

Public Document Pack



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Committee: Overview and Scrutiny Committee
Date: Tuesday 26 November 2024
Time: 6.30 pm
Venue: Bodicote House, Bodicote, Banbury, Oxon OX15 4AA

Membership

**Councillor Dr Isabel Creed
(Chairman)**

Councillor Gordon Blakeway
Councillor Phil Chapman
Councillor Andrew Crichton
Councillor Harry Knight
Councillor Lynne Parsons

Councillor Nigel Simpson (Vice-Chairman)

Councillor John Broad
Councillor Grace Conway-Murray
Councillor Frank Ideh
Councillor Simon Lytton
Councillor Barry Wood

Substitutes Any member of the relevant political group, excluding Executive members

AGENDA

Overview and Scrutiny Members should not normally be subject to the party whip. Where a member is subject to a party whip they must declare this at the beginning of the meeting and it should be recorded in the minutes.

1. Apologies for Absence and Notification of Substitute Members

2. Declarations of Interest

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

3. Petitions and Requests to Address the Meeting

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

4. Minutes (Pages 7 - 14)

To confirm as correct records the minutes of the meetings held on 15 October and 12 November 2024.

5. Chairman's Announcements

To receive communications from the Chairman.

6. Urgent Business

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

7. Exclusion of the Press and Public

The following item contains exempt information as defined in the following paragraph of Part 1, Schedule 12A of Local Government Act 1972.

3– Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Members are reminded that whilst the following item has been marked as exempt, it is for the meeting to decide whether or not to consider it in private or in public. In making the decision, members should balance the interests of individuals or the Council itself in having access to the information. In considering their discretion members should also be mindful of the advice of Council Officers.

Should Members decide not to make a decision in public, they are recommended to resolve as follows:

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

8. Proposed Cherwell Local Plan 2042 - Supplementary EXEMPT Documents

The Overview and Scrutiny Committee considered a report of the Assistant Director Planning and Development on the draft proposed Cherwell Local Plan 2042 at its [extraordinary meeting on 12 November 2024](#).

At the meeting, the Committee requested that the following supporting documents be submitted to this meeting for consideration prior to submission to Executive on 2 December 2024.

- a1) Draft Sustainability Appraisal Non-technical Summary
- a2) Draft Sustainability Appraisal WIP
- b) Draft WIP Habitats Regulation Assessment
- c) the Health and Equalities Impact Assessment
- d) Interim Duty to Cooperate Statement
- e) Local Plan Appendix 4 - Strategic Gaps associated with Banbury, Bicester and Heyford Park: Key Characteristics and Recommendations

All documents listed above are exempt. Due to the size of the exempt documents, they are supplements to the main agenda.

The Committee was advised at the 12 November meeting that the Heritage Impact Assessment was published and is available on the Cherwell District Council [website](#).

Recommendations

The Overview and Scrutiny Committee resolves:

- 1.1 To review the exempt supplementary documents and identify any comments for consideration by the Executive at its meeting on 2 December 2024.

9. Readmittance of the press and public

The Committee to resolve to readmit the press and public.

10. Report on Safeguarding and the annual return (Pages 15 - 20)

Presentation of Assistant Director - Wellbeing and Housing (Attached)

Purpose of report

To update members on the safeguarding self-assessment ahead of review in February 2025.

Recommendations

The Overview and Scrutiny Committee resolves:

- 1.1 To consider and comment on the presentation.

11. Performance Monitoring Report Quarter 2 2024-2025 (Pages 21 - 72)

Report of Assistant Director – Customer Focus

Purpose of report

To report to the committee the council's performance position at the end of Quarter 2 2024-25.

Recommendations

The Overview and Scrutiny resolves:

- 1.1 To consider and note the contents of the council's performance Quarter 2 report.

12. Working Groups Update (Pages 73 - 80)

An update on the Equality, Diversity and Inclusion, Food Insecurity and Climate Action Scrutiny Working Groups since the last Overview and Scrutiny Committee on 15 October 2024.

Recommendation

The Overview and Scrutiny Committee resolves:

- 1.1 To note the Scrutiny Working Groups update.
- 1.2 To agree the terms of reference for the Climate Action Scrutiny Working Group, as set out in Appendix 1 of the briefing note.

13. Work Programme 2024 - 2025 Update (Pages 81 - 84)

An update on the Overview and Scrutiny Work Programme 2024/25.

Recommendation

The Overview and Scrutiny Committee resolves:

- 1.1 To consider and agree the Scrutiny Work Programme 2024/2025 update.

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

Apologies for Absence

Apologies for absence should be notified to democracy@cherwell-dc.gov.uk or 01295 221534 prior to the start of the meeting.

Declarations of Interest

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

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

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

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

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Queries Regarding this Agenda

Please contact Michael Carr / Martyn Surfleet, Democratic and Elections
democracy@cherwell-dc.gov.uk, 01295 221534

Shiraz Sheikh
Monitoring Officer

Published on Monday 18 November 2024

Cherwell District Council

Overview and Scrutiny Committee

Minutes of a meeting of the Overview and Scrutiny Committee held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 15 October 2024 at 6.30 pm

Present:

Councillor Dr Isabel Creed (Chairman)
Councillor Nigel Simpson (Vice-Chairman)
Councillor Gordon Blakeway
Councillor John Broad
Councillor Phil Chapman
Councillor Grace Conway-Murray
Councillor Frank Ideh
Councillor Simon Lytton
Councillor Lynne Parsons
Councillor Barry Wood

Also Present:

Councillor David Hingley, Leader of the Council

Apologies for absence:

Councillor Andrew Crichton
Councillor Harry Knight

Officers:

Gordon Stewart, Chief Executive
Ian Boll, Corporate Director Communities
Richard Smith, Head of Housing
Michael Carr, Interim Principal Officer - Scrutiny and Democratic Lead
Matt Swinford, Democratic and Elections Officer

18 **Declarations of Interest**

There were no declarations of interest.

19 **Minutes**

The minutes of the meeting of the Committee held on 10 September 2024 were agreed as a correct record and signed by the Chairman.

20 **Chairman's Announcements**

There were no Chairman's announcements.

21 **Urgent Business**

There were no items of urgent business.

22 **New Cherwell District Council Housing Strategy 2025-2030**

The Committee considered a report from the Assistant Director – Wellbeing and Housing that presented the new Cherwell District Council Housing Strategy 2025-2030 for the Committee to review ahead of submission to Executive for adoption.

In introducing the report, the Portfolio Holder for Housing explained that the Council had developed and delivered a Housing Strategy in accordance with its statutory duties from 2019 to 2024. A review of the current strategy and development of a new strategy was required to reflect changing national and local context over recent years and develop new priorities and objectives to be delivered. The Executive had agreed a public and stakeholder consultation commence on the draft revised Strategy at their 9 September 2024 meeting. Following the conclusion of the consultation and consideration of all comments, a final version would be submitted to Executive for approval.

Members posed several questions to the Head of Housing and the Corporate Director - Communities relating to the consultation process, National Policy Framework and local policy context as well as the scope of the policy, the existing housing stock, types of development and the social and physical infrastructure and resulting environmental impact. The Head of Housing and Corporate Director Communities explained the new Housing Strategy had been formulated in conjunction with the NPPF and the emerging Local Plan, but the full impact was unknown as consultation was ongoing.

With regards to the number of vacant properties, according to the latest council tax data, approximately 17,000 properties within Cherwell were vacant and that there were enforcement policies within the Housing Strategy to help tackle vacant properties. Stipulations on types of new developments were included in the emerging Cherwell Local Plan as well as the Oxfordshire Homelessness and Rough Sleeper policy and that schemes to aid in affordability were available for first time buyers.

Members also questioned what targets, metrics and measures of success were in place to monitor and deliver the Housing Strategy. The Head of Housing and Corporate Director Communities explained that the measures for tracking progress were outlined within the strategy, that an action plan would be used to monitor the strategy alongside regular update reports to the Overview and Scrutiny Committee.

In the course of the discussion, the Committee agreed to request officers to substitute the current climate and environmental impact implications assessment of “not applicable” with a more appropriate description in the report to the Executive, and that the reference to the Oxfordshire Plan 2050 be removed from the final version of the Housing Strategy.

Resolved

- (1) That having given due consideration, the following comments and recommendations be referred to the Executive in respect of the draft Housing Strategy:
 - i) That the development of the new Local Plan be aligned with the new Housing Strategy, once adopted.
 - ii) To include in the Housing Strategy Action Plan a section to provide further details and emphasis on single people in insecure accommodation (e.g. “sofa surfing”).
 - iii) That the reference text stating “not applicable” in the climate and environmental impact implications assessment be substituted with a more appropriate description in the officer report to the Executive.
 - iv) The reference to the Oxfordshire Plan 2050 be removed from the final version of the Housing Strategy.

- (2) That officers be recommended to submit a summary of consultation responses received as part of the report to Executive and Executive be recommended to give those responses due consideration.

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Working Groups Update

The chair provided an update on the Equality, Diversity and Inclusion, Food Insecurity and Climate Action Scrutiny Working Groups since the last Overview and Scrutiny Committee on 10 September 2024.

The Vice-Chair of the Food Insecurity Working Group, Councillor Phil Chapman, gave a brief update on the first meeting of the working group, advising the appointment of Councillor Rebecca Biegel as Chair and providing an update on the focus and scope of the Working Group for 2024 – 2025, which was set out in the terms of reference submitted to the Overview and Scrutiny Committee for agreement.

Resolved

- (1) That the Scrutiny Working Groups update be noted and that the updated membership of each of the Scrutiny Working Groups be agreed, (Climate Change Scrutiny Working Group, Equality, Diversity and Inclusion Scrutiny Working Group and Food Insecurity Scrutiny Working Group).

- (2) That the terms of reference for the Food Insecurity Scrutiny Working Group be agreed.

24 **Work Programme 2024-25**

The Chair gave an update on the work programme 2024 – 2025. Further to discussion with officers regarding the Committee's consideration of the emerging Local Plan prior to Executive consideration on 2 December, an extraordinary meeting of the Overview and Scrutiny Committee would be scheduled for 12 November. Given the importance of the Local Plan, all Members would be invited to attend.

Resolved

- (1) That the updated Scrutiny Work Programme 2024/2025 be agreed.

The meeting ended at 7.57 pm

Chairman:

Date:

Cherwell District Council

Overview and Scrutiny Committee

Minutes of a meeting of the Overview and Scrutiny Committee held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 12 November 2024 at 6.30 pm

Present:

Councillor Dr Isabel Creed (Chairman)
Councillor Nigel Simpson (Vice-Chairman)
Councillor John Broad
Councillor Phil Chapman
Councillor Grace Conway-Murray
Councillor Andrew Crichton
Councillor Frank Ideh
Councillor Simon Lytton
Councillor Lynne Parsons
Councillor Barry Wood

Substitute Members:

Councillor Dorothy Walker
Councillor Les Sibley

Apologies for absence:

Councillor Gordon Blakeway
Councillor Harry Knight

Also Present:

Councillor David Hingley, Leader of the Council
Councillor Rob Parkinson
Councillor David Rogers
Councillor Amanda Watkins
Councillor Douglas Webb

Also Present Virtually:

Councillor Rebecca Biegel
Councillor Dom Vaitkus
Councillor Donna Ford

Officers:

Gordon Stewart, Chief Executive
Ian Boll, Corporate Director Communities
David Peckford, Assistant Director Planning & Development
Christina Cherry, Planning Policy, Conservation & Design Manager

Holly Jones, Planning Policy Officer
Maria Dopazo, Principal Planning Policy Officer
Heidi Antrobus, Principal Planning Policy Officer
Michael Carr, Interim Principal Officer - Scrutiny and Democratic Lead
Martyn Surfleet, Democratic and Elections Officer

Officers Attending Virtually:

Shiraz Sheikh, Assistant Director Law & Governance and Monitoring Officer
Karen Adams, Principal Planning Policy Officer

25 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

27 **Chairman's Announcements**

There were no Chairman's announcements.

28 **Proposed Cherwell Local Plan 2042**

The Assistant Director for Planning and Development submitted a report which presented the Proposed Cherwell Local Plan 2042 for consideration by the Overview and Scrutiny Committee ahead of its presentation to the Executive on 2 December 2024.

The Assistant Director Planning and Development and Planning Policy, Conservation & Design Manager gave a short presentation covering timelines, key changes since 2023 as well as the key themes and policy areas, including Housing Need, Requirement and Supply and stipulations of affordable housing within proposed developments.

The Committee considered and asked questions on the proposed Cherwell Local Plan around key strategic themes: strategic options and considerations, timetable and governance, housing and economic needs assessments, climate change and sustainable development, infrastructure, and consultation and engagement. Answers to all questions were duly provided by officers from the Communities, Planning and Development department and the Executive Portfolio Holder for Planning and Development Management.

At the end of questions, the committee considered its conclusions, observations, and recommendations to the Executive.

In considering the report, the Committee noted that the following key supporting documents were listed in the Appendix to the draft report to the Executive but were not included in the committee papers for consideration at the meeting.

- a) Draft Sustainability Appraisal
- b) Draft WIP Habitats Regulation Assessment
- c) Health and Equalities Impact Assessment
- d) Interim Duty to Cooperate Statement
- e) Local Plan Appendix 5 - Strategic Gaps associated with Banbury, Bicester and Heyford Park: Key Characteristics and Recommendations

The Committee was advised that these documents were not yet available as they were not finalised in time for the meeting but would be available in time for the agenda publication for the Executive on 2 December 2024.

Members of the Committee commented they considered that these documents, in particular the Sustainability Appraisal, were integral to the plan making process and that it was therefore necessary for the Overview and Scrutiny Committee to review these documents before making a final assessment and observations on the draft proposed Local Plan to Executive.

It was proposed by Councillor Simpson and seconded by Councillor Creed that the supporting documents be submitted as exempt documents to the scheduled 26 November, which was ahead of Executive consideration of the draft proposed Local Plan on 2 December 2024. This would enable the Committee to review and make any comments to Executive on these documents.

Further to a question on Local Green Space Allocations for Bicester West by Councillor Sibley, it was proposed by Councillor Sibley and seconded by Councillor Broad that it be recommended to the Executive to agree that the land adjacent to Isis Avenue, Hambleside, Eden Way and boarding Middleton Stoney Road be designated a part of the Local Green Space Designation in Bicester West.

On behalf of the Committee, the Chair thanked officers for their in preparations of the report, presentation to the committee and answering questions and it was requested that the presentation slides from the Overview and Scrutiny Committee meeting be circulated to all Members for information.

