

Tuesday, 9 February 2021

Tel:  
e-mail -

## CABINET

You are summoned to a meeting of the Cabinet will be held remotely, via Cisco Webex on **Wednesday, 17 February 2021 at 2.00 pm.**



Giles Hughes  
Chief Executive

To: All Members of the Council

Due to the current social distancing requirements and guidance relating to Coronavirus Regulations 2020 – Part 3 – Modification of meetings and public access requirements this meeting will be conducted remotely using Cisco Webex.

Members of the public will be able to follow the proceedings through a broadcast on [West Oxfordshire District Council Facebook account](#) (You do not need a Facebook account for this).

Recording of Proceedings – The law allows the public proceedings of Council, Cabinet, and Committee Meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted. By participating in this meeting, you are consenting to be filmed.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Committee Administrator know prior to the start of the meeting.

# AGENDA

1. **Notice of Decisions**

To receive notice of the decisions taken at the meeting held on Wednesday 13 January 2021 (previously circulated)

2. **Apologies for Absence**

3. **Declarations of Interest**

To receive any declarations from Members of the Committee on any items to be considered at the meeting

4. **Participation of the Public**

To receive any submissions from members of the public, in accordance with the Council's Rules of Procedure.

5. **Receipt of Announcements**

Purpose:

To receive any announcements from the Leader of the Council or Members of the Cabinet.

6. **Local Plan Monitoring Report 2019-2020**

Purpose:

To consider the Council's Local Plan Annual Monitoring Report for 2019-2020.

Recommendation:

That the content of the Local Plan Annual Monitoring Report be noted.

7. **Extension of Environmental Services Contract with Ubico**

Purpose:

To seek approval for a two-year extension to the existing contract for Domestic Waste and Recycling collections, Trade Waste and Recycling collections, Street Cleansing, Grounds maintenance, Bulky Waste collections, Pest Control & Dog Warden service and Bin deliveries to 31 March 2024.

Recommendation:

That Council be recommended to authorise the extension of the current Ubico contract by two years, from 1 April 2022 until 31 March 2024.

8. **Budget 2021/2022**

Purpose:

To consider (i) the revenue budget proposals for 2021/22; (ii) the Council's Capital Programme for 2021/22 to 2030/31; and (iii) the level of Council Tax for 2021/22. The report also fulfils the requirements of the Local Government Act 2003 relating to the Council's Treasury Management function and implementation of the Prudential Code Capital Finance System arrangements, and seeks recommendations for Council to approve the Council's Medium Term Financial Strategy, Capital Programme, Capital Strategy, Investment Strategy and Treasury Management Strategy; and includes the Chief Finance Officer's report on the robustness of estimates and the adequacy of the Council's reserves.

Recommendation:

- (a) That the Council be recommended to approve:
- (i) The updated Medium Term Financial Strategy in Annex A;
  - (ii) General Fund revenue budgets as summarised in Annex B;
  - (iii) The Capital Programme for 2021/22 to 2030/31 as set out in Annex D;
  - (iv) Fees and charges for 2021/22 as set out in Annex E;
  - (v) The Council's Pay Policy Statement as set out in Annex F;
  - (vi) The Council's Capital Strategy 2021/22 as set out in Annex G;
  - (vii) The Council's Investment Strategy 2021/22 as set out in Annex H;
  - (viii) The Council's Treasury Management Strategy 2021/22 as set out in Annex I;
  - (ix) The Prudential Indicators as set out in Annex N;
  - (x) The level of District Council Tax for 2021/22 for a Band D property of £109.38; and
- (b) That the estimate of business rates income for 2021/22, as set out in the government return NNDR 1, in Annex L, and the Parish Precepts and Tax Levels set out in Annex M be noted.

9. **Oxfordshire Park and Charge Project - Approval of Legal Agreements**

Purpose:


To seek authority to enter into Legal Agreements with the proposed Charge Point Operator (CPO) and utility company providing electricity to charge points

based in the Council's car parks as part of the Oxfordshire Park & Charge project, and to provide an update on the next steps for the project.

Recommendations:

- (a) That the contents of the Oxfordshire Park & Charge document provided in Annex 1 be noted;
- (b) That the risks identified within the report and in Annex 2 be noted, and the Chief Executive be authorised, in consultation with Group Manager for Commissioning, Group Manager for Business Support Services and Solicitor for the Council, to enter into Legal Agreements with the proposed Charge Point Operator (CPO) and utility company providing electricity to charge points based in the Council's car parks as part of the Oxfordshire Park & Charge project; and
- (c) That the project next steps and legal review underway be noted, as referenced in the exempt Annex 2.

**(END)**

|   |   |
|---|---|
| <br><b>WEST OXFORDSHIRE<br/>DISTRICT COUNCIL</b> | <b>WEST OXFORDSHIRE DISTRICT COUNCIL</b>  |
| Name and date of Committee  | <b>Cabinet: Wednesday 17 February 2021</b>  |
| Report Number   | <b>Agenda Item No. 6</b>  |
| Subject   | <b>Local Plan Annual Monitoring Report 2019/20</b>  |
| Wards affected  | ALL   |
| Accountable member  | Councillor Jeff Haine, Cabinet Member for Strategic Planning<br>Email: <a href="mailto:jeff.haine@westoxon.gov.uk">jeff.haine@westoxon.gov.uk</a>         |
| Accountable officer   | Chris Hargraves, Planning Policy Manager<br>Tel: 01993 861686 Email: <a href="mailto:Chris.Hargraves@publicagroup.uk">Chris.Hargraves@publicagroup.uk</a> |
| Summary/Purpose   | To consider the Council's Local Plan Annual Monitoring Report for 2019/20.  |
| Annex   | <a href="#">Annex A</a> – Local Plan Annual Monitoring Report 2019/20   |
| Recommendation  | That the content of the Local Plan Annual Monitoring Report be noted.   |
| Corporate priorities  | The Annual Monitoring Report is purposefully structured around the six main themes of the Council Plan (2020 – 2024).                                     |
| Key Decision  | No  |
| Exempt  | No  |
| Consultees/<br>Consultation   | None.   |

## **I. BACKGROUND**

- 1.1. Members will be aware that under current legislation, the Council is required to prepare an Annual Monitoring Report (AMR) which provides an update on the following matters:
- Progress of the Local Plan and any other related documents against agreed timetables;
  - Implementation of Local Plan policies;
  - Neighbourhood Planning;
  - Community Infrastructure Levy (CIL) where this has been introduced; and
  - How the Council has fulfilled its obligations under the Duty to Co-Operate.
- 1.2. The AMR must be made available on the Council's website, at its main offices and any other appropriate locations.
- 1.3. Attached at [Annex A](#) is a copy of the Council's AMR which covers the period 1 April 2019 – 31 March 2020. A brief overview of the main points arising is provided below.

## **2. AMR 2019/20 - OVERVIEW**

- 2.1. The AMR is structured in line with the six main themes of the West Oxfordshire Council Plan (2020 – 2024).
- 2.2. Under each theme, the AMR provides relevant contextual/background information before considering what has happened during the monitoring period 2019/20 and then summarising what's on the horizon in terms of future Council activities and actions.
- 2.3. Set out below is a brief summary overview for each theme.

### **Climate Action**

- 2.4. The AMR demonstrates a positive, yet gradual decline in CO<sub>2</sub> emissions across the District, increasing prevalence of renewable energy installations, increases in the number of public electric vehicle charging points and a general decline in the amount of residual household waste.
- 2.5. There has been a small decrease in the number of priority species and overall priority habitat and countywide work has commenced on a Nature Recovery Strategy for Oxfordshire to identify places where wildlife can be helped to return.
- 2.6. Looking forward, the District Council will take forward its Carbon Action Plan and Climate Change Strategy and continue to work with partners to further develop the Local Nature Recovery Strategy.
- 2.7. There may be an increase in household waste as a result of residents spending more time at home during the Covid-19 pandemic.

### **Healthy Towns and Villages**

- 2.8. The AMR includes a range of contextual information demonstrating that on the whole, West Oxfordshire performs better than, or similar to the national average on most indicators for health and wellbeing.
- 2.9. During the monitoring year, there has been a small amount of additional healthcare permitted together with some additional leisure floorspace. Visitor numbers to the District's main leisure centres have been much lower than usual as a result of the Covid-19 pandemic.

- 2.10. Good progress has been made in respect of various transport improvements across the District including the proposed park and ride site at Eynsham and associated improvements to the A40 corridor including access to Witney at Shores Green.
- 2.11. Looking forward, work will soon commence on a new Playing Pitch Strategy along with a Built Facilities Strategy and there will be a roll out of a new Health Impact Assessment (HIA) toolkit across the County to help create healthy, more resilient and sustainable communities.
- 2.12. There will be further public engagement in respect of the various A40 improvements including improved access to Carterton.

### **A Vibrant District Economy**

- 2.13. The AMR demonstrates that West Oxfordshire has a strong and diverse economy and one of the lowest unemployment rates in the country with particular potential for growth in engineering, motorsport and food production. The District's Town Centres continue to face challenges with Witney in particular having experienced an increase in vacant town centre units.
- 2.14. In 2019, there were 57,200 employees, 6,100 more than in 2018, with the Oxfordshire Local Industrial Strategy (LIS) identifying specific opportunities for new strategic employment growth at the Garden Village and at Carterton.
- 2.15. During the monitoring year, 41,646m<sup>2</sup> of employment floorspace was permitted but there was a loss of 8,813m<sup>2</sup> as a result of permitted changes of use to residential. Fibre access has now been provided to 4,006 of 4,788 properties in the District, with the project due for completion in November 2020.
- 2.16. In response to the Coronavirus pandemic, the District Council has processed 2,095 successful COVID grant applications valued in excess of £25,030,000 and a working group has been established to support the safe reopening of the Districts high streets.

### **Strong Local Communities**

- 2.17. The AMR identifies that the proportion of people 'satisfied with their neighbourhood' (90.2%) is higher than the Oxfordshire average (86.5%) and that on the whole, the District remains largely within the least deprived local authority areas in the country.
- 2.18. During the monitoring year, two public houses were added to the West Oxfordshire List of Assets of Community Value (AVC) and three neighbourhood plans were formally adopted or 'made' (Hailey, Shilton and Eynsham). In addition, over £3m was collected by the District Council through Section 106 planning obligations including £1.2m for affordable housing.
- 2.19. Looking forward, the AMR identifies that the Council's CIL charging schedule will be submitted for examination and that further progress will be made on the Council's Developer Contributions Supplementary Planning Document (SPD) along with continued Council support for the various neighbourhood plans that are currently in progress.

### **Meeting the Housing Needs of our Changing Population**

- 2.20. The AMR shows that there are around 49,000 households in West Oxfordshire, with around 2,042 households on the housing waiting list. Since 2011, there have been 4,437 new homes completed, an average of just under 500 per year.
- 2.21. During the monitoring year, 1,086 new homes were completed, of which 325 were on allocated sites with the total number of affordable homes completed being 454 (42%). 335 dwellings were granted planning permission of which 23% were on previously developed (brownfield) sites.

- 2.22. The supply of deliverable housing sites currently stands at 5.4 years, in excess of the national five-year minimum requirement.
- 2.23. Looking forwards, the Council will update its Strategic Housing and Employment Land Availability Assessment (SHELAA) and progress the Area Action Plan for Salt Cross together with its other various supplementary planning documents.
- 2.24. A review of the West Oxfordshire Local Plan 2031 will commence in autumn 2021.

### **Modern Council Services and Sustainable Finance**

- 2.25. The AMR demonstrates that the Council remains committed to delivering excellent services to its local communities with over 80% of planning applications having been determined within target timescales over the last 5 years and over 1,000 building control applications processed each year.
- 2.26. Within the monitoring year, good progress has been made in respect of the Salt Cross Garden Village AAP along with supplementary planning documents for the other strategic site allocations, a developer contribution SPD and an affordable housing SPD.
- 2.27. In respect of the duty to co-operate, the District Council has continued to actively engage with the other Oxfordshire Authorities and the Oxfordshire Local Enterprise Partnership (LEP) on various spatial planning and infrastructure matters including the preparation of the Oxfordshire Plan 2050 and delivery of all other components of the Oxfordshire Housing and Growth Deal.
- 2.28. Looking forwards, in accordance with the principles of the One Public Estate Programme, feasibility work on partnership owned sites will take place with a draft scoping exercise with input from partners to be undertaken.

## **3. FINANCIAL IMPLICATIONS**

- 3.1. The AMR raises no specific financial implications.

## **4. LEGAL IMPLICATIONS**

- 4.1. Preparation of the AMR is a legal requirement under the Town and Country Planning (Local Planning) (England) Regulations 2012.

## **5. RISK ASSESSMENT**

- 5.1. The AMR raises no significant risks.

## **6. CLIMATE CHANGE IMPLICATIONS**

- 6.1. The AMR reports on a number of climate action related issues in accordance with the Council Plan 2020 – 2024.

## **7. ALTERNATIVE OPTIONS**

- 7.1. None.

## **8. BACKGROUND PAPERS**

- 8.1. None.





WEST OXFORDSHIRE  
DISTRICT COUNCIL

# Annual Monitoring Report

2019 - 2020

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## Introduction

This is the West Oxfordshire District Council Annual Monitoring Report (AMR) for the year 1<sup>st</sup> April 2019 – 31<sup>st</sup> March 2020.

The AMR has been prepared in accordance with legislative requirements and provides information on the following:

- Progress of the Local Plan and any other related documents against agreed timetables;
- Implementation of Local Plan policies;
- Neighbourhood Planning;
- Community Infrastructure Levy (CIL) where this has been introduced; and
- How the Council has fulfilled its obligations under the duty to co-operate.

The structure of the AMR is based on the six main themes of the [West Oxfordshire Council Plan](#) (2020 – 2024) which are as follows:

**1. Climate Action** - Leading the way in protecting and enhancing the environment by taking action locally on climate change and biodiversity is structured in line with the six main themes of the West Oxfordshire Council Plan.

**2. Healthy Towns and Villages** - Facilitating healthy lifestyles and better wellbeing for everyone.

**3. A Vibrant District Economy** - Securing future economic success through supporting existing local businesses and attracting new businesses to deliver the economic ambitions of the Oxfordshire Local Industrial Strategy.

**4. Strong Local Communities** - Supporting and building prosperous and inclusive local communities.

**5. Meeting the Housing Needs of our Changing Population** – Securing the provision of market and affordable housing of a high quality for the wide range of householders making their home in West Oxfordshire.

**6. Modern Council Services and Sustainable Finance** – Delivering excellent modern services whilst ensuring the financial sustainability of the Council.

There is a considerable overlap between the Council Plan themes outlined above and the Core Objectives of the West Oxfordshire Local Plan 2031. Relevant Core Objectives from the Local Plan are therefore highlighted throughout the AMR as appropriate.

The AMR sets out for each theme, an outline of the current district context in terms of background/contextual information, before considering what has happened during the monitoring period 2019/20 and then summarising what is on the horizon in terms of future Council activities and actions.

# I. Climate Action

*Leading the way in protecting and enhancing the environment by taking action locally on climate change and biodiversity*

## Background Context

- In recognition of the urgency needed to face the challenge of climate change, West Oxfordshire District Council has declared a climate and ecological emergency, committing to taking local action and leading the district to become carbon neutral by 2030.
- West Oxfordshire is a largely rural district with 34% of its land covered by the Cotswolds Area of Outstanding Natural Beauty (AONB). The district’s population of 109,800<sup>1</sup> is relatively sparse at approximately 155 per square kilometre.
- Climate action is needed to be taken by all who live, work and visit West Oxfordshire and therefore, although this monitoring report section focuses in the main on the District Council’s actions and achievements, it also includes some facts and figures on the important work led by others working towards the same goal, at the district / county or more local geographies.
- Previous annual reports have shown a positive, yet gradual, decline in CO<sub>2</sub> emissions across the district. Between 2005 and 2018 total carbon emissions have fallen from 785.6 to 568.6 (kt CO<sub>2</sub>), as broken down by source of emission in figure 1.

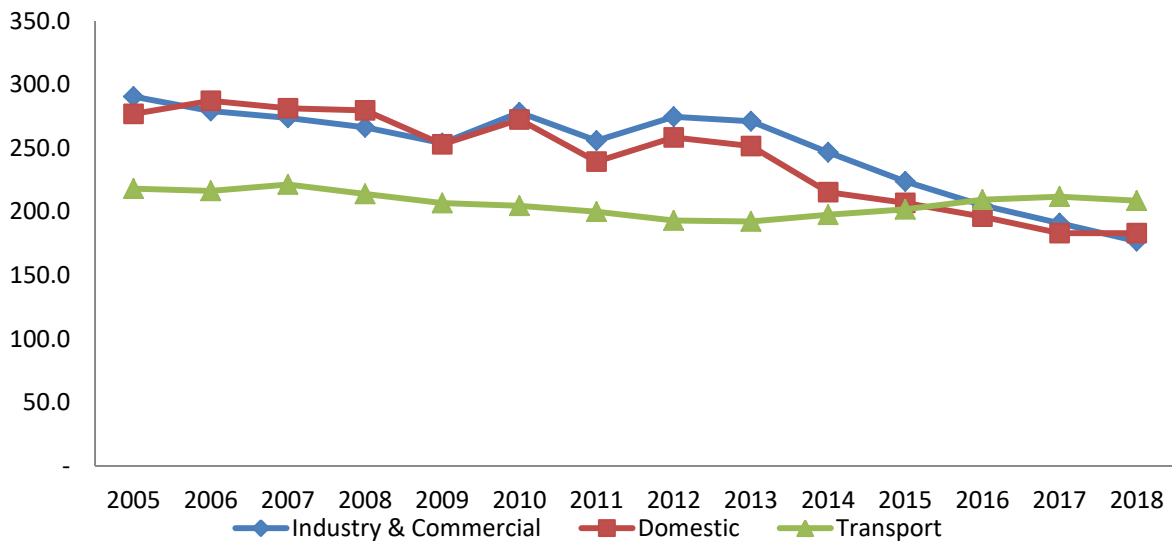


Figure 1: West Oxfordshire's Total kt CO<sub>2</sub> Emissions within LA Scope of Influence, By Sector (DBEIS)<sup>2</sup>

<sup>1</sup> [ONS mid-2018 population estimates released June 2019](#)

<sup>2</sup> DBEIS UK Greenhouse Gas Inventory 2005-2018, published June 2020

- Renewable energy generation is becoming increasingly commonplace in the effort to reduce dependency on fossil fuels. As of 2019, there were 2,894 renewable energy sites in the District, 99% of which were Photovoltaics. Trends indicate a steady increase in the amount of new renewable energy sites coming forward in West Oxfordshire since 2014.
- As of October 2020, there were 19 public electric vehicle charging devices available in West Oxfordshire<sup>3</sup>, the District being within the 20<sup>th</sup> to 40<sup>th</sup> percentile of UK local authority areas in terms of total provision.
- Residual **household waste** per household (kg) has seen a general decline between 2013 and 2019.
- Over the same period of time, the amount of waste sent for **reuse, recycling or composting** has remained at a relatively consistent level. The relative proportion of overall waste sent for reuse, recycling or composting increased year on year from 2013 (57.4%) to 2017 (63.4%) but fell to 57.8% in 2018/19 .

