0	0	34		-	-	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery Q1 2024/25
40284	Thorpe Lane - Heater Replacement (Gas to Electric)	28	0	0	5	23		-	-	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery quarter 1 of the financial year 2024/25
40015	Car Park Refurbishments	46	0	0	46	0		-	-	Anticipating full spend in 2023/24. This to continue the projects of pay on exit sites across the district and upgrading of pay machines from 3G to 4G.
40026	Off Road Parking	18	0	0	0	0		(18)	(18)	Budget no longer required - saving.
40217	Car Parking Action Plan Delivery	18	0	0	18	0		-	-	Anticipating full spend in 2023/24. Project is part of ongoing review of Car Park Action Plan.
40260	Land for New Bicester Depot	2,989	3,130	0	3,130	0		141	137	Project completed. Purchase of site finalised in quarter 3.
40278	Development of New Land Bicester Depot	2,775	0	0	100	2,675		-	-	Scoping underway. Spend will require re profiling in line with programme, detail to be confirmed as work is undertaken.
<b>Property</b>		<b>12,618</b>	<b>2,774</b>	<b>575</b>	<b>5,800</b>	<b>6,961</b>	<b>0</b>	<b>143</b>	<b>139</b>	
40256	Processing Card Payments & Direct Debits	20	0	0	20	0		-	-	PCI Contract has now been signed and project kick off meeting has been held, design phase will be within the next month October 2023
<b>Finance</b>		<b>20</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
40237	Council Website & Digital Service	122	13	0	122	0		-	-	Work underway to select a product to form basis of Unified CRM Platform. Platform in place and initial Pilot expected to complete Q4.
40238	IT Shared Services	0	12	(10)	0	0		-	-	
40274	Digital Futures Programme	112	100	6	112	0		-	-	Continuation of Flytipping AI and RPA proof of concepts. Futurework/pilots will fall under Digital Futures Programme.
40285	Digital Strategy	350	87	0	350	0		-	-	Year one of the Digital Future strategy looks to: 1) Implemented a Data Lakehouse platform as a foundation to the Data and Analytics strategy . 2)Improve cyber security by aligning with a standard framework and implementing additional security measures (by end of Dec 2023) 3) Move all online files to sharepoint to reduce hosting costs (by end Oct 2023) 4) Implement new devices to monitor Fly Tipping in two locations.
<b>ICT</b>		<b>584</b>	<b>212</b>	<b>(4)</b>	<b>584</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Resources</b>		<b>13,222</b>	<b>2,987</b>	<b>571</b>	<b>6,404</b>	<b>6,961</b>	<b>0</b>	<b>143</b>	<b>20</b>	
40062	East West Railways	137	57	78	137	0		-	-	The capital fund has been set up to enable the Council's costs to be recharged when responding to enquiries and regulatory applications, involving for example environmental and land drainage matters, made in connection with the EWR project. This is in partnership with England's Economic Heartland.
40286	Transforming Market Square Bicester	1,000	0	0	40	960		-	-	"£0.180m approved by Executive (sept23) for design and consultation work in 2023/24 (for final plans for Market Square Public Realm and full business plan). Design Consultants to be procured Feb24 £0.040m to be spent by end of financial year remaining budget to be reprofiled into 2024/25 for continuation of the project."
40124	Spring Gardens	0	(70)	0	0	0		-	-	Capital receipt received from Trowers & Hamlins in respect of 10 Spring Walk. Will be moved to the capital receipts reserves

40287	UK Shared Prosperity Fund (UK SPF) Year Two Investment Plan Programme	82	2	0	82	0		-	-	UKSPF capital grant will be fully spent in 2023/24 on the following £0.030m improvement to town centres & high streets £0.002m Bridge Street Community Garden £0.050m contribution to floodlights at Whitelands Sport ground
40288	UKSPF Rural Fund	167	0	0	167	0		-	-	Investment in capacity building and infrastructure support for local civil society and community groups.A capital grant scheme for infrastructure improvements to village and rural community halls launched in September 2023, with a closing date of 6th November.A second application round will open in early January 2024
<b>Growth &amp; Economy</b>		<b>1,386</b>	<b>(11)</b>	<b>78</b>	<b>426</b>	<b>960</b>	<b>0</b>	<b>0</b>	<b>0</b>	
40028	Vehicle Replacement Programme	1,731	540	82	622	1,109		-	-	Reprofiling of £1.109m in to 2024/25. A review of the programme has been undertaken. Nationally there is delay in vehicle supply and thus delivery
40186	Commercial Waste Containers	25	0	0	25	0		-	-	Anticipating full spend in quarter 4 of 2023/24.
40187	On Street Recycling Bins	18	0	0	18	0		-	-	Anticipating full spend in 2023/24. Sites have been identified for refurbishments.
40188	Thorpe Lane Depot Capacity Enhancement	0	7	0	7	0		7	7	Retention payments paid in 2023/24
40216	Street Scene Furniture and Fencing project	48	12	0	40	8		-	-	£0.040m to be spent in 2023/24 at various play and open spaces. Anticipating reprofiling of £0.08.
40218	Depot Fuel System Renewal	35	0	0	0	35		-	-	Anticipating reprofiling of £0.035m in to 2024/25. This will be reviewed as the new Bicester Depot site progresses.
40222	Burnehyll- Bicester Country Park	159	18	11	95	64		-	-	Anticipating reprofiling of £0.064m into 2024/25. Project delivery programme is under review
40248	Solar Panels at Castle Quay	53	0	0	0	0		(53)	(53)	Delivery and scope of project to be reviewed
40257	Additional Commercial Waste Containers	10	0	0	10	0		-	-	Anticipating full spend in quarter 4 of 2023/24
40258	Kidlington Public Convenience Refurbishment	90	0	0	90	0		-	-	Anticipating full spend in quarter 4 of 2023/24
40259	Market Equipment Replacement	15	0	0	15	0		-	-	Anticipating full spend in quarter 4 of 2023/24
40289	Computer Software Upgrade for Vehicle Management	12	0	0	12	0		-	-	Anticipating full spend in quarter 4 of 2023/24
40291	New Commercial Waste IT System	25	0	0	25	0		-	-	Anticipating full spend in quarter 4 of 2023/24
<b>Environmental Services</b>		<b>2,221</b>	<b>577</b>	<b>93</b>	<b>959</b>	<b>1,216</b>	<b>0</b>	<b>(46)</b>	<b>(46)</b>	

40245	Enable Agile Working	15	0	0	15	0		0	0	The funding is intended to be used to purchase the technology needed to enable the teams to use our new case management system whilst 'on-site' carrying out inspection work, etc. We have trialed different tablets but have delayed the project since the release of the app that will support mobile working continues to be delayed. <b>The app is now due for release early 2024.</b> The mobile working approach will potentially save approx. £1400 pa through reducing costs (mileage, printing and stationery) as well as making the inspection process more efficient, delivering an improved customer experience and realising a resource saving of 0.2 FTE. The ongoing cost of the app will be approx. £1500 pa.
	<b>Regulatory Services</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
40293	Planning - S106 Projects	160	160	0	160	0		0	0	S106 Funded contribution towards the construction and mechanisation of bridge over Oxford Canal (Canal and River Trust)
	<b>Planning and Development</b>	<b>160</b>	<b>160</b>	<b>0</b>	<b>160</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>Communities</b>	<b>3,782</b>	<b>725</b>	<b>171</b>	<b>1,560</b>	<b>2,176</b>	<b>0</b>	<b>(46)</b>	<b>73</b>	
	<b>Capital</b>	<b>27,371</b>	<b>9,378</b>	<b>846</b>	<b>14,932</b>	<b>12,435</b>	<b>0</b>	<b>(4)</b>	<b>130</b>	

CHERWELL TOTAL CAPITAL PROJECT EXPENDITURE

CODE	DESCRIPTION	Total 23/24 Project Budget	Forecast	RE-PROFIED BEYOND 2023/24	23/24 Variance	Future Years Budget	Project Total Budget	Project Total forecast	Project Total Variance	Narrative
40010	North Oxfordshire Academy Astro turf	183	80	103	0	0	183	183	0	Good progress made to date on scale,scope and nature of the project. Close working with the school. Next steps are to apply for pre-application planning advice and complete project costings.
40019	Bicester Leisure Centre Extension	79	0	79	0	0	79	79	0	The project continues to progress as predicted. Outline costings for the project have been received. The next step is to complete a detailed business case prior to planning permission being sought.
40083	Disabled Facilities Grants	1,550	1,550	0	0	4,956	6,506	6,506	0	£108k additional funding from DLUHC was confirmed in September and has been added to the budget. Full spend is still anticipated.
40084	Discretionary Grants Domestic Properties	140	90	0	(50)	600	740	690	(50)	This budget covers small repairs and larger essential repairs to vulnerable households and some grants for landlords. Demand for essential repairs is typically heavily weighted towards the winter months . Private rented sector market forces have led to lower than usual uptake of landlord grants, so an underspend is now expected.
40160	Housing Services - capital	160	0	160	0	0	160	160	0	Developer completions slower at NW Bicester than expected therefore final payment will be made to the developer in 2024/25.
40251	Longford Park Art	45	0	45	0	0	45	45	0	The final delivery of the public art programme is dependent on overall site handover which has been delayed by the developers. The remaining spend on the public art programme has been reprofiled to acknowledge this.
40262	Town Centre House Roof Repair	4,750	4,750	0	0	2,548	7,298	6,548	(750)	Latest estimated spend following the tender process and finalised costs of purchase.
40275	UKSPF - CDC community facilities x 3	30	30	0	0	0	30	30	0	Working in partnership with communities on the scope of works to be procured. Full spend is anticipated.
40131	S106 Capital Costs	15	13	0	(2)	0	15	13	(2)	S106 funding has been identified for projects that have proceeded this year and there will be no overspend at year end
40294	S106 - Ambrosden Community Facility Project	20	0	20	0	0	20	20	0	Parish Council has a variety of projects they are looking to bring forward to increase capacity at the village hall.
40295	S106 - Ambrosden Indoor Sport Project	65	0	65	0	0	65	65	0	Indoor Sport Project involving upgrades to a portacabin building.
40296	S106 - Ambrosden MUGA Project	130	0	130	0	0	130	130	0	Land originally proposed for the MUGA might not be available, currently looking at alternative options. Site to be confirmed before project can move forwards.
40297	S106 - Ardley & Fewcott Play Area Project	15	0	15	0	0	15	15	0	Awaiting direction from the parish council regarding further play area investment.
40298	S106 - Ardley & Fewcott Village Hall Project	9	7	2	0	0	9	9	0	Village Hall project for chairs and tables submitted, S106 spend approved,
40299	S106 - Banbury Indoor Tennis Centre	55	60	0	5	0	55	60	5	Review of overall projected costs currently taking place.
40300	S106 - Bicester Leisure Centre Extension	1,154	0	1,154	0	0	1,154	1,154	0	Initial stages of feasibility have been completed with high level costings received to deliver the project. Further stages required including detailed business case
40301	S106 - Graven Hill Outdoor Sport Project	52	52	0	0	0	52	52	0	Initial discussions around delivery model and engagement with project management consultants to move forward with the project
40302	S106 - Grimsbury Community Centre Projects	20	20	0	0	0	20	20	0	No further projects identified at present.
40303	S106 - Hanwell Fields Community Centre Projects	180	0	180	0	0	180	180	0	No decision at present on capital project to be brought forward.