Resolved

- (1) That the following key supporting documents referenced in the Draft report to the Executive, but not available with the papers submitted to the Overview and Scrutiny Committee meeting, be made available to Overview and Scrutiny Committee members at its next meeting, 26 November 2024:
 - a) Draft Sustainability Appraisal
 - b) Draft WIP Habitats Regulation Assessment

- c) Health and Equalities Impact Assessment
 - d) Interim Duty to Cooperate Statement
 - e) Local Plan Appendix 5 - Strategic Gaps associated with Banbury, Bicester and Heyford Park: Key Characteristics and Recommendations
- (2) That Executive be recommended to agree that the land adjacent to Isis Avenue, Hambleside, Eden Way and boarding Middleton Stoney Road be included as part of the Local Green Space Designation in Bicester West.
- (3) That the presentation slides from the Overview and Scrutiny Committee meeting be circulated to all Members for information.

The meeting ended at 8.32 pm

Chairman:

Date:

Safeguarding

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November 2024



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Agenda Item 10

Self-Assessment / Section 11

- 2024 Self-Assessment on hold while changes to Safeguarding Partnership is agreed, the boards will be replaced by a Designated Safeguarding Partnership & Lead Safeguarding Partnership.
- Peer review Feedback for 2023 examples of good practice.
- **New Domestic Abuse Champions in housing services. This has led to an increase of 60% in Domestic Abuse referrals since information and training sessions have taken place**
- **Safeguarding Champion meetings with Senior Managers every month and drop into team sessions**
- **Training and development has become more interactive i.e. quizzes within safeguarding bulletins and on Viva Engage**
- **Over this last year, there has been an increase in the staff making referrals and positive feedback from safeguarding cases**

OSAB Annual Report 2023-24

What the Board partners did towards the priorities Cherwell District Council

Working in Partnership

As a Board Partnership member, we have an understanding of our accountability as the appropriate representative for Cherwell in each forum.

Good practice is evidenced through the joint district safeguarding partnership group, whereby Cherwell district council works with the other districts on responses changing themes and concerns.

Some themes have relevance across a number of partnerships and in these cases the Boards/Partnerships will work together and take a pragmatic approach to achieve the best outcomes for people and ensure that there is no duplication of effort.

In practice this means that each Board/Partnership has the opportunity to input into an area of work where it carries a responsibility and/or has relevant knowledge, expertise and experience.

Preventing Harm Occurring

Recruited new domestic coordinator to post supporting victims of domestic abuse alongside our housing team. Increased number of staff training offered on domestic abuse pathways and referrals.

Identifying trends across Cherwell locally or nationally, reviewing and updating training when needed. Bespoke training from external parties when needed. Districts meeting reviewing themes that can be highlighting concerns across the county or rural locations.

Awareness campaign and signposting to service are best practice through Cherwell's services, internal and external media platforms used to communicate to staff and community.

Responding Swiftly When Harm Occurs

Internal safeguarding reports are monitored, reviewed and patterns or themes are identified and discussed with relevant services, OSCB/OSCB/ DSL/ DA partnership/ Neglect Panel.

Any concerns are discussed in the contract monitoring meetings, we also ensured that the provider was involved in the Cherwell Operations Group meetings.

Where they are connected to the multi-agency discussions about concerns and could report into this forum, their interactions with the clients they meet during the outreach.

All front-line staff have completed compulsory safeguarding training and additional bespoke training such as handling suicidal calls.

Engaging Effectively with People at Risk

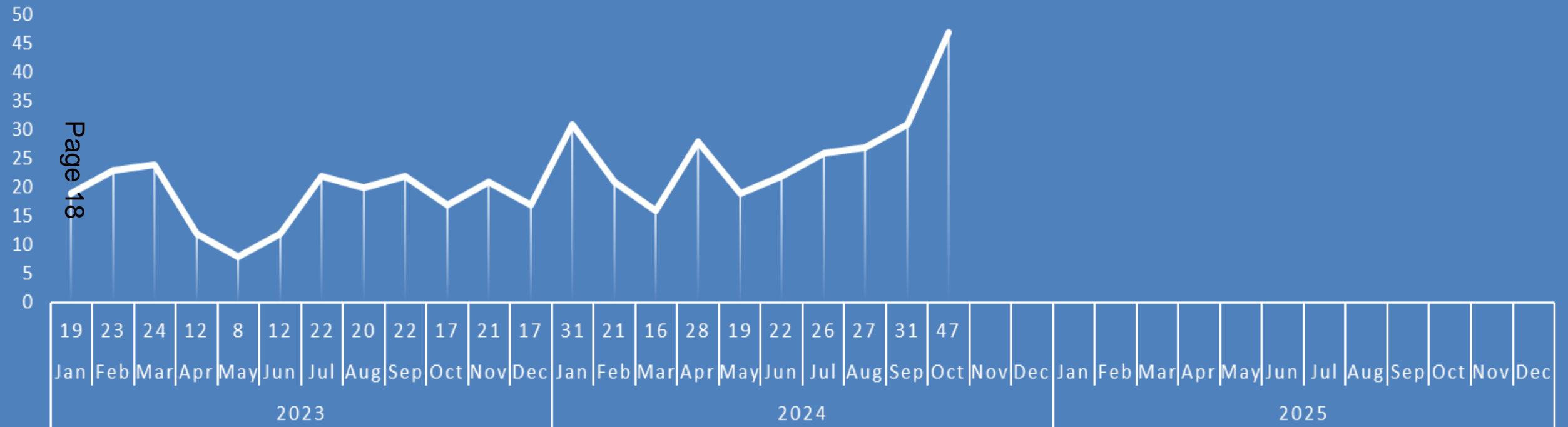
Cherwell district council frontline service have safeguarding champions who can triage concerns at point of contact. Informed experienced designated safeguarding leads in place, with continued improvement and training plans implemented across the teams.

People of risk often present in various ways however, the majority of these can be by phone call to housing & customer service. There is a percentage of these who will present as homeless, all staff are trained on dealing with making referrals and signposting to services for people at risk or in crisis.

Food poverty has been recognised as a risk in Cherwell and there are various programs and mechanisms to support those most in need.

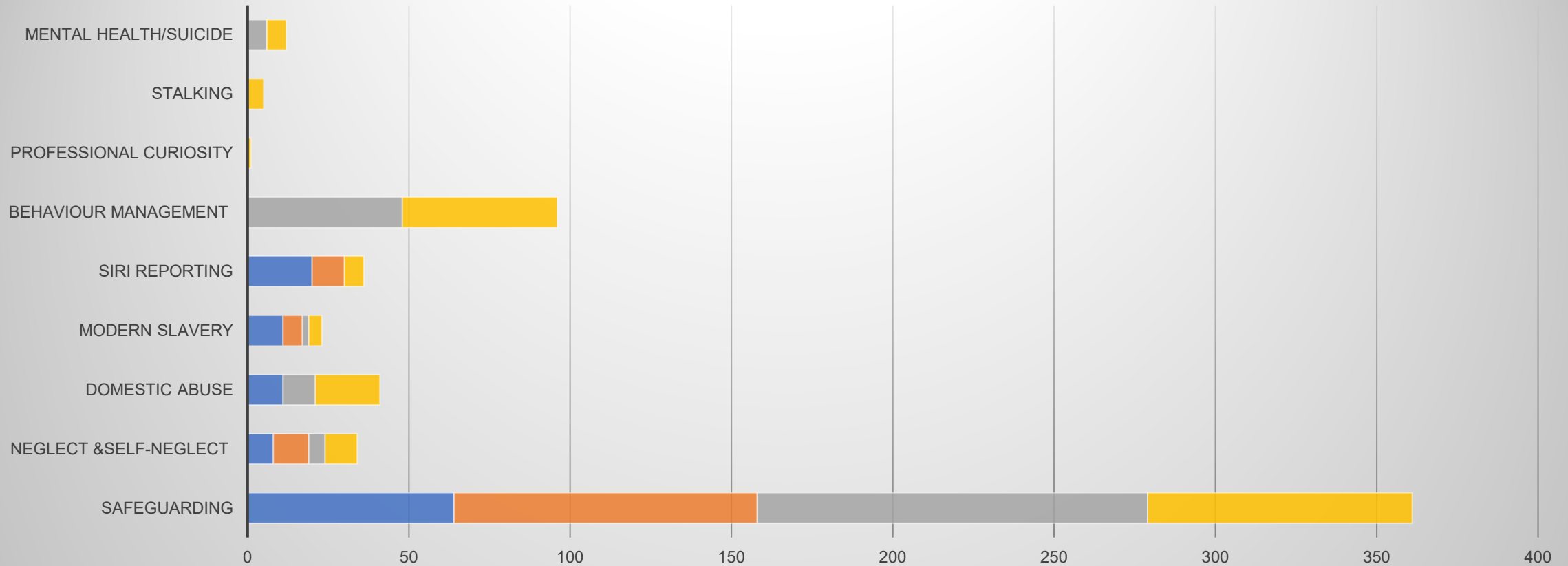
Reporting Safeguarding Concerns

REPORTED CASES TO DATE



Internal 'See it Report it' (SIRI)

Internal Safeguarding Training Jan -Dec 24



	Safeguarding	Neglect & Self-Neglect	Domestic Abuse	Modern Slavery	SIRI reporting	Behaviour Management	Professional Curiosity	Stalking	Mental Health/Suicide
■ 2021	64	8	11	11	20	0	0	0	0
■ 2022	94	11	0	6	10	0	0	0	0
■ 2023	121	5	10	2	0	48	0	0	6
■ 2024	82	10	20	4	6	48	1	5	6

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This report is public	
Performance Monitoring Report Quarter 2 2024-2025	
Committee	Overview and Scrutiny
Date of Committee	26 November 2024
Portfolio Holder presenting the report	Councillor Chris Brant - Portfolio Holder Corporate Services
Date Portfolio Holder agreed report	23 October 2024
Report of	Assistant Director – Customer Focus

Purpose of report

To report to the committee the council's performance position at the end of Quarter 2 2024-25.

1. Recommendations

The Overview and Scrutiny resolves:

- 1.1 To consider and note the contents of the council's performance Quarter 2 report.

2. Executive Summary

- 2.1 The Performance section sets out how the council has performed against its priorities for 2024-25, which are set out in its Outcomes Framework.

Implications & Impact Assessments

Implications	Commentary
Finance	There are no financial and resource implications arising directly from this report. Joanne Kaye, Head of Finance, 14 October 2024
Legal	There are no legal implications arising directly from this report. Shiraz Sheikh, Assistant Director Law and Governance and Democratic Services, 21 October 2024
Risk Management	There are no risk implications arising directly from this report. Celia Prado-Teeling, Performance Team Leader, 16 October 2024

Impact Assessments	Positive	Neutral	Negative	Commentary
Equality Impact		X		There are no direct equalities and inclusion implications as a consequence of this report. The report includes a summary on our performance against the Equalities, Diversity, and Inclusion Action plans during Quarter 2 2024-25 Celia Prado-Teeling, Performance Team Leader, 16 October 2024
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		
Climate & Environmental Impact				N/A
ICT & Digital Impact				N/A
Data Impact				N/A
Procurement & subsidy				N/A
Council Priorities	This report links to all council's priorities, as it summarises our progress against them during Quarter 2 2024-25			
Human Resources	N/A			
Property	N/A			
Consultation & Engagement	N/A			

Supporting Information

3. Background

- 3.1 The council actively and regularly monitors its performance to ensure it can deliver its corporate priorities and respond effectively to emerging issues.
- 3.2 This monitoring takes place at least quarterly for performance, so the council can identify potential issues at the earliest opportunity and put measures in place to mitigate them.
- 3.3 These updates are consolidated into a single report given the implications and interdependencies between them, and this is the summary for the end of Quarter 2 2024-25.

4. Details

4.1 Performance Summary

- 4.1.1 The council is performing well against its Quarter 2 objectives, which consist of 28 Business Plan Measures 15 Annual Delivery Plan actions, and 25 Equalities Diversity and Inclusion Action Plan activities.
- 4.1.2 Of the 57 measures with targets for Quarter 2, the majority were on track or within the agreed tolerance, three were slightly behind target and four behind target.

4.2 Business Plan Measures

- 4.2.1 Of the 17 business plan measures with set targets, 14 were either achieved or within the agreed tolerance, one was slightly behind target, and two behind target:

4.2.2 “Number of Homeless Households living in Temporary Accommodation”

There were 77 households living in temporary accommodation against the maximum target of 45. This is an average of 147 people, over half were under 18. The measure is reporting behind for year to date (average 73 against a maximum of 45)

We continue to see a growing proportion of single people with complex needs and households that have been evicted from Home Office accommodation. The percentage of singles in temporary accommodation was 30% of the overall households, the percentage of resettlement related households was 16%. The total average number of people in temporary accommodation was 147, 79 (53%) children of them 63% were under the age of 10 and 37% were over 10.

Reducing the need for temporary accommodation is dependent on many national factors. We continue to prevent around 60% of homeless presentations.

4.2.3 “Net Additional Housing Completions to meet Cherwell needs”

There were 307 housing completions (provisional) against a target of at least 571 for the first half of the year. This measure is reported biannually.

The provisional half year housing completions are 307, this suggests that the Local Plan housing requirement for Cherwell (1,142 per annum) will be difficult to meet this monitoring year; a new Local Plan is being prepared.

There are permissions and appeal decisions that provide for new housing but there is dependency on developers to deliver. There is also a lag time involved i.e. further planning permissions now would not lead to additional delivery now / in the next 6 months.

The overall cause of lower completions is the slow rate of delivery on strategic sites at Bicester, the delays in sites coming forward in the Kidlington/Begbroke/Yarnton area and national housing market circumstances. More broadly (and longer term), officers are presently working in the interest of supporting delivery at Bicester and in helping to coordinate delivery in the south of Cherwell

4.2.4 “Percentage of Major Applications overturned at appeal”

14.3% of Major Applications overturned at appeal against a target of no more than 10% for Quarter 2. The measure is also reporting slightly behind for year to date 16.5%

Two Major Planning Application decision were overturned at Appeal by the Planning Inspectorate during Q2 2024/25. This amounts to 14.3% of the total of 14 Major applications determined by the Council during Q2 of 2024/25. These applications were: 23/00853/OUT – Warwick Road, Banbury- Outline planning permission for up to 170 dwellings etc, and 22/02866/OUT – Ploughley Road, Ambroseden - Outline planning application for 120 dwellings etc.

Officers are cognisant of the situation regarding appeals and major developments and are working to reduce the percentage of overturns at appeal by ensuring decision making is as robust as possible. Officers are liaising with the Portfolio Holder for Planning and Development Management on this matter.