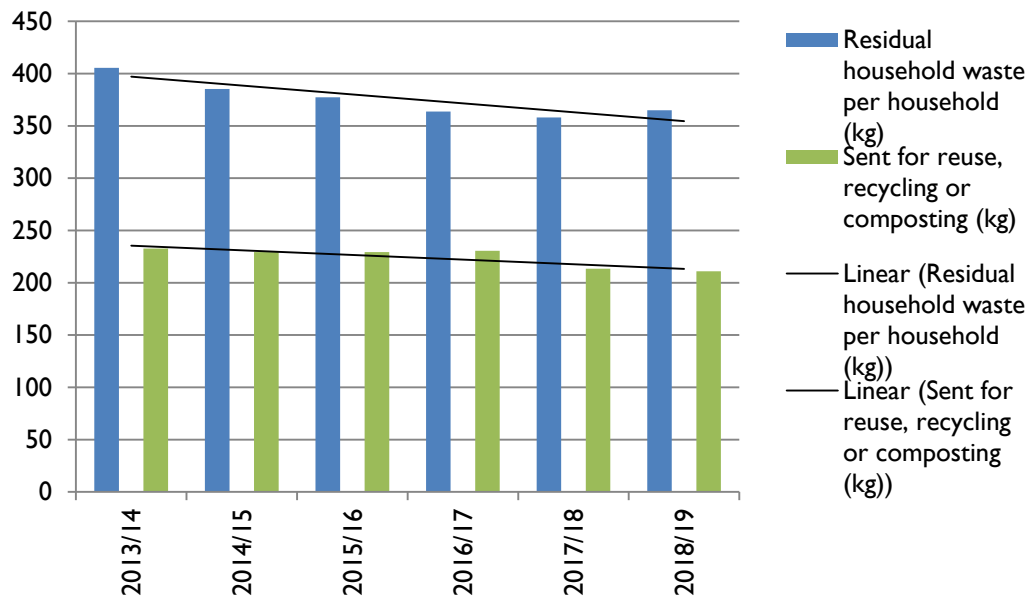


Figure 2: Residual household waste in West Oxfordshire 2013 - 2019

- This trend is broadly in line with Oxfordshire as a whole, the County having one of the lowest rates of waste arising per household, and one of the highest recycling rates (58% across Oxfordshire in 2018-19.) Several reasons are suggested for this trend, including tightened standards on councils' abilities to recycle materials; changing habits, such as accessing news and information online rather than through print media; re-processors demanding material with less contamination; and lighter packaging<sup>4</sup>.

<sup>3</sup> Department for Transport (DfT), October 2020 <http://maps.dft.gov.uk/ev-charging-map/>

<sup>4</sup> Oxfordshire Resource & Waste Strategy 2018-2023

- **West Oxfordshire's ecological network** is made up of sites designated for their international, national and local importance, including:

- One international site: a small area of the Oxford Meadows Special Area of Conservation (SAC)
- Two National Nature Reserves (Wychwood NNR and Chimney Meadows NNR)<sup>5</sup>
- 28 SSSIs wholly or partly in West Oxfordshire, representing approximately 0.02% of the land area. 28.2% of the total SSSI area within the district is in favourable condition. The method used to assess SSSI's has changed in the monitoring year. SSSI's are now split into 'units' of which there are 54 in the District.<sup>6</sup>
- 103 Local Wildlife Sites (LWS), totalling 1,571 hectares. The area of these LWS has increased by 1.72 hectares since the last monitoring year.
- 16 Geological Sites, the combined area of which is 333.32 hectares
- 14 Conservation Target Areas
- Part the Cotswolds Valleys Nature Improvement Area (NIA) extends into West Oxfordshire, largely covering the valley areas of the Evenlode and Windrush rivers.

- The map at Figure 3 shows the levels of light pollution in West Oxfordshire. The darker shades of red show the areas which shine the most/brightest light into the night sky and the darker blue shades show the areas which have the lowest levels of light shining into the night sky.

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<sup>5</sup> The state of NNRs are measured by Bucks, Berks and Oxon Wildlife Trust (BBOWT)

<sup>6</sup> Thames Valley Environment Records Centre (TVERC) Biodiversity Annual Monitoring Report 2019-2020

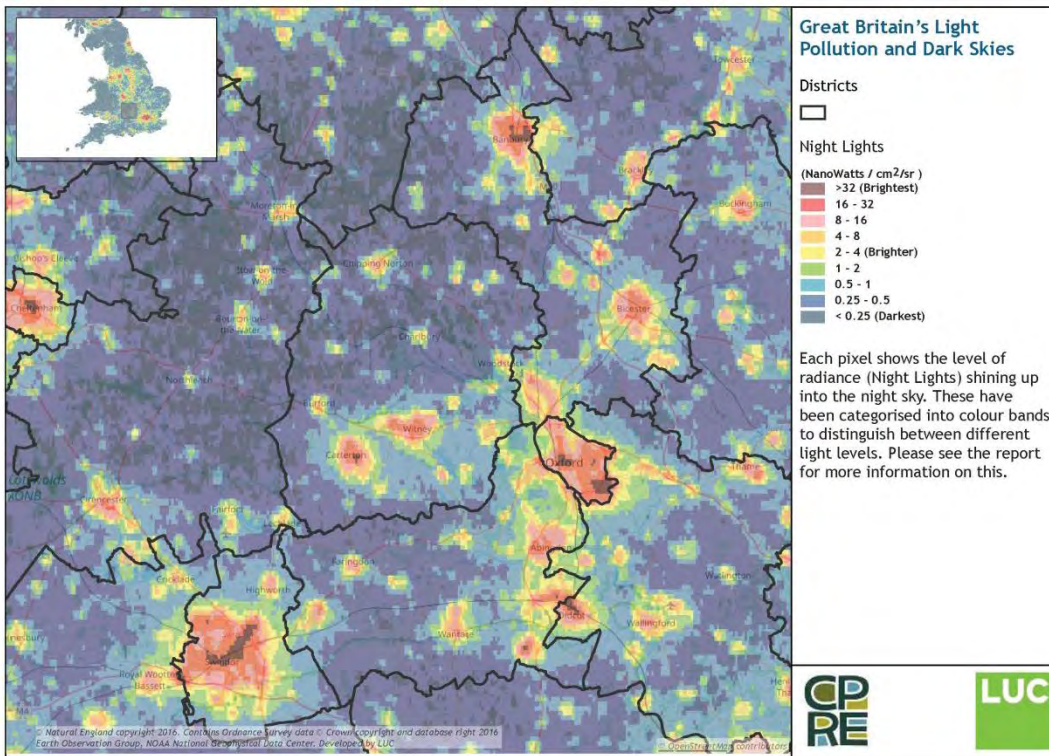


Figure 3: Light pollution and Dark Skies in West Oxfordshire

- The map shows that while high light pollution levels are recorded in Witney and Carterton and in particular the skies above RAF Brize Norton are among the brightest in the country, a large proportion of the most rural areas in the District have some of the darkest skies and lowest levels of light pollution.
- There is one Dark Sky Discovery Site in the district, located at the Rollright Stones Ancient Monument near Chipping Norton.
- There are two Air Quality Management Areas (AQMAs) in the district, at Bridge Street in Witney and at Horsefair in Chipping Norton, both AQMAs having been declared in 2005 and both having high levels of Nitrogen dioxide (NO<sub>2</sub>) pollutants derived from vehicular traffic.
- Several rivers flow through West Oxfordshire providing important corridors for biodiversity, opportunities for recreation and forming part of the setting of many towns and villages. However they also present a flood risk, particularly:
  - High risk flood zone of the River Windrush, intersected by several developed areas in Witney. Much of the land adjacent to the Windrush is, however, rural agricultural.
  - Significant areas of functional flood plain in the south of the Eynsham-Woodstock sub-area associated with the confluence of the River Windrush and the River Thames
  - Large areas of River Thames functional flood plain in the south of the Carterton Sub-area, however again this land is largely rural and agricultural in nature.

- Functional Floodplain associated with the River Evenlode at Shipton-under-Wychwood and its tributaries flowing from Milton-under-Wychwood.
- Flood defences in West Oxfordshire offer a standard of protection ranging from 2 to 100 years. Defences designed to a 100 year standard are found along the Upper Thames and are maintained by the Environment Agency, such defences include flood walls, embankments and stone revetments. Many of the other fluvial defences across the District have a design standard less than 50 years. Flood defences are mapped in Appendix B, figures 2A-F of the [West Oxfordshire Level I SFRA Update Report](#), Nov 2016.
- Water quality is measured on a river catchment scale and West Oxfordshire falls within two catchment areas: the Evenlode and the Windrush. In 2016, in both the Evenlode and Windrush catchments, most of the water bodies were of moderate status.
- There are currently 9 “At Risk” sites in West Oxfordshire included in the Heritage at Risk Registers, including 2 places of worship and 7 archaeological sites. Although there was no change in the last year in the overall number of “At Risk” sites, the number of sites in the district has declined over the last seven years.

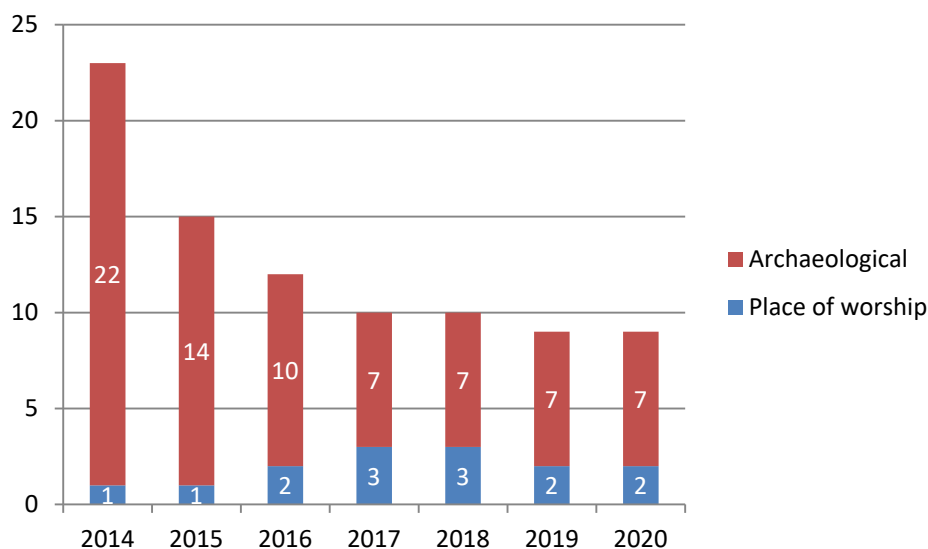


Figure 4: No. of sites on the Heritage at Risk Register from 2014 to 2020

- The Local Plan Core Objectives for protecting and enhancing our environment and reducing the impact from climate change are as follows:

**CO14** Conserve and enhance the character and significance of West Oxfordshire’s high quality natural, historic and cultural environment – including its geodiversity, landscape, biodiversity, heritage and arts – recognising and promoting their wider contribution to people’s quality of life and social and economic well-being both within the District and beyond.



- CO15** Contribute to reducing the causes and adverse impacts of climate change, especially flood risk.
- CO16** Enable improvements in water and air quality.
- CO17** Minimise the use of non-renewable natural resources and promote more widespread use of renewable energy solutions.

## What's happened in 2019/20?

- The District Council has calculated and audited its own carbon emissions for 2019/20 period using the BEIS UK Government carbon emissions conversion factors (July 2020). The total reported CO<sub>2</sub>e (which stands for carbon equivalent emissions) have increased between 2018/19 to 2019/20 by 529 tonnes CO<sub>2</sub>e - a percentage increase of 21.2%. There has been a cumulative reduction in CO<sub>2</sub>e of 68.4% from the baseline year 2009/2010.
- The rise in CO<sub>2</sub>e between 2019/19 and 2019/20 can be attributed to the fact the Council has, this year, reviewed and extended its scope of emissions so that Scope 1, Scope 2 and Scope 3 emissions are all encompassing. Furthermore, for the Council's waste vehicle fleet emissions, the 2019/2020 now replaces mileage data with liquid fuel consumption which is more accurate but does increase the CO<sub>2</sub>e associated with this new method of reporting. The 2019/2020 CO<sub>2</sub>e carbon account is now being incorporated as the baseline for the Council's trajectory for achieving its target of carbon neutral by 2030.
- The condition of two Sites of Special Scientific Interest (SSSI) (three separate units) was assessed by Natural England. The Salt Way SSSI, with a main habitat of lowland calcareous grassland was found to be in unfavourable but recovering condition. Two units with the Taynton Quarries SSSI, both whose main habitats are lowland calcareous grassland, were both found to be in favourable condition.
- As reported by Thames Valley Environmental Record Centre (TVERC), in West Oxfordshire from 2019 to 2020, there was:
  - A small decrease in the number of priority species from 117 (2019) to 101 (2020)
  - A small decrease in overall priority habitat from 5012ha (2019) to 4986ha (2020)<sup>7</sup>
  - 101 water vole surveys were undertaken in 2019 with 35 recording positive signs. This is a lower proportion of positive recordings than last year.
- A Town and Parish Forum was held in October 2019 which focussed on Managing West Oxfordshire's natural environment for biodiversity gain and Climate Change.
- Oxfordshire's Nature Recovery Network will need a doubling of land managed for

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<sup>7</sup> changes most attributable to new information such as confirmation of boundaries or habitat types rather than the creation or loss of habitat

wildlife by 2050. Nature continues to face an uncertain future, with many birds, butterflies, flowers and other wildlife disappearing from Oxfordshire's countryside at an alarming rate. The District Council has teamed up with experts from around the county to develop a Nature Recovery Strategy for Oxfordshire. A first draft of a Nature Recovery Network Map has been produced to identify places where wildlife can be helped to return<sup>8</sup>.

- No Electric Vehicle Charging Points were installed on Council owned land in 2019/20.
- One standalone renewable energy scheme was permitted in 2019/20, a solar photovoltaic farm with a site size of approximately 63.4ha at Twelve Acre Farm, Eynsham. It should be noted however that the majority of small scale energy schemes, especially solar PV schemes, benefit from permitted development rights and do not require planning permission. It is not possible to identify and record these installations.
- The latest report on air quality in the district (June 2020) indicates that the annual average for NO<sub>2</sub> was just under 42 µgm-3 this year at the Horsefair monitoring point, an improvement on the annual average of 47 µgm-3 experienced during 2018. Nitrogen dioxide levels in Bridge Street, Witney continue to exceed the national air quality objective. The annual average results of 41.9 µgm-3 and 44.84 µgm-3 can be compared with last year when the levels were 41.8 µgm-3 and 48.2 µgm-3 respectively.
- 313.57 kilos of residual household waste per West Oxfordshire household was produced in 2019/20 against a target of 365kg.
- 61.6% of household waste (cumulative) was sent for reuse, recycling or composting, a greater proportion than last year (57.8%).
- There was an eight week door knocking campaign in August/September 2019 aimed at increasing food waste recycling and raising awareness of what items can and cannot be placed in the recycling bin. This type of initiative has been proven nationally to be the most effective way of changing recycling behaviour.
- No Conservation Area Appraisals were carried out in 2019/20 but there remains one appraisal in progress, Woodstock, work on which has paused.
- There were no heritage assets added to the at risk register in 2019/20

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<sup>8</sup> Available to view here: <https://www.wildoxfordshire.org.uk/biodiversity/oxfordshires-nature-recovery-network/>

## What's on the horizon?

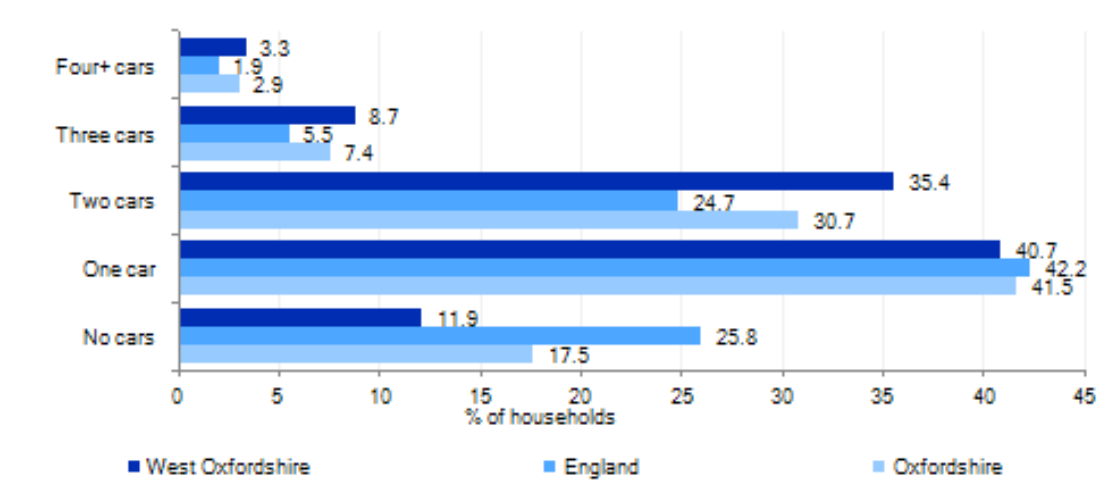
- Having appointed a Climate Change Manager in November 2019, the Council now has a pre-approved commitment to implementing its ambitions for climate through:
  - A Carbon Action Plan for the Council, setting out the trajectory for how to become carbon neutral Council by 2030;
  - A Climate Change Strategy setting out the Council's objectives and plans working across District in delivering climate action.
- Continued partnership work with partners across Oxfordshire to further develop the Local Nature Recovery Strategy, including further exploration of how the Draft Nature Recovery Map can be used to inform the Oxfordshire Plan 2050 and the proposed review of the West Oxfordshire Local Plan 2031 due to commence in autumn 2021.
- Continued monitoring of the Experimental Environmental Weight Restriction in Burford with a consultation period to end in February 2021 and Oxfordshire County Council to review to extent to which HGV levels have changed in Burford and the surrounding monitoring sites.
- The Covid-19 pandemic has meant that West Oxfordshire residents have been spending longer periods of time at home. It is anticipated that in 2020-2021 there could be an approximate 10% rise in the household waste figures.

## 2. Healthy Towns and Villages

*Facilitating healthy lifestyles and better wellbeing for everyone*

### Background Context

- When assessed against the indicators for health and wellbeing from the Oxfordshire-wide Joint Strategic Needs Assessment (2020)<sup>9</sup>, West Oxfordshire on the whole, performs better than, or similar to the national average on most indicators.
- One of the key indicators for health and wellbeing is life expectancy; Oxfordshire outperforms the south east and England as a whole. There is however a notable discrepancy between male and female life expectancy (81.6 for males and 84.7 for females).
- The population for West Oxfordshire has continued to increase steadily and the most recent ONS study<sup>10</sup> estimates the population of the District at 110,643.
- Primary and Secondary healthcare provided across some 16 local GP practices in addition to the Witney Community Hospital and the War Memorial Community Hospital in Chipping Norton.
- Figure 5 shows the percentage of car ownership within West Oxfordshire and how that compares to the rest of the country and county.



- In terms of physical activity, a study carried out by Sport England<sup>11</sup> found that 69% of the District's population are physically active. This is a greater proportion than nationally and matches the county figure.

<sup>9</sup> Provided by Oxfordshire County Council, available at: <https://insight.oxfordshire.gov.uk/cms/joint-strategic-needs-assessment>

<sup>10</sup> <https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationestimates/datasets/populationestimatesforukenglandandwalesscotlandandnorthernireland>

<sup>11</sup> Sport England (Active Lives Survey) 2019 - <https://www.sportengland.org/know-your-audience/data/active-lives>

- According to a 2019 study by the charity End Child Poverty<sup>12</sup> 20% of children in West Oxfordshire are living in poverty.
- The Local Plan Core Objectives for strong market towns and villages are as follows:

|            |  |
|------------|--|
| <b>CO1</b> | Enable new development, services and facilities of an appropriate scale and type in locations which will help improve the quality of life of local communities and where the need to travel, particularly by car, can be minimised   |
| <b>CO2</b> | Ensure that new developments are suitably located and well designed to protect and enhance the individual form, character and identity of our towns and villages as well as contributing to the quality of life in West Oxfordshire. |
| <b>CO3</b> | Promote safe, vibrant and prosperous town and village centres and resist proposals that would damage their vitality and viability or adversely affect measures to improve those centres.   |

### What's happened in 2019/20?

- A small amount (2m<sup>2</sup>) of additional floor space for healthcare was permitted in the 2019/20 period, relating to the extension of a dental surgery in Chipping Norton.
- A new football pitch for Carterton Football Club was permitted and 2,232m<sup>2</sup> of additional leisure floor space was permitted in the 2019/20 period, including the change of use from the Lidl premises in Witney to a gym and two other schemes:

| Parish    | Description   | Area (m <sup>2</sup> ) |
|-----------|---|------------------------|
| Witney    | Conversion of existing premises from class A1 use to class D2 use (Gymnasium)   | 1,077                  |
| Witney    | Change of use from Light Industrial (Class B1 (C) use) to Leisure for use as a private I-I personal training Unit (Class D2 use). | 48                     |
| Carterton | Change of use of units I0 and I1 from vacant retail units to leisure use and a cafe element for Carterton Gymnastic Club CIC      | 1,107                  |

- Consultants have been appointed to develop a Built Leisure Facilities Strategy / Accessing Need and Opportunities Guide (ANOG).
- During 2019/20, there were a total of 895,689 visits to the District's main leisure centres (Windrush, Chipping Norton, Carterton and Bartholomew) excluding school

<sup>12</sup> <http://www.endchildpoverty.org.uk/child-poverty-in-your-area-201415-201819/>

visits. This is a decrease of 47,827 from the previous monitoring period.