40304	S106 - Hook Norton Sport And Social Club Project	80	0	80	0	0	80	80	0	The scale and scope of the project is yet to be confirmed.
40305	S106 - Horley Cricket Club Pavilion Project	110	0	110	0	0	110	110	0	Horley Cricket Club in contact with CDC, looking at a staged project due to cost increases for a new build. Actively working with the club to finalise project details.
40306	S106 - Improvements to Bloxham Recreation Ground	35	34	0	(1)	0	35	34	(1)	Project for works to the roof at the changing room pavilion received and S106 spend approved,
40307	S106 - Kidlington & Gosford Leisure Centre	20	0	20	0	0	20	20	0	No detailed projects as yet for this spend.
40308	S106 - Milton Road Community Facility and Sports Pitch Project	479	8	471	0	0	479	479	0	Awaiting Update from Parish Council
40309	S106 - NOA Improvements	700	100	600	0	0	700	700	0	High level costings/detailed plans have now been received for this project, further works required to developing the business cases/other stages of feasibility
40310	S106 - Spiceball Leisure Centre Improvements	14	0	14	0	0	14	14	0	Options are being considered
40311	S106 - The Hill Improvements Project	50	0	50	0	0	50	50	0	Various possible projects are being considered to provide improvements to the external area around The Hill.
40312	S106 - Whitelands Farm Sports Ground (Pedestrian crossing and various works)	60	60	0	0	0	60	60	0	Remedial works to pathways/outdoor gym areas/bank slippage have been completed. Progress continues into the install of the new pedestrian crossing
40313	S106 - Woodgreen Leisure Centre Improvements	47	47	0	0	0	47	47	0	Plans in development stage relating to the modernisation of the changing facilities.
TBC	S106 - Longford Park Sport Pitches	50	50	0	0	0	50	50	0	Forecast to spend by the end of the financial year
TBC	S106 - Deddington Parish Council Projects	40	40	0	0	0	40	40	0	Forecast to spend by the end of the financial year
<b>Wellbeing &amp; Community</b>		<b>10,337</b>	<b>6,991</b>	<b>3,298</b>	<b>(48)</b>	<b>8,104</b>	<b>18,441</b>	<b>17,643</b>	<b>(798)</b>	
40208	HR Payroll System	0	(23)	0	(23)	0	0	(23)	(23)	unmatched accrual balance
40292	iTrent HR System Upgrades	30	0	0	(30)	120	150	120	(30)	We have completed the overall implementation now so no longer have a need for the capital.
<b>HR &amp; OD</b>		<b>30</b>	<b>(23)</b>	<b>0</b>	<b>(53)</b>	<b>120</b>	<b>150</b>	<b>97</b>	<b>(53)</b>	
<b>Chief Executives</b>		<b>10,367</b>	<b>6,968</b>	<b>0</b>	<b>(101)</b>	<b>8,224</b>	<b>18,591</b>	<b>17,740</b>	<b>(851)</b>	
40111	Admiral Holland Redevelopment Project (phase 1b)	61	61	0	0	0	61	61	0	On target
40139	Banbury Health Centre - Refurbishment of Ventilation, Heating & Cooling Systems	104	0	104	0	0	104	104	0	Work is scheduled for delivery in Q1 24/25
40144	Castle Quay	2,985	500	2,485	(0)	0	2,985	2,985	(0)	As part of the Castle Quay Development and the regeneration of Banbury, the Council is working closely and in partnership with a number of public and private organisations to repurpose parts of Castle Quay Shopping Centre to deliver a number of complimentary uses enabling the regeneration of Banbury. Once each element has been contractually agreed, work can commence.
40162	Housing & IT Asset System joint CDC/OCC	26	26	0	0	0	26	26	0	Forecasting on target
40167	Horsefair, Banbury	55	55	0	0	0	55	55	0	The works design is now completed for paving to the footpath on Horsefair. Project to be procured Q3/Q4 of the 2023/24 financial year
40191	Bodicote House Fire Compliance Works	149	0	85	(64)	0	149	85	(64)	Assessment completed, with works being developed and scoped from the assessment
40197	Corporate Asbestos Surveys	50	50	0	0	0	50	50	0	Review to be undertaken as planned in Q3/Q4 of the 2023/24 financial year
40201	Works From Compliance Surveys	99	49	50	0	0	99	99	0	Works will be carried out in phases - current phase planned for quarter three of the 2023/24 financial year. The next phase is planned for the next financial year(2024/25)

40203	CDC Feasibility of utilisation of proper Space	100	164	0	64	0	100	164	64	Works are in progress, will be finalised in Q4
40219	Community Centre - Works	54	54	0	0	0	54	54	0	Banbury Museum atrium stairwell works, currently in design with completion due in Q3/Q4 of the financial year 2023/24
40224	Fairway Flats Refurbishment	362	0	362	0	0	362	362	0	This project is within the asset review which will be completed in Q3/Q4 of the financial year 2023/24. Works to be reprofiled for 2024/25.
40227	Banbury Museum - Decarbonisation Works	0	20	0	20	0	0	20	20	End of defects period retention payments due
40239	Bicester East Community Centre	1,371	771	600	0	0	1,371	1,371	0	Now on site for a 35 week project. £1.371m of capital funding remains allocated to deliver this bespoke community centre for local residents. Some spend requiring to be reprofiled to 2024/25.
40241	Thorpe Place Roof Works	35	35	0	0	0	35	35	0	Carrying out drone survey of roof to identify condition ready for scoping and design.
40242	H&S Works to Banbury Shopping Arcade	127	127	0	0	0	127	127	0	Works currently in design together with review with investigations on potential partial recoverability from tenant service charge.
40246	Banbury Museum Pedestrian Bridge	3	3	0	0	0	3	3	0	On target
40249	Retained Land	260	260	0	0	0	260	260	0	Works almost complete pending final report
40252	Expiring Energy Performance Certificates plus Associated works	96	96	0	0	0	96	96	0	Works instructed and surveys complete, working on the recommendations for any improvement works to maintain a compliant EPC
40253	Energy Performance Certificates Gov't Implementation of target B - Strategic Plan	60	60	0	0	0	60	60	0	Works instructed and surveys in train, completion by end of Q3/Q4 of the financial year 2023/24
40254	Thorpe Lane Depot - Renewal of Electrical Incoming Main	171	51	120	0	0	171	171	0	Works are currently designed pending tender of the Electrical supply infrastructure. Works to be coordinated with the District Network Operator to install the new sub station, who are engaged. Waiting for dates from the DNO.
40255	Installation of Photovoltaic at CDC Property	79	79	0	0	0	79	79	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery quarter one of the financial year 2024/25
40263	Kidlington Leisure New Electrical Main	20	0	20	0	0	20	20	0	Works are currently designed pending tender of the Electrical supply infrastructure. Works to be coordinated with the District Network Operator to install the new sub station, who are engaged. Waiting for dates from the DNO. SP working with legal. Planned delivery expected to be Q2 2024/25
40279	Spiceball Sports Centre - Solar PV Car Ports	180	20	160	0	0	180	180	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery quarter one of the financial year 2024/25
40280	Kidlington Sports Centre - Solar PV Car Ports	137	20	117	0	0	137	137	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Work cannot start until electrical mains installed (dependant on DNO). Planned delivery Q2 2024/25
40281	North Oxfordshire Academy - Solar Panels	18	0	18	0	0	18	18	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery quarter one of 24/25
40282	Community Centre Solar Panels	108	0	108	0	0	108	108	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery Q1 of 24/25
40283	Thorpe Lane - Solar Panels	34	0	34	0	0	34	34	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery Q1 2024/25
40284	Thorpe Lane - Heater Replacement (Gas to Electric)	28	5	23	0	0	28	28	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery quarter 1 of the financial year 2024/25
40015	Car Park Refurbishments	46	46	0	0	0	46	46	0	Full spend anticipated by March 2024
40026	Off Road Parking	18	0	0	(18)	0	18	0	(18)	Budget no longer required
40217	Car Parking Action Plan Delivery	18	18	0	0	0	18	18	0	Full spend anticipated by March 2024
40260	Land for New Bicester Depot	2,989	3,130	0	141	10	2,999	3,140	141	Purchasing of site completed in quarter 3 of 2023-24.
40278	Development of New Land Bicester Depot	2,775	100	2,675	0	1,200	3,975	3,975	0	Full spend anticipated by March 2025 - this will be confirmed as the project progresses.
<b>Property</b>		<b>12,618</b>	<b>5,800</b>	<b>6,961</b>	<b>143</b>	<b>1,210</b>	<b>13,828</b>	<b>13,971</b>	<b>143</b>	
40256	Processing Card Payments & Direct Debits	20	20	0	0	0	20	20	0	PCI Contract has now been signed and project kick off meeting has been held, design phase will be within the next month October 2023
<b>Finance Total</b>		<b>20</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>20</b>	<b>0</b>	
40237	Council Website & Digital Service	122	122	0	0	0	122	122	0	Work underway to select a product to form basis of Unified CRM Platform. Platform in place and initial Pilot expected to complete Q4.
40274	Digital Futures Programme	112	112	0	0	0	112	112	0	Works planned for 23/24

40285	Digital Strategy	350	350	0	0	0	350	350	0	Year one of the Digital Future strategy looks to: 1) Implemented a Data Lakehouse platform as a foundation to the Data and Analytics strategy . 2)Improve cyber security by aligning with a standard framework and implementing additional security measures (by end of Dec 2023) 3) Move all online files to sharepoint to reduce hosting costs (by end Oct 2023) 4) Implement new devices to monitor Fly Tipping in two locations.
<b>ICT</b>		<b>584</b>	<b>584</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>584</b>	<b>584</b>	<b>0</b>	
<b>Resources</b>		<b>13,222</b>	<b>6,404</b>	<b>6,961</b>	<b>143</b>	<b>1,210</b>	<b>14,432</b>	<b>14,575</b>	<b>143</b>	
40062	East West Railways	137	137	0	0	4,189	4,326	4,326	0	The capital fund has been set up to enable the Council's costs to be recharged when responding to enquiries and regulatory applications made in connection with the EWR project.
40286	Transforming Market Square Bicester	1,000	40	960	0	3,250	4,250	4,250	0	*£0.180m approved by Executive (sept23) for design and consultation work in 2023/24 (for final plans for Market Square Public Realm and full business plan). Design Consultants to be procured Feb24 £0.040m to be spent by end of financial year remaining budget to be reprofiled into 2024/25 for continuation of the project.*
40287	UK Shared Prosperity Fund (UK SPF) Year Two Investment Plan Programme	82	82	0	0	162	244	244	0	Improvements to town centres and highstreets and community facilities
40288	UKSPF Rural Fund	167	167	0	0	395	562	562	0	Investment in capacity building and infrastructure support for local civil society and community groups.A capital grant scheme for infrastructure improvements to village and rural community halls launched in September 2023, with a closing date of 6th November.A second application round will open in early January 2024
<b>Growth &amp; Economy</b>		<b>1,386</b>	<b>426</b>	<b>960</b>	<b>-</b>	<b>7,996</b>	<b>9,382</b>	<b>9,382</b>	<b>0</b>	
40028	Vehicle Replacement Programme	1,731	622	1,109	0	5,242	6,973	6,973	0	Full spend anticipated by March 2025
40186	Commercial Waste Containers	25	25	0	0	0	25	25	0	Full spend anticipated in quarter 4 of 2023-24.
40187	On Street Recycling Bins	18	18	0	0	0	18	18	0	Full spend anticipated in quarter 4 of 2023-24.
40188	Thorpe Lane Depot Capacity Enhancement	0	7	0	7	0	0	7	7	Delayed retention payments made.
40216	Street Scene Furniture and Fencing project	48	40	8	0	12	60	60	0	Full spend anticipated by March 2026
40218	Depot Fuel System Renewal	35	0	35	0	24	59	59	0	Full spend anticipated by March 2025
40222	Burnehyll- Bicester Country Park	159	95	64	0	0	159	159	0	Full spend anticipated by March 2025
40248	Solar Panels at Castle Quay	53	0	0	(53)	0	53	0	(53)	Budget no longer required for this financial year. It is believed the bid/project is out of date so a review of the requirements on site is required and a new bid to be submitted when review completed.
40257	Additional Commercial Waste Containers	10	10	0	0	0	10	10	0	Full spend anticipated in quarter 4 of 2023-24.
40258	Kidlington Public Convenience Refurbishment	90	90	0	0	0	90	90	0	Full spend anticipated in quarter 2 of 2023-24.
40259	Market Equipment Replacement	15	15	0	0	0	15	15	0	Full spend anticipated in quarter 4 of 2023-24.
40289	Computer Software Upgrade for Vehicle Management	12	12	0	0	0	12	12	0	Full spend anticipated by March 2024
40291	New Commercial Waste IT System	25	25	0	0	0	25	25	0	Full spend anticipated by March 2024
<b>Environmental</b>		<b>2,221</b>	<b>959</b>	<b>1,216</b>	<b>(46)</b>	<b>5,278</b>	<b>7,499</b>	<b>7,453</b>	<b>(46)</b>	
40245	Enable Agile Working	15	15	0	0	0	15	15	0	The funding is intended to be used to purchase the technology needed to enable the teams to use our new case management system whilst 'on-site' carrying out inspection work, etc. We have trialed different tablets but have delayed the project since the release of the app that will support mobile working continues to be delayed. The app is now due for release early 2024. The mobile working approach will potentially save approx. £1400 pa through reducing costs (mileage, printing and stationery) as well as making the inspection process more efficient, delivering an improved customer experience and realising a resource saving of 0.2 FTE. The ongoing cost of the app will be approx. £1500 pa.
<b>Regulatory Services</b>		<b>15</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>15</b>	<b>0</b>	
40293	Planning - S106 Projects	160	160	0	0	0	160	160	0	S106 Funded contribution towards the construction and mechanisation of bridge over Oxford Canal (Canal and River Trust)
<b>Planning and Development Communities</b>		<b>160</b>	<b>160</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>160</b>	<b>160</b>	<b>0</b>	
<b>Communities</b>		<b>3,782</b>	<b>1,560</b>	<b>2,176</b>	<b>(46)</b>	<b>13,274</b>	<b>17,056</b>	<b>17,010</b>	<b>(46)</b>	
<b>Capital Total</b>		<b>27,371</b>	<b>14,932</b>	<b>12,435</b>	<b>(4)</b>	<b>22,708</b>	<b>50,079</b>	<b>49,325</b>	<b>(754)</b>	