4.2.5 There are also 11 measures that the council monitors to be able to identify any emerging trends that might require early intervention from us or partners There are no targets for these measures as they are dependent on external factors.

4.2.6 During Quarter 2 we observed the following trends:

- Homes improved through enforcement action – Although the numbers are higher than last year’s, there is a similar decrease between Q1 and Q2 in both years which could indicate a seasonality element in the number of requests received, in 2024-25 the decrease is slightly bigger, we will continue to monitor and review national trends.
- Tonnes residual household waste collected – This year so far is presenting an opposite trend in comparison with the same time last year, between Q1 and Q2 of 2024-25 there has been a decrease of 5% in tonnes of residual household waste collected, in comparison with a 3% increase for the same period last year. This

seems to be a national trend; we will continue to monitor and bring further data during Q3.

- Percentage of recycling contamination rate – This year so far there has been a slight increase of 0.20%, the same period last year saw a decrease of 0.30%, however the result for Q2 is almost the same in both years (12.60% 2024-25 and 12.50% 2023-24). Contamination rates had seen an increase nationally during the last five years reporting an average of 17% for England and Wales, we continue to provide guidance to our residents to keep the number down for the district.
- Number of Visits/Usage of all Leisure Facilities within the District – Even when the number of visits saw a slight decrease from Q1 to Q2, the number of visitors to our leisure facilities remains higher than the same period last year by 5%.
- Residents who have taken part in programmes contributing to improving health inequalities – There was a 20% increase in participation between Q1 and Q2, at this stage is difficult to determine if this is seasonality or an incremental trend, we will closely monitor and provide further details during Q3.
- Number of Illegal Fly Tips - This year we are starting to register a slight decrease (5%) in the number of illegal fly tips, opposite to the upward trend registered across 2023-24, benchmarkable national information is not available at the moment of doing this report, this will be provided as soon as possible.

Please note some of the graphs included with these measures would not include previous year comparison due to the metrics being new.

See Appendix 1 for the full list of targeted and monitoring measures.

4.3 Annual Delivery Plan Priorities

4.3.1 Of the 15 Annual Delivery plan milestones set for Quarter 2, 13 were achieved, one reported slightly behind and one behind scheduled, all priorities but one are delivering to plan for the year to date.

The milestones reporting behind are:

4.3.2 **“EEV2 To continue the development of the Banbury Vision 2050, which will identify short and long terms measures to regenerate the town centre”
Quarter 2 Milestone - Masterplan engagement complete**

Town centre engagement has been ongoing with partners to develop an action plan for short term and long term town centre priorities; however, the development of a masterplan approach is being reviewed.

Overall priority “To continue the development of the Banbury Vision 2050, which will identify short and long terms measures to regenerate the town centre” is reporting behind schedule for Quarter 2, work continues to develop Banbury Vision 2050, reflecting the changes to the approach in line with administration priorities.

4.3.3 **“EEV4 Developing a Kidlington Vision”**

Quarter 2 Milestone – Commence engagement with communities and stakeholders

A programme of stakeholder events has been scheduled for Quarter 3.

4.3.4 Please note the appendix shows the priority outdented and underneath the quarterly milestones from Quarter 1 to Quarter 4, the status for each milestone will be RAG (Red, Amber, Green) rated to show the status per quarter. If activity starts ahead of time, this will also be RAG rated and will have commentary.

See Appendix 2 for Quarter 2 updates on the Annual delivery plan.

4.4 Equalities, Diversity, and Inclusion Action plans

4.4.1 Of the 25 actions for Quarter 2, 23 were achieved or within the agreed tolerance, one slightly behind scheduled and one reported behind schedule.

4.4.2 “Work with partners to promote an ethnically diverse representation at our voluntary sector forum”

Reported slightly behind schedule during Quarter 2.

Forum was held on the 4th of September and despite increasing the circulation list and invitations, there was little take up from the expanded group. More work needs to be done to improve diversity of attendance at next years’ forum.

4.4.3 “Collaborate with partner organisations to involve young people in volunteering activities and engage with them to undertake active participation in their local communities”

Reported behind schedule during Quarter 2.

Initial discussions with some partners have highlighted the costs and challenges associated with young people undertaking volunteer activity. The next step is to explore how this can be best supported with input from schools.

See Appendix 3 for Quarter 2 updates on Equalities, Diversity, and Inclusion Action plans.

5. Alternative Options and Reasons for Rejection

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

Option 1: This report summarises the council’s financial position up to the end of Quarter 2 2024, therefore there are no alternative options to consider.

6 Conclusion and Reasons for Recommendations

- 6.1 To note the contents of the report and approve the recommendations found in section 1.

Decision Information

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

Document Information

Appendices	
Appendix 1	Business Plan & Monitoring measures Quarter 2 2024-25.
Appendix 2	Annual Delivery Plan Quarter 2 2024-25
Appendix 3	EDI Action Plans Quarter 2 2024-25
Background Papers	N/A
Reference Papers	N/A
Report Author	Celia Prado-Teeling - Performance & Insight Team Leader Leanne Lock, Strategic Business Partner – Business Partnering & Controls
Report Author contact details	Celia.prado-teeling@cherwell-dc.gov.uk , 01295 221556 Leanne.lock@cherwell-dc.gov.uk , 01295 227098
Corporate Director Approval (unless Corporate Director or Statutory Officer report)	Corporate Director for Resources 23 October 2024

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Housing that meets your needs - KPI's 2024-2025

Measure	Portfolio Holder	Director/Lead Officer	Good is	Qtr Actual	Qtr 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 Cotter	<ul style="list-style-type: none"> ■ Ian Boll ■ Nicola Riley 	Smaller Is Better	77	45	▲	73	45	▲
<p>Commentary There were 77 households living in temporary accommodation against the maximum target of 45. This is an average of 147 people, over half were under 18. The measure is reporting behind for year to date (average 73 against a maximum of 45). We continue to see a growing proportion of single people with complex needs and households that have been evicted from Home Office accommodation. The percentage of singles in temporary accommodation was 30% of the overall households, the percentage of resettlement related households was 16%. The total average number of people in temporary accommodation was 147, 79 (53%) children of them 63% were under the age of 10 and 37% were over 10. Reducing the need for temporary accommodation is dependent on many national factors. We continue to prevent around 60% of homeless presentations.</p>									
BP1.2.04 No of affordable homes delivered	Cllr N Cotter	<ul style="list-style-type: none"> ■ Ian Boll ■ Nicola Riley 	Bigger Is Better	83	50	★	154	100	★
<p>Commentary 83 affordable housing completions were reported by registered providers this quarter, comprising 33 shared ownership, 34 affordable rent and 16 social rent</p>									
BP1.2.05 % of Homelessness cases successfully prevented rather than relief/main duty being applied	Cllr N Cotter	<ul style="list-style-type: none"> ■ Ian Boll ■ Richard Smith 	Bigger Is Better	64.00%	60.00%	★	71.00%	60.00%	★
<p>Commentary At the end of quarter 2 we had successfully prevented homelessness in 67 cases. An increase of approximately 57% on the previous quarter. 21 of these cases were made final offers to the private rented sector</p>									

Measure	Portfolio Holder	Director/Lead Officer	Good is	Qtr Actual	Qtr Target	R.A.G	YTD Actual	YTD Target	YTD R.A.G
BP1.2.06 Average time taken to process Housing Benefit New Claims and council tax reduction (Days)	Cllr L McLean	<ul style="list-style-type: none"> ■ Michael Furness ■ Stephen Hinds 	Smaller Is Better	9	18	★	12	18	★
Commentary We are continuing to monitor the work in this area									
BP1.2.07 Average time taken to process Housing Benefit Change Events & council tax reduction (Days)	Cllr L McLean	<ul style="list-style-type: none"> ■ Michael Furness ■ Stephen Hinds 	Smaller Is Better	3	8	★	3	8	★
Commentary We are continuing to monitor the work in this area									
BP1.2.08 % of Major Planning Applications determined to National Indicator	Cllr J Conway	<ul style="list-style-type: none"> ■ David Peckford ■ Ian Boll 	Bigger Is Better	64.3%	60.0%	★	79.0%	60.0%	★
Commentary 64.3% of Major Planning Applications determined during Q2 2024/25, were determined within the National Indicator target or agreed timeframe.									
BP1.2.09 % of Non-Major Planning Applications determined to National Indicator	Cllr J Conway	<ul style="list-style-type: none"> ■ David Peckford ■ Ian Boll 	Bigger Is Better	84.0%	70.0%	★	85.2%	70.0%	★
Commentary 84% of Non-Major Planning Applications determined during Q2 2024/25, were determined within National Indicator target or agreed timeframe									

Measure	Portfolio Holder	Director/Lead Officer	Good is	Qtr Actual	Qtr Target	R.A.G	YTD Actual	YTD Target	YTD R.A.G
BP1.2.10 % of Major Applications overturned at appeal	Cllr J Conway	<ul style="list-style-type: none"> ■ David Peckford ■ Ian Boll 	Smaller Is Better	14.3%	10.0%	●	16.5%	10.0%	●
Commentary 2 Major Planning Application decision were overturned at Appeal by the Planning Inspectorate during Q2 2024/25. This amounts to 14.29% of the total of 14 Major applications determined by the Council during Q2 of 2024/25. These application were: 23/00853/OUT – Warwick Road, Banbury- Outline planning permission for up to 170 dwellings etc, and 22/02866/OUT – Ploughley Road, Ambroseden - Outline planning application for 120 dwellings etc. Officers are cognisant of the situation regarding appeals and major developments and are working to reduce the percentage of overturns at appeal by ensuring decision making is as robust as possible. Officers are liaising with the Portfolio Holder for Planning and Development Management on this matter.									
BP1.2.11 % of Non-Major Applications overturned at appeal	Cllr J Conway	<ul style="list-style-type: none"> ■ David Peckford ■ Ian Boll 	Smaller Is Better	1.1%	10.0%	★	1.0%	10.0%	★
Commentary 3 Non-Major Planning Application decision were overturned at Appeal by the Planning Inspectorate during Q2 2024/25									
BP1.2.12 Average time taken for new applications to be responded to within 15 working days	Cllr N Cotter	<ul style="list-style-type: none"> ■ Ian Boll ■ Richard Smith 	Smaller Is Better	9	15	★	11	15	★
Commentary Continual progress has been made during Q2 to keep this measure well within target.									
BP1.2.13 Net Additional Housing Completions to meet Cherwell needs	Cllr J Conway	<ul style="list-style-type: none"> ■ David Peckford ■ Ian Boll 	Bigger Is Better	307	571	▲	307	571	▲
Commentary Provisional half year housing completions are 307. This suggests that the Local Plan housing requirement for Cherwell (1,142 per annum) will be difficult to meet this monitoring year; a new Local Plan is being prepared. There are permissions and appeal decisions that provide for new housing but there is dependency on developers to deliver. There is also a lag time involved i.e. further planning permissions now would not lead to additional delivery now / in the next 6 months. The overall cause of lower completions is the slow rate of delivery on strategic sites at Bicester, the delays in sites coming forward in the Kidlington/Begbroke/Yarnton area and national housing market circumstances. More broadly (and longer term), officers are presently working in the interest of supporting delivery at Bicester and in helping to coordinate delivery in the south of Cherwell.									

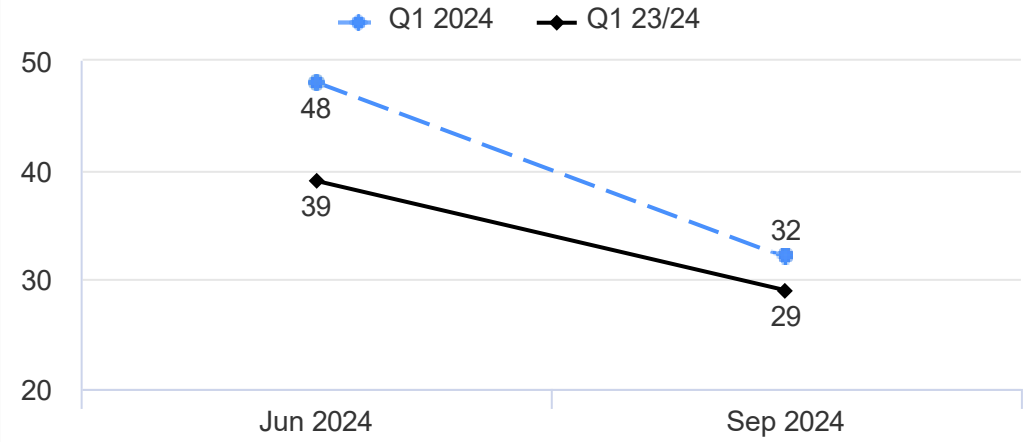
Measure	Portfolio Holder	Director/Lead Officer	Good is	Qtr Actual	Qtr Target	R.A.G	YTD Actual	YTD Target	YTD R.A.G
BP1.2.14 % of BC full plans assessed within 5 weeks (or longer with applicant's agreement)	Cllr J Conway	<ul style="list-style-type: none"> ■ Ian Boll ■ Tony Brummell 	Bigger Is Better	100.00%	95.00%	★	96.15%	95.00%	★
<p>Commentary We received 51 Full Plans applications of which all were determined within the 25 day statutory period or extensions of time agreed with the client.</p>									

Please note in all the charts below the blue line represents the current performance and the black line the previous financial year 2023-24

BP1.2.03 Homes improved through enforcement action

Commentary

32 properties improved following formal and substantive informal enforcement interventions by the Housing Standards Team in Quarter 2. A similar number of properties (29) were improved in the same period last year.



