




Appendix 2 – Performance Report

November 2020

Includes:

- Programme Measures
- Key Performance Measures (KPIs)

Key to symbols

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

Housing that meets your needs - KPIs

Housing that meets your needs - KPIs									
Measure	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
BP1.2.01 Number of Homeless Households living in Temporary Accommodation	Cllr J Donaldson	Gillian Douglas Stephen Chandler	25.00	35.00	★	The Housing Team are proactively working with clients to prevent crisis situations and minimize the use of temporary accommodation. We plan to have capacity and offer accommodation to all rough sleepers, if there are severe weather conditions and further placements are needed as a result of the ongoing COVID-19 emergency. Additional options are being created and more support is available via our Cold Weather Service, it is hoped clients with most entrenched homeless situations will be able to achieve appropriate housing.	39	35.00	▲
BP1.2.02 Number of people helped to live independently through use of DFG & other grants/loans	Cllr J Donaldson	Gillian Douglas Stephen Chandler	49.00	45.00	★	We have provided help to 49 households this month. 18 by means of major adaptations and 31 by means of smaller works.	329.00	360.00	●
BP1.2.03 Homes improved through enforcement action	Cllr J Donaldson	Gillian Douglas Stephen Chandler	9.00	9.00	★	Our interventions have resulted in nine homes being improved through works completed this month, achieving the monthly target.	69.00	72.00	●
BP1.2.04 Number of affordable homes delivered including CDC and Growth Deal targets	Cllr J Donaldson	Gillian Douglas Stephen Chandler	27.00	25.00	★	A total of 27 affordable homes were completed of which 18 were affordable rent and 9 shared ownership tenure. There were no Growth Deal affordable housing units completed this month. Some development sites are still catching up after the delays caused by the March - May 2020 Covid-19 lockdown and we anticipate that this will impact on the final total of affordable housing completions expected in 2020/21.	197.00	200.00	●
BP1.2.05 Number of Housing Standards interventions	Cllr J Donaldson	Gillian Douglas Stephen Chandler	51.00	55.00	●	We have recorded 51 interventions this month, which is below our target of 55 per month, although the average for the year so far is 54 per month. Our ability to carry out proactive and unannounced visits to rented properties continues to be restricted by COVID-19 and by lock-downs which restrict the number of enforcement interventions we can make.	433.00	440.00	●
BP1.2.06 Average time taken to process Housing Benefit New Claims	Cllr T Ilott	Belinda Green Claire Taylor	10.04	15.00	★	The average time taken to assess new claims for benefits is excellent at 10.04 days. This continues to be a strong performance against a local target of 15 days and a national average of 20 days.	12.86	15.00	★
BP1.2.07 Average time taken to process Housing Benefit change events	Cllr T Ilott	Belinda Green Claire Taylor	9.22	8.00	▲	Performance on the average time taken to assess change events is over our local target of 8 days for November. This is down to a one-off issue that created some high day processing times (17 rent increases that were notified to the Council but not received by Benefits) which has now been resolved. Performance is expected to return to normal in December.	5.00	8.00	★

Housing that meets your needs - KPIs

Measure	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
BP1.2.08 % of Major planning applications determined to National Indicator	Cllr C Clarke	David Peckford Paul Feehily	100%	60%	★	2 Major Planning Applications were determined during November 2020, both of them within National Indicator target or agreed timeframe.	100%	60%	★
BP1.2.09% of Non-Major planning applications determined to National Indicator	Cllr C Clarke	David Peckford Paul Feehily	79%	70%	★	86 Non-Major Planning Applications were determined during November 2020, 68 of them within National Indicator target or agreed timeframe.	82%	70%	★
BP1.2.10 % of Major applications overturned at appeal	Cllr C Clarke	David Peckford Paul Feehily	0.00%	10.00%	★	No Major Planning Appeals were determined by the Planning Inspectorate during November 2020.	5.19%	10.00%	★
BP1.2.11 % of Non-Major applications overturned at appeal	Cllr C Clarke	David Peckford Paul Feehily	0.00%	10.00%	★	No Non-Major Planning Application Appeals were overturned by the Planning Inspectorate during November 2020.	0.00%	10.00%	★