- COVID-19 forced the closure of all District leisure centres towards the end of the 4<sup>th</sup> quarter of the monitoring period. A nationwide lockdown continued into the 2020/2021 monitoring period with zero visits in the first quarter of the year.
- Some further information on the impact of the Coronavirus pandemic over the immediate months following the end of the 2019/20 monitoring year is provided in the Strong Local Communities section from page 26.
- The District Council continues to work with Oxfordshire County Council and other partners to bring forward strategic infrastructure schemes. With regards the A40 corridor improvements, the preliminary design stage was completed for the eastbound bus priority lane on A40 from Eynsham to Duke's Cut canal bridge; selected elements of westbound bus priority; 850 space park and ride site at Eynsham; and selective junction improvements on A40 in Eynsham/ Cassington area. A revised funding package and bringing forward the Park & Ride element was approved by Oxfordshire County Council in December 2020.
- Feasibility design has progressed for the dualling of the A40 from Witney to Eynsham, integrated east and westbound bus lane and provision of dedicated bus, cycle and walking facilities along the Duke's Cut section of the A40.
- Feasibility design has also progressed on the Access to Witney at Shores Green proposed scheme.
- The Access to Carterton Strategy preferred options package is divided into three distinct schemes to improve Carterton's strategic connectivity: B4477 Carriageway Improvement Scheme; West Facing Slips at B4477/A40 Junction and wider benefits schemes and; Witney to Carterton cycleway along Witney Road. During 2019/20 scheme option generation has taken place for all elements.

### **What's on the horizon?**

- The Council is committed to working collaboratively with the health and voluntary sector and local communities to enhance the health and wellbeing of West Oxfordshire's residents.
- Following completion of the Accessing Needs and Opportunities Guide, the next stage of developing the Built Facilities Strategy will be to establish a leisure facility mix for consultants working on the site identification to take forward.
- Following approval from Sport England, consultants to be appointed to commence work on a new Playing Pitch Strategy (PPS) for the District.
- Health Impact Assessment (HIA) next steps – reported to the Growth Board on 26 January for approval, following which there will be training/awareness raising with Officers and Members.

- Public engagement on A40 schemes and Access to Witney at Shores Green in spring 2021 and landowner discussions.
- Determination of the A40 Park & Ride planning application (Oxfordshire County Council). Following a submission of Business Case to Department for Transport in late spring 2021, subsequent approval is expected late Summer 2021 with detailed design on the Park & Ride element commencing shortly thereafter with construction to start in early 2022.
- Access to Carterton next steps: produce a fully costed preferred option package by March 2021. With public consultation to follow later in 2021/22. Full funding opportunities will also be sought.

### 3. A Vibrant District Economy

*Securing future economic success through supporting existing local businesses and attracting new businesses to deliver the economic ambitions of the Oxfordshire Local Industrial Strategy*

#### Background Context

- West Oxfordshire has a strong and diverse economy and one of the lowest unemployment rates in the country.
- According to the latest ONS experimental estimates of regional gross value added (GVA) (balanced) by industry, **GVA** in West Oxfordshire totalled £2.38bn (£26,814 per head) in 2018 (provisional estimation)<sup>13</sup>. It was estimated that Real Estate and Manufacturing were the largest industry sectors (see figure 6), worth £485m and £411m respectively.
- Previously GVA has typically been used as a measure of productivity at a county and regional level and so a direct comparison / trend analysis of the above figures has not been possible. However, the 2015 West Oxfordshire Economic Snapshot<sup>14</sup> reported on the district's **workforce structure** by industry sector at the time of the last Census (2011). Whilst there was a reported high proportion of employment in the Health, Education, Public Admin & Defence, Wholesale and Retail, and Manufacturing industries; Financial and Real Estate was one of the industries with a lower proportion of the district's workforce (see figure 7).
- The 2015 Economic Snapshot recognised the **potential for growth** in the engineering, motorsport and food production sectors.

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<sup>13</sup> ONS data available at: <https://www.ons.gov.uk/economy/grossvalueaddedgva>

<sup>14</sup> Available at: <https://www.westoxon.gov.uk/media/svrbpu22/west-oxfordshire-economic-snapshot-jan-2015.pdf>



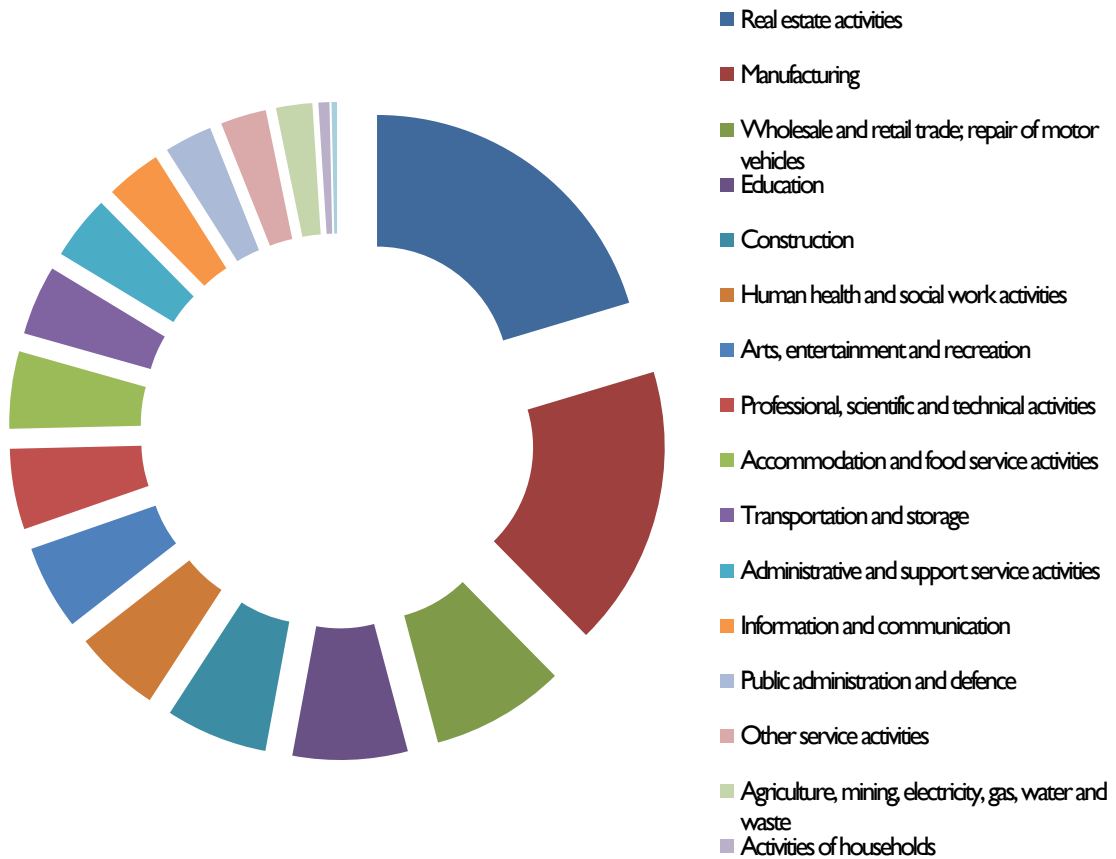


Figure 6: Experimental estimate of Gross value added (balanced) by industry

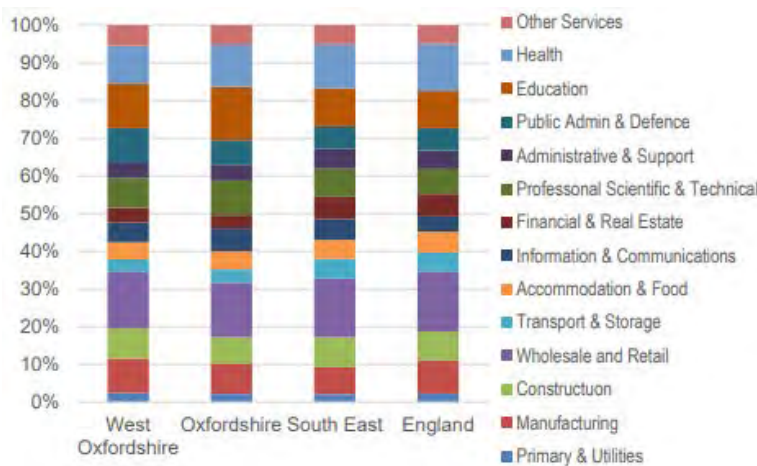


Figure 7: Industrial Structure of West Oxfordshire workforce (Census 2011)

- Launched in September 2019, the **Oxfordshire Local Industrial Strategy (OxLIS)**<sup>15</sup> responds to the UK Industrial Strategy which aims to increase growth and productivity across the country and create more prosperous communities. The OxLIS presents a long-term framework against which private and public sector investment decisions can be assessed and there are a number of specific opportunities for West Oxfordshire, including:

<sup>15</sup> Available at: <https://www.oxfordshirelep.com/lis>

- The West Oxfordshire Science Park (part of the proposed Garden Village) and the Carterton & RAF Brize Norton Industrial Hub identified within a proposed network of global hubs and international clusters.
- Involvement in the establishment of a Data and Mobility Living Lab
- In 2019, West Oxfordshire had 57,200 employees, 6,100 more than in 2018<sup>16</sup>.
- In 2019, nearly 90% of businesses in West Oxfordshire employed up to 9 employees (micro-businesses). There were 20 businesses employing over 250 people, including Owen Mumford, Siemens and Renault FI.
- 87.6% of West Oxfordshire residents aged 16 - 64 are **economically active** and of persons in employment nearly a quarter are in professional occupations.

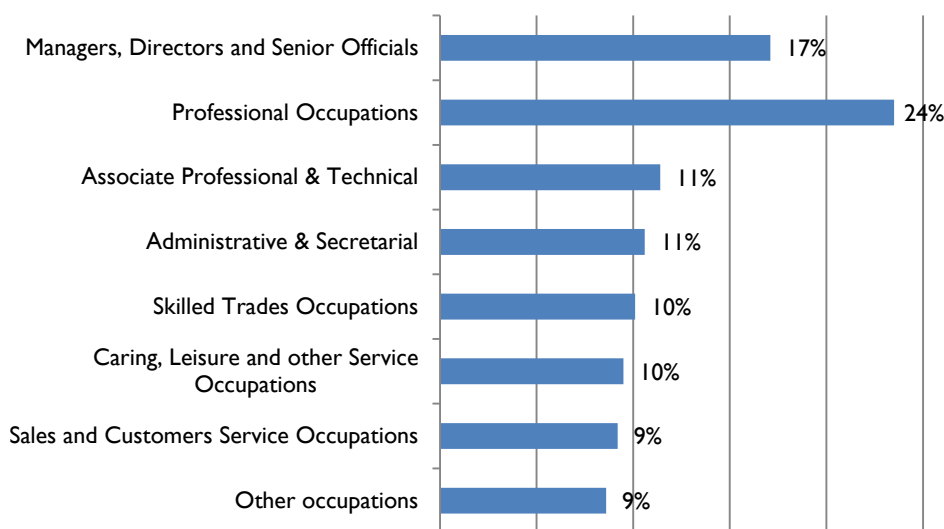


Figure 8: West Oxfordshire workforce by occupation

- In West Oxfordshire, enterprises have an average of 1.1 **local units**, lower than the national average.
- West Oxfordshire's **town centres** continue to face challenges of remaining competitive in a modern market with new technologies and spending behaviours, competition from out of town retail and leisure destinations. In particular, Witney has experienced an increase in vacant town centre units, with 35 units currently being unoccupied (10% of total units). This is an increase from 27 in 2018 (8% of total units). A further two units are temporarily closed as a result of the Coronavirus pandemic but are anticipated to re-open in the new year.
- As of November 2020, Carterton is in a more favourable position than Witney in terms of town centre vacancy with three units currently remaining unoccupied (4% of all units). Of these units, two have recently had planning applications approved and

<sup>16</sup> Business Register of Employment Survey (BRES), Nomis, Available at: <https://www.nomisweb.co.uk/sources/bres>

are hoped to be operational in the near future.

- The 2015 West Oxfordshire Economic Snapshot<sup>17</sup> provides the most up to date detailed account of the **key employment locations** across the district. A high-level assessment of these key sites was undertaken in terms of their location, utility and quality (see figure 9). Sites in Carterton, Witney and Eynsham scored particularly well. Further, at the time of the last Census (2011), 18% of employed residents in West Oxfordshire worked mainly at or from home, which had seen an upward trend. The coronavirus pandemic has increased levels of homeworking, however locally specific data is not yet available.

| Centre                  | Sites  | Location | Utility | Quality | Total |
|-------------------------|--|----------|---------|---------|-------|
| <b>Carterton</b>        | Carterton South Industrial Estate  | 0        | -1      | -1      | -2    |
|                         | Ventura Park   | 1        | 1       | 1       | 3     |
|                         | West Oxfordshire Business Park   | 1        | 1       | 1       | 3     |
| <b>Chipping Norton</b>  | Elmsfield Industrial Estate, Primsdown Industrial Estate, Station Road Industrial Estate, Worcester Road Industrial Estate | 0        | 1       | 0       | 1     |
|                         | Cromwell Park  | 1        | 1       | 1       | 3     |
| <b>Eynsham</b>          | Oasis Business Park  | 1        | 1       | 1       | 3     |
|                         | Elm Place  | 1        | 1       | 1       | 3     |
|                         | Oakfields Industrial Estate  | 1        | 1       | 1       | 3     |
|                         | Old Station Way  | 1        | 1       | 1       | 3     |
| <b>Long Hanborough</b>  | Hanborough Business Park   | 1        | 0       | 0       | 1     |
|                         | Blenheim Office Park   | 1        | 1       | 1       | 3     |
| <b>Stanton Harcourt</b> | Lakeside Industrial Estate   | 1        | 1       | 1       | 3     |
|                         | Stanton Harcourt Industrial Estate   | 1        | 1       | 1       | 3     |
| <b>Witney</b>           | Bromag Industrial Park   | 0        | 1       | 0       | 1     |
|                         | De Havilland Way   | 1        | 1       | 1       | 3     |
|                         | Eagle Industrial Estate  | -1       | 1       | 0       | 0     |
|                         | Newland Industrial Estate  | -1       | 0       | 0       | -1    |
|                         | Range Road   | 1        | 1       | 1       | 3     |
|                         | Station Lane   | 0        | 1       | 0       | 1     |
|                         | Windrush Industrial Park   | 1        | 1       | 1       | 3     |
|                         | Network Point  | 1        | 1       | 1       | 3     |
|                         | Compton Hay, Des Roches Square, Meadow Court, Spinners Yard, Thorney Leys, Waterside Court, Witney Office Village          | 1        | 1       | 1       | 3     |
| <b>Remote</b>           | Blenheim Palace Sawmill, Clanfield Workshops, Crawley Mill   | 1        | 1       | 1       | 3     |
|                         | Enstone Business Park  | 1        | 1       | 0       | 2     |
|                         | Langston Priory, Threshers Yard, Mount Manor   | 1        | 1       | 1       | 3     |
|                         | Southill Business Park   | 0        | 1       | 1       | 2     |

<sup>17</sup> Available at: <https://www.westoxon.gov.uk/media/svwbpu22/west-oxfordshire-economic-snapshot-jan-2015.pdf>

|                    |    |    |    |    |
|--------------------|----|----|----|----|
| Groves Timber Yard | -1 | -1 | -1 | -3 |
| Minster Lovell     | -1 | -1 | -1 | -3 |
| Wroslyn Road       | -1 | -1 | -1 | -3 |

Figure 9: Key employment site assessment<sup>17</sup>

- The Local Plan Core Objectives for sustainable economic growth are as follows:

**CO7** To support sustainable economic growth which adds value to the local economy, improves the balance between housing and local jobs, provides a diversity of local employment opportunities, capitalises on economic growth in adjoining areas, improves local skills and work readiness, removes potential barriers to investment and provides flexibility to adapt to changing economic needs.

**CO8** To enable a prosperous and sustainable tourism economy

### What's happened in 2019/20?

- A total of 41,646m<sup>2</sup> (32,833m<sup>2</sup> net) employment land (B use classes) was permitted in 2019/20, the majority of which (m<sup>2</sup>) is located within the Witney sub-area and is predominantly made up of the floorspace to be gained from the West Witney employment area (planning reference 19/02011/RES).

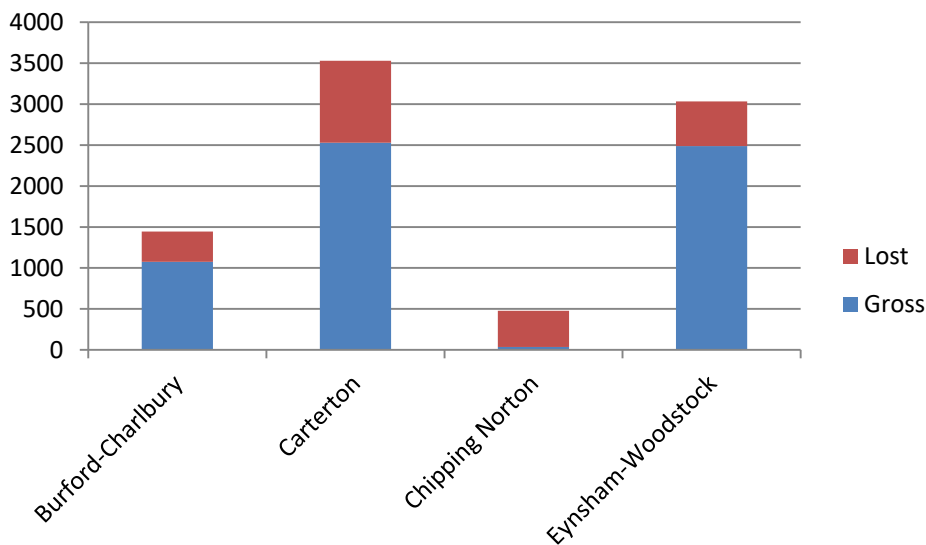


Figure 10: B use class floorspace permitted (m<sup>2</sup>) by sub-area (separate graph for Witney sub-area in figure 11)

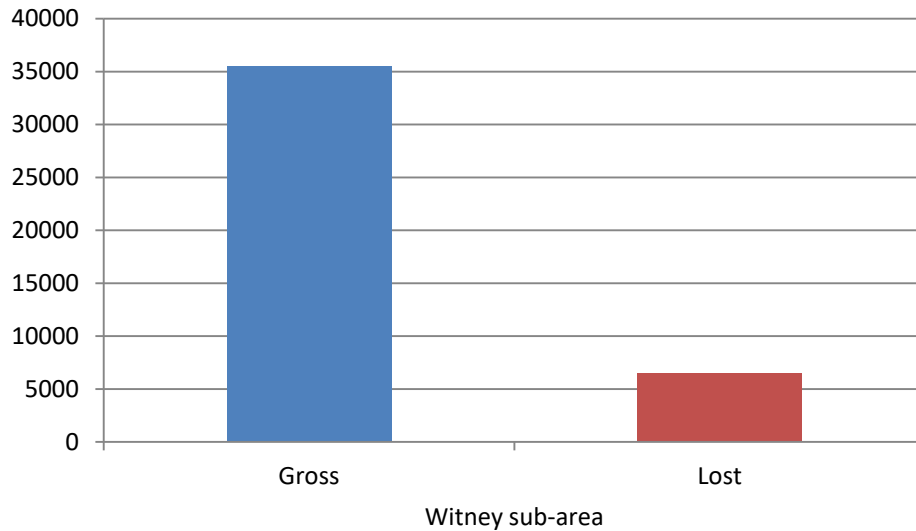


Figure 11: B use class floorspace permitted (m<sup>2</sup>) in the Witney sub-area

- A total of 11,155m<sup>2</sup> (10,432 m<sup>2</sup> net) of permitted employment floorspace was completed. Only within the Chipping Norton sub-area was there a loss of employment floorspace through a single completed change of use of a storage unit (B8 use) to residential use. In the Witney sub-area 3,922m<sup>2</sup> (3,324m<sup>2</sup> net) employment space was completed.