Supporting environmental sustainability - KPIs 2024-2025

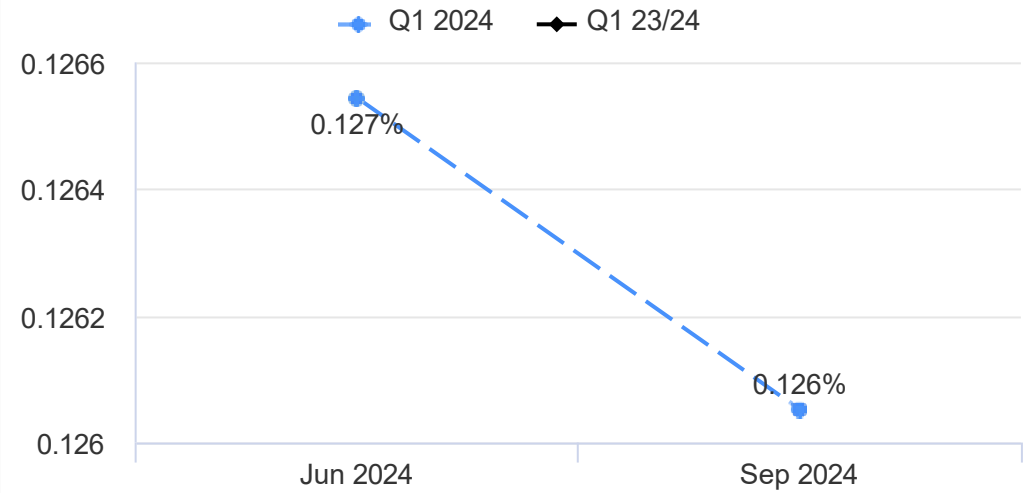
Measure	Portfolio Holder	Director/Lead Officer	Good is	Qtr Actual	Qtr Target	R.A.G	YTD Actual	YTD Target	YTD R.A.G
BP2.2.01 % Waste Recycled & Composted	Cllr I Middleton	<ul style="list-style-type: none"> ■ Ed Potter ■ Ian Boll 	Bigger Is Better	54.76%	54.00%	★	55.25%	54.00%	★
<p>Commentary Recycling % is currently on track to be at the same level as the previous year.</p>									
BP2.2.03 % of Climate Action Plan delivering to target	Cllr D Hingley	<ul style="list-style-type: none"> ■ Ian Boll ■ Jo Miskin 	Bigger Is Better	61.48%	66.00%	★	61.48%	66.00%	★
<p>Commentary In the Q1, out of total 122 Climate Actions, 87 actions were On-going, 20 actions were On-hold, 7 actions were got Completed, and 8 actions were Not applicable anymore. The actions were further marked as per their RAG ratings for Q1, and out of total 122 Climate Actions, 75 actions were in Green, 26 were in Amber and 21 actions were in Red. In this Quarter we've manage to complete the light touch revision of the Climate Action Plan (CAP) and will publish in the early next quarter which will have total 126 Actions compared to 122 in the previous CAP. The Climate Action Team is improving the rate of working and achieving Climate Targets further for the Council and Cherwell overall. In terms of Natural Capital, we are aligning with and progressively working on the Oxfordshire Climate Adaptation Route Map, the Local Nature Recovery Strategy (LNRS), and projects such as Enabling Nature-Based Carbon Sequestration in Oxfordshire. We continue to look for opportunities to build our team as well as strengthening relationships with internal and external stakeholders and networks, to accelerate climate action.</p>									

Please note in all the charts below the blue line represents the current performance and the black line the previous financial year 2023-24

BP2.2.04 % of missed waste containers

Commentary

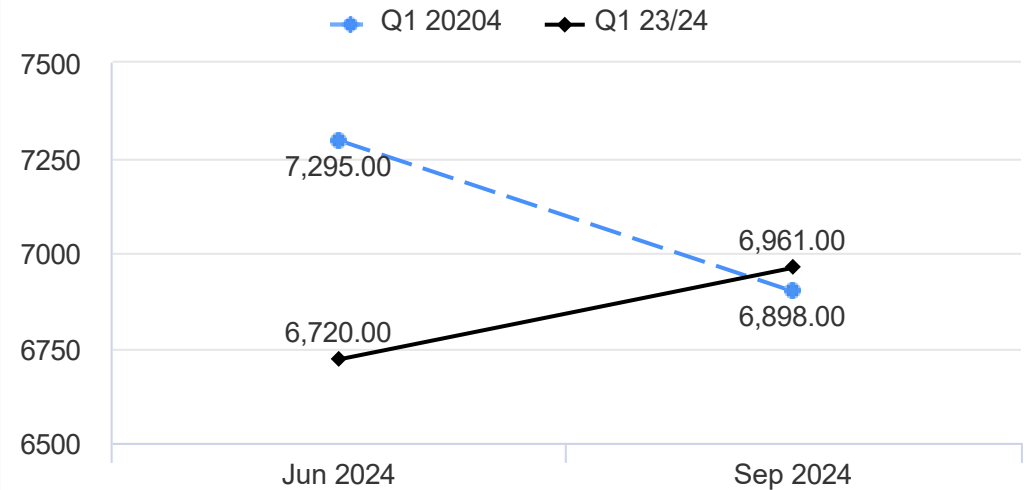
0.001% of missed bins has reduced in the second quarter compared to the first quarter.



BP2.2.01d Tonnes residual household waste collected

Commentary

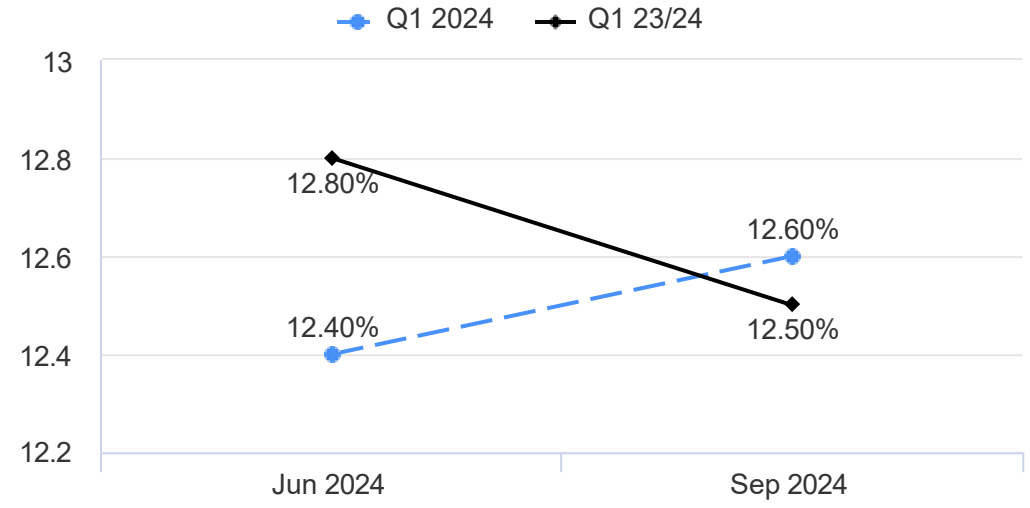
Residual waste is at the same level as last year.



BP2.2.07 % of Recycling Contamination rate

Contamination rate is at the same levels as the previous year.

Commentary



An enterprising economy with strong and vibrant local centres - KPIs 2024-2025

Measure	Portfolio Holder	Director/Lead Officer	Good is	Qtr Actual	Qtr Target	R.A.G
BP3.2.01 % of Council Tax collected, increase Council Tax Base	Cllr L McLean	<ul style="list-style-type: none"> ■ Michael Furness ■ Stephen Hinds 	Bigger Is Better	56.43%	56.30%	★
BP3.2.02 % of Business Rates collected, increasing NNDR Base	Cllr L McLean	<ul style="list-style-type: none"> ■ Michael Furness ■ Stephen Hinds 	Bigger Is Better	60.41%	58.50%	★

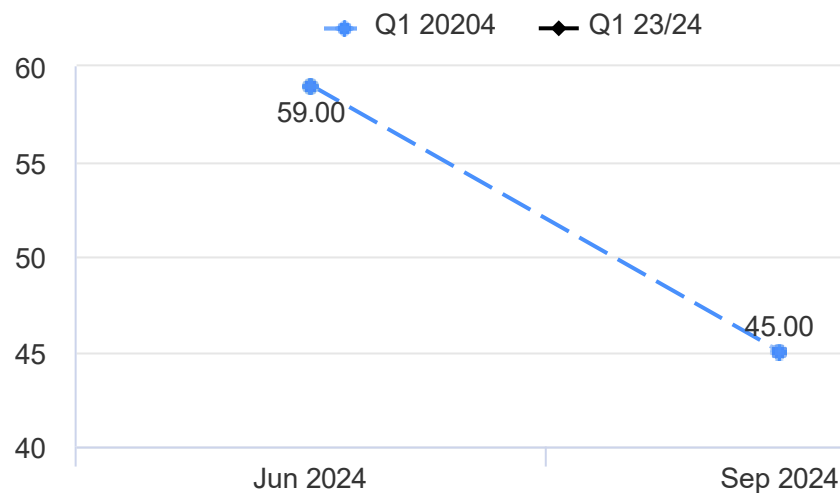
Please note in all the charts below the blue line represents the current performance and the black line the previous financial year 2023-24

BP3.2.04 No. of businesses engaged through UKSPF and REPF funded programmes

45 businesses were engaged, benefitting from * Free Green Skills courses *Support to the Cherwell Business Awards, to recognise and showcase the achievements of Cherwell businesses.

Commentary

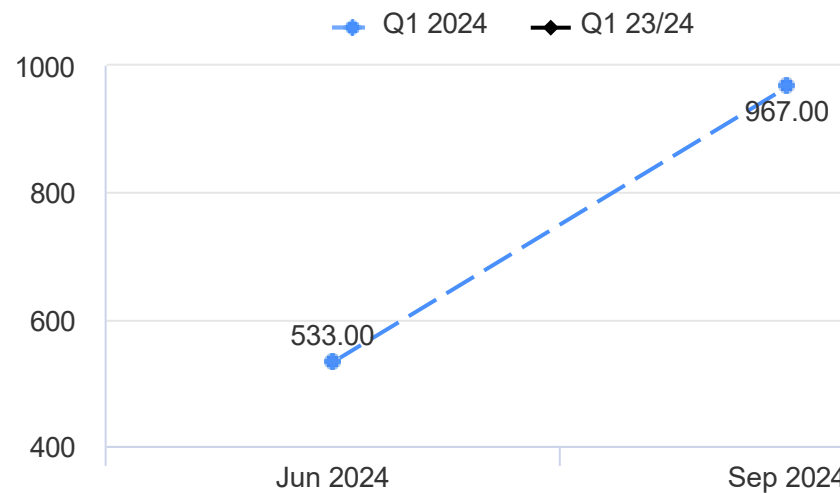
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BP3.2.05 No. of residents engaged through UKSPF and REPF funded programmes

967 residents were engaged, benefitting from * Free Green Skills courses * Employability support sessions * A community music workshop programme * Widened participation in cultural activities and attendance at performances at a theatre and arts centre * Widened access to an existing community garden through new events to bring communities together.

Commentary



Healthy, resilient and engaged communities - KPIs 2024-2025

Measure	Portfolio Holder	Director/Lead Officer	Good is	Qtr Actual	Qtr Target	R.A.G	YTD Actual	YTD Target	YTD R.A.G
BP4.2.04 % of due food hygiene inspections of premises rated A-D completed	Cllr R Parkinson	<ul style="list-style-type: none"> ■ Ian Boll ■ Tim Hughes 	Bigger Is Better	97.14%	95.00%	★	97.89%	95.00%	★

Commentary

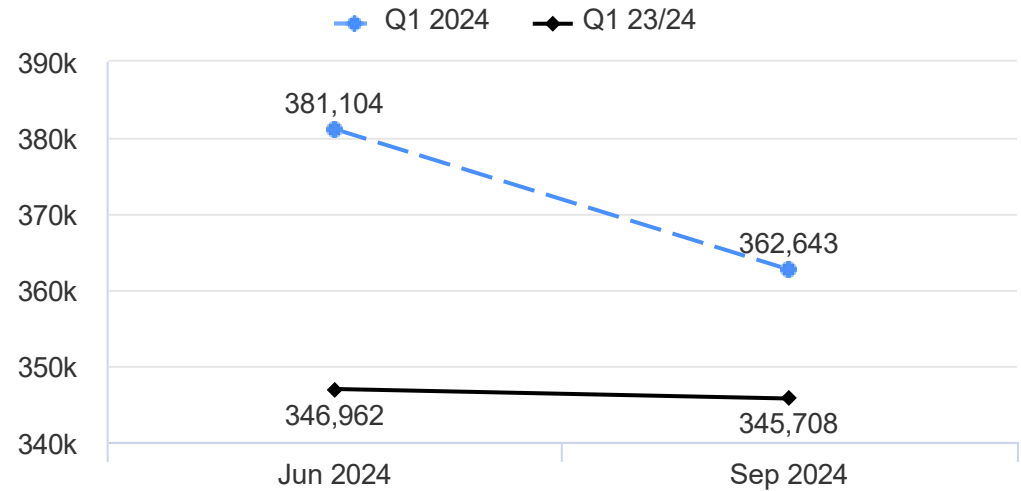
Statutory inspection plan still on target to meet the Council's food hygiene inspection obligations, as set out and reported to the Food Standards Agency.

Please note in all the charts below the blue line represents the current performance and the black line the previous financial year 2023-24

BP4.2.01 Number of Visits/Usage of all Leisure Facilities within the District

Commentary

Usage figures for the leisure centres continue to increase against the same quarter from last year. Bicester Leisure Centre increased from 102,347 users to 111,465, Kidlington Leisure Centre increased from 63,244 to 67,789 and Spiceball Leisure Centre increased the most from 125,713 unique visits to 140,065. There was an overall decrease of circa 4,500 users at Woodgreen Leisure Centre, however this related to reduced swimming numbers for the Outdoor Pool in September 2024 against 2023 due to wet weather in September 2024.