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## Appendix 2 - Report Details – Additional Revenue narrative

### Chief Executive

Chief Executives are forecasting an underspend of (£0.270m) against a budget of £5.865m (-4.6%). Directorate is working efficiently to deliver high quality services within its budget envelope.

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#### HR & OD

£0.000m Variance      HR are forecasting to remain on budget at present.

Variation to October's  
Forecast  
£0.000m

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#### Wellbeing & Housing

Variation  
(£0.200m)  
underspend      The underspend is due predominantly to increased income from enforcement action taken to improve housing standards and better use of external funding.

Variation to October's  
Forecast  
£0.032m      Additional expenditure has been incurred in essential maintenance in housing stock this month which has reduced the projected underspend.

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#### Customer Focus

Variation  
(£0.070m) underspend      We are currently predicting an underspend at year end by managing vacancies and operational costs to offset the reduction in land charges income caused by volatile market conditions.

Variation to October's  
Forecast  
(£0.025m)      We have found an additional (£0.025m) of savings from staffing efficiencies to increase our year-end underspend forecast to (£0.070m).

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## Resources

Resources are forecasting £0.235m overspend against a budget of £4.446m (5.3%).

There are tight managerial controls within the resources directorate that have enabled a forecast overspend. An understanding on the election costs is underway, and the team will work towards mitigating this further. £0.030m of the deterioration is a result of the car park service moving to Property from Environmental Services.

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### Finance

Variation  
(£0.050m)  
underspend

Based on the latest information, it is forecasted that bank charges linked to processing payments will be less than budgeted.

Variation to October's  
Forecast  
(£0.025m)

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### Legal & Democratic, Elections & Procurement

Variation  
£0.240m  
Overspend

Overspend is due to:

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

Variation to October's  
Forecast  
£0.018m

The overspend from last month is largely driven by increased agency costs.  
A permanent recruitment campaign has been implemented.

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### ICT

Variation  
(£0.020m) Underspend

(£0.020m) underspend due to:

- 1) savings we have made from further reductions in redundant and underutilised phone lines and
- 2) a reduction in hardware expenditure as more of our infrastructure is cloud based.

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Variation to October's  
Forecast  
£0.000m

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Property

Variation  
£0.065m Overspend

The overspend in Property is largely as a result of a dependency on agency staff. Permanent recruitment is ongoing.

Variation to October's  
Forecast  
£0.029m

There has been an increase in repairs and maintenance costs and forecasted under recovery of car park income of around £0.030m. The extra staff cost is partly offset by a projected over recovery of commercial rental income and the under recovery of Car Park income is partly offset by a reduction in anticipated management fees.

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## **Communities**

Communities are forecasting an overspend of £0.342m against a budget of £9.811m, (3.5%).

The directorate has looked carefully across all the service budget areas to identify savings to support the external cost pressure arising from changing gate fees for recycled materials.

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Planning &  
Development

Variation  
£0.349m Overspend

Planning and Development presently has a forecasted overspend of £0.350m for the end of the financial year due to overall income receipts and projections being lower than expected and agency costs exceeding the cost of unfilled established posts. The department continues to feel the effect of national construction industry conditions and the reduced availability of planning and building control officers. An increase in planning appeals which necessitates legal and consultant representation is also creating budgetary pressure.

Variation to October's  
Forecast  
(£0.049m)

The expected outturn is (£0.048m) better than last month helped by the national increase in planning fees and the receipt of planning monitoring fees which are helping to offset additional costs. This has reduced the expected Development Management overspend by (£0.075m) (a fall from £0.413m to £0.338m)

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The overspend for Building Control has also fallen, by (£0.013m), and assisted by lower staffing costs to year end. The expected outturn has fallen from an overspend of £0.063 to £0.050m.

Due to staff vacancies, Planning Policy, Conservation & Design is now expected to be under budget by (£0.015m). A coordinated recruitment campaign is being pursued to fill posts and costs are continuing to be managed closely.

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#### Growth & Economy

Variation  
(£0.090m)  
Underspend

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

Variation to October's  
Forecast  
£0.000m

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#### Environmental

Variation  
£0.083m  
Overspend

The forecasted pressure of £0.083m within Environmental Services is primarily due to changes in the global market for recycled materials falling as recycling processing costs have increased.

Commodity prices are currently very volatile and this could change again during the fourth quarter.

Variation to October's  
Forecast  
£0.059m

The movement of £0.059m is a result of an increase in gate fees being higher than anticipated for the third quarter. This was identified after the previous months reporting.

Monthly meetings with our recycling reprocessor and monitoring of the individual commodity prices allows to estimate gate fees in advance of the quarterly price agreement.

Cost savings identified for 2024/25 for direct delivery of food waste have been commenced early.

The service is continually reviewing its spend in less critical, front line services.

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## Regulatory

Variation  
£0.000m

Regulatory Services and Community Safety are forecasting a balanced outturn.

Variation to October's  
Forecast  
£0.000m

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## **Executive Matters**

Executive Matters is forecasting an underspend of (£0.048m) against the budget of £3.695m (-1.3%).

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### Interest

Variation  
(£0.048m) underspend

Executive Matters are forecasting an over recovery of net interest, the windfall surplus is offset by movements of (£0.130m) to the Commercial Risk Reserve as part of Appendix 5.

Variation to October's  
Forecast  
(£0.000m)

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## **Policy Contingency**

Policy Contingency is forecasting on target against a budget of £4.357m, (0.00%)

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### Policy Contingency

Variation  
£0.000m

Policy Contingency is forecasting to remain on budget at present. We will review Policy Contingency to identify any available budget to mitigate against any future overspends.

Variation to October's  
Forecast  
£0.000m

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## Appendix 3 - Virement Summary

### Virement Movement

This table shows the movement in Net Budget from October to November 2023.

<b>Virements - Movement in Net Budget</b>	<b>£m</b>
Directorate Net Budget - October 2023	19.770
Directorate Net Budget - November 2023	20.122
<b>Movement</b>	<b>0.352</b>

<b>Breakdown of Movements</b>	<b>£m</b>
<b>Other</b> Use of Policy Contingency to cover overspend on Gate Fees	0.352
<b>Total</b>	<b>0.352</b>

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## Appendix 4 - Funding for 2023/24

### Specific Funding received since budget was set

Dept.	Grant Name	Funding
		£
DLUHC	Elections New Burdens	71,283
DLUHC	Homelessness Prevention Grant	761,091
DLUHC	Local Council Tax Support Scheme Grant	177,020
DLUHC	Domestic Abuse Grant	36,284
DLUHC	Tenant satisfaction measures new burdens	5,172
DLUHC	Rough Sleepers Initiative	58,820
DLUHC	Pavement Licensing New Burdens	1,000
Home Office	Syrian Resettlement scheme	53,996
Home Office	Asylum seeker dispersal grant	280,750
Home Office	Afghan relocations and assistance policy	260,920
BEIS	Energy Bills Support Scheme New Burdens	22,220
		<b>1,728,556</b>

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## Appendix 5 - Reserves and Grant Funding

### Uses of/ (Contributions to) Reserves

#### Specific requests

Directorate	Type	Description	Reason	Amount £m
Resources	Earmarked	Market Risk Reserve	Over-recovery of Treasury Income	(0.130)
<b>Total Earmarked Reserves</b>				<b>(0.130)</b>

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Housing that meets your needs								
Ref	Portfolio Holder	Director/Lead Officer	Actual	Target	R.A.G	YTD Actual	YTD Target	YTD R.A.G
BP1.2.01 Number of Homeless Households living in Temporary Accommodation (TA)	Cllr N Mawer	<ul style="list-style-type: none"> <li>■ Nicola Riley</li> <li>■ Yvonne Rees</li> </ul>	28	40	★	34	40	★
<p><b>Commentary</b></p> <p>The number of people in Temporary Accommodation this month has reduced as residents have moved on to permanent and settled accommodation. The Council has also provided additional temporary accommodation with an additional 12 placements due to the Severe Weather Emergency Protocol ( SWEPE) being activated. These however are not counted within the figures as the Council does not owe an ongoing temporary accommodation duty.</p>								
BP1.2.06 Average time taken to process Housing Benefit New Claims and council tax reduction (Days)	Cllr A Nell	<ul style="list-style-type: none"> <li>■ Michael Furness</li> <li>■ Stephen Hinds</li> </ul>	16.3 days	18 days	★	16.6 days	18 days	★
<p><b>Commentary</b></p> <p>We have continued working hard on maintaining the performance throughout November to keep the indicator within target and will continue to monitor this area of work closely.</p>								
BP1.2.07 Average time taken to process Housing Benefit Change Events & council tax reduction (Days)	Cllr A Nell	<ul style="list-style-type: none"> <li>■ Michael Furness</li> <li>■ Stephen Hinds</li> </ul>	5 days	8 days	★	3.8 days	8 days	★
<p><b>Commentary</b></p> <p>We continue to achieve a turnaround time for applications that is considerably below our target for the month and the year.</p>								

An enterprising economy with strong and vibrant local centres

Ref	Portfolio Holder	Director/Lead Officer	Actual	End of year Target	R.A.G
BP3.2.01 % of Council Tax collected, increase Council Tax Base	Cllr A Nell	<ul style="list-style-type: none"> <li>■ Michael Furness</li> <li>■ Stephen Hinds</li> </ul>	74.57%	97%	★

We have collected over 74% of council tax for the year, remaining on track to meet the year-end target

BP3.2.02 % of Business Rates collected, increasing NNDR Base	Cllr A Nell	<ul style="list-style-type: none"> <li>■ Michael Furness</li> <li>■ Stephen Hinds</li> </ul>	75.81%	97%	★
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We have collected over 75% of business rates for the year, remaining on track to meet the year-end target

Healthy, resilient and engaged communities

Ref	Portfolio Holder	Director/Lead Officer	Actual	Target	R.A.G	YTD Actual	End of year target	YTD R.A.G
BP4.2.01 Number of Visits/Usage of contracted & directly managed sports facilities	Cllr N Simpson	<ul style="list-style-type: none"> <li>■ Nicola Riley</li> <li>■ Yvonne Rees</li> </ul>	119,984	123,714	●	929,107	1,348,666	★

**Commentary**

Usage figures were slightly below target during November, however, we continue to report ahead for this time of the year, and we are on track to deliver our year-end target.