Housing that meets your needs – Programme Measures

Housing that meets your needs - Programme Measures							
Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
BP1.1.1 Homelessness Prevention	Cllr J Donaldson	Gillian Douglas Stephen Chandler	A grant of £120k was secured through the Government's Next Steps Accommodation Planning. This will be used in Cherwell to fund 8 further units of Housing First accommodation. It also provides additional resources to work with Private Sector landlords and provide further tenancy support for vulnerable clients.	The contract to deliver the 8 further units of Housing First has been granted and 1 placement is now being organized. A specification for a grant to deliver additional Cold Weather Services is out for expressions of interest. This will support 4 winter beds and provide intensive support to anyone we place due to severe weather or COVID-19. Our focus is to ensure those we accommodate, achieve positive move-ons and do not return to rough sleeping. There has been some movement in the courts and possession orders have been granted.	★	The team are still focused on prevention activity by actively engaging with clients to resolve housing issues before crisis. The number of single clients who are rough sleeping remains a priority for the team with individual action plans in place to support clients to engage and achieve a housing solution. New accommodation options over winter and as part of our Next Steps Planning should create opportunities to resolve long term housing issues.	★
			A further grant of £140k to secure some longer term supported accommodation has been secured for 9 units of accommodation in Bicester.	We are monitoring how many approaches we get and how this will impact caseloads.			
			The further stay on evictions has reduced caseloads for those at risk of losing tenancies, but approach from single people in crisis continue.	Warrants for evictions are still delayed until the 11th of January at the earliest so it is hoped we can still engage in preventing any cases reaching crisis.			
			Plans are in place to provide additional accommodation, if needed, in severe weather and to provide some longer term accommodation over the winter period.				

Housing that meets your needs - Programme Measures

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
BP1.1.2 Impact of Universal Credit on residents and Council	Cllr T Ilott	Belinda Green Claire Taylor	A meeting has been held with The Department for Work and Pensions (DWP) Universal Credit (UC) Stakeholder group at which local and national issues have been raised for example sanctions and the approach taken during the current crisis.	Personal Independence Payments and access to work awareness sessions are being offered by DWP UC team and we will be attending these sessions so that we can adapt the support we are giving to residents.	★	This measure continues to be on target .	★
BP1.1.3 Deliver Innovative and Effective Housing Schemes	Cllr J Donaldson	Gillian Douglas Stephen Chandler	The sale of the three-bedroom shared ownership house is proceeding following the reservation.	A marketing campaign for the remaining 5 shared ownership flats, at Admiral Holland, will commence.	★	The shared ownership flats at Admiral Holland will continue to be marketed but it is unlikely that, due to COVID-19, we will have further reservations before Christmas. The two shared ownership units that are proceeding are not likely to complete until February 2021. Bullmarsh Close, Middleton Stoney is progressing according to programme, so will be completed in May 2021.	★
BP1.1.4 Deliver the Local Plan	Cllr C Clarke	David Peckford Paul Feehily	<p>Review of comments to the district-wide Local Plan Review Consultation Continue preparation of district wide Local Plan Review (Options stage).</p> <p>Preparation of the Annual Monitoring Report 2019/20 Submission of Council's case to the adopted Local Plan Partial Review legal challenge.</p>	<p>Continue preparatory work for the next stage of the district wide Local Plan Review (Options stage) Oxfordshire Plan consultation on spatial options (date to be confirmed by the central plan team).</p> <p>Report to Executive on the Annual Monitoring Report 2019/20</p>	★	<p>Officers continue the preparation of district wide Local Plan Review (Options stage). Officers continue to provide input into the Oxfordshire Plan process.</p> <p>An application for a statutory review of the adopted Local Plan Partial Review (a legal challenge) has been lodged in the Planning Court and served on the Council. Officers submitted the Council's case.</p>	★

Leading on environmental sustainability - KPIs

Leading on environmental sustainability - KPI Report									
Measure	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
BP2.2.1 % Waste Recycled & Composted	Cllr D Sames	Ed Potter Jason Russell	53.74%	56.00%	●	Over 5000 additional tonnes of waste and recycling has been collected in 8 months compared to the previous year. This has been balanced between waste and recycling, but the recycling rate has increased by half a percent.	58.16%	56.00%	★
BP2.2.2 Reduction of fuel consumption used by fleet	Cllr D Sames	Ed Potter Jason Russell	36,958	35,732	●	The tonnages collected are higher than last year, with more vehicles being used. Extra rounds due to growth in the district. Also, we have more commercial and bulky waste customers than last year, meaning more fuel usage.	37,597	36,075	●