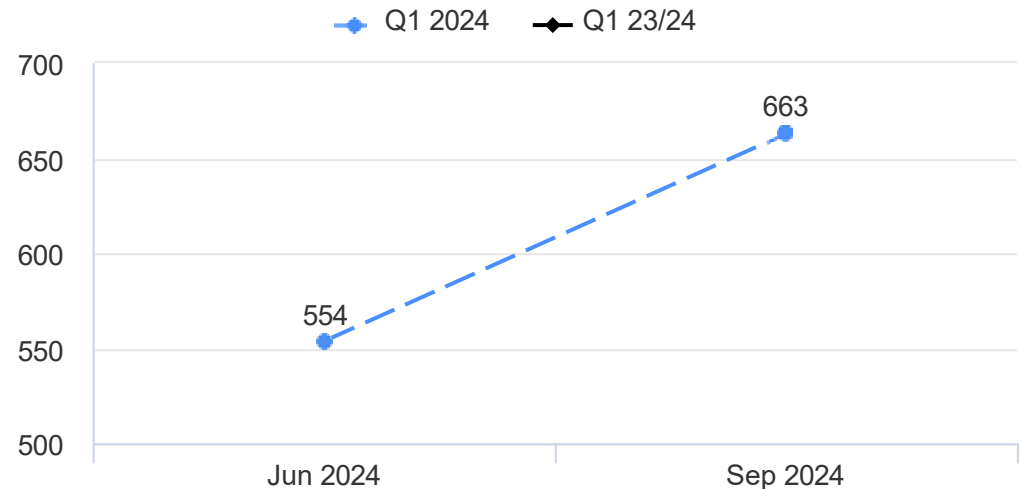


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BP4.2.02 Residents who have taken part in programmes contributing to improving health inequalities

Commentary

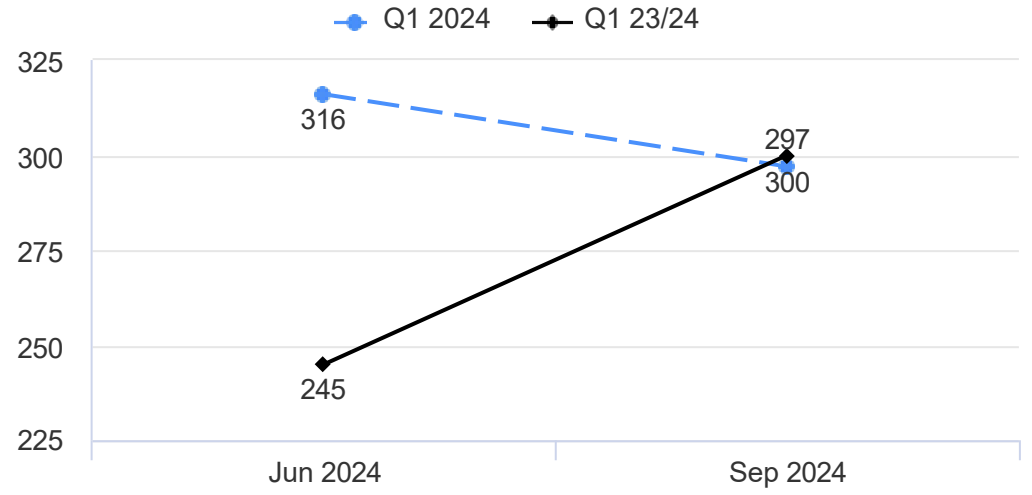
Highly successful quarter with a large number of participants joining Move Together and You Move health prevention programmes. You Move have had 394 participants register in the quarter with 1026 attendances at sessions. Move Together saw 269 adults sign up with 426 people with Long Term Conditions currently working with the team before their 3 month review with 2,972 having benefitted and been through the Move Together programme. During this quarter new funded elements (Public Health and ICB) to the programme started with Early Years and Maternity opportunities being signposted towards.



BP4.2.05 Number of Illegal Fly Tips

This is a decrease of 3 on the same period in 2023. Of the 297 reports received 231 were investigated.

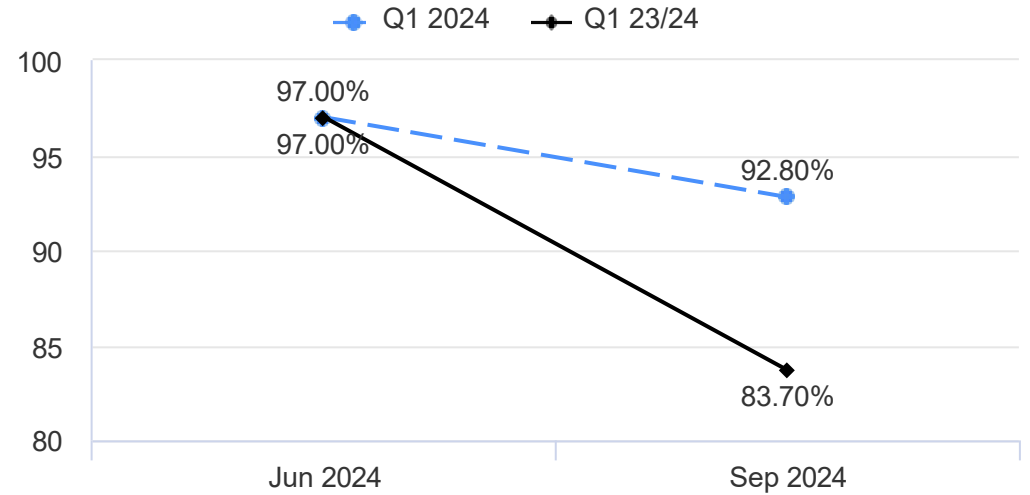
Commentary



Please note in all the charts below the blue line represents the current performance and the black line the previous financial year 2023-24

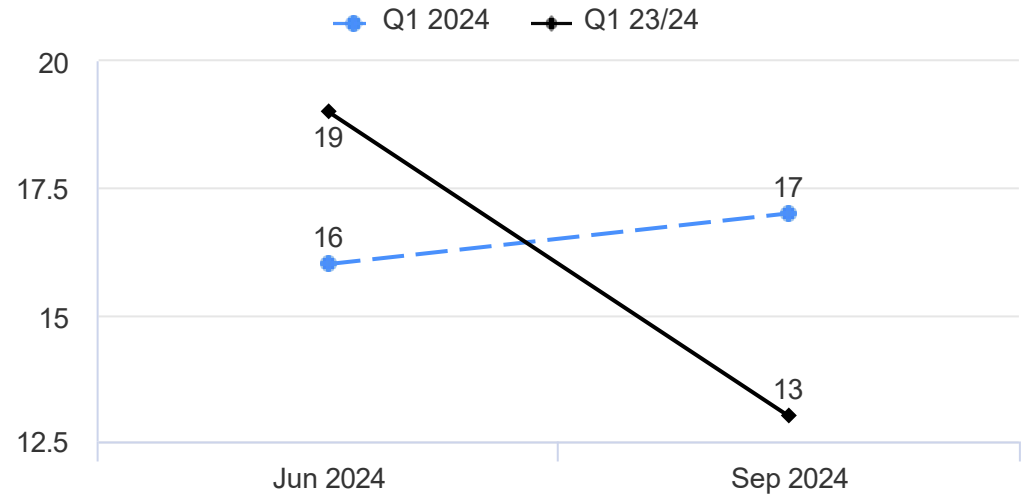
BP5.1.02 Non-ringfenced reserves as percentage of service spend

92.8% is a reduction of 4.2% compared to Q1, which is due to ~450k of reserves usage approved in Q2, and an increase of £1m in forecast Revenue Expenditure Funded by Capital Under Statute which is included in service spend. This relates primarily to £250k for the Thames Valley CCTV partnership and £560k of S106 funding towards temporary accommodation units with South Oxfordshire Housing Association. Note that this measure is defined by the Office for Local Government, and takes service spend from the quarterly revenue update (for Q1-3) and revenue outturn (for Q4) government returns. Due to the timing of this report this measure is provided before the government returns are finalised and so may be subject to change. If there is any change the measure for this quarter will be updated in the following quarter. The Q1 figure has been updated from 100.1% to 97.0% for this reason.



BP5.1.07 Number of upheld complaints

There were 17 upheld complaints, one more than last quarter.



Annual Delivery Plan - Housing that meets your needs

Priorities & Milestones	Lead/Director	Portfolio Holder	Start Date	Due Date	R.A.G.	Milestones update
<p>✓ HMN1 Work with partners and landlords to settle refugees into suitable accommodation in Cherwell through a Migration Moving Plan</p>	<ul style="list-style-type: none"> ■ Ian Boll ■ Nicola Riley 	Cllr N Cotter	01 Apr 2024	31 Mar 2025	Delivering to plan	This priority overall is delivering to schedule
<p>HMN1 Q1 - Q4 Deliver properties identified through LAHF 2</p>	<ul style="list-style-type: none"> ■ Ian Boll ■ Nicola Riley 	Cllr N Cotter	01 Apr 2024	31 Mar 2025	Delivering to plan	3 further homes were delivered by Soha with LAHF Round 2 funding this Quarter. 7 of 20 homes have now been delivered which is in line with the delivery plan. We expect Sanctuary to deliver the first of their 11 homes which are being brought back into use with LAHF Round 2 funding in Quarter 3.
<p>Page 43 HMN1 Q2 Extend community liaison and settlement support provided for new residents to capture newly settled families from Afghanistan.</p>	<ul style="list-style-type: none"> ■ Ian Boll ■ Nicola Riley 	Cllr N Cotter	01 Jul 2024	30 Sep 2024	Delivering to plan	<p>Regular ESOL classes have been arranged. A recent job fair event was successful and attracted both local residents and local refugees seeking work. Work continues to help refugee families settle well.</p> <p>A community event was held at the beginning of September where various organisations and partners were invited from the community. Through this event networking was a priority and ideas that were brought forward are being explored. Further events will be planned early next year.</p>
<p>HMN1 Q3 Continue to identify hosts and work across Oxfordshire system to identify suitable properties and protocols for dealing with PRS Landlords.</p>	<ul style="list-style-type: none"> ■ Ian Boll ■ Nicola Riley 	Cllr N Cotter	01 Oct 2024	31 Dec 2024	N/A	Activity not yet started – due to commence in Q3.

Priorities & Milestones	Lead/Director	Portfolio Holder	Start Date	Due Date	R.A.G.	Milestones update
HMN1 Q4 Re-let accommodation in Town Centre House following successful completion of restoration work funded through LAHF1.	<ul style="list-style-type: none"> ■ Ian Boll ■ Nicola Riley 	Cllr N Cotter	01 Jan 2025	31 Mar 2025	N/A	Activity not yet started – due to commence in Q4.

Annual Delivery Plan - Housing that meets your needs

Priorities & Milestones	Lead/Director	Portfolio Holder	Start Date	Due Date	R.A.G.	Milestones update
✓ HMN2 To continue delivering on our Housing that meets our needs priority through the development of a new housing strategy	<ul style="list-style-type: none"> ■ Ian Boll ■ Richard Smith 	Cllr N Cotter	01 Apr 2024	31 Mar 2025	Delivering to plan	This priority overall is delivering to schedule
HMN2 Q1 Review existing strategy and develop evidence base for new strategy and its goals	<ul style="list-style-type: none"> ■ Ian Boll ■ Richard Smith 	Cllr N Cotter	01 Apr 2024	30 Jun 2024	Completed	Activity in this milestone has completed.
HMN2 Q2 Identify key themes and objectives, feeding into Local Plan consultations	<ul style="list-style-type: none"> ■ Ian Boll ■ Richard Smith 	Cllr N Cotter	01 Jul 2024	30 Sep 2024	Delivering to plan	Key themes identified and draft strategy presented to Executive in September. Agreed by Executive to commence consultation on themes and draft strategy
HMN2 Q3 Deliver draft strategy for consultation with stakeholders and residents	<ul style="list-style-type: none"> ■ Ian Boll ■ Richard Smith 	Cllr N Cotter	01 Oct 2024	31 Dec 2024	N/A	Activity not yet started – due to commence in Q3.
HMN2 Q4 Launch new strategy and communicate with widest stakeholder group	<ul style="list-style-type: none"> ■ Ian Boll ■ Richard Smith 	Cllr N Cotter	01 Jan 2025	31 Mar 2025	N/A	Activity not yet started – due to commence in Q4.

Annual Delivery Plan - Housing that meets your needs

Priorities & Milestones	Lead/Director	Portfolio Holder	Start Date	Due Date	R.A.G.	Milestones update
✓ HMN3 Identify the Housing and Infrastructure our communities need in the future to create a healthy, thriving and sustainable Cherwell through developing our new Local Plan.	<ul style="list-style-type: none"> ■ David Peckford ■ Ian Boll 	Cllr J Conway	01 Apr 2024	31 Mar 2025	Delivering to plan	This priority overall is delivering to schedule
HMN3 Q1 Evidence gathering and preparation	<ul style="list-style-type: none"> ■ David Peckford ■ Ian Boll 	Cllr J Conway	01 Apr 2024	30 Jun 2024	Completed	Activity in this milestone has completed.
Page 46 HMN3 Q2 Evidence gathering and preparation	<ul style="list-style-type: none"> ■ David Peckford ■ Ian Boll 	Cllr J Conway	01 Jul 2024	30 Sep 2024	Delivering to plan	A regulation 19 proposed plan is in preparation supported by evidence. It is scheduled to be presented to the Council's Executive in December.
HMN3 Q3 Present the Proposed Plan (Reg. 19) to the Council's Executive for approval and then consult on the Proposed Plan	<ul style="list-style-type: none"> ■ David Peckford ■ Ian Boll 	Cllr J Conway	01 Oct 2024	31 Dec 2024	N/A	Activity not yet started – due to commence in Q3.
HMN3 Q4 Consider response to consultation and present Submission Plan to Council for approval	<ul style="list-style-type: none"> ■ David Peckford ■ Ian Boll 	Cllr J Conway	01 Jan 2025	31 Mar 2025	N/A	Activity not yet started – due to commence in Q4.

Annual Delivery Plan - Supporting environmental sustainability

Priorities & Milestones	Lead/Director	Portfolio Holder	Start Date	Due Date	R.A.G.	Milestones update
✓ SES1 As part of our climate action commitments, we will review and update our Air Quality Management Action plan to ensure its effectiveness and suitability	<ul style="list-style-type: none"> ■ Ian Boll ■ Tim Hughes 	Cllr R Parkinson	01 Apr 2024	31 Mar 2025	Delivering to plan	This priority overall is delivering to schedule.
SES1 Q1 to produce report for Exec to provide update on air quality monitoring for 2023. To approve the draft revised existing air quality action plan. To consider revocation of a number of Air Quality Management Areas (AQMAs)	<ul style="list-style-type: none"> ■ Ian Boll ■ Tim Hughes 	Cllr R Parkinson	01 Apr 2024	30 Jun 2024	Completed	Activity in this milestone has completed.
SES1 Q2 Follow up actions from Executive decisions i.e. revoke the Air Quality Management Areas (AQMAs)	<ul style="list-style-type: none"> ■ Ian Boll ■ Tim Hughes 	Cllr R Parkinson	01 Jul 2024	30 Sep 2024	Delivering to plan	The updated Air Quality Action Plan has been submitted to Defra (Department for Environment Food and Rural Affairs) for comment and approval.
SES1 Q3 Review and produce new Air Quality Management Action Plan and submit to DEFRA		Cllr R Parkinson	01 Oct 2024	31 Dec 2024	N/A	Activity not yet started – due to commence in Q3

Priorities & Milestones	Lead/Director	Portfolio Holder	Start Date	Due Date	R.A.G.	Milestones update
SES1 Q4 Engage with partners on the revised actions arising as a result of the new plan	<ul style="list-style-type: none"> ■ Ian Boll ■ Tim Hughes 	Cllr R Parkinson	02 Jan 2025	31 Mar 2025	N/A	Activity not yet started – due to commence in Q4.