Ref	Portfolio Holder	Director/Lead Officer	Actual	YTD Target	R.A.G
BP4.1.02 Support Community Safety and Anti-Social Behaviour Prevention Activities	Cllr P Chapman	<ul style="list-style-type: none"> <li>■ Ian Boll</li> <li>■ Tim Hughes</li> </ul>	Delivering to plan	Delivering to plan	★

**Commentary**

- We are continuing our work with the Safe Places project; funding has come through and we are now signed up with the charity and are able to utilise its application and other features.
- Violence against women and girls funded project with Oxfordshire Youth continues, the project team are receiving referrals and engaging with 'at risk' individuals with the objective of reducing their experience of violence.
- We participated in the Grimsbury Neighbourhood blitz, liaising with residents as to issues they are experiencing and sharing work that the team have been delivering.
- We participated with Thames Valley Police (TVP) Neighbourhood Teams in specific operations including Operation Sceptre – which focused on patrolling parks and utilising metal detectors to discover, remove and dispose of hidden knives and weapons-, and TVP Operation targeting drug dealing and ASB in Heyford Park.
- We ran a number of Violence against Women and Girls (VAWG) Events with TVP colleagues – 7 events across the district including events in Banbury, Bicester and Kidlington.
- Through our Community Safety team we are looking to take formal action against two individuals who persistently demonstrate anti-social behaviour; working with legal to take the cases through the court process.
- We continue to deliver against objectives in the Mental Health School Programme – youth activators have been engaged with students in seven schools during term 2, five primary schools (year 6) and two secondary schools (years 10 & 11).

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Appendix 7 – Leadership Risk Register as at 18/12/2023

Level of risk	How the risk should be managed
<b>High Risk</b> (16-25)	<b>Requires active management</b> to manage down and maintain the exposure at an acceptable level. Escalate upwards.
<b>Medium Risk</b> (10 -15)	<b>Contingency Plans</b> - a robust contingency plan may suffice together with early warning mechanisms to detect any deviation from the profile.
<b>Low Risk</b> (1 – 9)	<b>Good Housekeeping</b> - may require some risk mitigation to reduce the likelihood if this can be done cost effectively, but good housekeeping to ensure that the impact remains low should be adequate. Re-assess frequently to ensure conditions remain the same.

Risk Scorecard – Residual Risks						
Page 55	Impact	Probability				
		1 - Remote	2 - Unlikely	3 - Possible	4 - Probable	5 - Highly Probable
5 - Catastrophic				L08		
4 - Major			L09 - L06	L03-L07-L11-L14	L01	
3 - Moderate			L04-L05-L10	L02-L12	L13	
2 - Minor						
1 - Insignificant						

Risk Definition	
<b>Leadership</b>	Strategic risks that are significant in size and duration, and will impact on the reputation and performance of the Council as a whole, and in particular, on its ability to deliver on its corporate priorities
<b>Operational</b>	Risks to systems or processes that underpin the organisation’s governance, operation and ability to deliver services

Name and Description of risk	Potential impact	Inherent (gross) risk level (before Controls)		Controls	Lead Member	Risk owner	Risk manager	Residual risk level (after existing controls)		Mitigating actions (to address control issues)	Comments	Last updated	
		Probability	Impact Rating					Probability	Impact Rating				
<b>L01 - Financial resilience –</b> Failure to react to external financial impacts, new policy and increased service demand. Poor investment and asset management decisions.	Reduced medium and long term financial viability	4	4	16	Medium Term Revenue Plan reported regularly to members.	Councillor A Nell	Michael Furness	Joanne Kaye	4	4	16	This continuous process will include reviewing budget monitoring, active budget management, and reflection of economic and Local Government sector trends in the MTFS. Wherever possible, policy decisions will be taken as soon as possible, rather than waiting until the February Council meeting which sets the annual budget. This will allow officers to be ready to implement, or have implemented, policy decisions which will maximise positive impacts on the budget.	Risk reviewed on 06/12/23 - No changes
	Reduction in services to customers				Balanced medium term and dynamic ability to prioritise resources							Financial forecasts of resources for 2024/25 and 2025/26 have assumed a reduction in resources compared to February 2023 assumptions. The budget for 2023/24 was agreed with savings proposals identified to contribute to addressing these reductions. Close monitoring of the delivery of the savings programme will take place throughout 2023/24 with mitigations required if slippage was identified.	
	Increased volatility and inability to manage and respond to changes in funding levels				Highly professional, competent, qualified staff							Integration and continued development of Performance, Finance and Risk reporting	
	Reduced financial returns (or losses) on investments/assets such as in subsidiaries.				Good networks established locally, regionally and nationally.							Internal Audits being undertaken for core financial activity and capital as well as service activity	
	Inability to deliver financial efficiencies				Strong shareholder function and relationships with subsidiaries							Introduction and implementation of an Asset Management Strategy	
	Exposure to commercial pressures in relation to regeneration projects.				Financial returns from the subsidiaries are not included in the MTFS until they are reasonably assured to materialise.							Investment Strategy agreed annually	
	Poor customer service and satisfaction				National guidance interpreting legislation available and used regularly.							Posts are filled by appropriately qualified individuals	
	Increased complexity in governance arrangements				Progress regeneration plans in a coordinated manner. Participate in Oxfordshire Treasurers' Association's work streams							Regular involvement and engagement with colleagues across the county	
	Lack of officer capacity to meet service demand				Review of best practice guidance from bodies such as CIPFA, LGA and NAO.							Regular member training and support	
	Lack of financial awareness and understanding throughout the council				Treasury management and capital strategies in place							Regular utilisation of advisors as appropriate	
	Increased inflation in the costs of capital schemes				Investment strategies in place Regular financial and performance monitoring in place.							Summarise and distribute announcements to CLT	
	Increased inflation in revenue costs				Independent third party advisers in place Regular bulletins and advice received from advisers Property portfolio income monitored through financial management arrangements on a regular basis.							Timely and good quality budget monitoring reports, particularly property income and capital	
<b>L02 - Statutory functions –</b> Failure to meet statutory obligations and policy and legislative changes are not anticipated or planned for.	Legal challenge	3	4	12	Embedded system of legislation and policy tracking In place, with clear accountabilities, reviewed regularly by Directors.	Councillor S Dallimore	Stephen Hinds	Shiraz Sheikh	3	3	9	Ensure Committee forward plans are reviewed regularly by senior officers.	Risks reviewed on 07/12/23 - No changes
	Loss of opportunity to influence national policy / legislation				Clear accountability for responding to consultations with defined process to ensure Member engagement							Ensure Internal Audit plan focusses on key leadership risks.	
	Financial penalties				National guidance interpreting legislation available and used regularly							Establish corporate repository and accountability for policy/legislative changes taking into consideration all of the Council's functions.	
	Reduced service to customers				Risks and issues associated with Statutory functions incorporated into Directorate Risk Registers and regularly reviewed.							External support secured for key corporate projects including Growth Deal and IT Transformation Programme.	
	Inability to deliver council's plans				Clear accountability for horizon scanning, risk identification / categorisation / escalation and policy interpretation in place							Learning and development opportunities identified and promoted by the Chief Executive and Directors. First tranche of Senior Leadership training/development begins in August, and is cascaded throughout 2022/23. Staff briefings on rules and procedures by MO	
	Exposure to commercial pressures				Robust Committee forward plans to allow member oversight of policy issues and risk management, including Scrutiny and Audit							Review Directorate/Service risk registers.	
	Reduced resilience and business continuity				Internal Audit Plan risk based to provide necessary assurances							Ensure Committee forward plans are reviewed regularly by senior officers.	
	Reduced staff morale, increased workload and uncertainty may lead to loss of good people				Strong networks established locally, regionally and nationally to ensure influence on policy issues. In addition two Directors hold leading national roles							Ensure Internal Audit plan focusses on key leadership risks.	
					Senior Members aware and briefed regularly in 1:1s by Directors							Establish corporate repository and accountability for policy/legislative changes taking into consideration all of the Council's functions.	
					Arrangements in place to source appropriate interim resource if needed							External support secured for key corporate projects including Growth Deal and IT Transformation Programme.	
					Ongoing programme of internal communication							Learning and development opportunities identified and promoted by the Chief Executive and Directors. First tranche of Senior Leadership training/development begins in August, and is cascaded throughout 2022/23. Staff briefings on rules and procedures by MO	
					Programme Boards in place to oversee key corporate projects and ensure resources are allocated as required.								
				Extended Leadership Team (ELT) Meetings established to oversee and provide assurance on key organisational matters including resourcing.									

Name and Description of risk	Potential impact	Inherent (gross) risk level (before Controls)			Controls	Lead Member	Risk owner	Risk manager	Residual risk level (after existing controls)			Mitigating actions (to address control issues)	Comments	Last updated
		Probability	Impact	Rating					Probability	Impact	Rating			
												Review Directorate/Service risk registers.		

Name and Description of risk	Potential impact	Inherent (gross) risk level (before Controls)		Controls	Lead Member	Risk owner	Risk manager	Residual risk level (after existing controls)		Mitigating actions (to address control issues)	Comments	Last updated		
		Probability	Impact					Rating	Probability				Impact	Rating
<b>L03 - CDC Local Plan</b> - Failure to ensure sound, up to date local plan remains in place for Cherwell resulting in poor planning decisions such as development in inappropriate locations, inability to demonstrate an adequate supply of land for housing and planning by appeal	Poor planning decisions leading to inappropriate growth in inappropriate place.	4	4	16	Councillor D Sames	Ian Boll	David Peckford	3	4	12	Annual (Authority) Monitoring Reports presented to the Executive on plan making and policy effectiveness. A report will be prepared at the end of the calendar year.	Consultation on a draft of the Cherwell Local Plan Review took place from 22 September to 3 November 2023. A new programme for the Local Plan was agreed when the Council's Executive approved an updated 'Local Development Scheme' on 5 September 2023. An Annual Monitoring Report will be presented to the Executive on 4 December 2023.	Risk reviewed on 29/11/2023 - Comments updated	
	Negative (or failure to optimise) economic, social, community and environmental gain	Team capacity and capability kept under continual review with gaps and pressures identified and managed at the earliest opportunity.	An updated LDS presented to the Executive when there is a significant change in the circumstances for the Local Plan timetable.											
	Negative impact on the council's ability to deliver its strategic objectives, including its commitments within the Oxfordshire Housing & Growth Deal			Programme built into Directorate level objectives (e.g. via Service Plans) and staff appraisals; on-going preparation of the Local Plan is a service priority.										
	Increased costs in planning appeals													A draft Plan is being presented to the Executive in September. Project management of the Local Plan process continues.
	Reputational damage with investor community of Cherwell as a good place to do business created by uncertainty/ lack of policy clarity													
<b>L04 - Business Continuity</b> - Failure to ensure that critical services can be maintained in the event of a short or long term incident impacting on the delivery of the Council's operations	Inability to deliver critical services to customers/residents	4	4	16	Councillor P Chapman	Ian Boll	Tim Hughes	2	3	6	BC actions post-audit are being implemented as per plan. BCSG meeting routinely and corporate refresh across all areas is progressing. BC Impact assessments and BCPs being updated and reviewed by OCC's Emergency Planning team with supporting document management system being implemented. Business Continuity Statement of Intent and Framework due to be reviewed to align with new incident management framework. Cross-council BC Steering Group meets regularly to identify BC improvements needed; BC Steering Group has been reconvened, need to ensure engagement across all service areas.	Risk reviewed on 07/12/2023 - No changes		
	Financial loss/ increased costs	Business continuity strategy, statement of intent and framework in place and all arrangements overseen by a Business Continuity Steering Group. Services prioritised and ICT recovery plans reflect those priorities and the requirements of critical services												
	Loss of important data		ICT disaster recovery arrangements in place with data centre and cloud services reducing likelihood of ICT loss and data											
	Inability to recover sufficiently to restore non-critical services before they become critical		Incident management team identified in Business Continuity Framework											
	Loss of reputation		All services undertake annual business impact assessments and updates of business continuity plans											
	Reduced service delivery capacity in medium term due to recovery activity		Cross-council Business Continuity Steering Group meets regularly to identify Business Continuity improvements needed											
<b>L05 - Emergency Planning (EP)</b> - Failure to ensure that the local authority has plans in place to respond appropriately to a civil emergency fulfilling its duty as a category one responder	Inability of council to respond effectively to an emergency	4	4	16	Councillor P Chapman	Ian Boll	Tim Hughes	2	3	6	Emergency plan contacts list updated monthly and reissued to all duty managers periodically. Available on ELT Teams channel. Supporting officers for incident response reviewed and identified across some areas, to ensure they are reviewed and updated across all service areas.	Risk reviewed on 07/12/23 - No changes		
	Unnecessary hardship to residents and/or communities	Incident Management Framework in place and key contact lists updated monthly.												
	Risk to human welfare and the environment		Emergency Planning Lead Officer defined with responsibility to review, test and exercise plan and to establish, monitor and ensure all elements are covered											
	Legal challenge		Expert advice and support provided by Oxfordshire County Council's Emergency Planning Team under partnership arrangements.											
	Potential financial loss through compensation claims		Council Duty Directors attend training relating to role prior to joining duty director rota and have refresh training annually											
	Ineffective Cat 1 partnership relationships		Multi agency emergency exercises conducted to ensure readiness											
	Reputational damage		Active participation in Local Resilience Forum (LRF) activities											
	On-call rota being maintained and updated to reflect recent staffing changes													