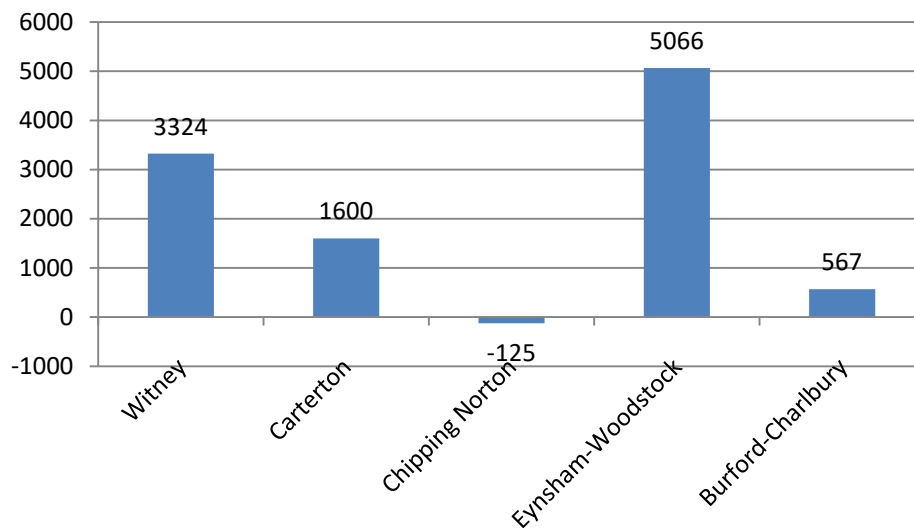


Figure 12: B use class floorspace completed (m<sup>2</sup>)

- A total of two change of use schemes from employment to residential completed in the monitoring period resulting in a loss of 273m<sup>2</sup> (both B8 storage and distribution uses in Chipping Norton and Witney).
- Permitted changes of use to residential in 2019-20 would result in a loss of 1,289m<sup>2</sup> employment floorspace, including schemes to convert offices to residential in Witney and Bladon and two light industrial to residential schemes approved under permitted development in Bampton and Burford.

- Policy EI sets out the quantum of land available for business development at Witney, Carterton, Chipping Norton and Eynsham. The following status of land detailed in Policy EI can be updated, as at 31 March 2020, as follows:

| Sub Area        | Location  | Site Type                | Site Area (Ha) | Updated Planning Status/Development Progress 2019/20  |
|-----------------|---|--------------------------|----------------|---|
| Witney          | West of Downs Road, Witney                                | Industrial               | 2.10           | Planning permission on part of previous Local Plan allocation for construction of B8 warehouse (planning reference 20/01338/FUL)  |
| Witney          | Land at Witney Football Club                              | Office                   | 0.40           | Residential element of permission under construction. Permitted employment development not yet implemented.   |
| Witney          | East of Downs Road, South of Burford Road                 | Commercial               | 1.81           | Development completed   |
| Witney          | Land east of De Havilland Way                             | Business Park            | 0.47           | Proposal for new purpose-built facility comprising B1, B2 and B8 class uses pending consideration (planning reference 20/02391/FUL)   |
| Witney          | West Witney SDA   | Mixed use                | 10.00          | Residential and phase 1 of employment development (planning permission 19/02011/RES) under construction. Planning permission for phase 2a of employment area (planning reference 20/01729/RES) granted November 2020. |
| Witney          | Former Supergas site, west of Downs Road                  | Industrial               | 1.15           | No current planning status  |
| Witney          | Land Adjacent to Stewart Milne Timber, West of Downs Road | Storage and distribution | 0.85           | Development completed   |
| Carterton       | West Oxfordshire Business Park                            | Business Park            | 1.87           | Partly completed  |
| Carterton       | West Oxfordshire Business Park                            | Business Park            | 0.58           | Development completed   |
| Carterton       | Ventura Park, Carterton                                   | Business Park            | 0.43           | Development completed   |
| Carterton       | Land east of Carterton                                    | Mixed use                | 1.50           | Permission granted  |
| Chipping Norton | Cromwell Park, Chipping Norton                            | Office                   | 0.13           | Permission granted  |
| Chipping Norton | Land north of London Road, Chipping Norton                | Business Park            | 9.00           | Part of WOLP 2031 allocation (CNI)  |
| Eynsham         | Land north of the A40                                     | Science Park             | 40.00          | Allocated in WOLP 2031  |

- In the main towns of West Oxfordshire (Witney, Carterton, Chipping Norton, Burford and Woodstock), 564m<sup>2</sup> of retail floorspace was permitted (minor extensions of existing units in Witney and a small amount of new retail use as part of a reserved matters approval on the Land East of Woodstock allocation). However, a number of conversions and some large-scale changes of use permitted in the main towns would mean that there would be an overall net loss of 5,481m<sup>2</sup>.
- Outside of the main towns, 2,446m<sup>2</sup> of A1 retail floorspace was permitted. The permitted loss from a single development in Eynsham would result in a net gain of 2,377m<sup>2</sup>.

| 2019-2020                | A1 shops                  | A2 Financial and professional services | A3 Restaurants and cafes | A4 drinking establishments | A5 Hot food takeaways | TOTAL                     |
|--------------------------|---------------------------|--|--------------------------|----------------------------|-----------------------|---------------------------|
| <b>Witney</b>            | 283 (-4,544 net)          | 0                                      | 0                        | 0                          | 0                     | <b>283 (-4,544 net)</b>   |
| <b>Carterton</b>         | 60 (-1,129 net)           | 0 (-355 net)                           | 82 (82 net)              | 0                          | 0                     | <b>142 (-1,402 net)</b>   |
| <b>Chipping Norton</b>   | 0                         | 0                                      | 10 (10 net)              | 0                          | 0                     | <b>10</b>                 |
| <b>Burford</b>           | 0 (-29 net)               | 0 (-52 net)                            | 0                        | 0                          | 0                     | <b>0 (-81 net)</b>        |
| <b>Woodstock</b>         | 221                       | 221 (43 net)                           |                          |                            |                       | <b>442 (264 net)</b>      |
| <b>Other settlements</b> | <b>2,446 (2,377 net)</b>  | 0                                      | 0                        | 0                          | 81 (81 net)           | <b>2,527 (2,458 net)</b>  |
| <b>TOTAL</b>             | <b>3,010 (-3,104 net)</b> | <b>221 (-364 net)</b>                  | <b>92 (92 net)</b>       | <b>0</b>                   | <b>81 (81 net)</b>    | <b>3,404 (-3,295 net)</b> |

- A total of 13 schemes were granted permission during the monitoring period for tourism related developments. Most of these related to the provision of holiday accommodation.
- The Council's contract with Gigaclear to bring fibre access has now covered 4,006 of 4,788 properties in the District. The project is due for completion at the end of November 2020.
- The District Council is currently undertaking work to enable Carterton Town Council to submit an application for the Government's Future High Streets Fund. The fund is currently closed to applications.
- In response to the Coronavirus pandemic, the District Council has processed 2,095 successful COVID grant applications valued in excess of £25,030,000.
- A working group has been established by Council Officers to support the safe reopening of the District's high streets. Measures have included pavement widening, pedestrianisation, and changes to licensing, helping businesses to operate in a socially distanced manner.

- Continued work in partnership with the Oxfordshire LEP to bring forward projects identified within the Oxfordshire Local Industrial Strategy (LIS), including Carterton Industrial Hub and the Oxfordshire Cotswolds Garden Village Science Park in line with the Oxfordshire Local Industrial Strategy's Investment Plan.

### **What's on the horizon?**

- Continued support to be provided for local businesses as part of the Council's Covid-19 Recovery Plan.
- The next steps in the development of a new Technology Hub for Carterton include a detailed feasibility study and SWOT analysis informed by input from a wide range of stakeholders previously engaged in the concept through the Local Plan process.
- Submission and examination of the Salt Cross Garden Village Area Action Plan, of which the Salt Cross Science and Technology Park is a key part.



## 4. Strong Local Communities

*Supporting and building prosperous and inclusive communities*

### Background Context

- There are roughly 130 separate towns, villages and hamlets scattered across the district with 83 parishes.
- The proportion of people '**satisfied** with their neighbourhood' (90.2%) is higher than the Oxfordshire average (86.5%)
- **Council tax** in West Oxfordshire is within the lowest five shire districts nationally.
- Since being introduced through the Localism Act 2011, there have been five Neighbourhood Plans 'made' (adopted) in West Oxfordshire. These are Eynsham, South Leigh, Hailey, Shilton and Chipping Norton. As of December 2020, a further five Neighbourhood Planning areas are designated for the purposes of producing a Neighbourhood Plan (Brize Norton, Cassington, Charlbury, Milton under Wychwood and Woodstock)
- There are 16 **community transport schemes** operating throughout West Oxfordshire<sup>18</sup>.
- Based on the MHCLG **Index of Deprivation**<sup>19</sup>, a greater percentage of Lower Super Output Areas in West Oxfordshire were within the 40% most deprived in 2019 (see figure 14) than in 2015. However, on the whole, the district remains largely within the least deprived local authority areas in the country.
- The Local Plan Core Objectives for sustainable communities with access to services and facilities are as follows:

**CO9** Promote inclusive, healthy, safe and crime free communities.

**CO10** Ensure that land is not released for new development until the supporting infrastructure and facilities are secured.

**CO11** Maximise the opportunity for walking, cycling and use of public transport.

**CO12** Look to maintain or improve where possible the health and wellbeing of the District's residents through increased choice and quality of shopping, leisure, recreation, arts, cultural and community facilities.

**CO13** Plan for enhanced access to services and facilities without unacceptably impacting

<sup>18</sup> 2019/20 Oxfordshire Community Transport Directory

<sup>19</sup> Index of Deprivation (MHCLG, 2019). Available at: [http://ddgapps.communities.gov.uk/imd/iod\\_index.html](http://ddgapps.communities.gov.uk/imd/iod_index.html)

## What's happened in 2019/20?

- The Localism Act 2011 introduced a new Community Right referred to as the Community Right to Bid which allows Town and Parish Councils and defined community groups to ask the Council to list certain assets as being of community value. In the year 2019/20, two public houses were added to the West Oxfordshire List of Assets of Community Value (ACV)<sup>20</sup>. These are The White House, Bladon and The Cock Inn, Combe. Notably the White House, Bladon has been purchased by the community and is renamed 'The White House Community Pub'.
- Five ACV's were removed from the West Oxfordshire List of Assets of Community Value during the 2019/20 period due to the expiry of their 5 year listing period:
  - The Saddlers Arms, New Yatt
  - The Red Lion, Aston
  - Langdale Hall, Witney
  - Harcourt Arms, Stanton Harcourt
  - Public Open Space adjacent to Reily Close, Long Hanborough
- In 2019/20, three Neighbourhood Plans were made. Hailey Neighbourhood Plan was made on 2 September 2019, Shilton Neighbourhood Plan was also made on 2 September 2019 and Eynsham Neighbourhood Plan was made on 6 February 2020.
- A total of £3,235,314.50 was collected by the Council under Section 106 planning obligations.
- Of this total £1,195,522.48 received was for affordable housing; £164,344.51 was for community facilities; £137,842 was for economic development; £26,410 was for primary education; £1,631,504.51 was for open space and leisure; and £79,691 was for transport and travel.
- Consultation on a revised draft CIL charging schedule took place from 10 July – 21 August 2020. Just over 170 responses were received and these can be viewed [online](#).
- The Council awarded £11,069.46 in grant funding in 2019/20; a total of £10,823.76 in Communities Activities Grants and £239.70 in Individual Development Grants.
- 675m<sup>2</sup> community use floorspace was permitted from five schemes (extensions to create function room at Cotswolds Hotel and Spa, extension to dental surgery in Chipping Norton and a small amount of new community use as part of a reserved matters approval on the Land East of Woodstock allocation).
- A small amount of floorspace for community use was lost (132m<sup>2</sup>) resulting from an approval of the conversion of training rooms to residential in Witney.

<sup>20</sup> Full listing available at: <https://www.westoxon.gov.uk/residents/communities/community-rights/>

- 2,600m<sup>2</sup> additional floorspace for educational uses was permitted, including a new primary school at the West Witney site (2,485m<sup>2</sup>).
- Shortly after the end of the 2019/20 monitoring year, the Coronavirus pandemic shifted the District Council's focus towards supporting its residents, businesses and the community and voluntary sector, to mitigate the impact of the national lockdown.
- The Council has since reported on its extensive community response work in the two quarters of 2020/21. The next Annual Monitoring Report for the period 2020-2021 will include a full summary of the Council's Covid Response and Recovery actions.

### **What's on the horizon?**

- Submission of CIL Draft Charging Schedule for independent examination and adoption.
- Further consultation and adoption of Developer Contributions Supplementary Planning Document (SPD).
- Update of the West Oxfordshire Infrastructure Delivery Plan (IDP) 2016.
- Preparation of an Infrastructure Funding Statement (IFS) for 2020/21 with publication no later than December 2021.
- Update of Settlement Sustainability Report 2016.
- WODC to continue to support designated Neighbourhood Planning bodies in their preparation of a Neighbourhood Plan. Five further Neighbourhood Plans are currently in progress (Brize Norton, Cassington, Charlbury, Milton-under-Wychwood, Woodstock).

## 5. Meeting the Housing Needs of our Changing Population

*Securing the provision of market and affordable housing of a high quality for the wide range of householders making their home in West Oxfordshire*

### Background Context

- There are approximately 49,000 **households** in West Oxfordshire, with around 900 Ministry of Defence dwellings (estimation based on a combination of Council Tax and Electoral roll data).
- As of February 2020 there were 2,042 households on the **housing waiting list**, with over half of these requiring a 1 bedroom property. A further 30.26% of households on the register required a 2 bed property. 11.31% required 3 bedrooms, 3.53% required 4 bedrooms and only 0.98% required 5 or more bedrooms.
- In 2019, full-time workers could expect to pay 10.4 times their annual work-place based earnings on purchasing a home in West Oxfordshire<sup>21</sup>. This had increased from 2011 where the property price to earnings ratio was 9.1 and in 1997 where the ratio was 5.1. It is however a decrease since 2018 which had a ratio of 11.6.
- The most recent assessment of **housing need** in West Oxfordshire identifies an objectively assessed need (OAN) for 660 homes per year from 2011 to 2031. Within this, there is a need for 274 affordable homes each year (excluding existing commitments).
- The West Oxfordshire Local Plan sets out that provision will be made for at least 15,950 new homes in the period 2011 - 2031, phased as follows:

|           | West Oxon's needs | Oxford City's needs | Combined annual requirement |
|-----------|-------------------|---------------------|-----------------------------|
| 2011 - 17 | 550 per annum     |                     | 550 per annum               |
| 2017 - 18 | 550               |                     | 550                         |
| 2018 - 19 | 550               |                     | 550                         |
| 2019 - 20 | 550               |                     | 550                         |
| 2020 - 21 | 550               |                     | 550                         |

<sup>21</sup>

<https://www.ons.gov.uk/peoplepopulationandcommunity/housing/bulletins/housingaffordabilityinenglandanddwales/2019>

|           |        |       |        |
|-----------|--------|-------|--------|
| 2021 - 22 | 525    | 275   | 800    |
| 2022 - 23 | 525    | 275   | 800    |
| 2023 - 34 | 700    | 275   | 975    |
| 2024 - 25 | 850    | 275   | 1125   |
| 2025 - 26 | 850    | 275   | 1125   |
| 2026 - 27 | 850    | 275   | 1125   |
| 2027 - 28 | 850    | 275   | 1125   |
| 2028 - 29 | 850    | 275   | 1125   |
| 2029 - 30 | 850    | 275   | 1125   |
| 2030 - 31 | 850    | 275   | 1125   |
| Totals    | 13,200 | 2,750 | 15,950 |

- Over the last 9 monitoring years (2011—2020) there have been the following **residential permissions and completions**:
  - 8,503 dwellings granted permission; an average of 945 per year
  - 4,437 new homes completed; a yearly average of 493
- The Council is required to maintain, and update annually, a register of **Brownfield sites** that are appropriate for residential development and meet a number of criteria set by the government. The West Oxfordshire Brownfield Register, updated in 2020, contains 21 sites with a potential for between 482 and 582 dwellings to come forward over the plan period to 2031.
- There is a theoretical need for around 19 **Gypsy and Traveller pitches** for the period to 2031 however the requirement is likely to be much lower<sup>22</sup>. The West Oxfordshire Local Plan 2031 includes provision for at least 5 pitches and 5 plots between 2016 and 2031.
- As of 1st April 2019 there were a total of 526 registrations on the West Oxfordshire **Self-build** and Custom Housebuilding Register.

<sup>22</sup> based on national evidence on those meeting the government's definition of travelling communities being only 10%

- At April 2019, there were 34 **care home beds** per 100 people aged 85, over and above both the regional and national averages (both 31).

**What's happened in 2019/20?**

- 1,086 new homes were completed in 2019/20. This greatly exceeds the Local Plan housing requirement of 550 homes for the monitoring year (West Oxfordshire Local Plan 2031, Policy H2).

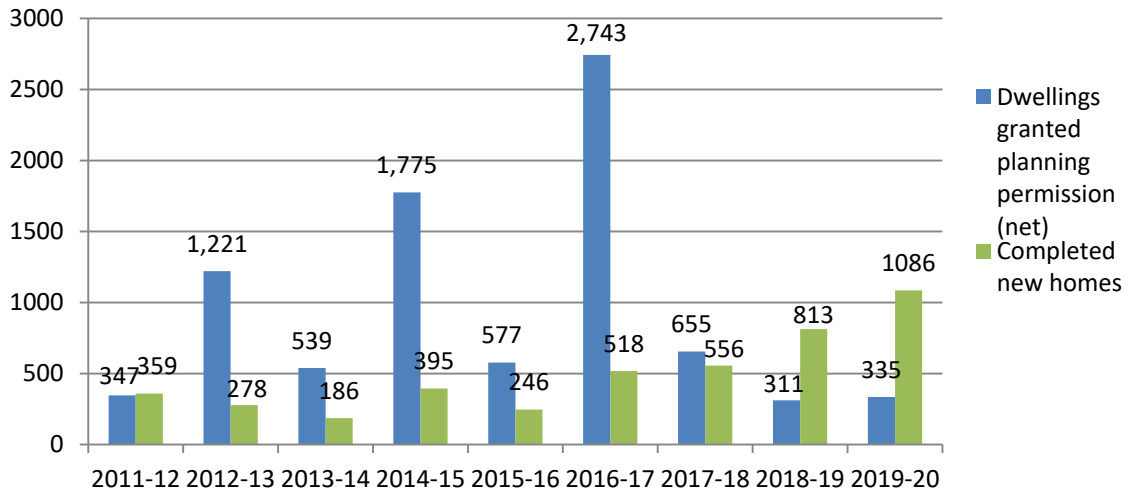


Figure 13: Residential permissions and completions 2011 - 2020

- 240 (22%) of completed dwellings were on previously developed (brownfield) land. This is a marginally higher percentage than last year, however, over the last five years there remains a downward trend in the proportion of completed dwellings built on brownfield land, as shown in the graph below.