Annual Delivery Plan - Supporting environmental sustainability

Priorities & Milestones	Lead/Director	Portfolio Holder	Start Date	Due Date	R.A.G.	Milestones update
✓ SES2 To progress activity within Climate Action Plan to support communities to develop and implement plans to make all of the district a more sustainable place to live and work.	<ul style="list-style-type: none"> ■ Ian Boll ■ Jo Miskin 	Cllr D Hingley	01 Apr 2024	31 Mar 2025	Delivering to plan	This priority overall is delivering to schedule.
SES2 Q1 Implement, review and report on progress of project in Q1	<ul style="list-style-type: none"> ■ Ian Boll ■ Jo Miskin 	Cllr D Hingley	01 Apr 2024	30 Jun 2024	Completed	Activity in this milestone has completed.
Page 49 SES2 Q2 Implement, review and report on progress of projects in Q2	<ul style="list-style-type: none"> ■ Ian Boll ■ Jo Miskin 	Cllr D Hingley	01 Jul 2024	30 Sep 2024	Delivering to plan	In the Q1, out of total 122 Climate Actions, 87 actions were On-going, 20 actions were On-hold, 7 actions were got Completed, and 8 actions were Not applicable anymore. The actions were further marked as per their RAG ratings for Q1, and out of total 122 Climate Actions, 75 actions were in Green, 26 were in Amber and 21 actions were in Red. In this quarter we have commissioned the Solar Strategy, Scope 3 Emission, and Fleet Decarbonizing study. We have supported and will continue to support on Pre-deployment work of Local Area Energy Planning (LAEP). We are in the process of commissioning two studies on Carbon Baseline for the District and decarbonizing Council's Estate.
SES2 Q3 Implement, review and report on progress of projects in Q3	<ul style="list-style-type: none"> ■ Ian Boll ■ Jo Miskin 	Cllr D Hingley	01 Oct 2024	31 Dec 2024	N/A	Activity not yet started – due to commence in Q3.

Priorities & Milestones	Lead/Director	Portfolio Holder	Start Date	Due Date	R.A.G.	Milestones update
SES2 Q4 Implement, review and report on progress of projects in Q4 and report on conclusion of the three-year programme.	<ul style="list-style-type: none"> ■ Ian Boll ■ Jo Miskin 	Cllr D Hingley	01 Jan 2025	31 Mar 2025	N/A	Activity not yet started – due to commence in Q4.

Annual Delivery Plan - Supporting environmental sustainability

Priorities & Milestones	Lead/Director	Portfolio Holder	Start Date	Due Date	R.A.G.	Milestones update
✓ SES3 Move to a smaller, greener HQ with better public transport, walking and cycling opportunities to reduce costs and reliance on cars.	<ul style="list-style-type: none"> ■ Mona Walsh ■ Stephen Hinds 	Cllr L McLean	01 Apr 2024	31 Mar 2025	Delivering to plan	This priority overall is delivering to schedule.
SES3 Q1 Appoint contractor to undertake Castle Quay fit-out refurbishment works	<ul style="list-style-type: none"> ■ Mona Walsh ■ Stephen Hinds 	Cllr L McLean	01 Apr 2024	30 Jun 2024	Completed	Activity in this milestone has completed.
Page 51 SES3 Q2 Carry out Castle Quay fit out refurbishment works	<ul style="list-style-type: none"> ■ Mona Walsh ■ Stephen Hinds 	Cllr L McLean	01 Jul 2024	30 Sep 2024	Delivering to plan	Works almost complete
SES3 Q3 Office preparation and relocation works to enable transfer of staff to new accommodation	<ul style="list-style-type: none"> ■ Mona Walsh ■ Stephen Hinds 	Cllr L McLean	01 Oct 2024	31 Dec 2024	N/A	Activity not yet started – due to commence in Q3.
SES3 Q4 Bodicote House cleared	<ul style="list-style-type: none"> ■ Mona Walsh ■ Stephen Hinds 	Cllr L McLean	01 Jan 2025	31 Mar 2025	N/A	Activity not yet started – due to commence in Q4.

Annual Delivery Plan - An enterprising economy with strong and vibrant local centres

Priorities & Milestones	Lead/Director	Portfolio Holder	Start Date	Due Date	R.A.G.	Milestones update
✓ EEV1 To deliver key projects within the third year of the UK Prosperity Fund and Rural England Prosperity Fund	<ul style="list-style-type: none"> ■ Ian Boll ■ Robert Jolley 	Cllr L McLean	01 Apr 2024	31 Mar 2025	Delivering to Plan	This priority overall is delivering to schedule
EEV1 Q1 Implement, review and report on progress of projects in Q1.	<ul style="list-style-type: none"> ■ Ian Boll ■ Robert Jolley 	Cllr L McLean	01 Apr 2024	30 Jun 2024	Completed	Activity in this milestone is completed
EEV1 Q2 13 Projects from Q1 continue. Four projects start in Q2 • Support for Economically Inactive residents • Green Construction Skills courses • Business Support scheme • Rural Business grants scheme	<ul style="list-style-type: none"> ■ Ian Boll ■ Robert Jolley 	Cllr L McLean	01 Jul 2024	30 Sep 2024	Delivering to Plan	During Q2 thirteen projects delivering in Q1 continued, with one project completing (flood lighting at Whitelands sports ground) and four new projects were launched: (i) Support for Economically Inactive Residents (ii) Free Green Construction Skills courses (iii) Business Support programme for start-up and growing businesses (iv) Rural Business Grants scheme.
EEV1 Q3 Flood lighting at Whitelands sports ground, Bicester completed 16 Projects from Q1 and Q2 continue Three projects start in Q3 • Active Travel scheme in rural areas • Creation of village growing spaces • Decarbonisation support for businesses	<ul style="list-style-type: none"> ■ Ian Boll ■ Robert Jolley 	Cllr L McLean	01 Oct 2024	31 Dec 2024	N/A	Activity not yet started – due to commence in Q3

Priorities & Milestones	Lead/Director	Portfolio Holder	Start Date	Due Date	R.A.G.	Milestones update
EEV1 Q4 All projects are scheduled to be complete in Q4	<ul style="list-style-type: none"> ■ Ian Boll ■ Robert Jolley 	Cllr L McLean	01 Jan 2025	31 Mar 2025	N/A	Activity not yet started – due to commence in Q4

Annual Delivery Plan - An enterprising economy with strong and vibrant local centres

Priorities & Milestones	Lead/Director	Portfolio Holder	Start Date	Due Date	R.A.G.	Milestones update
✓ EEV2 To continue the development of the Banbury Vision 2050, which will identify short and long terms measures to regenerate the town centre	<ul style="list-style-type: none"> ■ Ian Boll ■ Robert Jolley 	Cllr L McLean	01 Apr 2024	31 Mar 2025	Slightly behind schedule	Work continues to develop Banbury Vision 2050 reflective of changes to the approach in line with administration priorities.
EEV2 Q1 Master planners appointed to prepare non-statutory Banbury 2050 masterplan	<ul style="list-style-type: none"> ■ Ian Boll ■ Robert Jolley 	Cllr L McLean	01 Apr 2024	30 Jun 2024	Completed	Activity in this milestone is completed
Page 54 EEV2 Q2 Masterplan engagement complete	<ul style="list-style-type: none"> ■ Ian Boll ■ Robert Jolley 	Cllr L McLean	01 Jul 2024	30 Sep 2024	Behind schedule	Town centre engagement has been ongoing with partners to develop an action plan for short term and long term town centre priorities; however, the development of a masterplan approach is being reviewed.
EEV2 Q3 Draft masterplan prepared and consultation completed	<ul style="list-style-type: none"> ■ Ian Boll ■ Robert Jolley 	Cllr L McLean	01 Oct 2024	31 Dec 2024	N/A	Activity not yet started – due to commence in Q3
EEV2 Q4 Banbury 2050 masterplan approved and endorsed by partners	<ul style="list-style-type: none"> ■ Ian Boll ■ Robert Jolley 	Cllr L McLean	01 Jan 2025	31 Mar 2025	N/A	Activity not yet started – due to commence in Q4

Annual Delivery Plan - An enterprising economy with strong and vibrant local centres

Priorities & Milestones	Lead/Director	Portfolio Holder	Start Date	Due Date	R.A.G.	Milestones update
✓ EEV3 To develop a plan for reimagining Bicester and ensure existing and new communities benefit from short and long-term measures of the Garden Town principles	<ul style="list-style-type: none"> ■ Ian Boll ■ Robert Jolley 	Cllr L McLean	01 Apr 2024	31 Mar 2025	Delivering to Plan	This priority overall is delivering to schedule
EEV3 Q1 Procurement of design consultants to Market Square Project. Programme of stakeholder consultation events/surveys. Master planners appointed to prepare non-statutory Bicester masterplan.	<ul style="list-style-type: none"> ■ Ian Boll ■ Robert Jolley 	Cllr L McLean	01 Apr 2024	30 Jun 2024	Completed	Activity in this milestone is completed
EEV3 Q2 Market square consultation continues	<ul style="list-style-type: none"> ■ Ian Boll ■ Robert Jolley 	Cllr L McLean	01 Jul 2024	30 Sep 2024	Delivering to Plan	An engagement event for the business sector was held in July and prompted clarification of the project's objectives. Further engagement events to gather input from both the business sector and local community groups are scheduled for October.
EEV3 Q3 Market Square final scheme design fix. Draft masterplan prepared	<ul style="list-style-type: none"> ■ Ian Boll ■ Robert Jolley 	Cllr L McLean	01 Oct 2024	31 Dec 2024	N/A	Activity not yet started – due to commence in Q3

Priorities & Milestones	Lead/Director	Portfolio Holder	Start Date	Due Date	R.A.G.	Milestones update
EEV3 Q4 Market Square approval of plans and Planning App/construction phase. Bicester masterplan approved and endorsed by partners	<ul style="list-style-type: none"> ■ Ian Boll ■ Robert Jolley 	Cllr L McLean	01 Jan 2025	31 Mar 2025	N/A	Activity not yet started – due to commence in Q4

Annual Delivery Plan - An enterprising economy with strong and vibrant local centres

Priorities & Milestones	Lead/Director	Portfolio Holder	Start Date	Due Date	R.A.G.	Milestones update
✓ EEV4 Developing a Kidlington Vision	<ul style="list-style-type: none"> ■ Ian Boll ■ Robert Jolley 	Cllr L McLean	01 Apr 2024	31 Mar 2025	Delivering to Plan	This priority overall is delivering to schedule
EEV4 Q1 Establish oversight board for Kidlington Vision	<ul style="list-style-type: none"> ■ Ian Boll ■ Robert Jolley 	Cllr L McLean	01 Apr 2024	30 Jun 2024	Completed	Activity in this milestone is completed
EEV4 Q2 Commence engagement with communities and stakeholders	<ul style="list-style-type: none"> ■ Ian Boll ■ Robert Jolley 	Cllr L McLean	01 Jul 2024	30 Sep 2024	Slightly behind schedule	A programme of stakeholder events has been scheduled to take place during Q3 and Q4.
EEV4 Q3 Develop draft Kidlington Vision	<ul style="list-style-type: none"> ■ Ian Boll ■ Robert Jolley 	Cllr L McLean	01 Oct 2024	31 Dec 2024	N/A	Activity not yet started – due to commence in Q3
EEV4 Q4 Consult on draft Kidlington	<ul style="list-style-type: none"> ■ Ian Boll ■ Robert Jolley 	Cllr L McLean	01 Jan 2025	31 Mar 2025	N/A	Activity not yet started – due to commence in Q4

Annual Delivery Plan - Healthy, Resilient and engaged communities

Priorities & Milestones	Lead/Director	Portfolio Holder	Start Date	Due Date	R.A.G.	Milestones update
✓ HRE1 To develop a framework that determines the effectiveness and positive impact of the wellbeing strategy on our communities	<ul style="list-style-type: none"> ■ Ian Boll ■ Nicola Riley 	Cllr R Pattenden	01 Apr 2024	31 Mar 2025	Delivering to plan	This priority overall is delivering to schedule.
HRE1 Q1 Draft impact framework based on current data capture	<ul style="list-style-type: none"> ■ Ian Boll ■ Nicola Riley 	Cllr R Pattenden	01 Apr 2024	30 Jun 2024	Completed	Activity in this milestone has completed.
Page 58 HRE1 Q2 Consult stakeholders on their contributions	<ul style="list-style-type: none"> ■ Ian Boll ■ Nicola Riley 	Cllr R Pattenden	01 Jul 2024	30 Sep 2024	Delivering to plan	We collected information from partners, stakeholders and residents through Workshops as part of Strategy Workshop follow up. We also collected information from through surveys to ensure we were capturing stakeholders information and views. Six month impact report to be produced.
HRE1 Q3 Present for sign off and disseminate		Cllr R Pattenden	01 Oct 2024	31 Dec 2024	N/A	Activity not yet started – due to commence in Q3.
HRE1 Q4 Capture impact of the actions delivered from the strategy action plan, including annual surveys and partner contributions. Report on it.		Cllr R Pattenden	01 Jan 2025	31 Mar 2025	N/A	Activity not yet started – due to commence in Q4.

Annual Delivery Plan - Healthy, Resilient and engaged communities

Priorities & Milestones	Lead/Director	Portfolio Holder	Start Date	Due Date	R.A.G.	Milestones update
✓ HRE2 To respond to the Food Insecurity Emergency and improve outcomes for our residents through delivery of the Cherwell Food Action Plan	<ul style="list-style-type: none"> ■ Ian Boll ■ Nicola Riley 	Cllr R Parkinson	01 Apr 2024	31 Mar 2025	Delivering to Plan	This priority overall is delivering to schedule.
HRE2 Q1 Develop an annual delivery plan and report to Overview and Scrutiny	<ul style="list-style-type: none"> ■ Ian Boll ■ Nicola Riley 	Cllr R Parkinson	01 Apr 2024	30 Jun 2024	Completed	Activity in this milestone has completed.
Page 60 HRE2 Q2 Hold stakeholder event to generate interest and encourage new delivery partners involvement	<ul style="list-style-type: none"> ■ Ian Boll ■ Nicola Riley 	Cllr R Parkinson	01 Jul 2024	30 Sep 2024	Delivering to Plan	We have engaged across CDC at existing events with food groups. These include the Cherwell Food Network, Brighter Futures, Schools meeting and other community meetings. We are working with partners to deliver the food action plan.
HRE2 Q3 Consider future budget and funding need beyond our own resources	<ul style="list-style-type: none"> ■ Ian Boll ■ Nicola Riley 	Cllr R Parkinson	01 Oct 2024	31 Dec 2024	N/A	Activity not yet started – due to commence in Q3.
HRE2 Q4 Reset Year 2 targets and report on achievements	<ul style="list-style-type: none"> ■ Ian Boll ■ Nicola Riley 	Cllr R Parkinson	01 Jan 2025	31 Mar 2025	N/A	Activity not yet started – due to commence in Q4.