Leading on environmental sustainability - Programme Measures

Leading on environmental sustainability - Programme Measures							
Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
BP2.1.1 Delivery of a High Quality Waste & Collection Service to all Properties	Cllr D Sames	Ed Potter Jason Russell	Increased tonnages, especially around glass, following the latest lockdown which has been dealt with.	Planning for possible service changes in 21/22 underway.	★	The Business Waste Collection team was the winner of the Collection Crew of The Year category in this year's Excellence in Recycling and Waste Management Awards, announced on November 6th. The award recognises the dedication and high-level of service provided by a collection crew involved in either waste collection, recycling or both. The judges looked for commitment to providing a high level of service which can be measured in terms of consistency of service, the quality of provision, safety records and additional factors, such as, where service goes beyond the normal level.	★
BP2.1.2 Ensure Clean & Tidy Streets	Cllr D Sames	Ed Potter Jason Russell	All areas are fully covered with no problems / issues to report.	Coming out of the second lockdown period, we anticipate that urban centres will become a lot busier. This will be factored into the cleaning programmes for each location.	★	We will be replacing the litter bins plus framed units in the A34 southbound laybys with existing stock.	★
BP2.1.3 Reduce Environmental Crime	Cllr D Sames	Jason Russell Richard Webb	Work continued on giving advice to businesses on how to dispose of their waste legally. Interviews under caution being conducted by letter, with one interview by letter undertaken.	Work will continue on giving advice to businesses on how to dispose of their waste legally.	★	One prosecution for fly tipping. The offender was fined £200 with clean up and legal costs of £445.28 and a victim surcharge of £30 (total £675.28). The offence was fly tipping 12 bags of waste. A further prosecution is pending for a beach of a Community Protection Notice relating to dog fouling.	★

Leading on environmental sustainability - Programme Measures

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
BP2.1.4 Protect Our Natural Environment and Promote Environmental Sustainability	Cllr A McHugh	Jason Russell Richard Webb	Air quality impacts for all new development proposals in the district continued to be assessed through the planning process.	Air quality monitoring will continue at 42 locations across the district.	★	Work has started on a review of the taxi licensing policy to include climate change objectives by, for example, introducing requirements for cleaner vehicles.	★
BP2.1.5 Protect the Built Heritage	Cllr C Clarke	David Peckford Paul Feehily	Work on Conservation Area Appraisals has Continued. Draft reports have been prepared for those completed. Conservation advice continues to be provided for Development Management decision making.	Finalisation and submission of lead member reports for completed Conservation Area Appraisals (pending).	●	Work continues on Conservation Area Appraisals (Bloxham and Grimsbury). A number of officer reports on completed Conservation Area Appraisals require finalisation Heritage advice continues to be provided to inform Development Management decision making.	●
BP2.1.6 Develop the Country Parks to support good lifestyle choices	Cllr D Sames	Ed Potter Jason Russell	Land issues completed. Planning underway.	Development of the two Country Parks is underway - planning and engagement with stakeholders - over the next few months.	★	The Country Parks in Banbury (behind M&S at Gateway) and Bicester (between Kingsmere and the village of Chesterton) are under development although the open spaces are in use prior to the installation of infrastructure such as paths, bridges, etc.	★