Name and Description of risk	Potential impact	Inherent (gross) risk level (before Controls)		Controls	Lead Member	Risk owner	Risk manager	Residual risk level (after existing controls)		Mitigating actions (to address control issues)	Comments	Last updated
		Probability	Impact Rating					Probability	Impact Rating			
<b>L06 - Safeguarding the Vulnerable – Operational and partnership actions</b> -Failure to work effectively with partners to identify and protect vulnerable people in the district and disrupt exploitation leaving vulnerable people at risk or subject to exploitation.	<p>Increased harm and distress caused to vulnerable individuals and their families.</p> <p>Council subject to external reviews</p> <p>Criminal investigations potentially compromised</p> <p>Potential financial liability if council deemed to be negligent.</p> <p>Reputational damage to the council.</p>	4	4	<p>Engagement with the Oxfordshire partnerships protocol review to identify improvements to local arrangements in support of the strategic partnerships. Outcomes of review to be implemented.</p> <p>Child Exploitation prevalence report reviewed with LPA Commander following each CE sub-group meeting.</p> <p>Community based exploitation disruption coordinated through the Joint Agency Tasking and Coordination Process.</p>	Councillor P Chapman	Ian Boll	Tim Hughes	2	4	<p>8 Continue in linking in with Oxfordshire partnerships protocol review to ensure outcomes relevant to CDC are understood and implemented as necessary.</p> <p>Exploitation concerns and actions discussed routinely at Joint Agency Tasking and Co-ordination meetings on a monthly basis</p>		Risk reviewed on 07/12/23 - No changes
<b>L07 - Health and safety</b> Failure to ensure effective arrangements are in place for Health and Safety.	<p>Unsafe services leading to fatality, serious injury &amp; ill health to employees, service users or members of the public</p> <p>Criminal prosecution for failings Breach of legislation and potential for enforcement action.</p> <p>Financial impact (compensation or improvement actions)</p> <p>Reputational Impact</p>	5	4	<p>Corporate H&amp;S governance arrangements and policies are regularly reviewed and updated by the Corporate H&amp;S Team and monitored by the H&amp;S Assurance Board.</p> <p>Directors and service leads are responsible for ensuring H&amp;S arrangements are in place within their areas or responsibility. Managers are responsible for ensuring operational health and safety risks are assessed and effective control measures implemented.</p> <p>Consultation with employee representatives via employer and union consultative committees (Unison)</p> <p>Corporate H&amp;S Training provided via corporate learning and development programme. Training for operational risks may be organised by services.</p> <p>H&amp;S performance monitored by accident and incident reports and corporate H&amp;S auditing and inspection programme.</p> <p>H&amp;S information is disseminated via internal communications and updates to ELT and other relevant meetings.</p>	Councillor S Dallimore	Claire Cox	Ruth Wooldridge	3	4	<p>12 Corporate H&amp;S Auditing and Inspection programme on track. Reports issued to managers and actions tracked for completion. Work ongoing with 2 audits per calendar month.</p> <p>Work still in progress with service areas around the corporate H&amp;S register, which will be managed and monitored with a focus on the depots as our highest risk areas.</p> <p>Post decoupling senior management will have monthly monitoring of H&amp;S matters as a standing item at senior management meetings.</p> <p>Relevant and required policies and procedures are being reviewed.</p> <p>Working with service areas to ensure that suitable risk assessments are in place.</p>		Risk reviewed on 06/12/2023 - No changes

Name and Description of risk	Potential impact	Inherent (gross) risk level (before Controls)		Controls	Lead Member	Risk owner	Risk manager	Residual risk level (after existing controls)		Mitigating actions (to address control issues)	Comments	Last updated
		Probability	Impact Rating					Probability	Impact Rating			
<b>L08 - Cyber Security</b> -If there is insufficient security with regards to the data held and IT systems used by the councils and insufficient protection against malicious attacks on council's systems then there is a risk of: a data breach, a loss of service, cyber-ransom.	Financial loss / fine	4	5	20	Councillor S Dallimore	Stephen Hinds	David Spilsbury	3	5	15	A series of all-Council staff awareness sessions and members given presentations with the Police Cyber Security Advisor.  All staff reminded to be vigilant to unexpected emails due to the heightened risk of cyber-attack due to escalating tensions in Eastern Europe and at critical periods such as the run up to Elections  Cyber Security advice and guidance regularly highlighted to all staff.  Cyber Security is mandatory e-learning for all staff to be completed annually and is part of new starters induction training.  Cyber Security Officer has reviewed advice and provided assurance on our compliance.  External Health Check undertaken each year and Cabinet Office PSN compliance reviewed and certified each year to ensure the infrastructure is secure to connect to the PSN.  Internal Audit completed cyber audits with no major issues or significant risks identified.  IT implemented an intrusion prevention and detection system which is monitored, and regular actions are implemented from the resulting reports.  IT Officer has specific responsibility for Cyber Security and we have engaged a specialist partner to advise on industry best practices and standards.  Microsoft Multi-Factor Authentication is embedded to authenticate users providing an enhanced level of cyber security.	Risk reviewed on 5/12/2023 - No changes
	Prosecution – penalties imposed	Managing access permissions and privileged users through AD and individual applications										
	Individuals could be placed at risk of harm	Schedule of regular security patching										
	Reduced capability to deliver customer facing services	Vulnerability scanning										
	Unlawful disclosure of sensitive information	Malware protection and detection										
	Inability to share services or work with partners	Effective information management and security training and awareness programme for staff										
	Loss of reputation	Password and Multi Factor Authentication security controls in place										
	Increased threat to security due to most staff working from home	Robust information and data related incident management procedures in place										
		Appropriate robust contractual arrangements in place with all third parties that supply systems or data processing services										
		Appropriate plans in place to ensure ongoing PSN compliance										
	Adequate preventative measures in place to mitigate insider threat, including physical and system security											
	Insider threat mitigated through recruitment and line management processes											
	A complete restructure and update of the technical approach for the infrastructure has resulted in a move to a zero trust model.											
	Advice received from NCSC on specific activity alerts, the increased threat of globalised ransomware and malware attacks.											



Name and Description of risk	Potential impact	Inherent (gross) risk level (before Controls)		Controls	Lead Member	Risk owner	Risk manager	Residual risk level (after existing controls)		Mitigating actions (to address control issues)	Comments	Last updated		
		Probability	Impact					Probability	Impact					
<b>L11 - Financial sustainability of third-party suppliers and contractors</b>	The financial failure of a third party supplier and contractors results in the inability or reduced ability to deliver a service to customers or provide goods needed. A reduced supply market could also result in increased costs due to the council's loss of competitive advantage.	3	4	12	Councillor A Nell	Shiraz Sheikh	Michael Sullivan	3	4	12	Creditsafe UK tool purchased to allow Procurement to carry out supplier credit checks when required.  Service areas to ensure supplier suitability checks have been carried out prior to award of contract and hold meetings as required with suppliers to review higher risk areas and ensure risks are being managed. Reminders to be sent to all who have Procurement/Contract Management responsibility to regularly meet with key suppliers and partners to gain early understanding of any issues arising.  Services areas to keep the key suppliers under regular check including running financial checks.	Creditsafe UK tool now operational .Guidance is being developed for service areas to ensure that a contract management process is followed on a regular basis. This will include regular checks on Creditsafe UK to check on financial health; service areas will be advised to confirm that business continuity arrangements are in place and to seek evidence of regular reviews of this as part of the contract management process. Service areas to provide details of all current contracts to Procurement to enable analysis of third party spend to identify and risk assess key suppliers and contractors and to identify areas of duplication of costs.  Prior to contract award, procurement carries out a credit safe check to ensure financial viability of the preferred supplier.	Risk Reviewed 07/12/23 - Comments updated	
	Reduced resilience and business continuity													
	Increased complaints and/or customer dissatisfaction													
	Increased costs and/or financial exposure to the Council due to having to cover costs or provide service due to failure of third party supplier of contractor													
<b>L12 - Corporate Governance</b> Failure of corporate governance leads to negative impact on service delivery or the implementation of major projects providing value to customers.	Threat to service delivery and performance if good management practices and controls are not adhered to.	4	4	16	Councillor S Dallimore	Stephen Hinds	Shiraz Sheikh	3	3	9	The Annual Governance Statement was produced and has been published and approved by the Audit, Accounts and Risk Committee. The Corporate Governance Assurance Group continues to map governance processes to ensure visibility and to refresh them.	Risk reviewed on 07/12/23 - No changes		
	Risk of ultra vires activity or lack of legal compliance													
	Risk of fraud or corruption													
	Risk to financial sustainability if lack of governance results in poor investment decisions or budgetary control.													
	Failure of corporate governance in terms of major projects, budgets or council owned companies impacts upon financial sustainability of the council.													
	Inability to support Council's democratic functions / obligations (e.g. return to physical public meetings and public access to meetings).													
	Elements of the COVID-19 response and recovery work may be compromised, delayed or not taken forwards.													