Annual Delivery Plan - Healthy, Resilient and engaged communities

Priorities & Milestones	Lead/Director	Portfolio Holder	Start Date	Due Date	R.A.G.	Milestones update
✓ HRE3 To work with partners on delivering against agreed actions to protect women and girls from violence	<ul style="list-style-type: none"> ■ Ian Boll ■ Tim Hughes 	Cllr R Parkinson	01 Apr 2024	31 Mar 2025	Delivering to Plan	This priority overall is delivering to plan.
HRE3 Q1 To Review and report on partner activity as agreed in the delivery plan for Q1	<ul style="list-style-type: none"> ■ Ian Boll ■ Tim Hughes 	Cllr R Parkinson	01 Apr 2024	30 Jun 2024	Completed	Activity in this milestone has completed.
HRE3 Q2 To review and report on partner activity as agreed in delivery plan for Q	<ul style="list-style-type: none"> ■ Ian Boll ■ Tim Hughes 	Cllr R Parkinson	01 Jul 2024	30 Sep 2024	Delivering to Plan	A regulation 19 proposed plan is in preparation supported by evidence. It is scheduled to be presented to the Council's Executive in December.
HRE3 Q3 Review and report on Q3 milestones as set out in delivery plan	<ul style="list-style-type: none"> ■ Ian Boll ■ Tim Hughes 	Cllr R Parkinson	01 Oct 2024	31 Dec 2024	N/A	Activity not yet started – due to commence in Q3.
HRE3 Q4 Review success and outcomes and explore opportunities to sustainably continue the work	<ul style="list-style-type: none"> ■ Ian Boll ■ Tim Hughes 	Cllr R Parkinson	01 Jan 2025	31 Mar 2025	N/A	Activity not yet started – due to commence in Q4.

Annual Delivery Plan - Healthy, Resilient and engaged communities

Priorities & Milestones	Lead/Director	Portfolio Holder	Start Date	Due Date	R.A.G.	Milestones update
✓ HRE4 To consider and deliver actions that will improve the experience of residents in relation to the cost of living by enabling voluntary and community groups to deliver services through the redistribution of central government grants	<ul style="list-style-type: none"> ■ Ian Boll ■ Nicola Riley 	Cllr R Pattenden	01 Apr 2024	31 Mar 2025	Delivering to Plan	This priority overall is delivering to plan.
HRE4 Q1 Refresh the Cost of Living action plan based on the delivery of the 23/24 plan. Search for and secure external funding for this area of work	<ul style="list-style-type: none"> ■ Ian Boll ■ Nicola Riley 	Cllr R Pattenden	01 Apr 2024	30 Jun 2024	Completed	Activity in this milestone has completed.
HRE4 Q2 Undertake stakeholder engagement to help reflect on good practice and degrees of success and replicability in current programme. Search for and secure external funding for this area or work.	<ul style="list-style-type: none"> ■ Ian Boll ■ Nicola Riley 	Cllr R Pattenden	01 Jul 2024	30 Sep 2024	Delivering to Plan	We have meet with networks and partners to discuss the projects to date and evaluate how they have gone. We plan to continue projects into the winter making changes where they were identified. We had multiple deprivation meetings at CDC to help shape the cost of living plan for 2024/25
HRE4 Q3 Develop a winter impact strategy and deliver. Search for and secure external funding for this area of work	<ul style="list-style-type: none"> ■ Ian Boll ■ Nicola Riley 	Cllr R Pattenden	01 Oct 2024	31 Dec 2024	N/A	Activity not yet started – due to commence in Q3.

Priorities & Milestones	Lead/Director	Portfolio Holder	Start Date	Due Date	R.A.G.	Milestones update
HRE4 Q4 Monitor and evaluation to coincide with the work of the FIWG. Search for and secure external funding for this area of work	<ul style="list-style-type: none"> ■ Ian Boll ■ Nicola Riley 	Cllr R Pattenden	01 Jan 2025	31 Mar 2025	N/A	Activity not yet started – due to commence in Q4.

Annual Delivery Plan - Organisational Health

Priorities & Milestones	Lead/Director	Portfolio Holder	Start Date	Due Date	R.A.G.	Milestones update
✓ COR1 Identifying future services delivery options, to ensure efficiency, best use of resources and continuous improvement through Transformation Programme and Balanced MTFS	<ul style="list-style-type: none"> ■ Shona Ware ■ Stephen Hinds 	Cllr D Hingley	01 Apr 2024	31 Mar 2025	Delivering to Plan	This priority overall is delivering to plan.
COR1 Q1 Agree transformation and budget process/complete current transformation reviews	<ul style="list-style-type: none"> ■ Shona Ware ■ Stephen Hinds 	Cllr D Hingley	01 Apr 2024	30 Jun 2024	Completed	Activity in this milestone has completed.
Page 64 COR1 Q2 Develop draft transformation and saving proposals	<ul style="list-style-type: none"> ■ Shona Ware ■ Stephen Hinds 	Cllr D Hingley	01 Jul 2024	30 Sep 2024	Delivering to Plan	The Transformation budget process is progressing to plan. Phase 2 is scheduled to conclude w/c 07/10/2024 and Phase 3 (final phase) is on track to conclude mid November. Outputs from these 2 phases will provide savings opportunities.
COR1 Q3 Consultation on savings and Transformation Proposals	<ul style="list-style-type: none"> ■ Shona Ware ■ Stephen Hinds 	Cllr D Hingley	01 Oct 2024	31 Dec 2024	N/A	Activity not yet started – due to commence in Q3.
COR1 Q4 Agree Budget and MTFS	<ul style="list-style-type: none"> ■ Shona Ware ■ Stephen Hinds 	Cllr D Hingley	01 Jan 2025	31 Mar 2025	N/A	Activity not yet started – due to commence in Q3.

Inclusive Communities

ED11.01 Engage with, and support local community groups and organisations

Action	Owner	Actual	Comments
ED11.01.01 Evaluate the quality of council's existing relationships with community groups and organisations which further the Council's commitment to equality, diversity and inclusion	Jon Wild	Delivering to plan	Proactively working with all community groups to engage them with opportunities and support from CDC, promoting opportunities to all to join forums and networks the council deliver. Opportunities are also promoted on the website and through all our communication channels.
ED11.01.02 Establish new relationships with community groups focused on ethnicity or national identity with priority given to those with the largest number of members in need in the district	Jon Wild	Delivering to plan	Proactively working with all community groups and partners, using networks and partnerships to engage new groups and promote opportunities and support the council offers. Information held on the website on how new groups can get involved in forums and access support services and grants.
ED11.01.03 Establish a Language Bank where Cherwell staff proficient in community languages can opt-in to assist with outreach efforts to further the Council's EDI objectives	Claire Cox	Delivering to plan	We are continue to work on pulling together a plan to launch this request to staff. In addition to this, we have liaised with Communities who are looking to pull together information from trusted partners in the community and voluntary sector that could assist our staff if required.

ED11.02 Promote inclusive behaviour with residents and service users

Action	Owner	Actual	Comments
ED11.02.01 Promote externally the Council's work to promote inclusivity	Julian Cotton	Delivering to plan	This is ongoing. An example is our promotion of Black History Month with an opinion piece from the Council Chair and a display at Castle Quay
ED11.02.02 Add additional pro-forma text on accessibility to the committee meetings pages of the council's website and agenda reports pack	Natasha Clark	Delivering to plan	No change to previous quarter as completed in Q1

EDI1.03 Work directly with communities to identify inequality and tackle disadvantage

Action	Owner	Actual	Comments
EDI1.03.01 Work with partners to promote an ethnically diverse representation at our voluntary sector forum	Nicola Riley	Slightly behind schedule	Forum was held on the 4th of September and despite increasing the circulation list and invitations, there was little take up from the expanded group. More work needs to be done to improve diversity of attendance at next years forum.

EDI1.04 Promote equality, diversity & inclusion through our supply chain and strategic partnerships

Action	Owner	Actual	Comments
EDI1.4.01 Make sure EDI implications and clauses are included in all our procurement processes as stated in our contracts and evaluation process guidelines	Shiraz Sheikh	Delivering to plan	Procurement and Contract procedures take into account the Equality Act 2010

EDI1.05 Promote and encourage inclusive behaviour for future generations

Action	Owner	Actual	Comments
EDI1.05.01 Collaborate with partner organisations to involve young people in volunteering activities and engage with them to undertake active participation in their local communities	Nicola Riley	Behind schedule	Initial discussions with some partners has highlighted the costs and challenges associated with young people undertaking volunteer activity. The next step is to explore how this can be best supported with input from schools.
EDI1.05.02 Raise awareness of the role of a councillor from an EDI perspective within political leaders	Shiraz Sheikh	Delivering to plan	We delivered EDI training less than a year ago and also plan to deliver a refresher.
EDI1.05.03 Raise awareness of the role of councillors and routes to be becoming a councillor targeted at underrepresented group	Natasha Clark Nicola Riley	Delivering to plan	This is a work in progress, to be discussed by the EDI working group

ED11.06 Work with all partner organisations to understand diverse needs & create incl. communities

Action	Owner	Actual	Comments
ED11.06.01 Implement the recommendations proposed by the strategic review of partnerships	Nicola Riley	Delivering to plan	The review recommended that EDI actions be incorporated into Terms of reference and service level agreements where CDC was the lead organisation has been achieved.

Inclusive Services

ED12.01 Ensure information, website and digital services are accessible to all incl. digitally excl

Action	Owner	Actual	Comments
ED12.01.01 Agree, implement, and publicise the new translations and alternative formats policy	Celia Prado-Teeling	Delivering to plan	This will be picked up as part of the new policy which is currently under review
ED12.01.02 Complete an Equalities Impact Assessment on the website (including the terms and conditions)	Celia Prado-Teeling	Delivering to plan	As this was handed over to communications recently (during Q2 and the summer), we have a first draft that needs some additional input from other areas, such as IT and the performance team. We will continue to work on this assessment to complete it.

ED12.02 Take action to make our buildings accessible to all residents

Action	Owner	Actual	Comments
ED12.02.01 Conduct an access audit on Castle Quay and other major council buildings, unless up to date audits are already available	Mona Walsh	Delivering to plan	Work underway but not yet complete. Will be complete within overall timeline.
ED12.02.02 Consider and if appropriate, implement the recommendations of the access audit	Mona Walsh	Delivering to plan	Review in ED12.02.01 will determine recommendations and implementation needed.

ED12.03 Better understand those using services & their needs by collecting information & feedback

Action	Owner	Actual	Comments
ED12.03.01 Implement the recommendations of the review of data from customer contact	Celia Prado-Teeling	Delivering to plan	Recommendations are being gather and will be implemented during this and the next financial year.

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ED12.04 Engage residents, those using services and community groups when planning services

Action	Owner	Actual	Comments
ED12.04.01 When officer review is completed, bring the draft consultation and engagement framework to Equality, Diversity & Inclusion working group for consideration	Celia Prado-Teeling	Delivering to plan	The draft is under review and will be included in the EDI work forward plan, when calendar of meetings is established

ED12.05 Plan and deliver services that promote inclusion

Action	Owner	Actual	Comments
ED12.05.01 Complete an Equalities Impact Assessments on all services and contracts	Celia Prado-Teeling	Delivering to plan	Work is progressing well, making sure all new policies, activities and proposals have the correspondent Equalities Impact Assessment.

Inclusive Workplaces

EDI3.01 Improve diversity of our organisation at all levels to be representative of our communities

Action	Owner	Actual	Comments
EDI3.01.01 Introduce a yearly report to Personnel Committee, which splits the demographic information on the Council's workforce by grade and department	Claire Cox	Delivering to plan	Quarterly workforce statistics are provided to Personnel Committee on a quarterly basis, which includes annual comparisons at year end. The report provides EDI data on our workforce by grade. We do not break this down by department as some departments are small and we do not want to breach GDPR.

EDI3.02 Celebrate and promote diversity in our workforce

Action	Owner	Actual	Comments
EDI 3.02.01 Within the annual report referenced in EDI3.01, include a short update on networks & virtual social groups for employees interested in particular causes	Julian Cotton	Delivering to plan	This is on our radar for the 24/25 annual report, and we will liaise with the Performance and Insight team at the relevant point to help include an appropriate update.

EDI3.03 Provide a supportive environment so all staff can reach their potential

Action	Owner	Actual	Comments
EDI3.03.01 Deliver new communication plan which promotes development opportunities for the Council's workforce	Julian Cotton	Delivering to plan	This is ongoing as we highlight training, events and opportunities for staff development using our internal comms channels.
EDI 3.03.02 Conduct an access audit on Castle Quay and other major council buildings (internal)	Mona Walsh	Delivering to plan	Activity scheduled to start later in 24/25

EDI3.04 Identify and tackle discrimination in all its forms

Action	Owner	Actual	Comments
EDI3.04.01 Complete the review and approval by Personnel Committee of the remaining HR policies	Claire Cox	Delivering to plan	We are continuing with our refresh of all HR Policies, and where required, devising new ones. Our policies are now all on a 3-year rolling refresh programme.

EDI3.05 Provide managers with the skills to support employees with different needs

Action	Owner	Actual	Comments
EDI3.05.01 Integrate additional inclusion training for manager into the mandatory e-learning suite	Teresa Reed	Delivering to plan	All staff are required to complete EDI e-learning, we are exploring other options for managers on inclusion training, in a wider piece of work around management training requirements.

EDI3.06 Train our staff to identify and avoid unconscious bias and deliver inclusive services.

Action	Owner	Actual	Comments
EDI3.06.01 Provide an update on the roll out of unconscious bias training & to what extent the Council has been able to gauge its effectiveness	Teresa Reed	Delivering to plan	We have rolled out management recruitment training which includes a section on unconscious bias. We are running these session in a regular basis to ensure all managers are trained. All staff are required to complete EDI e-learning, we are exploring other options for managers on inclusion training.

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Overview and Scrutiny Committee Briefing Paper

Subject: Scrutiny Working Groups update

Climate Action Scrutiny Working Group

Membership:

Councillor Barry Wood
Councillor Rebecca Biegel
Councillor Isabel Creed
Councillor Les Sibley
Councillor John Broad
Councillor Grace Conway-Murray

Executive Member:

Councillor Tom Becket – as Portfolio Holder for Greener Communities

Service Lead Officers:

Jo Miskin - Climate Action Manager, Environmental Services
Hitesh Mahawar - Climate Change Programme Manager

Scrutiny Support Officers:

Michael Carr - Interim Principal Officer - Scrutiny and Democratic Lead
Martyn Surfleet - Democratic and Elections Officer.