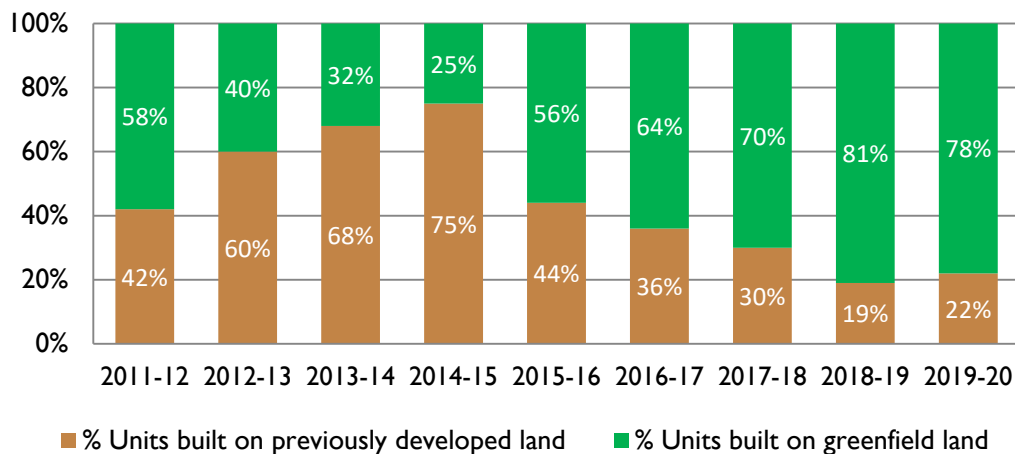


Figure 14: % Residential completions on greenfield and previously developed land 2011 - 2020

- Of the dwellings completed in 2019/20, 325 were on allocated sites. This included:
  - 152 at North Curbridge (West Witney)
  - 42 at East of Carterton
  - 8 at East of Woodstock
  - 61 at West of Thornbury Road, Eynsham (part of the West Eynsham SDA)
  - 47 at REEMA Central (-7 net due to the loss of 54 units)
  - 7 at Land south of Banbury Road, Chipping Norton (part of East Chipping Norton SDA)
  - 42 at Land at London Road and Trinity Road, Chipping Norton (part of East Chipping Norton SDA)
  - 20 at Former Stanton Harcourt Airfield
- The total number of affordable housing completions in 2019/20 was 454 (42% of overall completions).
- 408 dwellings were granted permission, (a net total of 335, taking account of superseded permissions / amended schemes resulting in a net change of extant permissions). This includes 2 dwellings (separate individual schemes) granted via planning appeal.

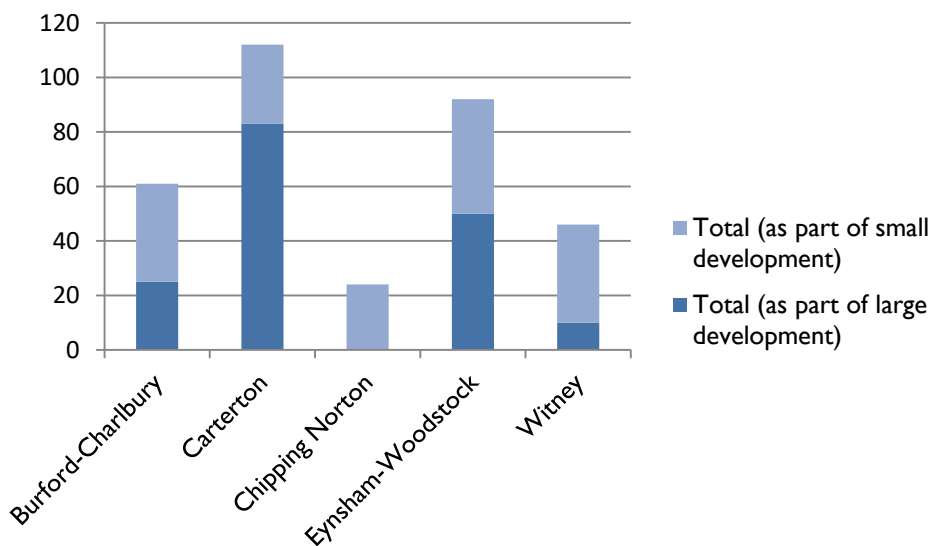


Figure 15: Dwellings granted permission 2019/20 by size and sub-area

- 93 (23%) of dwellings granted permission were on previously developed (brownfield) sites.
- The breakdown of residential permissions by property size revealed a larger proportion of smaller properties (1 and 2 bedrooms) and fewer larger 4+ bed homes compared to the Local Plan's indicative housing mix guidelines, as set out below.

|   |            |             |             |              |
|---|------------|-------------|-------------|--------------|
| <b>Local Plan 2031 property size guidelines</b>     | 4.8% 1 bed | 27.9% 2 bed | 43.4% 3 bed | 23.9% 4+ bed |
| <b>Housing permissions 2019/2020 property sizes</b> | 21%        | 42%         | 25%         | 11%          |

- The Council’s most recent Housing Land Supply Position Statement (January 2021) demonstrates that the Council can demonstrate a 5.4 year supply of deliverable housing sites over the 5-year period 2020 - 2025.
- Between 1 April 2019 and 22 November 2020, there were 27 entries onto the Council’s Self-build and Custom Housebuilding Register.
- 7 households had reported to have been in emergency accommodation for under 28 days in 2019/2020. It was understood that this was a combination of rough sleepers and sofa surfers. 2 households were reported to be in emergency accommodation at the end of March 2020 however due to Covid-19, Housing Associations were pausing house moves to help limit the spread of the virus following instruction from central government.

### **What’s on the horizon?**

- The Area Action Plan (AAP) for Salt Cross Garden Village and Supplementary Planning Documents (SPD) for the four Strategic Development Areas (West Eynsham, East Chipping Norton, East Witney and North Witney), will provide an overall framework for delivering housing and other needs on these sites.
- The Council continues to monitor whether the supply of deliverable housing sites is sufficient to meet the housing requirement as set out in the Local Plan.
- An update of the Council’s Housing Land Supply Position Statement, to cover the five-year period 2021 to 2026, will be published by December 2021.
- The Council will update its Strategic Housing and Employment Land Availability Assessment (SHELAA) which will help to inform the initial stages of the proposed Local Plan review in autumn 2021, as well as the next update of the Council’s Brownfield Register to be published by 31 December 2021.



## 6. Modern Council Services and Sustainable Finance

*Delivering excellent modern services whilst ensuring the financial sustainability of the Council*

### Background Context

- West Oxfordshire District Council remains committed to delivering excellent services to its local communities.
- Over the past five years 81% of **planning applications** were determined by the Council in the target timescale (see annual break-down in figure 16).

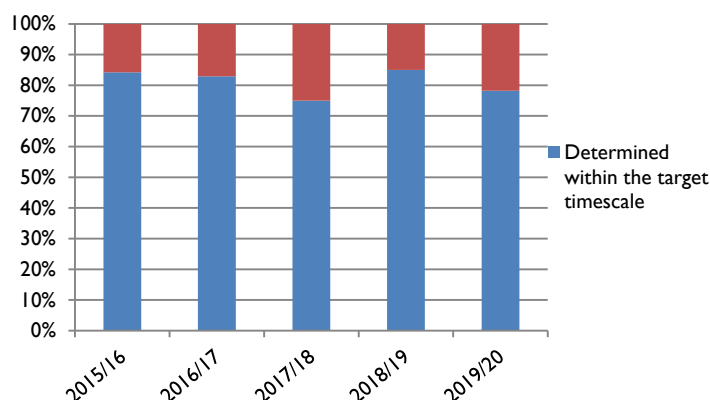


Figure 16: Planning application determinations

- The Council also provides a Building Regulation (Control) approval service, including Full Plan checks and Building Notices (typically for smaller works) and over 1,000 applications are processed each year. Over the past five years 77% of **Building Control Full Plans** were checked within 21 calendar days of receipt (see annual break-down in figure 17)<sup>23</sup>.

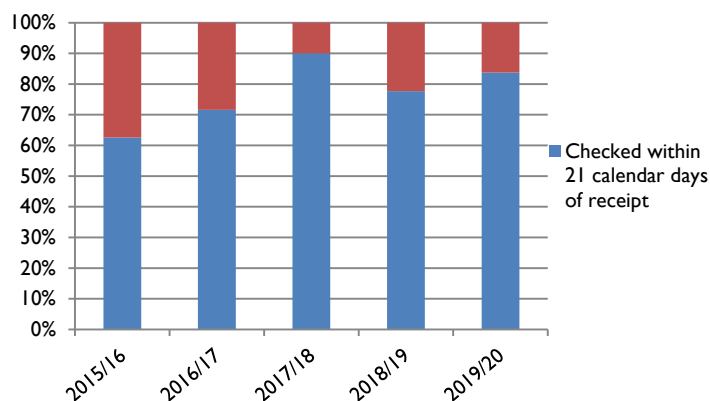


Figure 17: Building Control Full Plan checks

<sup>23</sup> See Annual Performance Summaries for full commentary on these figures. Available at: <https://www.westoxon.gov.uk/about-the-council/council-performance-and-spending/council-performance/>

- As of 31 January 2019, West Oxfordshire District Council owned 248 land/building holdings, of which 215 were freeholds, 30 were leaseholds and 3 were other types of holdings.

### What's happened in 2019/20?

- No new SPDs were adopted during the monitoring period 1<sup>st</sup> April 2019 and 31<sup>st</sup> March 2020. However, the Council's current LDS (Nov 2020) identifies six future SPDs to be prepared. The Council made the following progress in respect of the preparation of the proposed SPDs and the Salt Cross Garden Village Area Action Plan. For further information and document timetables in full, please refer to the Council's Local Development Scheme approved in November 2020<sup>24</sup>.

| Document  | Purpose of document  | Progress to date   |
|---|--|--|
| <b>Salt Cross Garden Village Area Action Plan (AAP)</b> | Will form part of the statutory development plan for West Oxfordshire, alongside the Local Plan 2031, to lead the development of the garden village allocated as a Strategic Location for Growth (SLG) in the Local Plan.  | Two rounds of initial consultation took place in June 2018 (Issues consultations) and Aug 2019 (Preferred Options) followed by a pre-submission draft consultation in November 2020. |
| <b>West Eynsham Development Framework (SPD)</b>         | West Eynsham, East Chipping Norton, East Witney and North Witney are all allocated as Strategic Development Areas (SDAs) in the Local Plan 2031.   | Initial consultation held in August – September 2018. Ongoing discussions with landowners/developers and additional evidence collated in respect of preferred access solutions.      |
| <b>East Chipping Norton Development Framework (SPD)</b> | The purpose of the proposed Development Framework for each site is to set out the Council's main aims and objectives for each site and the key parameters within which developers will be expected to work to bring the sites forward in a comprehensive and coordinated manner. | Initial consultation held in January – March 2019. Ongoing discussions with landowners/developers.   |
| <b>East Witney Development Framework (SPD)</b>          |  | Initial consultation held in June – July 2019. Ongoing discussions with landowners/developers  |
| <b>North Witney Development Framework</b>               |  | Preliminary consultation anticipated Spring 2021.  |

<sup>24</sup> West Oxfordshire Local Development Scheme November 2020 available at: <https://www.westoxon.gov.uk/media/8d892efe28f7c0d/llds-november-2020.pdf>

|                                    |   |  |
|------------------------------------|---|--|
| <b>(SPD)</b>                       |   |  |
| <b>Developer Contributions SPD</b> | Intended to provide additional clarity on the use of planning obligations and CIL.                                  | An initial consultation took place in November 2020.   |
| <b>Affordable Housing SPD</b>      | Will provide additional detail in respect of the delivery of affordable housing – a key issue for West Oxfordshire. | An initial consultation took place in November 2020 to be followed by a further consultation in February 2021. |

- A total of 1,331 planning applications were determined in 2019-20, 78% of which were determined within the target timescale (down 7% from 2018-19). 5% of applications were refused.
- 83.8% of building control full plans were checked within 21 calendar days of receipt.
- 99.8% of land charge searches were completed within ten working days.
- Section 110 of the Localism Act sets out a 'duty to co-operate' which essentially means that local planning authorities and other 'prescribed bodies' must engage constructively, actively and on an on-going basis to address cross-boundary issues of strategic importance such as housing and transport.
- The Council continues to actively engage with the other Oxfordshire Authorities<sup>25</sup> and the Oxfordshire Local Enterprise Partnership (LEP) on various spatial planning and infrastructure matters (including the preparation of the Oxfordshire Plan 2050 and delivery of all other components of the Oxfordshire Housing and Growth Deal).
- The pre-submission draft AAP published in August 2020 was accompanied by a [Duty to Co-Operate Statement of Compliance](#) demonstrating how the AAP has been prepared in accordance with the duty to co-operate. A key aspect of this has been discussions with Oxford City Council in respect of various matters including housing need and a memorandum of operation has been prepared to outline the mechanism through which the allocation of affordable homes is expected to take place.
- A commitment in the Council Plan to direct our management of property assets through a new Asset Management Plan to achieve improvements in the joint use of sites through the One Public Estate programme has moved a step forward with completion of a series of feasibility reviews of sites in Welch Way.

### What's on the horizon?

- Future Annual Monitoring Reports will provide an update of progress on the Council Plan objectives more widely, in addition to Local Plan monitoring, and are anticipated

<sup>25</sup> Oxfordshire County Council, Oxford City Council, Cherwell District Council, South Oxfordshire District Council and Vale of White Horse District Council

to be published by the autumn following the report's monitoring year. The AMR for the monitoring period 2020-2021 (the first full reporting year of the West Oxfordshire Council Plan) is therefore expected to be published in autumn 2021.

- In accordance with the principles of the One Public Estate Programme, feasibility work on partnership owned sites will include consideration of options for development that suit all partner's needs. A draft scoping exercise will be undertaken to which input will be invited from all partner organisations.



WEST OXFORDSHIRE  
DISTRICT COUNCIL

# Annual Monitoring Report

2019 - 2020

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## Introduction

This is the West Oxfordshire District Council Annual Monitoring Report (AMR) for the year 1<sup>st</sup> April 2019 – 31<sup>st</sup> March 2020.

The AMR has been prepared in accordance with legislative requirements and provides information on the following:

- Progress of the Local Plan and any other related documents against agreed timetables;
- Implementation of Local Plan policies;
- Neighbourhood Planning;
- Community Infrastructure Levy (CIL) where this has been introduced; and
- How the Council has fulfilled its obligations under the duty to co-operate.

The structure of the AMR is based on the six main themes of the [West Oxfordshire Council Plan](#) (2020 – 2024) which are as follows:

**1. Climate Action** - Leading the way in protecting and enhancing the environment by taking action locally on climate change and biodiversity is structured in line with the six main themes of the West Oxfordshire Council Plan.

**2. Healthy Towns and Villages** - Facilitating healthy lifestyles and better wellbeing for everyone.

**3. A Vibrant District Economy** - Securing future economic success through supporting existing local businesses and attracting new businesses to deliver the economic ambitions of the Oxfordshire Local Industrial Strategy.

**4. Strong Local Communities** - Supporting and building prosperous and inclusive local communities.

**5. Meeting the Housing Needs of our Changing Population** – Securing the provision of market and affordable housing of a high quality for the wide range of householders making their home in West Oxfordshire.

**6. Modern Council Services and Sustainable Finance** – Delivering excellent modern services whilst ensuring the financial sustainability of the Council.

There is a considerable overlap between the Council Plan themes outlined above and the Core Objectives of the West Oxfordshire Local Plan 2031. Relevant Core Objectives from the Local Plan are therefore highlighted throughout the AMR as appropriate.

The AMR sets out for each theme, an outline of the current district context in terms of background/contextual information, before considering what has happened during the monitoring period 2019/20 and then summarising what is on the horizon in terms of future Council activities and actions.

# I. Climate Action

*Leading the way in protecting and enhancing the environment by taking action locally on climate change and biodiversity*

## Background Context

- In recognition of the urgency needed to face the challenge of climate change, West Oxfordshire District Council has declared a climate and ecological emergency, committing to taking local action and leading the district to become carbon neutral by 2030.
- West Oxfordshire is a largely rural district with 34% of its land covered by the Cotswolds Area of Outstanding Natural Beauty (AONB). The district’s population of 109,800<sup>1</sup> is relatively sparse at approximately 155 per square kilometre.
- Climate action is needed to be taken by all who live, work and visit West Oxfordshire and therefore, although this monitoring report section focuses in the main on the District Council’s actions and achievements, it also includes some facts and figures on the important work led by others working towards the same goal, at the district / county or more local geographies.
- Previous annual reports have shown a positive, yet gradual, decline in CO<sub>2</sub> emissions across the district. Between 2005 and 2018 total carbon emissions have fallen from 785.6 to 568.6 (kt CO<sub>2</sub>), as broken down by source of emission in figure 1.

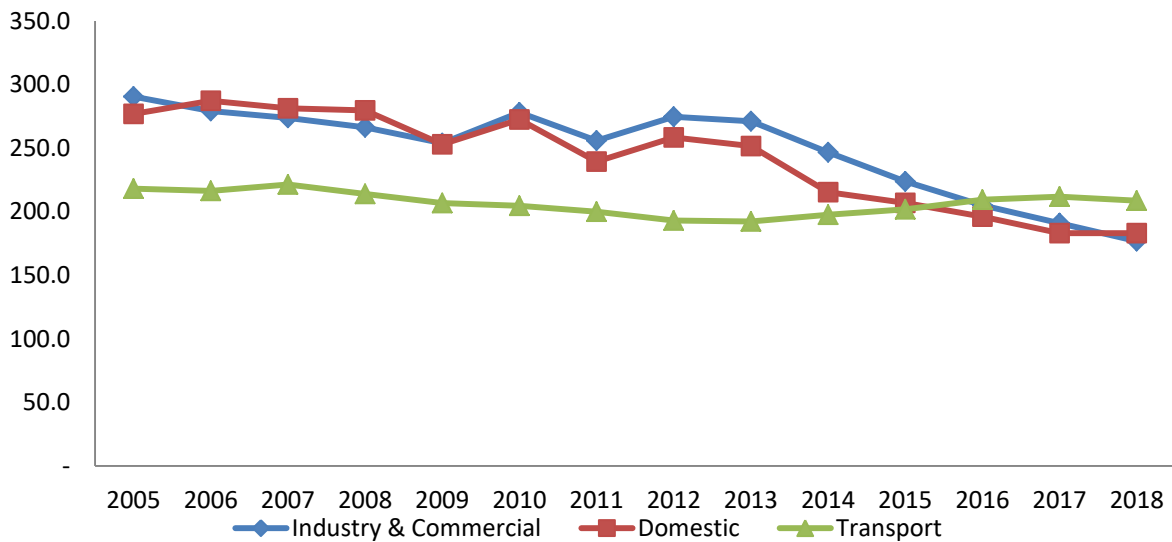


Figure 1: West Oxfordshire's Total kt CO<sub>2</sub> Emissions within LA Scope of Influence, By Sector (DBEIS)<sup>2</sup>

<sup>1</sup> [ONS mid-2018 population estimates released June 2019](#)

<sup>2</sup> DBEIS UK Greenhouse Gas Inventory 2005-2018, published June 2020



- Renewable energy generation is becoming increasingly commonplace in the effort to reduce dependency on fossil fuels. As of 2019, there were 2,894 renewable energy sites in the District, 99% of which were Photovoltaics. Trends indicate a steady increase in the amount of new renewable energy sites coming forward in West Oxfordshire since 2014.
- As of October 2020, there were 19 public electric vehicle charging devices available in West Oxfordshire<sup>3</sup>, the District being within the 20<sup>th</sup> to 40<sup>th</sup> percentile of UK local authority areas in terms of total provision.
- Residual **household waste** per household (kg) has seen a general decline between 2013 and 2019.
- Over the same period of time, the amount of waste sent for **reuse, recycling or composting** has remained at a relatively consistent level. The relative proportion of overall waste sent for reuse, recycling or composting increased year on year from 2013 (57.4%) to 2017 (63.4%) but fell to 57.8% in 2018/19 .