Name and Description of risk	Potential impact	Inherent (gross) risk level (before Controls)			Controls	Lead Member	Risk owner	Risk manager	Residual risk level (after existing controls)			Mitigating actions (to address control issues)	Comments	Last updated
		Probability	Impact	Rating					Probability	Impact	Rating			
<b>L13 - Monitoring and management of Major Infrastructure Projects and Programmes -</b> Failure to properly manage and monitor the various residual Oxfordshire Housing and Growth Deal infrastructure projects.	Failure to actively manage the various Infrastructure Projects and Programmes, particularly in relation to those being delivered by Oxfordshire County Council, could lead to delays or failure to deliver timely obligations, which could lead to HM Government holding back some or all of its funding, or requiring repayment.  Delivery of Infrastructure projects fail to accelerate housing delivery as commercial pressures impact house builders	4	5	20	Need to establish appropriate officer and stakeholder governance structures to support effective programme delivery. Need to institute regular and effective dialogue with developers.	Councillor D Ford	Ian Boll	Robert Jolley	4	3	12	Establishment of appropriate officer and stakeholder governance structures to support effective programme delivery Institute regular and effective dialogue with developers		Risk reviewed on 05/12/23 - No changes
<b>L14 - Workforce Strategy</b> The lack of effective workforce strategies could impact on our ability to deliver Council priorities and services.	Limit our ability to recruit, retain and develop staff  Impact on our ability to deliver high quality services  Overreliance on temporary staff  Additional training and development costs	3	4	12	Analysis of workforce data and on-going monitoring of issues.  Key staff in post to address risks (e.g. strategic HR business partners) Weekly Vacancy Management process in place  Ongoing service redesign will set out long term service requirements	Councillor S Dallimore	Yvonne Rees	Claire Cox	3	4	12	There are indications that specific service areas are beginning to experience recruitment difficulties for professional roles. HR is working with the relevant directors to consider alternative resourcing methods. Development of new L&D strategy, including apprenticeships. Development of relevant workforce plans. Development of specific recruitment and retention strategies. It is planned for CDC to develop a framework that suits the needs of all services ensuring that the Council has access to a much wider pool of staffing agencies at competitive rates. The new IT system has been implemented to improve our workforce data and continues to be develop to improve our ability to interrogate and access key data (ongoing) in order to inform workforce strategies.		Risk reviewed on 06/12/2023 - No changes

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## **Cherwell District Council**

### **Executive**

**8 January 2024**

### **Council Tax Support Fund Payment Policy 2023/2024**

### **Report of Assistant Director of Finance and Section 151 Officer**

This report is public

### **Purpose of report**

To consider and approve the Council Tax Support fund payments policy attached at Appendix 1. The policy covers the mandatory payments made to Local Council Tax Support (LCTS) customers of £25.00 or less and the additional discretionary amount of £25.00 also paid to LCTS customers with the eligibility criteria mirroring the Governments scheme.

A one off discretionary payment of £85.00 will also be made to those customers in receipt of LCTS on 16 November 2023 this will be credited to the customers 2023 -24 council tax account.

### **1.0 Recommendations**

The meeting is recommended to:

- 1.1 Agree the proposed policy (Appendix 1) for distributing the Council Tax Support fund received from Department for Levelling Up and the additional funds to be paid from Oxfordshire County Council.
- 1.2 Note a one off discretionary payment of £85.00 will also be made to those customers in receipt of LCTS on 16 November 2023.

### **2.0 Introduction**

- 2.1 In the Autumn Statement 2022, the Government announced its intention to increase referendum principles to 3% for core council tax and up to 2% for the Adult Social Care precept, with additional flexibilities for some other authority types for both 2023-24 and 2024-25.
- 2.2 Recognising the impact of rising bills, the government has provided new grant funding in 2023-24 for local authorities to support economically vulnerable households in their area with council tax payments. Cherwell District Council has received funding of £164,691 and this has been matched by Oxfordshire County Council taking the total allocated funds to £329,382.

- 2.3 The government expects local authorities to use the majority of their funding allocations to reduce bills for current working age and pension age Local Council Tax Support (LCTS) claimants by up to £25. Councils can use their remaining allocation as they see fit to support vulnerable households with council tax bills.

### **3.0 Report Details**

- 3.1 As part of the annual billing process in March 2023 customers in receipt of LCTS were credited with £25.00 off of their Council Tax balance for 2023-24
- 3.2 As the funds are matched by Oxfordshire County Council an additional amount of £25.00 was also include reducing the balance by £50.00 in total.
- 3.3 Customers in receipt of LCTS with an outstanding balance received an amount £50.00 or less off their council tax liability for 2023 24.
- 3.4 Payments of £50.00 have continued to be awarded throughout 2023-24 to new eligible customers that are in receipt of LCTS and to date £142,924.16 has been allocated to customers council tax accounts through the awards.
- 3.5 2870 customers have received up to £50.00 which has reduced their council tax liability as at 30 September 2023 and the awards will continue to 31 March 2024.
- 3.4 The remaining balance of £186,457 must be distributed to customers by 31 March 2024.
- 3.5 The attached policy provides eligibility criteria for a one off award to customers council tax accounts that are currently in receipt of LCTS to maximise the spend of the allocation.
- 3.6 Cherwell currently has 5984 customers in receipt of LCTS , of these customers 2179 customers currently have an outstanding balance remaining on their council tax account. 1791 of these will receive the maximum award of £85.00 spending £147,942.50 of the allocation.
- 3.7 A further 388 customers will receive a payment credited to their council tax accounts where their balance is less that £85.00 outstanding, the total spend on these accounts will be £11,372.28.
- 3.8 There is no need for any recipient of LCTS to make a separate claim for a reduction under this scheme. The council has identified who is eligible for support and have applied this discount automatically

### **4.0 Conclusion and Reasons for Recommendations**

- 4.1 This scheme is recommended as it will ensure the majority of the funds are dispersed quickly to the council tax accounts of those households that are vulnerable whilst also maximising the allocations therefore reducing any unspent funding.

## 5.0 Consultation

N/A

## 6.0 Alternative Options and Reasons for Rejection

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

Option 1: Invite applications for the funds based a means tested application regarding income and expenditure. This option has discounted due to the additional work this would add and also delay in dispersing the funds.

## 7.0 Implications

### Financial and Resource Implications

- 7.1 Funding of £164,691 has been received from Department for Levelling up Communities and Housing, the remaining £164,691 will be funded by Oxfordshire County Council on completion of the awards being made.

Comments checked by:

Michael Furness, Assistant Director Finance, [michael.furness@cherwell-dc.gov.uk](mailto:michael.furness@cherwell-dc.gov.uk)

### Legal Implications

- 7.2 Government expects councils to deliver this using their discretionary powers under s13A(1)(c) of the Local Government Finance Act 1992.

Comments checked by:

Shahin Ismail, Interim Legal Services Manager

[Shahin.Ismail@cherwell-dc.gov.uk](mailto:Shahin.Ismail@cherwell-dc.gov.uk)

### Risk Implications

- 7.3 There are no direct risks arising from this report. Any other arising risks will be handled as part of the service operational risk and escalated to the Leadership Risk Register as and when required

Comments checked by:

Celia Prado-Teeling, Performance and Insight Team Leader, 01295 221556

[Celia.prado-teeling@cherwell-dc.gov.uk](mailto:Celia.prado-teeling@cherwell-dc.gov.uk)

### Equalities and Inclusion Implications

- 7.4 This policy has been developed in accordance with the commitments of our “Including Everyone” Equality, Diversity and Inclusion Framework.

Comments checked by:

Celia Prado-Teeling, Performance and Insight Team Leader, 01295 221556  
[Celia.prado-teeling@cherwell-dc.gov.uk](mailto:Celia.prado-teeling@cherwell-dc.gov.uk)

### **Sustainability Implications**

7.5 There are no sustainability implications

Comments checked by:

Celia Prado – Teeling Performance and Insight Team Leader

01295 221556 [celia.prado-teeling@cherwell-dc.gov.uk](mailto:celia.prado-teeling@cherwell-dc.gov.uk)

## **8.0 Decision Information**

### **Key Decision**

**Financial Threshold Met:** Yes

**Community Impact Threshold Met:** Yes

### **Wards Affected**

All

### **Links to Corporate Plan and Policy Framework**

Housing that meets your needs.

- Supporting the most vulnerable

### **Lead Councillor**

Councillor Adam Nell, Portfolio Holder for Finance

### **Document Information**

#### **Appendix number and title**

- Appendix 1 – Payment policy

#### **Background papers**

None

#### **Report Author and contact details**

Jacey Scott – Head of Revenues and Benefits

[Jacey.scott@cherwell-dc.gov.uk](mailto:Jacey.scott@cherwell-dc.gov.uk)



## Council Tax Support Fund Payments Policy 2023/24

### 1. Background

In the Autumn Statement 2022 the government announced its intention to increase referendum principles to 3% for core council tax and up to 2% for the Adult Social Care precept, with additional flexibilities for some other authority types for both 2023-24 and 2024-25.

Recognising the impact of rising bills, the government has distributed £100 million of new grant funding in 2023-24 for local authorities to support economically vulnerable households in their area with council tax payments.

Funding has been allocated to councils based on their share of local council tax support claimants according to the latest data. The government expects local authorities to use the majority of their funding allocations to reduce bills for current working age and pension age Local Council Tax Support (LCTS) claimants by up to £25.00

Councils can use their remaining allocation as they see fit to support vulnerable households with council tax bills.

Cherwell has been allocated funds from Department for Levelling Up, Housing and Communities £164,691. This funding has been matched by Oxfordshire County Council making the total funds available to LCTS claimants to £329,385

This policy covers the mandatory payments to LCTS customers of £25.00 or less made to customers council tax accounts along with the discretionary payments that will be applied.

Additional discretionary amounts of £25.00 will also be paid to LCTS customers with the eligibility criteria mirroring the Governments scheme.

A one off discretionary payment of £85.00 will also be made to those customers in receipt of LCTS on 16 November 2023.

### 2. Eligibility Criteria – Mandatory Scheme

Where a taxpayer has a liability for 2023-24 and in receipt of LCTS and their charge is less than £25.00, then their liability would be reduced to nil.

Where a taxpayer's liability for 2023-24 is nil, no reduction to the council tax bill will be available and those bills will not be credited.

There is no need for any recipient of LCTS to make a separate claim for a reduction under this scheme. The council has identified who is eligible for support and have applied this discount automatically.

The payments of £25.00 will continue to be awarded to eligible new customers that are in receipt of LCTS throughout the financial year 2023/24 and will be deducted from any council tax charge and reflected on customers council tax bills.

### **3. Eligibility Criteria – Discretionary Scheme**

Where a taxpayer has a liability for 2023-24 and following the award of council tax support fund payment of £25.00, an additional £25.00 will be applied reducing the customer's council tax liability by £50.00 or less in total.

Where a taxpayer's liability for 2023-24 is nil, no reduction to the council tax bill will be available and those bills should not be credited.

There is no need for any recipient of LCTS to make a separate claim for a reduction under this scheme. The council has identified who is eligible for support and have applied this discount automatically

The discretionary payments of £25.00 or less will continue to be awarded to eligible new customers in receipt of council tax reduction throughout the financial year 2023/24, and will be deducted from any council tax charge and reflected on customers council tax bills.

### **4. Eligibility Criteria – Discretionary Scheme one off payment**

Where the taxpayer has an outstanding balance on the 2023/24 liability of £85.00 or less following the award of council tax support fund payment of £50.00 as described in sections 2 and 3, an amount of £85.00 will be credited the customers council tax account.

If the customer has an outstanding balance of £85.00 or less owing on their council tax account for 2023/24 the amount applied will clear the outstanding balance.

No award will exceed the amount of liability to pay for 2023 24

The customer must be in receipt of council tax support on 16 November 2023.

There is no need for any recipient of LCTS to make a separate claim for a reduction under this scheme. The council has identified who is eligible for support and have applied this discount automatically

### **5. Exclusions**

No discretionary one of payment will be made to customers that are not in receipt of LCTS on 16 November 2023.

No payment will be made to customers for any of the above schemes for the mandatory or discretionary , if they do not have an outstanding balance for council tax 2023/24

## **6. How much funding will be available?**

Department for Levelling up Housing and Communities have provided funding of £164,691

Oxfordshire County Council have provided funding of £164,691

Total amount of funding available for all schemes is £329,382

## **7. How the payment will be made**

Eligible households will be receive an amended council tax bill reducing their outstanding balance or clearing the amount owed.

## **8. Impact of the payment**

It is the Government's intention that any assistance provided from the Council Tax Support Fund will not affect the eligibility of recipients for other benefits.

## **9. Application process**

No application is required.