An enterprising economy with strong & vibrant local centres - KPIs

CDC An enterprising economy with strong & vibrant local centres -KPI Report

Measure	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
BP3.2.1 % of Council Tax collected, increase Council Tax Base	Cllr T Ilott	Belinda Green Claire Taylor	9.12%	9.25%	●	We have achieved a cumulative collection rate of 73.49% against a target of 76%. The implementation of a new system has created a small backlog of work however plans are already in place to bring the work up to date again which always has a positive impact on collection rates. The shortfall equates to approx. £2.76m. We are still issuing smaller batches of reminders in accordance with guidance from the Magistrates Court and whilst the numbers issued are vastly reduced the reminders have a positive impact on payments received. In month cash collection for November has slightly reduced but this is to be expected with Council Tax payers being furloughed due to lockdown. We will continue to issue reminder notices to customers in arrears and will signpost customers to relevant organisations should they have been adversely affected by the pandemic.	73.49%	76.00%	●
BP3.2.2 % of Business Rates collected, increasing NNDR Base	Cllr T Ilott	Belinda Green Claire Taylor	7.70%	9.00%	▲	We have achieved a collection rate of 74.85% as at end of November against a target of 77%. We have recently implemented a new system and that along with another new set of grant schemes has impacted the turnaround of our incoming work which has had an impact on collection rates. However, we are still proactively chasing overdue balances and our in month collection increased by over £400k when comparing November to October 2020. Recovery through the courts is continuing and we are proactively chasing balances to reduce the outstanding balances.	74.85%	77.00%	●

An enterprising economy with strong & vibrant local centres – Programme Measures

An enterprising economy with strong & vibrant local centres - Programme Measures Report							
Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
BP3.1.1 Promote the district as a visitor destination	Cllr L Pratt	Paul Feehily Robert Jolley	Reviewed impact of COVID-19 pandemic on this sector. Continued to work with partners to promote the district as a visitor destination, during national restrictions.	Continue to monitor COVID-19 impact. Continue to work with partners to promote the district as a visitor destination, in the context of current local Tier Two restrictions.	★	Hospitality venues and visitor attractions are both facing significant difficulties. These sectors were among the last to benefit from lockdown restrictions being lifted in the summer and were affected by the national restrictions from 5th November to 2nd December. The new local Tier Two restrictions will have a further impact and additional knock-on effects for the supply chains serving the visitor economy. Officers are working closely with Experience Oxfordshire (EO) who are, in turn, working with VisitEngland and VisitBritain to help the local visitor economy sectors meet the challenges involved.	★
BP3.1.2 Develop a Cherwell Industrial Strategy	Cllr L Pratt	Paul Feehily Robert Jolley	Commenced the drafting of the foundation modules of the refocused Cherwell Industrial Strategy (CIS) document.	Continue drafting of the foundation modules of the refocused Cherwell Industrial Strategy document.	★	The draft ten-year Cherwell Industrial Strategy (CIS) was planned to go to consultation by Summer 2020. However, this was paused because of the need to redeploy staff in response to support business communities during the COVID-19 pandemic. This has triggered the most severe recession in nearly a century and there will be further significant consequences. The CIS focus and timeline has been reviewed. The CIS draft will take account of the impact on the Oxfordshire and Cherwell economies. CIS links to the OxLEP Local Industrial Strategy (LIS), a key component of the Oxfordshire Housing and Growth Deal (Productivity workstream).	●
BP3.1.3 Support Business Enterprise, Retention, Growth and Promote Inward Investment	Cllr L Pratt	Paul Feehily Robert Jolley	One-to-one advice and detailed support provided to Cherwell businesses during November 2020, as well as guidance on grants. Provided information and support to potential inward investors and property developers. Supported CDC's implementation of the autumn round for COVID-19 Government business and discretionary grant schemes.	Continue to support CDC's administration of the autumn round for COVID-19 Government business and discretionary grant schemes. Provide information and advice to local businesses during the COVID-19 pandemic and during the transition period from the UK leaving the EU. Continue to provide support to potential new business investors.	★	The Council's business webpages continue to be updated and support provided to businesses in the run up to the Brexit Transition Phase, ending on 31st December 2020. CDC continues to liaise, closely, with colleagues at local authorities in Oxfordshire, Oxfordshire Local Enterprise Partnership (OxLEP) and at Government departments, to provide support to businesses during the COVID-19 pandemic. CDC continues to work closely with Oxfordshire County Council and partners, to enhance digital infrastructure throughout the district. 98% of premises in the district are now able to access Superfast Broadband services.	★

An enterprising economy with strong & vibrant local centres - Programme Measures Report