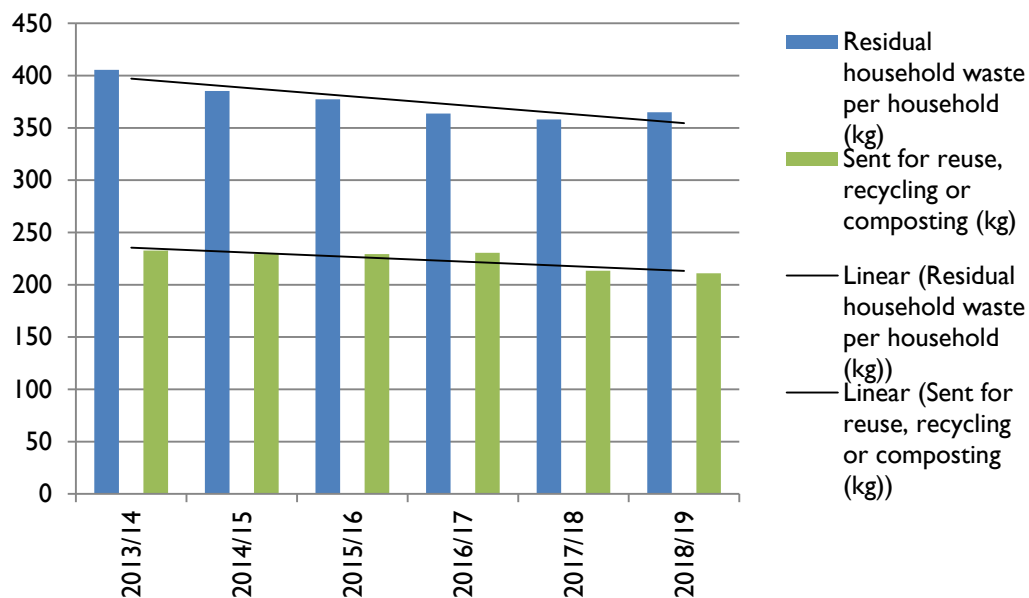


Figure 2: Residual household waste in West Oxfordshire 2013 - 2019 □

- This trend is broadly in line with Oxfordshire as a whole, the County having one of the lowest rates of waste arising per household, and one of the highest recycling rates (58% across Oxfordshire in 2018-19.) Several reasons are suggested for this trend, including tightened standards on councils' abilities to recycle materials; changing habits, such as accessing news and information online rather than through print media; re-processors demanding material with less contamination; and lighter packaging<sup>4</sup>.

<sup>3</sup> Department for Transport (DfT), October 2020 <http://maps.dft.gov.uk/ev-charging-map/>

<sup>4</sup> Oxfordshire Resource & Waste Strategy 2018-2023

- **West Oxfordshire's ecological network** is made up of sites designated for their international, national and local importance, including:

- One international site: a small area of the Oxford Meadows Special Area of Conservation (SAC)
- Two National Nature Reserves (Wychwood NNR and Chimney Meadows NNR)<sup>5</sup>
- 28 SSSIs wholly or partly in West Oxfordshire, representing approximately 0.02% of the land area. 28.2% of the total SSSI area within the district is in favourable condition. The method used to assess SSSI's has changed in the monitoring year. SSSI's are now split into 'units' of which there are 54 in the District.<sup>6</sup>
- 103 Local Wildlife Sites (LWS), totalling 1,571 hectares. The area of these LWS has increased by 1.72 hectares since the last monitoring year.
- 16 Geological Sites, the combined area of which is 333.32 hectares
- 14 Conservation Target Areas
- Part the Cotswolds Valleys Nature Improvement Area (NIA) extends into West Oxfordshire, largely covering the valley areas of the Evenlode and Windrush rivers.

- The map at Figure 3 shows the levels of light pollution in West Oxfordshire. The darker shades of red show the areas which shine the most/brightest light into the night sky and the darker blue shades show the areas which have the lowest levels of light shining into the night sky.

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<sup>5</sup> The state of NNRs are measured by Bucks, Berks and Oxon Wildlife Trust (BBOWT)

<sup>6</sup> Thames Valley Environment Records Centre (TVERC) Biodiversity Annual Monitoring Report 2019-2020

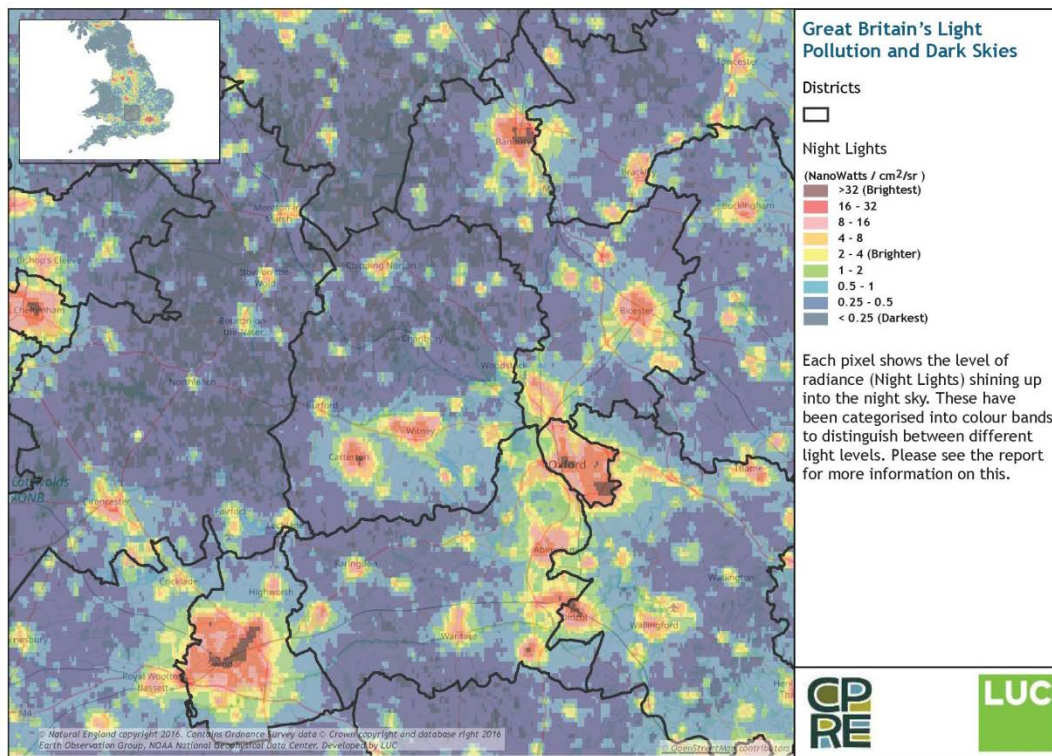


Figure 3: Light pollution and Dark Skies in West Oxfordshire

- The map shows that while high light pollution levels are recorded in Witney and Carterton and in particular the skies above RAF Brize Norton are among the brightest in the country, a large proportion of the most rural areas in the District have some of the darkest skies and lowest levels of light pollution.
- There is one Dark Sky Discovery Site in the district, located at the Rollright Stones Ancient Monument near Chipping Norton.
- There are two Air Quality Management Areas (AQMAs) in the district, at Bridge Street in Witney and at Horsefair in Chipping Norton, both AQMAs having been declared in 2005 and both having high levels of Nitrogen dioxide (NO<sub>2</sub>) pollutants derived from vehicular traffic.
- Several rivers flow through West Oxfordshire providing important corridors for biodiversity, opportunities for recreation and forming part of the setting of many towns and villages. However they also present a flood risk, particularly:
  - High risk flood zone of the River Windrush, intersected by several developed areas in Witney. Much of the land adjacent to the Windrush is, however, rural agricultural.
  - Significant areas of functional flood plain in the south of the Eynsham-Woodstock sub-area associated with the confluence of the River Windrush and the River Thames
  - Large areas of River Thames functional flood plain in the south of the Carterton Sub-area, however again this land is largely rural and agricultural in nature.

- Functional Floodplain associated with the River Evenlode at Shipton-under-Wychwood and its tributaries flowing from Milton-under-Wychwood.
- Flood defences in West Oxfordshire offer a standard of protection ranging from 2 to 100 years. Defences designed to a 100 year standard are found along the Upper Thames and are maintained by the Environment Agency, such defences include flood walls, embankments and stone revetments. Many of the other fluvial defences across the District have a design standard less than 50 years. Flood defences are mapped in Appendix B, figures 2A-F of the [West Oxfordshire Level I SFRA Update Report](#), Nov 2016.
- Water quality is measured on a river catchment scale and West Oxfordshire falls within two catchment areas: the Evenlode and the Windrush. In 2016, in both the Evenlode and Windrush catchments, most of the water bodies were of moderate status.
- There are currently 9 “At Risk” sites in West Oxfordshire included in the Heritage at Risk Registers, including 2 places of worship and 7 archaeological sites. Although there was no change in the last year in the overall number of “At Risk” sites, the number of sites in the district has declined over the last seven years.

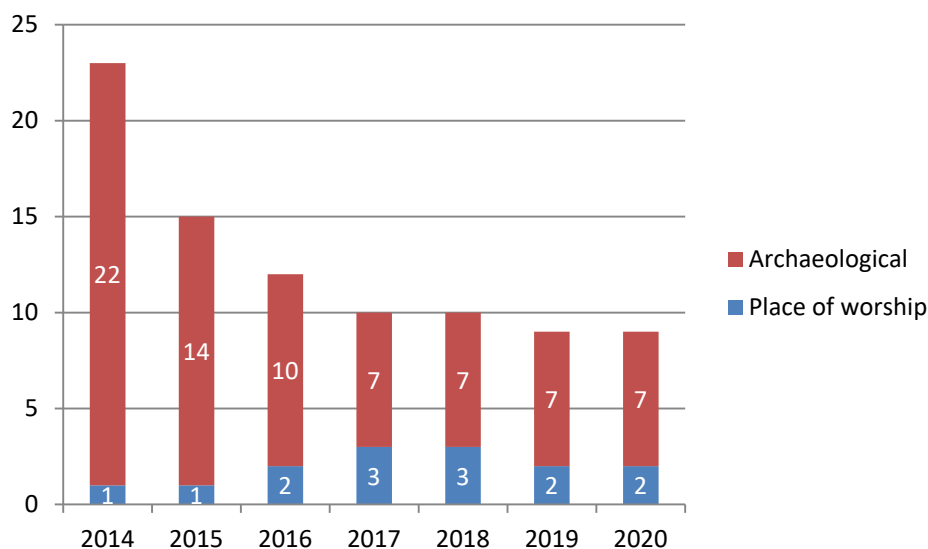


Figure 4: No. of sites on the Heritage at Risk Register from 2014 to 2020

- The Local Plan Core Objectives for protecting and enhancing our environment and reducing the impact from climate change are as follows:

**CO14** Conserve and enhance the character and significance of West Oxfordshire’s high quality natural, historic and cultural environment – including its geodiversity, landscape, biodiversity, heritage and arts – recognising and promoting their wider contribution to people’s quality of life and social and economic well-being both within the District and beyond.

- CO15** Contribute to reducing the causes and adverse impacts of climate change, especially flood risk.
- CO16** Enable improvements in water and air quality.
- CO17** Minimise the use of non-renewable natural resources and promote more widespread use of renewable energy solutions.

## What's happened in 2019/20?

- The District Council has calculated and audited its own carbon emissions for 2019/20 period using the BEIS UK Government carbon emissions conversion factors (July 2020). The total reported CO<sub>2</sub>e (which stands for carbon equivalent emissions) have increased between 2018/19 to 2019/20 by 529 tonnes CO<sub>2</sub>e - a percentage increase of 21.2%. There has been a cumulative reduction in CO<sub>2</sub>e of 68.4% from the baseline year 2009/2010.
- The rise in CO<sub>2</sub>e between 2019/19 and 2019/20 can be attributed to the fact the Council has, this year, reviewed and extended its scope of emissions so that Scope 1, Scope 2 and Scope 3 emissions are all encompassing. Furthermore, for the Council's waste vehicle fleet emissions, the 2019/2020 now replaces mileage data with liquid fuel consumption which is more accurate but does increase the CO<sub>2</sub>e associated with this new method of reporting. The 2019/2020 CO<sub>2</sub>e carbon account is now being incorporated as the baseline for the Council's trajectory for achieving its target of carbon neutral by 2030.
- The condition of two Sites of Special Scientific Interest (SSSI) (three separate units) was assessed by Natural England. The Salt Way SSSI, with a main habitat of lowland calcareous grassland was found to be in unfavourable but recovering condition. Two units with the Taynton Quarries SSSI, both whose main habitats are lowland calcareous grassland, were both found to be in favourable condition.
- As reported by Thames Valley Environmental Record Centre (TVERC), in West Oxfordshire from 2019 to 2020, there was:
  - A small decrease in the number of priority species from 117 (2019) to 101 (2020)
  - A small decrease in overall priority habitat from 5012ha (2019) to 4986ha (2020)<sup>7</sup>
  - 101 water vole surveys were undertaken in 2019 with 35 recording positive signs. This is a lower proportion of positive recordings than last year.
- A Town and Parish Forum was held in October 2019 which focussed on Managing West Oxfordshire's natural environment for biodiversity gain and Climate Change.
- Oxfordshire's Nature Recovery Network will need a doubling of land managed for

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<sup>7</sup> changes most attributable to new information such as confirmation of boundaries or habitat types rather than the creation or loss of habitat

wildlife by 2050. Nature continues to face an uncertain future, with many birds, butterflies, flowers and other wildlife disappearing from Oxfordshire's countryside at an alarming rate. The District Council has teamed up with experts from around the county to develop a Nature Recovery Strategy for Oxfordshire. A first draft of a Nature Recovery Network Map has been produced to identify places where wildlife can be helped to return<sup>8</sup>.

- No Electric Vehicle Charging Points were installed on Council owned land in 2019/20.
- One standalone renewable energy scheme was permitted in 2019/20, a solar photovoltaic farm with a site size of approximately 63.4ha at Twelve Acre Farm, Eynsham. It should be noted however that the majority of small scale energy schemes, especially solar PV schemes, benefit from permitted development rights and do not require planning permission. It is not possible to identify and record these installations.
- The latest report on air quality in the district (June 2020) indicates that the annual average for NO<sub>2</sub> was just under 42 µgm<sup>-3</sup> this year at the Horsefair monitoring point, an improvement on the annual average of 47 µgm<sup>-3</sup> experienced during 2018. Nitrogen dioxide levels in Bridge Street, Witney continue to exceed the national air quality objective. The annual average results of 41.9 µgm<sup>-3</sup> and 44.84 µgm<sup>-3</sup> can be compared with last year when the levels were 41.8 µgm<sup>-3</sup> and 48.2 µgm<sup>-3</sup> respectively.
- 313.57 kilos of residual household waste per West Oxfordshire household was produced in 2019/20 against a target of 365kg.
- 61.6% of household waste (cumulative) was sent for reuse, recycling or composting, a greater proportion than last year (57.8%).
- There was an eight week door knocking campaign in August/September 2019 aimed at increasing food waste recycling and raising awareness of what items can and cannot be placed in the recycling bin. This type of initiative has been proven nationally to be the most effective way of changing recycling behaviour.
- No Conservation Area Appraisals were carried out in 2019/20 but there remains one appraisal in progress, Woodstock, work on which has paused.
- There were no heritage assets added to the at risk register in 2019/20

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<sup>8</sup> Available to view here: <https://www.wildoxfordshire.org.uk/biodiversity/oxfordshires-nature-recovery-network/>

## What's on the horizon?

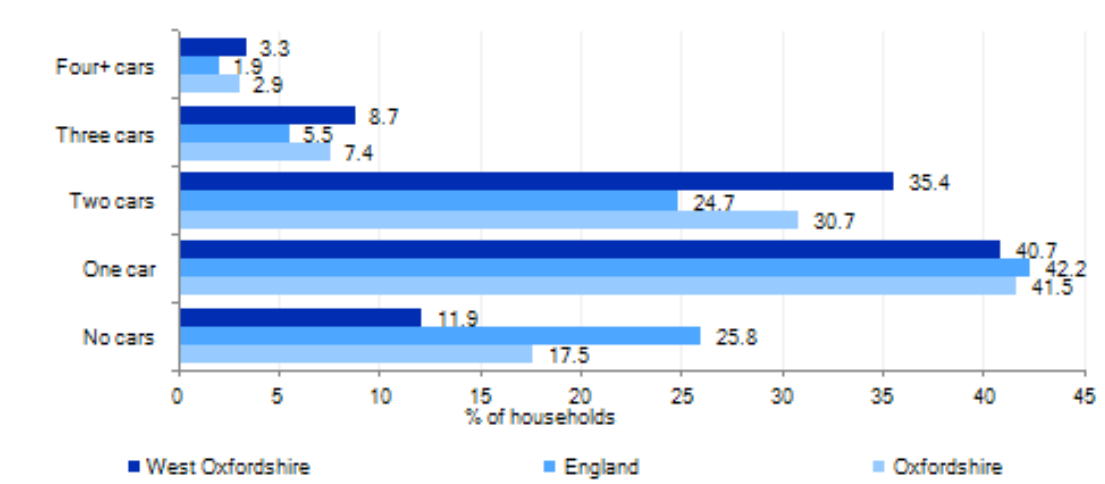
- Having appointed a Climate Change Manager in November 2019, the Council now has a pre-approved commitment to implementing its ambitions for climate through:
  - A Carbon Action Plan for the Council, setting out the trajectory for how to become carbon neutral Council by 2030;
  - A Climate Change Strategy setting out the Council's objectives and plans working across District in delivering climate action.
- Continued partnership work with partners across Oxfordshire to further develop the Local Nature Recovery Strategy, including further exploration of how the Draft Nature Recovery Map can be used to inform the Oxfordshire Plan 2050 and the proposed review of the West Oxfordshire Local Plan 2031 due to commence in autumn 2021.
- Continued monitoring of the Experimental Environmental Weight Restriction in Burford with a consultation period to end in February 2021 and Oxfordshire County Council to review to extent to which HGV levels have changed in Burford and the surrounding monitoring sites.
- The Covid-19 pandemic has meant that West Oxfordshire residents have been spending longer periods of time at home. It is anticipated that in 2020-2021 there could be an approximate 10% rise in the household waste figures.

## 2. Healthy Towns and Villages

*Facilitating healthy lifestyles and better wellbeing for everyone*

### Background Context

- When assessed against the indicators for health and wellbeing from the Oxfordshire-wide Joint Strategic Needs Assessment (2020)<sup>9</sup>, West Oxfordshire on the whole, performs better than, or similar to the national average on most indicators.
- One of the key indicators for health and wellbeing is life expectancy; Oxfordshire outperforms the south east and England as a whole. There is however a notable discrepancy between male and female life expectancy (81.6 for males and 84.7 for females).
- The population for West Oxfordshire has continued to increase steadily and the most recent ONS study<sup>10</sup> estimates the population of the District at 110,643.
- Primary and Secondary healthcare provided across some 16 local GP practices in addition to the Witney Community Hospital and the War Memorial Community Hospital in Chipping Norton.
- Figure 5 shows the percentage of car ownership within West Oxfordshire and how that compares to the rest of the country and county.



- In terms of physical activity, a study carried out by Sport England<sup>11</sup> found that 69% of the District's population are physically active. This is a greater proportion than nationally and matches the county figure.

<sup>9</sup> Provided by Oxfordshire County Council, available at: <https://insight.oxfordshire.gov.uk/cms/joint-strategic-needs-assessment>

<sup>10</sup> <https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationestimates/datasets/populationestimatesforukenglandandwalesscotlandandnorthernireland>

<sup>11</sup> Sport England (Active Lives Survey) 2019 - <https://www.sportengland.org/know-your-audience/data/active-lives>



- According to a 2019 study by the charity End Child Poverty<sup>12</sup> 20% of children in West Oxfordshire are living in poverty.
- The Local Plan Core Objectives for strong market towns and villages are as follows:

|            |  |
|------------|--|
| <b>CO1</b> | Enable new development, services and facilities of an appropriate scale and type in locations which will help improve the quality of life of local communities and where the need to travel, particularly by car, can be minimised   |
| <b>CO2</b> | Ensure that new developments are suitably located and well designed to protect and enhance the individual form, character and identity of our towns and villages as well as contributing to the quality of life in West Oxfordshire. |
| <b>CO3</b> | Promote safe, vibrant and prosperous town and village centres and resist proposals that would damage their vitality and viability or adversely affect measures to improve those centres.   |

### What's happened in 2019/20?

- A small amount (2m<sup>2</sup>) of additional floor space for healthcare was permitted in the 2019/20 period, relating to the extension of a dental surgery in Chipping Norton.
- A new football pitch for Carterton Football Club was permitted and 2,232m<sup>2</sup> of additional leisure floor space was permitted in the 2019/20 period, including the change of use from the Lidl premises in Witney to a gym and two other schemes:

| Parish    | Description   | Area (m <sup>2</sup> ) |
|-----------|---|------------------------|
| Witney    | Conversion of existing premises from class A1 use to class D2 use (Gymnasium)   | 1,077                  |
| Witney    | Change of use from Light Industrial (Class B1 (C) use) to Leisure for use as a private I-I personal training Unit (Class D2 use). | 48                     |
| Carterton | Change of use of units I0 and I1 from vacant retail units to leisure use and a cafe element for Carterton Gymnastic Club CIC      | 1,107                  |

- Consultants have been appointed to develop a Built Leisure Facilities Strategy / Accessing Need and Opportunities Guide (ANOG).
- During 2019/20, there were a total of 895,689 visits to the District's main leisure centres (Windrush, Chipping Norton, Carterton and Bartholomew) excluding school

<sup>12</sup> <http://www.endchildpoverty.org.uk/child-poverty-in-your-area-201415-201819/>

visits. This is a decrease of 47,827 from the previous monitoring period.