## **10. Appeals**

The Council's decision is final and does not carry any right of review or appeal to the authority or any Tribunal or Court.

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## Cherwell District Council

### Executive

8 January 2024

### Council Tax Base 2024-2025

### Report of Assistant Director of Finance and S151 Officer

This report is public

### Purpose of report

To provide Council Tax Base for 2024-2025

### 1.0 Recommendations

The meeting is recommended to:

- 1.1 approve the report of the Assistant Director of Finance for the calculation of the Council's Tax Base for 2024-2025.
- 1.2 agree that, in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, the amount calculated by Cherwell District Council as its Council Tax Base for the year 2024-2025 shall be **59,027.2**.
- 1.3 agree for the parishes which form part of its area shown in Appendix 1, the amount calculated as the Council Tax Base for the year 2024-2025 in respect of special items shall be as indicated in the column titled Tax Base 2024-2025.
- 1.4 agree for the Flood Defence Areas which form part of its area, the amount calculated as the Council Tax Base for the year 2024-2025 for the purposes of levies on Oxfordshire County Council by River Authorities, shall be:

Thames Flood Defence Area	56,667.7
Anglian (Great Ouse) Flood Defence Area	1,913.9
Severn Region Flood Defence Area	445.6
<b>TOTAL</b>	<b>59,027.2</b>

## **2.0 Introduction**

2.1 For the purposes of Section 31B of the Local Government Finance Act 1992 and the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012,

(a) the whole of its area and

(b) for any parts of its area for the purposes of:

- (i) Apportioning precepts and levies and
- (ii) Calculating the tax base for each area subject to a special item

## **3.0 Report Details**

3.1 In respect of the 1 (a) 'the whole of its area':

3.1.1 The tax base has to be notified by Cherwell District Council to major precepting bodies (i.e., Oxfordshire County Council and the Police and Crime Commissioner for Thames Valley) and levy authorities (i.e., Thames Flood Defence Area, Anglian (Great Ouse) Flood Defence Area and Severn Region Flood Defence Area) by 31 January 2024 to enable their precepts to be calculated as a tax per band D equivalent properties.

3.2 In respect of 1 (b) 'parts of its area'

3.2.1 Major precepting and levying authorities have to notify Cherwell District Council (the billing authority) by 31 December 2023 of the area(s) subject to a special item (expense) and for which an apportionment of the tax base is required. No such notification has been received.

3.2.2 Parishes who levy a precept are automatically treated as a special item and there has to be a tax base calculated for each of the parishes in the area. They are not required to calculate a precept as a tax per band D equivalent property but can request the tax base figure to be supplied to them within ten days of making a request. Each parish and town council are notified of the figure for their area.

### **Calculation of the tax base**

3.3 The starting point of the calculation, as shown in Appendix 3, is the total number of council tax dwellings and their council tax band.

3.4 The council then allows for the following information and estimates for each band:

- (a) Dwellings which are exempt, so no council tax is payable (e.g., those where all occupiers are students)
- (b) Dwellings which attract a 25 per cent reduction (e.g., those with a single adult occupier)

- (c) Dwellings which attract a 50 per cent reduction (e.g., those properties where all adult residents are disregarded or ‘don’t count’ for council tax purposes)
- (d) Dwellings which are treated as paying a lower band because they have been adapted for a disabled person. The regulations specify how to adjust the tax base in respect of band A dwellings.
- (e) Dwellings which attract a reduction through the Council Tax Reduction Scheme.
- (f) Dwellings which are exempt from council tax

3.5 Each band is then converted into “band D equivalents” by applying the factor required by legislation. A band H, for example, is multiplied by two. All of these are added together to give a total number of band D equivalents.

3.6 A further adjustment is made for Class O exempt properties (Armed forces’ accommodation) as the Ministry of Defence makes a payment roughly equal to the council tax that it would have had to pay for each property if they were not exempt.

3.7 We also estimate the number of properties which will be either added to or removed from the Valuation List in the new financial year and make an adjustment to reflect that they won’t all be subject to full council tax for 12 months.

3.8 A final adjustment is made to allow for non-collection. The council is required to decide what its collection rate is likely to be and applies this to its council tax base. For 2023-2024 this was 98% and it is proposed it should be 98% in 2024-2025.

## **4.0 Conclusion and Reasons for Recommendations**

4.1 The Council must legally set a tax base for the following year by 31 January. This will allow the Council to notify its preceptors of the taxbase in order for them (and the Council) to set their budgets for 2024/25.

## **5.0 Consultation**

Councillor Adam Nell, Portfolio Holder for Finance

## **6.0 Alternative Options and Reasons for Rejection**

There are no alternative options. The Council has to set a tax base in order to set its council tax for 2024-2025.

## 7.0 Implications

### Financial and Resource Implications

- 7.1 There are no direct financial implications within this report. However, when the Council determines its Council Tax Requirement when setting the budget, the Council Tax Base is used for calculating the amount of Council Tax set by Cherwell District Council. The tax base of 59,027.2 will be reflected in the budget papers taken to Executive and Council in February 2024.

Comments checked by:

Joanne Kaye, Strategic Finance Business Partner

[joanne.kaye@cherwell-dc.gov.uk](mailto:joanne.kaye@cherwell-dc.gov.uk)

### Legal Implications

- 7.2 For each financial year and each category of dwellings in its area, the council must set an amount of council tax (section 30, Local Government Finance Act 1992). Section 31B of the Local Government Finance Act 1992 and the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 demand that the council calculates a tax base by 31 January 2024. This will be used for Council Tax setting purposes in February 2024.

Comments checked by:

Shiraz Sheikh, Assistant Director Law & Governance

[Shiraz.Sheikh@cherwell-dc.gov.uk](mailto:Shiraz.Sheikh@cherwell-dc.gov.uk)

### Risk Implications

- 7.3 If the Council does not set a tax base in accordance with statutory deadlines, then it will not be able to set its Council Tax for the 2024-2025 financial year. This is managed as an operational risk and escalated to the leadership risk register as and when necessary.

Comments checked by:

Celia Prado-Teeling, Performance Team Leader

[Celia.prado-teeling@cherwell-dc.gov.uk](mailto:Celia.prado-teeling@cherwell-dc.gov.uk)

### Equality and Inclusion Implications

- 7.4 All proposals are developed in line with the commitments set in our Equalities and Inclusion Framework. Any equalities and inclusion implications will be reflected with mitigating actions where possible in the Equalities Impact Assessment (Appendix 4).

Comments checked by:

Celia Prado-Teeling, Performance Team Leader

[Celia.prado-teeling@cherwell-dc.gov.uk](mailto:Celia.prado-teeling@cherwell-dc.gov.uk)

### Sustainability Implications

7.5 There are no sustainability implications.

Comments checked by:

Ed Potter, Assistant Director Environmental Services

[ed.potter@cherwell-dc.gov.uk](mailto:ed.potter@cherwell-dc.gov.uk)

## 8.0 Decision Information

### Key Decision

**Financial Threshold Met:** Yes

**Community Impact Threshold Met:** Yes

### Wards Affected:

All

### Links to Corporate Plan and Policy Framework:

All

### Lead Councillor:

Councillor Adam Nell, Portfolio Holder for Finance

### Document Information

- Appendix 1 - Council tax base by parish
- Appendix 2 - Council tax base by Flood Defence Area
- Appendix 3 - Council tax base calculation
- Appendix 4 – Equalities Impact Assessment

### Background papers

None

### Report Author and contact details

Lynsey Parkinson, Strategic Finance Business Partner – Budget Setting

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Tel: 01295 221739

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## Appendix 1 – Council Tax Base by Parish 2024-25

Parish	Relevant Amount	Tax Base at 98%	MoD Class O Properties	Tax Base for 2024-25
Adderbury	1,379.7	1,352.1	0.00	1,352.1
Ambrosden	615.8	603.5	227.90	831.4
Ardley	270.5	265.1	0.00	265.1
Arncott	322.9	316.4	1.80	318.2
Banbury	17,563.3	17,212.0	0.00	17,212.0
Barford	275.1	269.6	0.00	269.6
Begbroke	370.0	362.6	0.00	362.6
Bicester	13,489.2	13,219.4	0.00	13,219.4
Blackthorn	152.4	149.4	0.00	149.4
Bletchington	464.1	454.8	0.00	454.8
Bloxham	1,621.0	1,588.6	0.00	1,588.6
Bodicote	1,049.9	1,028.9	0.00	1,028.9
Bourton	356.1	349.0	0.00	349.0
Broughton	124.6	122.1	0.00	122.1
Bucknell	110.6	108.4	0.00	108.4
Caversfield	573.2	561.7	3.70	565.4
Charlton on Otmoor	205.7	201.6	0.00	201.6
Chesterton	468.1	458.7	0.00	458.7
Claydon	145.2	142.3	0.00	142.3
Cottisford	73.3	71.8	0.00	71.8
Cropredy	312.2	306.0	0.00	306.0
Deddington	1,081.1	1,059.5	0.00	1,059.5
Drayton	79.6	78.0	0.00	78.0
Duns Tew	246.0	241.1	0.00	241.1
Epwell	140.1	137.3	0.00	137.3
Fencot and Murcott	131.0	128.4	0.00	128.4
Finmere	225.5	221.0	0.00	221.0
Fringford	267.5	262.2	0.00	262.2
Fritwell	293.7	287.8	0.00	287.8
Godington	21.3	20.9	0.00	20.9
Gosford and Water Eaton	561.2	550.0	0.00	550.0
Hampton Gay and Poyle	84.2	82.5	0.00	82.5
Hanwell	122.9	120.4	0.00	120.4
Hardwick with Tusmore	39.5	38.7	0.00	38.7
Hethe	120.6	118.2	0.00	118.2
Hook Norton	1,093.2	1,071.3	0.00	1,071.3
Horley	163.8	160.5	0.00	160.5
Hornton	172.2	168.8	0.00	168.8
Horton Cum Studley	258.4	253.2	0.00	253.2

Parish	Relevant Amount	Tax Base at 98%	MoD Class O Properties	Tax Base for 2024-25
Islip	329.2	322.6	0.00	322.6
Kidlington	5,142.2	5,039.4	0.00	5,039.4
Kirtlington	467.4	458.1	0.00	458.1
Launton	632.6	619.9	0.00	619.9
Lower Heyford	221.1	216.7	0.00	216.7
Merton	144.6	141.7	5.00	146.7
Middle Aston	67.9	66.5	0.00	66.5
Middleton Stoney	152.9	149.8	0.00	149.8
Milcombe	286.0	280.3	0.00	280.3
Milton	89.9	88.1	0.00	88.1
Mixbury	120.4	118.0	0.00	118.0
Mollington	242.4	237.6	0.00	237.6
Newton Purcell	45.3	44.4	0.00	44.4
Noke	82.6	80.9	0.00	80.9
North Aston	105.7	103.6	0.00	103.6
North Newington	159.6	156.4	0.00	156.4
Oddington	63.9	62.6	0.00	62.6
Piddington	183.7	180.0	0.00	180.0
Prescote	5.7	5.6	0.00	5.6
Shenington	236.7	232.0	0.00	232.0
Shipton on Cherwell	159.7	156.5	0.00	156.5
Shutford	215.3	211.0	0.00	211.0
Sibford Ferris	198.0	194.0	0.00	194.0
Sibford Gower	256.7	251.6	0.00	251.6
Somerton	145.6	142.7	0.00	142.7
Souldern	214.8	210.5	0.00	210.5
South Newington	151.4	148.4	0.00	148.4
Steeple Aston	445.5	436.6	0.00	436.6
Stoke Lyne	111.1	108.9	0.00	108.9
Stratton Audley	218.6	214.2	0.00	214.2
Swalcliffe	116.6	114.3	0.00	114.3
Tadmarton	265.4	260.1	0.00	260.1
Upper Heyford	175.8	172.3	0.00	172.3
Wardington	252.3	247.3	0.00	247.3
Wendlebury	198.0	194.0	0.00	194.0
Weston on the Green	275.3	269.8	0.00	269.8
Wigginton	119.2	116.8	0.00	116.8
Wroxton	287.5	281.8	0.00	281.8
Yarnton	1,218.4	1,194.0	0.00	1,194.0
Heyford Park	1,138.8	1,116.0	0.00	1,116.0
			0.00	
<b>Total</b>	<b>59,988.5</b>	<b>58,788.8</b>	<b>238.4</b>	<b>59,027.2</b>