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
BP3.1.4 Develop Our Town Centres	Cllr L Pratt	Paul Feehily Robert Jolley	Reviewed the impact of COVID-19 on the district's urban centres. 'Re-imagining Bicester Town centre for the 21st Century' report back event on 19th November.	Continue to review impact of COVID-19 on the district's urban centres. Await decisions from MHCLG as to which projects, submitted for the Reopening High Streets Safely Funding, are eligible for delivery.	★	Continued support provided to Banbury BID (Business Improvement District) in the delivery of projects to support businesses. Maintained closely working with officer groups and external partners to ensure continued safety on the high streets within the district. The 'Re-imagining Bicester Town centre for the 21st Century' report back event on 19th November was attended by 80+ stakeholders, representing businesses, voluntary and community organisations, Local Authorities and others. Actions and commitments from this event will be quickly assimilated and translated into a programme of work and activities that will build momentum and demonstrate a shift in approach to the town centre.	★
BP3.1.5 Deliver the Growth Deal	Cllr B Wood	Paul Feehily Robert Jolley	Service plans with appropriate Growth Deal commitments submitted.	Year four plans of work to be developed ready for board approval at late quarter four.	★	The national COVID-19 national restrictions have come to an end and Oxfordshire is now in Tier 2 which should have minimal impact on development sites.	★

Healthy, resilient and engaged communities - KPIs

Healthy, resilient and engaged communities - KPIs									
Measure	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
BP4.2.1 Number of visits/usage of District Leisure Centre	Cllr G Reynolds	Ansaf Azhar Nicola Riley	12,754.00	33,333.00	▲	Due to the closure of all Leisure Facilities as part of the National Restrictions relating to Covid the usage figure for November only includes the 4 days (1st to 4th November). This figure being 12,754 across all facilities. Clearly this is significantly less than the same period last year.	168,945.00	126,666.00	★
BP4.2.2 High risk food businesses inspected	Cllr A McHugh	Jason Russell Richard Webb	-	100.00%	?	Measure not relevant at this time due to changes in expectations on local authorities in relation to food hygiene as a result of the COVID pandemic	-	100.00%	-

Healthy, resilient and engaged communities – Programme Measures

Healthy, resilient and engaged communities - Programme Measures							
Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
BP4.1.1 Support Community Safety and Reduce Anti-Social Behaviour	Cllr A McHugh	Richard Webb Rob MacDougall	<p>Updating the public spaces protection order signage around Banbury Town Centre.</p> <p>Carrying out late night firework patrols to prevent against misuse.</p> <p>Carrying out reassurance patrols around schools and open spaces. In addition, a new youth outreach service commenced in autumn and will continue to provide for engagement with young people in Banbury.</p>	<p>Complete the recruitment of a new Community Warden.</p> <p>Carry out late night patrols to support an anti-burglary campaign.</p> <p>Carry out a public engagement event in Banbury Town Centre to give crime prevention advice.</p> <p>Carry out more town centre focused patrols on the lead up to Christmas to support COVID-19 security measures.</p>	★	<p>The Regulatory Services and Community Safety Teams continue to support the COVID-19 response work of the council alongside their normal work. They have undertaken monitoring visits around the urban centres of the District, including during the evenings and worked with shops near schools to support them implementing appropriate controls for the school home time busy period.</p> <p>The Community Safety team carried out visits to canal boats to provide information on access to health services and supported a Police knife crime campaign.</p>	★

Healthy, resilient and engaged communities - Programme Measures

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
BP4.1.2 Promote Health & Wellbeing	Cllr A McHugh Cllr C Clarke	Ansaf Azhar Nicola Riley	COVID-19 Councillors Priority Grant' - 79 awards made, totaling £55,000. 'Community Hubs Emergency Relief Grant' - 8 awards made, totaling £30,000.	Design and implement a system to deliver the Winter Grant Scheme.	★	'Winter Grant Scheme is a new tranche of funding from government, channeled via Oxfordshire County Council (which will be spending a proportion of it on additional free school meal provision). The district scheme will be designed to alleviate winter pressures for residents struggling to afford heating and essentials.	★
BP4.1.3 Improve Leisure & Community Facilities	Cllr G Reynolds	Ansaf Azhar Nicola Riley	The last milestone focused on the 3rd officer workshop in relation to the feasibility studies for Leisure Facility provision across the District. Further discussions have taken place in terms of the proposals put forward.	Leisure facility feasibility studies will be reported to an internal senior group of officers before going on to a Member workshop in late January. Work to progress climate action and energy efficiency has started with the options for a new pool cover for the Outdoor Pool at Woodgreen Leisure Centre.	★	Work has continued regarding the feasibility studies into the Leisure Facility provision within the District. Options will also be considered for new pool covers to be installed to the outdoor pool at Woodgreen Leisure Centre.	★
BP4.1.4 Support the Voluntary Sector	Cllr A McHugh	Ansaf Azhar Nicola Riley	Parish Liaison Meeting held on 11 November. Cherwell Seniors Forum delivered in newsletter format in November. November Community Link publication distributed to voluntary organisations. Community Nature Plan refreshed, and Wild Bicester initiative launched. Cherwell Community Centre's health check completed with all groups.	Cherwell Lottery Good Cause Community Grant - Assess applications and make grant awards. Winter Wishes engagement & consultation activities for Brighter Future wards in December. Cherwell Young People Play & Wellbeing forum. North Banbury voluntary organisations network. Grimsbury voluntary Organisations network.	★	Parish Liaison was well attended (40+) and received positive feedback from participants. Cherwell Lottery Good Cause Community Grant is a distribution mechanism for Cherwell's share of lottery ticket income. Cherwell Seniors Forum newsletter replaced the normal physical forum to bring voluntary organisations together and to share good practice. Themes in the newsletter include Age UK Oxfordshire updates, trading standards advice and health & wellbeing for the winter.	★