- COVID-19 forced the closure of all District leisure centres towards the end of the 4<sup>th</sup> quarter of the monitoring period. A nationwide lockdown continued into the 2020/2021 monitoring period with zero visits in the first quarter of the year.
- Some further information on the impact of the Coronavirus pandemic over the immediate months following the end of the 2019/20 monitoring year is provided in the Strong Local Communities section from page 26.
- The District Council continues to work with Oxfordshire County Council and other partners to bring forward strategic infrastructure schemes. With regards the A40 corridor improvements, the preliminary design stage was completed for the eastbound bus priority lane on A40 from Eynsham to Duke's Cut canal bridge; selected elements of westbound bus priority; 850 space park and ride site at Eynsham; and selective junction improvements on A40 in Eynsham/ Cassington area. A revised funding package and bringing forward the Park & Ride element was approved by Oxfordshire County Council in December 2020.
- Feasibility design has progressed for the dualling of the A40 from Witney to Eynsham, integrated east and westbound bus lane and provision of dedicated bus, cycle and walking facilities along the Duke's Cut section of the A40.
- Feasibility design has also progressed on the Access to Witney at Shores Green proposed scheme.
- The Access to Carterton Strategy preferred options package is divided into three distinct schemes to improve Carterton's strategic connectivity: B4477 Carriageway Improvement Scheme; West Facing Slips at B4477/A40 Junction and wider benefits schemes and; Witney to Carterton cycleway along Witney Road. During 2019/20 scheme option generation has taken place for all elements.

### **What's on the horizon?**

- The Council is committed to working collaboratively with the health and voluntary sector and local communities to enhance the health and wellbeing of West Oxfordshire's residents.
- Following completion of the Accessing Needs and Opportunities Guide, the next stage of developing the Built Facilities Strategy will be to establish a leisure facility mix for consultants working on the site identification to take forward.
- Following approval from Sport England, consultants to be appointed to commence work on a new Playing Pitch Strategy (PPS) for the District.
- Health Impact Assessment (HIA) next steps – reported to the Growth Board on 26 January for approval, following which there will be training/awareness raising with Officers and Members.

- Public engagement on A40 schemes and Access to Witney at Shores Green in spring 2021 and landowner discussions.
- Determination of the A40 Park & Ride planning application (Oxfordshire County Council). Following a submission of Business Case to Department for Transport in late spring 2021, subsequent approval is expected late Summer 2021 with detailed design on the Park & Ride element commencing shortly thereafter with construction to start in early 2022.
- Access to Carterton next steps: produce a fully costed preferred option package by March 2021. With public consultation to follow later in 2021/22. Full funding opportunities will also be sought.

### 3. A Vibrant District Economy

*Securing future economic success through supporting existing local businesses and attracting new businesses to deliver the economic ambitions of the Oxfordshire Local Industrial Strategy*

#### Background Context

- West Oxfordshire has a strong and diverse economy and one of the lowest unemployment rates in the country.
- According to the latest ONS experimental estimates of regional gross value added (GVA) (balanced) by industry, **GVA** in West Oxfordshire totalled £2.38bn (£26,814 per head) in 2018 (provisional estimation)<sup>13</sup>. It was estimated that Real Estate and Manufacturing were the largest industry sectors (see figure 6), worth £485m and £411m respectively.
- Previously GVA has typically been used as a measure of productivity at a county and regional level and so a direct comparison / trend analysis of the above figures has not been possible. However, the 2015 West Oxfordshire Economic Snapshot<sup>14</sup> reported on the district's **workforce structure** by industry sector at the time of the last Census (2011). Whilst there was a reported high proportion of employment in the Health, Education, Public Admin & Defence, Wholesale and Retail, and Manufacturing industries; Financial and Real Estate was one of the industries with a lower proportion of the district's workforce (see figure 7).
- The 2015 Economic Snapshot recognised the **potential for growth** in the engineering, motorsport and food production sectors.

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<sup>13</sup> ONS data available at: <https://www.ons.gov.uk/economy/grossvalueaddedgva>

<sup>14</sup> Available at: <https://www.westoxon.gov.uk/media/svrbpu22/west-oxfordshire-economic-snapshot-jan-2015.pdf>

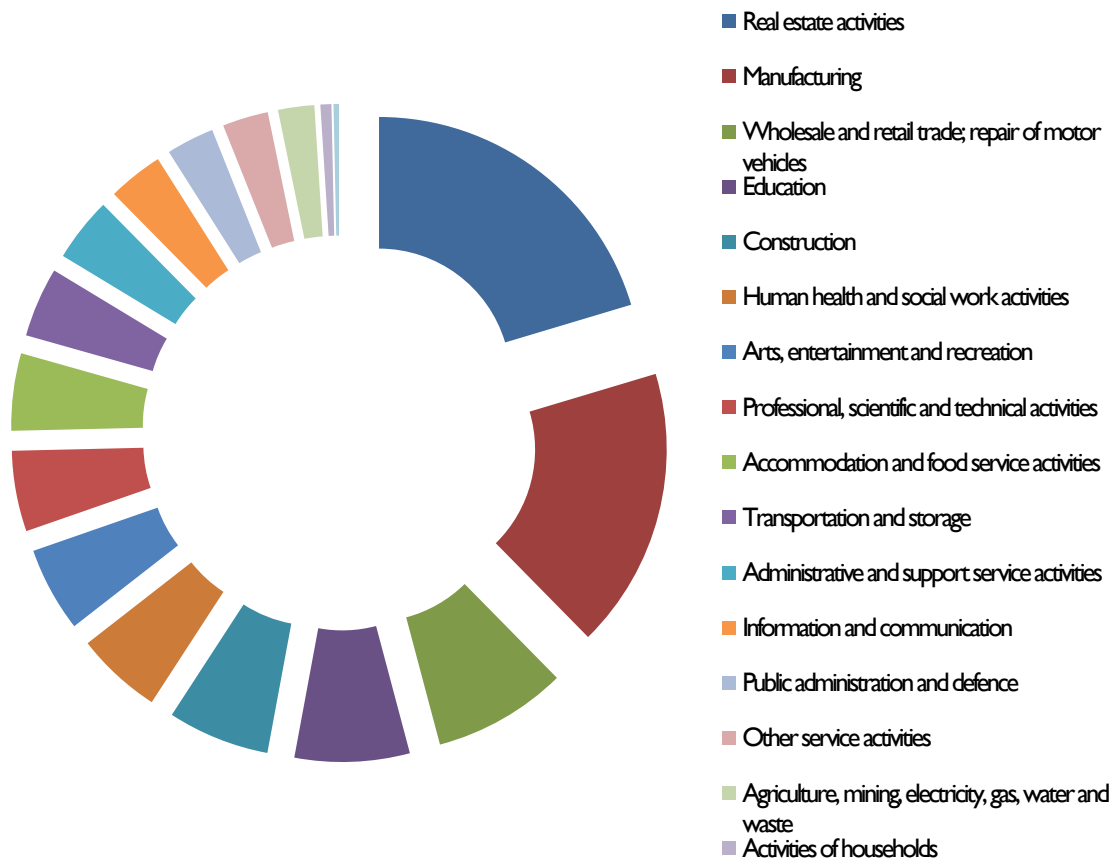


Figure 6: Experimental estimate of Gross value added (balanced) by industry

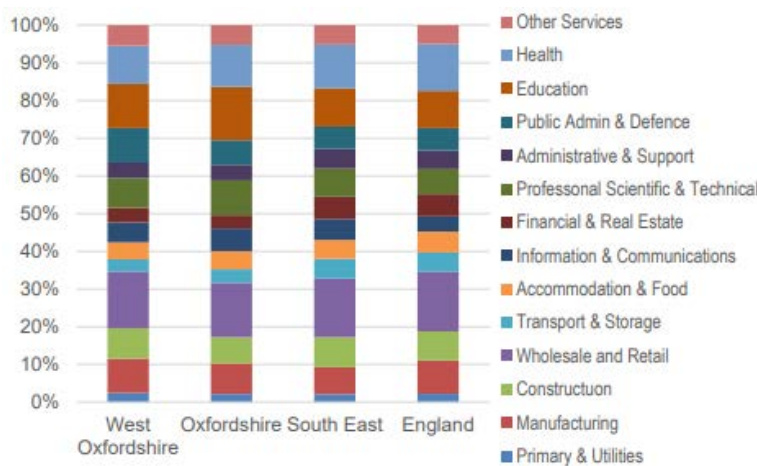


Figure 7: Industrial Structure of West Oxfordshire workforce (Census 2011)

- Launched in September 2019, the **Oxfordshire Local Industrial Strategy (OxLIS)**<sup>15</sup> responds to the UK Industrial Strategy which aims to increase growth and productivity across the country and create more prosperous communities. The OxLIS presents a long-term framework against which private and public sector investment decisions can be assessed and there are a number of specific opportunities for West Oxfordshire, including:

<sup>15</sup> Available at: <https://www.oxfordshirelep.com/lis>

- The West Oxfordshire Science Park (part of the proposed Garden Village) and the Carterton & RAF Brize Norton Industrial Hub identified within a proposed network of global hubs and international clusters.
- Involvement in the establishment of a Data and Mobility Living Lab
- In 2019, West Oxfordshire had 57,200 employees, 6,100 more than in 2018<sup>16</sup>.
- In 2019, nearly 90% of businesses in West Oxfordshire employed up to 9 employees (micro-businesses). There were 20 businesses employing over 250 people, including Owen Mumford, Siemens and Renault FI.
- 87.6% of West Oxfordshire residents aged 16 - 64 are **economically active** and of persons in employment nearly a quarter are in professional occupations.

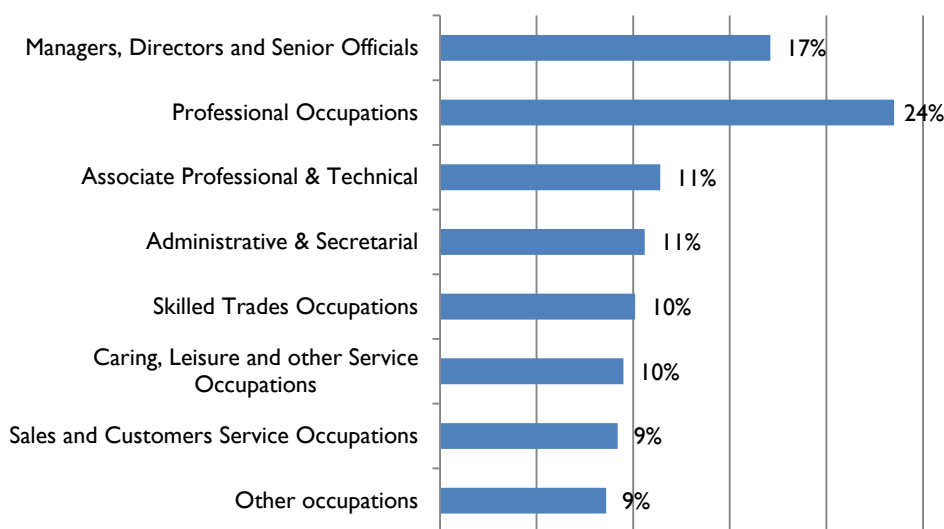


Figure 8: West Oxfordshire workforce by occupation

- In West Oxfordshire, enterprises have an average of 1.1 **local units**, lower than the national average.
- West Oxfordshire's **town centres** continue to face challenges of remaining competitive in a modern market with new technologies and spending behaviours, competition from out of town retail and leisure destinations. In particular, Witney has experienced an increase in vacant town centre units, with 35 units currently being unoccupied (10% of total units). This is an increase from 27 in 2018 (8% of total units). A further two units are temporarily closed as a result of the Coronavirus pandemic but are anticipated to re-open in the new year.
- As of November 2020, Carterton is in a more favourable position than Witney in terms of town centre vacancy with three units currently remaining unoccupied (4% of all units). Of these units, two have recently had planning applications approved and

<sup>16</sup> Business Register of Employment Survey (BRES), Nomis, Available at: <https://www.nomisweb.co.uk/sources/bres>

are hoped to be operational in the near future.

- The 2015 West Oxfordshire Economic Snapshot<sup>17</sup> provides the most up to date detailed account of the **key employment locations** across the district. A high-level assessment of these key sites was undertaken in terms of their location, utility and quality (see figure 9). Sites in Carterton, Witney and Eynsham scored particularly well. Further, at the time of the last Census (2011), 18% of employed residents in West Oxfordshire worked mainly at or from home, which had seen an upward trend. The coronavirus pandemic has increased levels of homeworking, however locally specific data is not yet available.

| Centre                  | Sites  | Location | Utility | Quality | Total |
|-------------------------|--|----------|---------|---------|-------|
| <b>Carterton</b>        | Carterton South Industrial Estate  | 0        | -1      | -1      | -2    |
|                         | Ventura Park   | 1        | 1       | 1       | 3     |
|                         | West Oxfordshire Business Park   | 1        | 1       | 1       | 3     |
| <b>Chipping Norton</b>  | Elmsfield Industrial Estate, Primsdown Industrial Estate, Station Road Industrial Estate, Worcester Road Industrial Estate | 0        | 1       | 0       | 1     |
|                         | Cromwell Park  | 1        | 1       | 1       | 3     |
| <b>Eynsham</b>          | Oasis Business Park  | 1        | 1       | 1       | 3     |
|                         | Elm Place  | 1        | 1       | 1       | 3     |
|                         | Oakfields Industrial Estate  | 1        | 1       | 1       | 3     |
|                         | Old Station Way  | 1        | 1       | 1       | 3     |
| <b>Long Hanborough</b>  | Hanborough Business Park   | 1        | 0       | 0       | 1     |
|                         | Blenheim Office Park   | 1        | 1       | 1       | 3     |
| <b>Stanton Harcourt</b> | Lakeside Industrial Estate   | 1        | 1       | 1       | 3     |
|                         | Stanton Harcourt Industrial Estate   | 1        | 1       | 1       | 3     |
| <b>Witney</b>           | Bromag Industrial Park   | 0        | 1       | 0       | 1     |
|                         | De Havilland Way   | 1        | 1       | 1       | 3     |
|                         | Eagle Industrial Estate  | -1       | 1       | 0       | 0     |
|                         | Newland Industrial Estate  | -1       | 0       | 0       | -1    |
|                         | Range Road   | 1        | 1       | 1       | 3     |
|                         | Station Lane   | 0        | 1       | 0       | 1     |
|                         | Windrush Industrial Park   | 1        | 1       | 1       | 3     |
|                         | Network Point  | 1        | 1       | 1       | 3     |
|                         | Compton Hay, Des Roches Square, Meadow Court, Spinners Yard, Thorney Leys, Waterside Court, Witney Office Village          | 1        | 1       | 1       | 3     |
| <b>Remote</b>           | Blenheim Palace Sawmill, Clanfield Workshops, Crawley Mill   | 1        | 1       | 1       | 3     |
|                         | Enstone Business Park  | 1        | 1       | 0       | 2     |
|                         | Langston Priory, Threshers Yard, Mount Manor   | 1        | 1       | 1       | 3     |
|                         | Southill Business Park   | 0        | 1       | 1       | 2     |

<sup>17</sup> Available at: <https://www.westoxon.gov.uk/media/svbbpu22/west-oxfordshire-economic-snapshot-jan-2015.pdf>

|                    |    |    |    |    |
|--------------------|----|----|----|----|
| Groves Timber Yard | -1 | -1 | -1 | -3 |
| Minster Lovell     | -1 | -1 | -1 | -3 |
| Wroslyn Road       | -1 | -1 | -1 | -3 |

Figure 9: Key employment site assessment<sup>17</sup>

- The Local Plan Core Objectives for sustainable economic growth are as follows:

**CO7** To support sustainable economic growth which adds value to the local economy, improves the balance between housing and local jobs, provides a diversity of local employment opportunities, capitalises on economic growth in adjoining areas, improves local skills and work readiness, removes potential barriers to investment and provides flexibility to adapt to changing economic needs.

**CO8** To enable a prosperous and sustainable tourism economy

### What's happened in 2019/20?

- A total of 41,646m<sup>2</sup> (32,833m<sup>2</sup> net) employment land (B use classes) was permitted in 2019/20, the majority of which (m<sup>2</sup>) is located within the Witney sub-area and is predominantly made up of the floorspace to be gained from the West Witney employment area (planning reference 19/02011/RES).

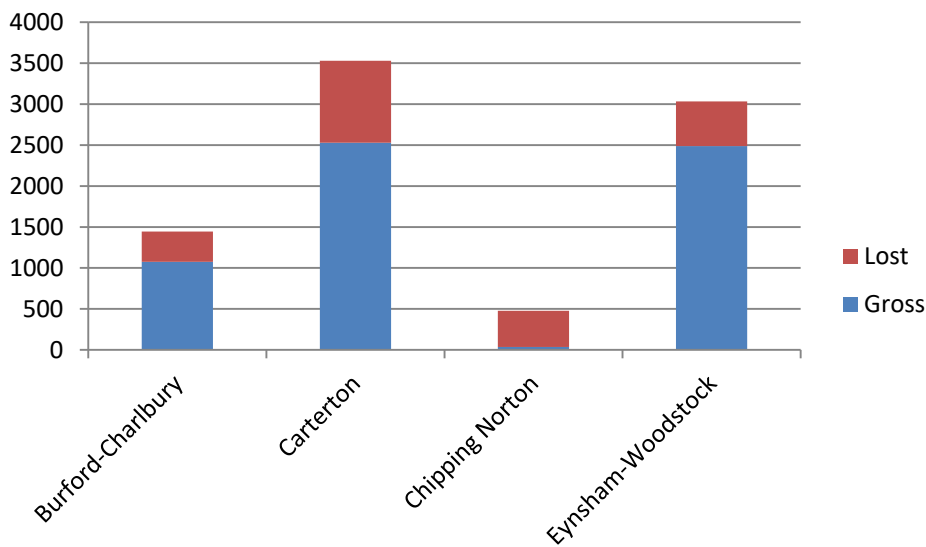


Figure 10: B use class floorspace permitted (m<sup>2</sup>) by sub-area (separate graph for Witney sub-area in figure 11)



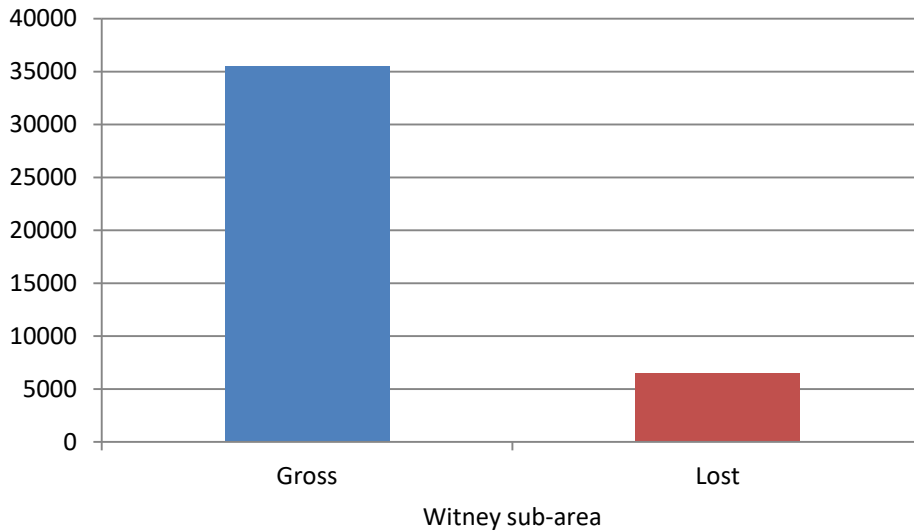


Figure 11: B use class floorspace permitted (m<sup>2</sup>) in the Witney sub-area

- A total of 11,155m<sup>2</sup> (10,432 m<sup>2</sup> net) of permitted employment floorspace was completed. Only within the Chipping Norton sub-area was there a loss of employment floorspace through a single completed change of use of a storage unit (B8 use) to residential use. In the Witney sub-area 3,922m<sup>2</sup> (3,324m<sup>2</sup> net) employment space was completed.