## Appendix 2 – Council Tax Base by Flood Defence Area 2024/25

Parish	THAMES	ANGLIAN (Ouse)	SEVERN
Adderbury	1,352.1		
Ambrosden	831.4		
Ardley		265.1	
Arccott	318.2		
Banbury	17,212.0		
Barford	269.6		
Begbroke	362.6		
Bicester	13,219.4		
Blackthorn	149.4		
Bletchington	454.8		
Bloxham	1,588.6		
Bodicote	1,028.9		
Bourton	349.0		
Broughton	122.1		
Bucknell	108.4		
Caversfield	565.4		
Charlton on Otmoor	201.6		
Chesterton	458.7		
Claydon	142.3		
Cottisford		71.8	
Cropredy	306.0		
Deddington	1,059.5		
Drayton	78.0		
Duns Tew	241.1		
Epwell	137.3		
Fencot and Murcott	128.4		
Finmere		221.0	
Fringford		262.2	
Fritwell		287.8	
Godington		20.9	
Gosford and Water Eaton	550.0		
Hampton Gay and Poyle	82.5		
Hanwell	120.4		
Hardwick with Tusmore		38.7	
Hethe		118.2	
Hook Norton	1,071.3		
Horley	160.5		
Hornon	168.8		
Horton cum Studley	253.2		

Parish	THAMES	ANGLIAN (Ouse)	SEVERN
Islip	322.6		
Kidlington	5,039.4		
Kirtlington	458.1		
Launton	619.9		
Lower Heyford	216.7		
Merton	146.7		
Middle Aston	66.5		
Middleton Stoney	149.8		
Milcombe	280.3		
Milton	88.1		
Mixbury		118.0	
Mollington	237.6		
Newton Purcell		44.4	
Noke	80.9		
North Aston	103.6		
North Newington	156.4		
Oddington	62.6		
Piddington	180.0		
Prescote	5.6		
Shenington	232.0		
Shipton on Cherwell	156.5		
Shutford	211.0		
Sibford Ferris			194.0
Sibford Gower			251.6
Somerton		142.7	
Souldern	210.5		
South Newington	148.4		
Steeple Aston	436.6		
Stoke Lyne		108.9	
Stratton Audley		214.2	
Swalcliffe	114.3		
Tadmarton	260.1		
Upper Heyford	172.3		
Wardington	247.3		
Wendlebury	194.0		
Weston On The Green	269.8		
Wiggington	116.8		
Wroxton	281.8		
Yarnton	1,194.0		
Heyford Park	1,116.0		
<b>TOTAL</b>	<b>56,667.7</b>	<b>1,913.9</b>	<b>445.6</b>

## Appendix 3 - Cherwell District Council Calculation of 2024/25 Council Tax Base

**ALL PARISHES COUNCIL TAX - VALUATION BANDS**

All figures at 01 December 2023	Band A with disabled reduction	A	B	C	D	E	F	G	H	2024-25 Tax Base
1.Total number of dwellings on the Valuation List	0	6,219	16,567	19,460	12,571	9,110	4,406	2,837	264	<b>71,434</b>
2.Number of dwellings on valuation list exempt	0	271	505	360	403	95	44	19	3	<b>1,700</b>
3.Number of demolished dwellings	0	2	0	0	0	0	0	0	0	<b>2</b>
4.Number of chargeable dwellings (lines 1-2-3)	0	5,946	16,062	19,100	12,168	9,015	4,362	2,818	261	<b>69,732</b>
5.Number of chargeable dwellings in line 4 subject to disabled reduction	0	7	41	91	60	56	20	9	12	<b>296</b>
6.Number of dwellings effectively subject to council tax for this band by virtue of disabled relief	7	41	91	60	56	20	9	12	0	<b>296</b>
7.Number of chargeable dwellings adjusted in accordance with lines 5 and 6 (Lines 4-5+6)	7	5,980	16,112	19,069	12,164	8,979	4,351	2,821	249	<b>69,732</b>
8.Number of dwellings adjusted In Line 7 entitled to a 25% (SPD)	4	3,340	6,238	5,916	2,990	1,548	658	365	22	<b>21,081</b>
9. Number of dwellings in Line 7 entitled to a 25% discount due to all but one resident being disregarded	0	32	139	176	95	79	32	9	1	<b>563</b>

10. Number of dwellings in Line 7 entitled to a 50% discount due to all residents being disregarded	0	12	25	13	5	11	6	16	13	<b>101</b>
11. Number of dwellings in Line 7 classed as second homes	0	113	131	125	96	55	40	59	13	<b>632</b>
12. Number of dwellings in Line 7 classed as empty and receiving a 0% discount	0	54	78	72	53	37	13	23	2	<b>332</b>
13. Number of dwellings in Line 7 classed as empty and receiving a discount	0	86	162	126	64	33	21	13	1	<b>506</b>
14. Number of dwellings in Line 7 classed as empty and being charged the Empty Homes Premium	0	24	24	21	17	12	7	11	3	<b>119</b>
15. Total number of dwellings in Line 7 classed as empty (Lines 12 + 13 + 14)	0	163	265	220	134	81	41	47	6	<b>957</b>
16. Number of dwellings that are classed as empty and have been for more than 6 months (from properties in Line 15)	0	80	111	101	76	48	20	34	5	<b>475</b>
16a. Number of dwellings included in Line 16 which are still empty because of flooding that occurred between 1 December 2015 and 31 March 2016	0	0	0	0	0	0	0	0	0	<b>0</b>
17. Number of dwellings that are classed as empty and have been for more than 6 months (formerly Class A exempt excluding any dwellings in Line 16a)	0	0	2	2	2	2	2	1	0	<b>11</b>
18. Number of dwellings classed as empty for more than 6 months excluding those empty due to flooding (Line 16 - line 16a - line 17)	0	80	109	99	74	46	18	33	5	<b>464</b>
19. Number of dwellings in line 7 where there is liability to pay 100% council tax before Family Annexe discount	3	2,487	9,527	12,823	8,996	7,299	3,628	2,408	211	<b>47,382</b>

20. Number of dwellings in line 7 that are assumed to be subject to a discount or a premium before Family Annexe discount	4	3,493	6,585	6,246	3,168	1,680	723	413	38	<b>22,350</b>
21. Reduction in taxbase as a result of the Family Annexe discount (b/fwd. from Family Annexe tab)	0	29	4	2	2	1	0	0	0	<b>37</b>
<b>22. Number of dwellings equivalents after applying discounts and premiums to calculate taxbase</b>	<b>6</b>	<b>5,122</b>	<b>14,511</b>	<b>17,552</b>	<b>11,402</b>	<b>8,578</b>	<b>4,181</b>	<b>2,731</b>	<b>242</b>	<b>64,324</b>
23. Ratio to Band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
<b>24. Total number of band D equivalents (to 1 decimal place) (line 22 x line 23)</b>	<b>3</b>	<b>3,415</b>	<b>11,286</b>	<b>15,602</b>	<b>11,404</b>	<b>10,484</b>	<b>6,040</b>	<b>4,552</b>	<b>483</b>	<b>63,269.2</b>
Allowance for new properties										<b>266.1</b>
Allowance for Council Tax Reduction Scheme										<b>-3,546.8</b>
Allowance for non-collection (2%)										<b>-1,199.6</b>
Number of band D equivalents of contributions in lieu of M.O.D.										<b>238.4</b>
<b>Taxbase for 2024-25</b>										<b>59,027.2</b>

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## **Appendix 4**

# **Cherwell District Council Equality Impact Assessment**

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## Section 1: Summary details

<b>Directorate and Service Area</b>	Resources - Finance
<b>What is being assessed</b> (e.g. name of policy, procedure, project, service or proposed service change).	This assessment sets out the overall impact that the council tax base proposals have on a range of equality and diversity characteristics, including the nine protected characteristics defined under the Equality Act 2010, and sets out any mitigations that have been put in place against possible negative impacts.
<b>Is this a new or existing function or policy?</b>	This impact assessment provides an overview of the 2024/25 council tax base proposals and so comments on changes to existing programmes.
<b>Summary of assessment</b> Briefly summarise the policy or proposed service change. Summarise possible impacts. Does the proposal bias, discriminate or unfairly disadvantage individuals or groups within the community?  (following completion of the assessment).	The Council must legally set a tax base for the following year by 31 January. This will allow the Council to notify its preceptors of the taxbase in order for them (and the Council) to set their budgets for 2024/25.  <b>An ECIA has been completed for the Council's overall budget and business planning proposals and authorised in December 2023.</b>
<b>Completed By</b>	Lynsey Parkinson, Strategic Finance Business Partner – Budget Setting
<b>Authorised By</b>	
<b>Date of Assessment</b>	

## Section 2: Detail of proposal

<p><b>Context / Background</b></p> <p>Briefly summarise the background to the policy or proposed service change, including reasons for any changes from previous versions.</p>	<p>For each financial year and each category of dwellings in its area, the council must set an amount of council tax (section 30, Local Government Finance Act 1992). Section 31B of the Local Government Finance Act 1992 and the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 demand that the council calculates a tax base by 31 January 2024. This will be used for Council Tax setting purposes in February 2024.</p>
<p><b>Proposals</b></p> <p>Explain the detail of the proposals, including why this has been decided as the best course of action.</p>	<p>That the Executive agrees that, in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, the amount calculated by Cherwell District Council as its Council Tax Base for the year 2024-2025 shall be 58,184.3.</p> <p>There are no alternative options. The Council has to set a tax base in order to set its council tax for 2024-2025.</p>
<p><b>Evidence / Intelligence</b></p> <p>List and explain any data, consultation outcomes, research findings, feedback from service users and stakeholders etc, that</p>	<p>All implications have been reviewed by the responsible officer.</p>

supports your proposals and can help to inform the judgements you make about potential impact on different individuals, communities or groups and our ability to deliver our climate commitments.

**Alternatives considered / rejected**

Summarise any other approaches that have been considered in developing the policy or proposed service change, and the reasons why these were not adopted. This could include reasons why doing nothing is not an option.

There are no alternative options. The Council has to set a tax base in order to set its council tax for 2024-2025.

### Section 3: Impact Assessment - Protected Characteristics

Protected Characteristic	No Impact	Positive	Negative	Description of Impact	Any actions or mitigation to reduce negative impacts	Action owner* (*Job Title, Organisation)	Timescale and monitoring arrangements
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A		
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A		
Gender Reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A		
Marriage & Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A		
Pregnancy & Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A		
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A		
Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A		
Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A		
Religion or Belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A		

### Section 3: Impact Assessment - Additional Community Impacts

Additional community impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner (*Job Title, Organisation)	Timescale and monitoring arrangements
Rural communities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A		
Armed Forces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A		
Carers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A		
Areas of deprivation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A		

### Section 3: Impact Assessment - Additional Wider Impacts

<b>Additional Wider Impacts</b>	<b>No Impact</b>	<b>Positive</b>	<b>Negative</b>	<b>Description of Impact</b>	<b>Any actions or mitigation to reduce negative impacts</b>	<b>Action owner* (*Job Title, Organisation)</b>	<b>Timescale and monitoring arrangements</b>
<b>Other Council Services</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A		
<b>Providers</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A		
<b>Social Value <sup>1</sup></b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A		

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

## Section 4: Review

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

<b>Review Date</b>	
<b>Person Responsible for Review</b>	
<b>Authorised By</b>	

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