Update

The Climate Action Scrutiny Working Group met on 25 October 2024 and elected Councillor Grace Conway-Murray as its Chairman and Councillor John Broad as its Vice-Chairman for 2024-2025.

The Scrutiny Working Group agreed a draft Terms of Reference for 2024 – 2025 (included as Appendix 1 to this report), which included to objectives and scope for the scrutiny inquiry, as follows:

Aim

To review the development and implementation of the Council's Climate Action Strategies and consider:

- i). how Cherwell District Council is reducing its own carbon emissions and
- ii). how the Council can support the reduction of carbon emissions throughout the District.



Objectives

1. Examine the work of Cherwell District Council (the Environmental Services, Climate Team and other departments) in pursuit of the corporate net zero targets.
2. Monitor progress on reducing Cherwell District Council greenhouse gas emissions.
3. Monitor progress of reducing the district's greenhouse gas emissions.
4. Provide guidance on the strategic direction of CDC's climate action.

The Group received an update from Councillor Tom Becket – Executive Portfolio Holder for Greener Communities, Hitesh Mahawar - Climate Change Programme Manager, Jo Miskin - Climate Action Manager, on the Climate Action Plan detailing the progress of the implementation of the plan to date.

The Food Insecurity Scrutiny Working Group

Membership:

Councillor Rebecca Biegel - Chair
Councillor Phil Chapman – Vice Chair
Councillor Dr Isabel Creed
Councillor Gordon Blakeway
Councillor Andrew Crichton
Councillor Dr Chukwudi Okeke.

Executive Member:

Councillor Rob Pattenden –Portfolio Holder for Healthy Communities
Councillor Ian Middleton – Member Champion for Food

Service Lead Officers:

Nicola Riley - Assistant Director of Wellbeing and Housing Services
Edward Frape - Senior Healthy Place Shaping Officer
Libby Knox - Food and Wellbeing Officer

Scrutiny Support Officers:

Michael Carr - Interim Principal Officer - Scrutiny and Democratic Lead
Martyn Surfleet - Democratic and Elections Officer.

Update

The Food Insecurity Scrutiny Working Group met on 14 November 2024, with participation from Councillor Ian Middleton – Executive Portfolio Holder for Neighbourhood Services, Nicola Riley - Assistant Director of Wellbeing and Housing Services, Libby Knox - Food and Wellbeing Officer, Edward Frape - Senior Healthy Place Shaping Officer.



Libby Knox updated members on the progress of the Food Action Plan to date, covering initiatives such as the 'Grimsbury Play Day' and 'Playfull Trip' aimed at providing support and engagement during half-term. As well as other schemes such as 'Winter Warmers' and that provided hot soup delivered to vulnerable residents and educational material for families dining out.

Edward Frape updated members on the status of the household support fund, confirming that a further sum of £22,500 had been secured from the HSF6 fund to provide support for food grant initiatives across Cherwell. A further sum of £28,000 has been set aside for community food grants to support initiatives inline with CFAP priorities across the district.

Members were requested to review and agree the food grant sum limit that would be available for organisations to apply for and to agree the next grant period, and it was recommended that the grant limit should allow for applications of up to £2,000 and that the scheme should operate over two payment tranches to allow organisations flexibility in their applications as well as provide more reach for the scheme.

Members were updated on the 'Warm Welcome' initiative, attention was drawn to the online interactive map detailing the 48 registered spaces across the district participating in the scheme an increase of 7 venues since the previous year.

Site visits and guest speakers for future meetings were considered, including site visits to Banbury Larder and Bicester foodbank and guest speakers Taraji Ogunnubi and Fiaz Ahmed – (Banbury Larder) and Gregg Brown ("Adopt a school"), to be arranged.

Equality, Diversity and Inclusion Scrutiny Working Group

Membership:

Councillor Barry Wood
Councillor Lynne Parsons
Councillor Frank Ideh
Councillor Gemma Coton
Councillor Rebecca Biegel
Councillor Dr Chuckwudi Okeke

(This Scrutiny Working Group is made up of members of the Personnel Committee and members of the Overview and Scrutiny Committee).

Executive Member:

Councillor Chris Brant – Portfolio Holder for Corporate Services

Service Lead Officers:

Claire Cox – Assistant Director Human Resources
Nicola Riley - Assistant Director Housing and Wellbeing



Scrutiny Support Officers:

Michael Carr - Interim Principal Officer - Scrutiny and Democratic Lead
Martyn Surfleet - Democratic and Elections Officer.

Update

The Equality, Diversity and Inclusion Scrutiny Working Group met on 18 November 2024 when it elected its Chairman and Vice Chairman and agreed its draft Terms of Reference and objectives (set out at Appendix 2).

The Group received a Briefing Paper to set out an introduction to Equality, Diversity and Inclusion and progress for this, as well as the Cherwell Council Including Everyone Framework, Equality, Diversity and Inclusion Action Plans and Recommended Actions from the Council's Equality, Diversity and Inclusion Audit 2024

The Group also considered witnesses and key evidence to be considered at future meetings.

**Completed by: Michael Carr, Interim Principal Officer – Scrutiny & Democratic Lead
Date: 18 November 2024**

Presented to Overview and Scrutiny Committee: 26 November 2024



Review Group Overview & Scrutiny (O&S) Committee Member Lead	Councillor Grace Conway-Murray
Membership	Councillor Grace Conway-Murray – Chair Councillor John Broad – Vice Chair Councillor Barry Wood Councillor Rebecca Biegel Councillor Isabel Creed Councillor Les Sibley
Executive Portfolio Holder	Councillor Tom Becket - Portfolio Holder for Cleaner and Greener Communities.
Departmental Officer Support	Emma Faulkner, Democratic and Elections Officer Jo Miskin, Climate Action Manager Ian Boll, Corporate Director Communities Ed Potter, Assistant Director Environmental Services
Objectives	<p><i>Aim</i></p> <p>To review the development and implementation of the Council's Climate Action Strategies and consider:</p> <ul style="list-style-type: none">i). how Cherwell District Council is reducing its own carbon emissions andii). how the Council can support the reduction of carbon emissions throughout the District. <p><i>Objectives</i></p> <ul style="list-style-type: none">1. Examine the work of Cherwell District Council (the Environmental Services, Climate Team and other departments) in pursuit of the corporate net zero targets.2. Monitor progress on reducing Cherwell District Council greenhouse gas emissions.3. Monitor progress of reducing the district's greenhouse gas emissions.4. Provide guidance on the strategic direction of CDC's climate action.
Background	At Full Council in July 2019 a motion was adopted which declared a climate emergency in Cherwell and pledged to make Cherwell District Council carbon net zero by 2030.

	<p>Work has been underway towards the net zero target, and through the award of £6m funding via the public sector decarbonisation scheme, air source heat pumps, a solar heat array and photo voltaic car ports have been installed in council buildings.</p> <p>Initially the group focussed on how the council should adopt the principles of Bioregional's One Planet Living and recommended to Executive that the OPL principles be adopted. Work is still required to identify which principles should be fully incorporated into council policy.</p> <p>During 2023, a Climate Action Plan was produced under the guidance of this group and the implementation of the plan will become a focus of this group.</p>
Rationale	<p>Since the climate emergency declaration work started towards the carbon net zero target, initially, there was not a unified update to Members on progress of the work. The endorsement of the OPL framework was an opportunity to restart conversations on climate activities taking place across the council, whilst providing officers with additional resource to work through the detail of the framework and what can realistically be incorporated into policy. This was developed further by the production of the Climate Action Plan.</p>
Indicators of Success	<ul style="list-style-type: none"> • A clear action plan for the incorporation of OPL principles in council policy • Ongoing progress towards the 2030 net carbon target regularly reported to Members (format to be determined during the review) • Updates on progress made on completing elements of the Climate Action Plan.
Out of Scope	<p>Although the OPL principles will impact on the ongoing Local Plan work, detailed Local Plan work will be picked up by the relevant Member and officer working groups. This working group will focus on understanding current and future climate activity work.</p>
Method / Approach	<ul style="list-style-type: none"> • Discussions with Bioregional to understand the details and potential complexities of the OPL principles. • Discussions with relevant CDC officers to understand how OPL principles can be aligned with existing and developing council policy, and how they may form the basis of future strategic priorities and delivery themes. • Individual working group members will be expected to carry out research on agreed areas between meetings • Virtual meetings and MS Teams to be primary method of meeting, as this offers more flexibility to all working group members. • Updates on progress to be provided to formal O&S committee meetings.
Guest speakers / Witnesses / Experts	<p>Councillor Tom Becket - Executive Portfolio Holder for Cleaner and Greener Communities.</p> <p>Bioregional - https://www.bioregional.com/</p> <p>Scottish & Southern Electricity Network (SSEN)</p>

Evidence required and documents	One Planet Living Framework Climate Action Plan 2023 – 2024		
Site Visits	None anticipated.		
Risks	Budget implications of adopting OPL principles Budget implications of implementing Climate Action Plan Availability of councillors and officers to progress the work.		
Projected Start Date	25 October 2024	Draft Report Deadline	TBC
Meeting Frequency	4 times a year.	Projected Completion Date	April 2025.

Approved by Overview & Scrutiny Committee	Date: 26 November 2024
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Overview and Scrutiny Work Programme 2024-25

(Updated: 18 November 2024)

28 January 2025		
New Council Offices at Castle Quay (Exempt item) Moved from 26 November to 28 January 2025	Holding the Executive to account To consider an exempt update (Item suggested by Chair and Vice-Chair and endorsed by Committee at 18 July meeting.)	Corporate Director Resources and Transformation & Mona Walsh, Assistant Director Property Portfolio Holder for Finance, Property & Regeneration, Councillor Lesley McLean
Everybody's Wellbeing Strategy Impact Assessment	Policy Development and Monitoring To consider how the impact of the new wellbeing strategy will be measured	Nicola Riley, Assistant Director Wellbeing and Housing & Tom Gubbins, Wellbeing Manager Portfolio Holder for healthy Communities, Councillor Rob Pattenden
Performance Monitoring – Quarter Three (July to September 2024)	Performance Monitoring To consider the Quarter 3 performance report, with a focus on amber / red indicators, and provide comments to the Executive.	Shona Ware, Assistant Director Customer Focus & Celia Prado-Teeling, Performance Team Leader Portfolio Holder for Corporate Services, Councillor Chris Brant
Scrutiny Working Groups update	Standing item. Progress update relating to established working groups.	Working Group Members, Democratic and Elections Team
Scrutiny Work Programme 2024-25 (Updated)	Standing item.	Overview & Scrutiny Committee Chair, Democratic and Elections Team



	Review of work programme, update on topics suggested for consideration, update on items previously considered	
11 March 2025		
<p>Cherwell Safer Communities Partnership</p> <p>Attendance by the Chief Constable and the Police and Crime Commissioner for the Thames Valley</p>	<p>External Scrutiny</p> <p>To fulfil the Council's requirement regarding crime and disorder scrutiny to review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions no less than once in every twelve-month period. All Members are invited to attend the meeting.</p>	<p>Ian Boll, Corporate Director Communities</p> <p>Portfolio Holder for Safer Communities, Councillor Rob Parkinson</p>
<p>Transformation Programme Moved from 28 January 2025 to 11 March 2025?</p>	<p>Holding the Executive to account.</p> <p>To consider an update on the transformation programme</p> <p>(Item suggested by Chair and Vice-Chair and endorsed by Committee at 18 July meeting.)</p>	<p>Stephen Hinds, Corporate Director Resources and Transformation & Shona Ware, Assistant Director Customer Focus</p> <p>Leader & Portfolio Holder for Strategic Leadership, Councillor David Hingley</p>
<p>Draft Performance Monitoring – Outcomes Framework 2025/26</p>	<p>Performance Monitoring.</p> <p>To consider and make comments / recommendations to Executive on the draft Performance Outcomes Framework for 2025-2026 prior to Executive adoption of the framework</p>	<p>Shona Ware, Assistant Director Customer Focus & Celia Prado-Teeling, Performance Team Leader</p> <p>Portfolio Holder for Corporate Services, Councillor Chris Brant,</p>

<p>Council Owned Companies (Graven Hill and Crown House)</p>	<p>Holding the Executive to account / External Scrutiny The Shareholder Representative to update the Committee and answer questions relating to companies owned by the Council and the performance of those companies (Item suggested by Chair and Vice-Chair and endorsed by Committee at 18 July meeting.)</p>	<p>Stephen Hinds, Shareholder Representative Leader & Portfolio Holder for Strategic Leadership, Councillor David Hingley</p>
<p>Scrutiny Working Groups update</p>	<p>Standing item. Progress update relating to established working groups.</p>	<p>Working Group Members, Democratic and Elections Team</p>
<p>Scrutiny Work Programme 2024-25 (Updated)</p>	<p>Standing item. Review of work programme, update on topics suggested for consideration, update on items previously considered</p>	<p>Overview & Scrutiny Committee Chair, Democratic and Elections Team</p>

Scrutiny Working Groups

Scrutiny Working Groups and informal working parties that are established by the Overview and Scrutiny Committee to consider particular matters and report back. They re made up of non-Executive Members of the Council appointed by the Committee.

The Overview and Scrutiny Committee has established the following Scrutiny Working Groups for 2024-2025:

- Equalities and Diversity Scrutiny Working Group
- Food Insecurity Scrutiny Working Group
- Climate Action Scrutiny Working Group.

In addition, a further two Scrutiny Working Groups are proposed:

- Planning Application Appeals and Resettlement Scrutiny Working Group (a one meeting Spotlight Review)
- Resettlement and Migration through Scrutiny Working Group (a one meeting Spotlight Review)

Reports from the Scrutiny Working Groups are made to the Overview and Scrutiny Committee to note and for the public record.

Meeting Dates 2024/25 (All Tuesday, 6.30pm unless indicated)

13 June 2024, 18 July 2024, 15 October 2024, *12 November 2024 (Extraordinary)*, 26 November 2024, 28 January 2025, 11 March 2025

Scrutiny Work Programme Items:

Members are reminded of the five roles of scrutiny when considering items for the work programme:

- Performance Monitoring; Policy Development; Policy Review; Holding the Executive to Account; External Scrutiny

The [Executive Forward Plan](#) is published on the Cherwell District Council website