Healthy, resilient and engaged communities - Programme Measures

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
BP4.1.5 Enhanced Community Resilience	Cllr A McHugh	Richard Webb Rob MacDougall	The council continues to focus on the pandemic response in its emergency planning and community resilience role. In November council services responded to the new national restrictions and ensured appropriate support arrangements were in place for residents who needed support to remain at home.	For December the council will be ensuring that priority locations and businesses are monitored as the national restrictions ease and in the build up to Christmas. Plans will be put into place to ensure the council can respond to priority issues and emergencies over the Christmas period. In addition, the council will continue to ensure it's prepared for EU Exit at the end of the month.	★	The council has assessed whether any critical suppliers will be impacted by EU Exit. With no details yet known of the arrangements which will follow the end of the transition period it is not yet certain what the impact of EU Exit will be on demand for advice and support by local businesses but we are working with partners to prepare and promote the information available.	★
BP4.1.6 Support and Safeguard Vulnerable People	Cllr A McHugh	Ansaf Azhar Nicola Riley	National Restrictions mean greater contact with Clinically Vulnerable residents and the Community Hub Shield Service was restarted. Hardship grants are being made through Citizens Advice and with a benefits and debt check offered at the same time. We continue to assess claims for Housing Benefit and Discretionary Housing Payments in a timely way. The team are also assessing applications under the COVID-19 Council Tax hardship fund and the Test and Trace scheme.	Working in partnership with other districts, city and county authorities, as well as VCSE (voluntary, community, and social enterprise), to ensure timely and appropriate grant administration for the Winter Pressure grant fund. We are working with colleagues in Community and at County to administer the Winter Grant Scheme to support our more vulnerable residents.	★	The Annual Safeguarding report is being prepared and a verbal update to the December Overview and Scrutiny Committee, this is all on track.	★

Healthy, resilient and engaged communities - Programme Measures

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
BP4.1.7 Promote Healthy Place Making	Cllr A McHugh	Ansaf Azhar Rosie Rowe	Virtual meeting of Bicester's Voluntary Organisation Network held on 18 November and attended by 13 organisations.	Heritage trail leaflet in Kidlington and surrounding villages to be produced ready for circulation	★	The team has been working closely with OCC to plan a community activation programme as part of the Bicester infrastructure improvements to promote active travel. OCC has been granted LEP funding to improve cycling and walking from Kingsmere to Bicester town centre. We will be working with local groups to encourage residents to use the new infrastructure when it is delivered in Spring 2021.	★
			Discussions have started with the Bicester Garrison regarding promoting health and wellbeing of service personnel and their families.	Agree a plan for promoting cycling across Cherwell for 2021.			
			Community evaluators recruited for the Kidlington wayfinding project.	Agree a plan for encouraging community access to green spaces in Kidlington.			
			Healthy Place Shaping Theory of Change systems map completed and approved by the Evaluation Advisory Group.	Review a shortlist of possible wayfinding routes in Kidlington.			
			Oxfordshire HIA (Home Improvement Agency) Toolkit launched and circulated to CDC planners.	Hold several Dr Bike sessions in Banbury			