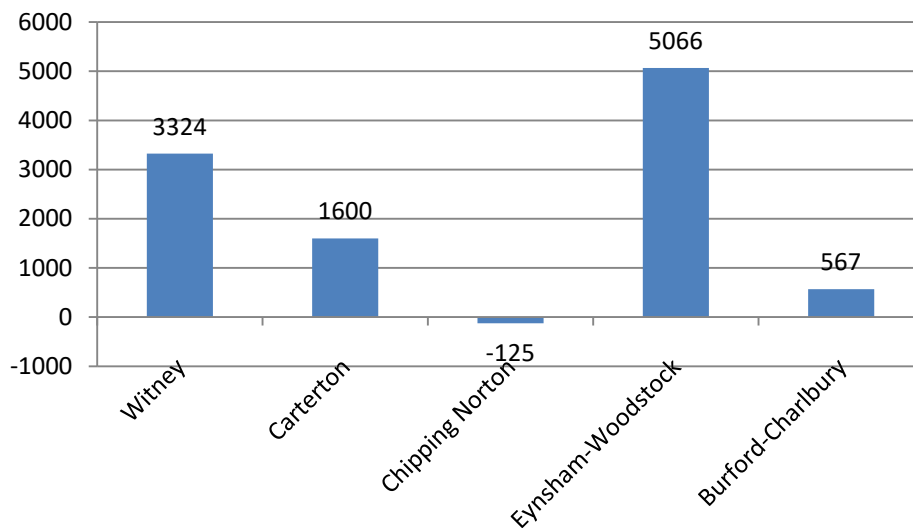


Figure 12: B use class floorspace completed (m<sup>2</sup>)

- A total of two change of use schemes from employment to residential completed in the monitoring period resulting in a loss of 273m<sup>2</sup> (both B8 storage and distribution uses in Chipping Norton and Witney).
- Permitted changes of use to residential in 2019-20 would result in a loss of 1,289m<sup>2</sup> employment floorspace, including schemes to convert offices to residential in Witney and Bladon and two light industrial to residential schemes approved under permitted development in Bampton and Burford.

- Policy EI sets out the quantum of land available for business development at Witney, Carterton, Chipping Norton and Eynsham. The following status of land detailed in Policy EI can be updated, as at 31 March 2020, as follows:

| Sub Area        | Location  | Site Type                | Site Area (Ha) | Updated Planning Status/Development Progress 2019/20  |
|-----------------|---|--------------------------|----------------|---|
| Witney          | West of Downs Road, Witney                                | Industrial               | 2.10           | Planning permission on part of previous Local Plan allocation for construction of B8 warehouse (planning reference 20/01338/FUL)  |
| Witney          | Land at Witney Football Club                              | Office                   | 0.40           | Residential element of permission under construction. Permitted employment development not yet implemented.   |
| Witney          | East of Downs Road, South of Burford Road                 | Commercial               | 1.81           | Development completed   |
| Witney          | Land east of De Havilland Way                             | Business Park            | 0.47           | Proposal for new purpose-built facility comprising B1, B2 and B8 class uses pending consideration (planning reference 20/02391/FUL)   |
| Witney          | West Witney SDA   | Mixed use                | 10.00          | Residential and phase 1 of employment development (planning permission 19/02011/RES) under construction. Planning permission for phase 2a of employment area (planning reference 20/01729/RES) granted November 2020. |
| Witney          | Former Supergas site, west of Downs Road                  | Industrial               | 1.15           | No current planning status  |
| Witney          | Land Adjacent to Stewart Milne Timber, West of Downs Road | Storage and distribution | 0.85           | Development completed   |
| Carterton       | West Oxfordshire Business Park                            | Business Park            | 1.87           | Partly completed  |
| Carterton       | West Oxfordshire Business Park                            | Business Park            | 0.58           | Development completed   |
| Carterton       | Ventura Park, Carterton                                   | Business Park            | 0.43           | Development completed   |
| Carterton       | Land east of Carterton                                    | Mixed use                | 1.50           | Permission granted  |
| Chipping Norton | Cromwell Park, Chipping Norton                            | Office                   | 0.13           | Permission granted  |
| Chipping Norton | Land north of London Road, Chipping Norton                | Business Park            | 9.00           | Part of WOLP 2031 allocation (CNI)  |
| Eynsham         | Land north of the A40                                     | Science Park             | 40.00          | Allocated in WOLP 2031  |

- In the main towns of West Oxfordshire (Witney, Carterton, Chipping Norton, Burford and Woodstock), 564m<sup>2</sup> of retail floorspace was permitted (minor extensions of existing units in Witney and a small amount of new retail use as part of a reserved matters approval on the Land East of Woodstock allocation). However, a number of conversions and some large-scale changes of use permitted in the main towns would mean that there would be an overall net loss of 5,481m<sup>2</sup>.
- Outside of the main towns, 2,446m<sup>2</sup> of A1 retail floorspace was permitted. The permitted loss from a single development in Eynsham would result in a net gain of 2,377m<sup>2</sup>.

| 2019-2020                | A1 shops                  | A2 Financial and professional services | A3 Restaurants and cafes | A4 drinking establishments | A5 Hot food takeaways | TOTAL                     |
|--------------------------|---------------------------|--|--------------------------|----------------------------|-----------------------|---------------------------|
| <b>Witney</b>            | 283 (-4,544 net)          | 0                                      | 0                        | 0                          | 0                     | <b>283 (-4,544 net)</b>   |
| <b>Carterton</b>         | 60 (-1,129 net)           | 0 (-355 net)                           | 82 (82 net)              | 0                          | 0                     | <b>142 (-1,402 net)</b>   |
| <b>Chipping Norton</b>   | 0                         | 0                                      | 10 (10 net)              | 0                          | 0                     | <b>10</b>                 |
| <b>Burford</b>           | 0 (-29 net)               | 0 (-52 net)                            | 0                        | 0                          | 0                     | <b>0 (-81 net)</b>        |
| <b>Woodstock</b>         | 221                       | 221 (43 net)                           |                          |                            |                       | <b>442 (264 net)</b>      |
| <b>Other settlements</b> | <b>2,446 (2,377 net)</b>  | 0                                      | 0                        | 0                          | 81 (81 net)           | <b>2,527 (2,458 net)</b>  |
| <b>TOTAL</b>             | <b>3,010 (-3,104 net)</b> | <b>221 (-364 net)</b>                  | <b>92 (92 net)</b>       | <b>0</b>                   | <b>81 (81 net)</b>    | <b>3,404 (-3,295 net)</b> |

- A total of 13 schemes were granted permission during the monitoring period for tourism related developments. Most of these related to the provision of holiday accommodation.
- The Council's contract with Gigaclear to bring fibre access has now covered 4,006 of 4,788 properties in the District. The project is due for completion at the end of November 2020.
- The District Council is currently undertaking work to enable Carterton Town Council to submit an application for the Government's Future High Streets Fund. The fund is currently closed to applications.
- In response to the Coronavirus pandemic, the District Council has processed 2,095 successful COVID grant applications valued in excess of £25,030,000.
- A working group has been established by Council Officers to support the safe reopening of the District's high streets. Measures have included pavement widening, pedestrianisation, and changes to licensing, helping businesses to operate in a socially distanced manner.

- Continued work in partnership with the Oxfordshire LEP to bring forward projects identified within the Oxfordshire Local Industrial Strategy (LIS), including Carterton Industrial Hub and the Oxfordshire Cotswolds Garden Village Science Park in line with the Oxfordshire Local Industrial Strategy's Investment Plan.

### **What's on the horizon?**

- Continued support to be provided for local businesses as part of the Council's Covid-19 Recovery Plan.
- The next steps in the development of a new Technology Hub for Carterton include a detailed feasibility study and SWOT analysis informed by input from a wide range of stakeholders previously engaged in the concept through the Local Plan process.
- Submission and examination of the Salt Cross Garden Village Area Action Plan, of which the Salt Cross Science and Technology Park is a key part.

## 4. Strong Local Communities

*Supporting and building prosperous and inclusive communities*

### Background Context

- There are roughly 130 separate towns, villages and hamlets scattered across the district with 83 parishes.
- The proportion of people '**satisfied** with their neighbourhood' (90.2%) is higher than the Oxfordshire average (86.5%)
- **Council tax** in West Oxfordshire is within the lowest five shire districts nationally.
- Since being introduced through the Localism Act 2011, there have been five Neighbourhood Plans 'made' (adopted) in West Oxfordshire. These are Eynsham, South Leigh, Hailey, Shilton and Chipping Norton. As of December 2020, a further five Neighbourhood Planning areas are designated for the purposes of producing a Neighbourhood Plan (Brize Norton, Cassington, Charlbury, Milton under Wychwood and Woodstock)
- There are 16 **community transport schemes** operating throughout West Oxfordshire<sup>18</sup>.
- Based on the MHCLG **Index of Deprivation**<sup>19</sup>, a greater percentage of Lower Super Output Areas in West Oxfordshire were within the 40% most deprived in 2019 (see figure 14) than in 2015. However, on the whole, the district remains largely within the least deprived local authority areas in the country.
- The Local Plan Core Objectives for sustainable communities with access to services and facilities are as follows:

**CO9** Promote inclusive, healthy, safe and crime free communities.

**CO10** Ensure that land is not released for new development until the supporting infrastructure and facilities are secured.

**CO11** Maximise the opportunity for walking, cycling and use of public transport.

**CO12** Look to maintain or improve where possible the health and wellbeing of the District's residents through increased choice and quality of shopping, leisure, recreation, arts, cultural and community facilities.

**CO13** Plan for enhanced access to services and facilities without unacceptably impacting

<sup>18</sup> 2019/20 Oxfordshire Community Transport Directory

<sup>19</sup> Index of Deprivation (MHCLG, 2019). Available at: [http://ddgapps.communities.gov.uk/imd/iod\\_index.html](http://ddgapps.communities.gov.uk/imd/iod_index.html)

## What's happened in 2019/20?

- The Localism Act 2011 introduced a new Community Right referred to as the Community Right to Bid which allows Town and Parish Councils and defined community groups to ask the Council to list certain assets as being of community value. In the year 2019/20, two public houses were added to the West Oxfordshire List of Assets of Community Value (ACV)<sup>20</sup>. These are The White House, Bladon and The Cock Inn, Combe. Notably the White House, Bladon has been purchased by the community and is renamed 'The White House Community Pub'.
- Five ACV's were removed from the West Oxfordshire List of Assets of Community Value during the 2019/20 period due to the expiry of their 5 year listing period:
  - The Saddlers Arms, New Yatt
  - The Red Lion, Aston
  - Langdale Hall, Witney
  - Harcourt Arms, Stanton Harcourt
  - Public Open Space adjacent to Reily Close, Long Hanborough
- In 2019/20, three Neighbourhood Plans were made. Hailey Neighbourhood Plan was made on 2 September 2019, Shilton Neighbourhood Plan was also made on 2 September 2019 and Eynsham Neighbourhood Plan was made on 6 February 2020.
- A total of £3,235,314.50 was collected by the Council under Section 106 planning obligations.
- Of this total £1,195,522.48 received was for affordable housing; £164,344.51 was for community facilities; £137,842 was for economic development; £26,410 was for primary education; £1,631,504.51 was for open space and leisure; and £79,691 was for transport and travel.
- Consultation on a revised draft CIL charging schedule took place from 10 July – 21 August 2020. Just over 170 responses were received and these can be viewed [online](#).
- The Council awarded £11,069.46 in grant funding in 2019/20; a total of £10,823.76 in Communities Activities Grants and £239.70 in Individual Development Grants.
- 675m<sup>2</sup> community use floorspace was permitted from five schemes (extensions to create function room at Cotswolds Hotel and Spa, extension to dental surgery in Chipping Norton and a small amount of new community use as part of a reserved matters approval on the Land East of Woodstock allocation).
- A small amount of floorspace for community use was lost (132m<sup>2</sup>) resulting from an approval of the conversion of training rooms to residential in Witney.

<sup>20</sup> Full listing available at: <https://www.westoxon.gov.uk/residents/communities/community-rights/>

- 2,600m<sup>2</sup> additional floorspace for educational uses was permitted, including a new primary school at the West Witney site (2,485m<sup>2</sup>).
- Shortly after the end of the 2019/20 monitoring year, the Coronavirus pandemic shifted the District Council's focus towards supporting its residents, businesses and the community and voluntary sector, to mitigate the impact of the national lockdown.
- The Council has since reported on its extensive community response work in the two quarters of 2020/21. The next Annual Monitoring Report for the period 2020-2021 will include a full summary of the Council's Covid Response and Recovery actions.

### **What's on the horizon?**

- Submission of CIL Draft Charging Schedule for independent examination and adoption.
- Further consultation and adoption of Developer Contributions Supplementary Planning Document (SPD).
- Update of the West Oxfordshire Infrastructure Delivery Plan (IDP) 2016.
- Preparation of an Infrastructure Funding Statement (IFS) for 2020/21 with publication no later than December 2021.
- Update of Settlement Sustainability Report 2016.
- WODC to continue to support designated Neighbourhood Planning bodies in their preparation of a Neighbourhood Plan. Five further Neighbourhood Plans are currently in progress (Brize Norton, Cassington, Charlbury, Milton-under-Wychwood, Woodstock).

## 5. Meeting the Housing Needs of our Changing Population

*Securing the provision of market and affordable housing of a high quality for the wide range of householders making their home in West Oxfordshire*

### Background Context

- There are approximately 49,000 **households** in West Oxfordshire, with around 900 Ministry of Defence dwellings (estimation based on a combination of Council Tax and Electoral roll data).
- As of February 2020 there were 2,042 households on the **housing waiting list**, with over half of these requiring a 1 bedroom property. A further 30.26% of households on the register required a 2 bed property. 11.31% required 3 bedrooms, 3.53% required 4 bedrooms and only 0.98% required 5 or more bedrooms.
- In 2019, full-time workers could expect to pay 10.4 times their annual work-place based earnings on purchasing a home in West Oxfordshire<sup>21</sup>. This had increased from 2011 where the property price to earnings ratio was 9.1 and in 1997 where the ratio was 5.1. It is however a decrease since 2018 which had a ratio of 11.6.
- The most recent assessment of **housing need** in West Oxfordshire identifies an objectively assessed need (OAN) for 660 homes per year from 2011 to 2031. Within this, there is a need for 274 affordable homes each year (excluding existing commitments).
- The West Oxfordshire Local Plan sets out that provision will be made for at least 15,950 new homes in the period 2011 - 2031, phased as follows:

|           | West Oxon's needs | Oxford City's needs | Combined annual requirement |
|-----------|-------------------|---------------------|-----------------------------|
| 2011 - 17 | 550 per annum     |                     | 550 per annum               |
| 2017 - 18 | 550               |                     | 550                         |
| 2018 - 19 | 550               |                     | 550                         |
| 2019 - 20 | 550               |                     | 550                         |
| 2020 - 21 | 550               |                     | 550                         |

<sup>21</sup>

<https://www.ons.gov.uk/peoplepopulationandcommunity/housing/bulletins/housingaffordabilityinenglandanddwales/2019>



|           |        |       |        |
|-----------|--------|-------|--------|
| 2021 - 22 | 525    | 275   | 800    |
| 2022 - 23 | 525    | 275   | 800    |
| 2023 - 34 | 700    | 275   | 975    |
| 2024 - 25 | 850    | 275   | 1125   |
| 2025 - 26 | 850    | 275   | 1125   |
| 2026 - 27 | 850    | 275   | 1125   |
| 2027 - 28 | 850    | 275   | 1125   |
| 2028 - 29 | 850    | 275   | 1125   |
| 2029 - 30 | 850    | 275   | 1125   |
| 2030 - 31 | 850    | 275   | 1125   |
| Totals    | 13,200 | 2,750 | 15,950 |

- Over the last 9 monitoring years (2011—2020) there have been the following **residential permissions and completions**:
  - 8,503 dwellings granted permission; an average of 945 per year
  - 4,437 new homes completed; a yearly average of 493
- The Council is required to maintain, and update annually, a register of **Brownfield sites** that are appropriate for residential development and meet a number of criteria set by the government. The West Oxfordshire Brownfield Register, updated in 2020, contains 21 sites with a potential for between 482 and 582 dwellings to come forward over the plan period to 2031.
- There is a theoretical need for around 19 **Gypsy and Traveller pitches** for the period to 2031 however the requirement is likely to be much lower<sup>22</sup>. The West Oxfordshire Local Plan 2031 includes provision for at least 5 pitches and 5 plots between 2016 and 2031.
- As of 1st April 2019 there were a total of 526 registrations on the West Oxfordshire **Self-build** and Custom Housebuilding Register.

<sup>22</sup> based on national evidence on those meeting the government's definition of travelling communities being only 10%

- At April 2019, there were **34 care home beds** per 100 people aged 85, over and above both the regional and national averages (both 31).

**What's happened in 2019/20?**

- 1,086 new homes were completed in 2019/20. This greatly exceeds the Local Plan housing requirement of 550 homes for the monitoring year (West Oxfordshire Local Plan 2031, Policy H2).

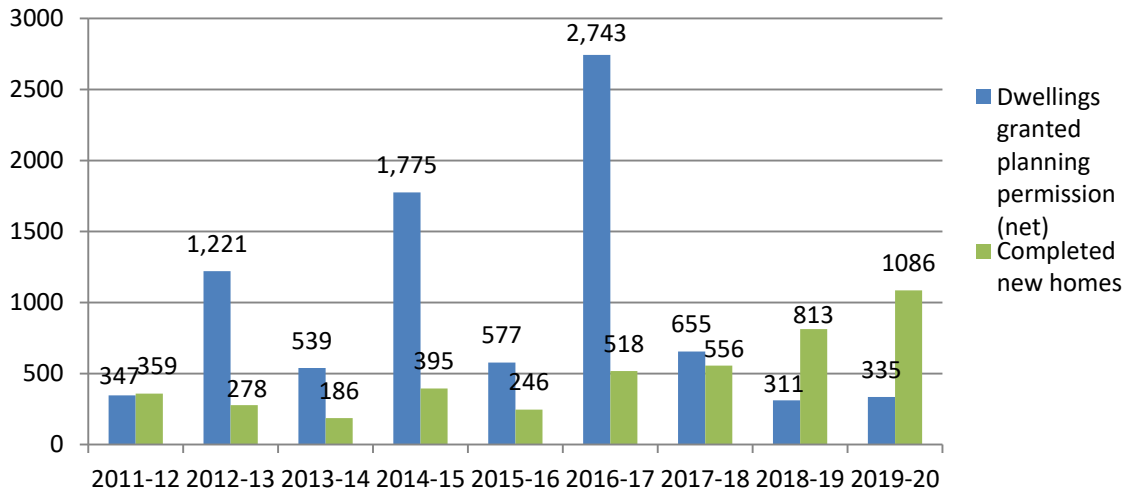


Figure 13: Residential permissions and completions 2011 - 2020

- 240 (22%) of completed dwellings were on previously developed (brownfield) land. This is a marginally higher percentage than last year, however, over the last five years there remains a downward trend in the proportion of completed dwellings built on brownfield land, as shown in the graph below.

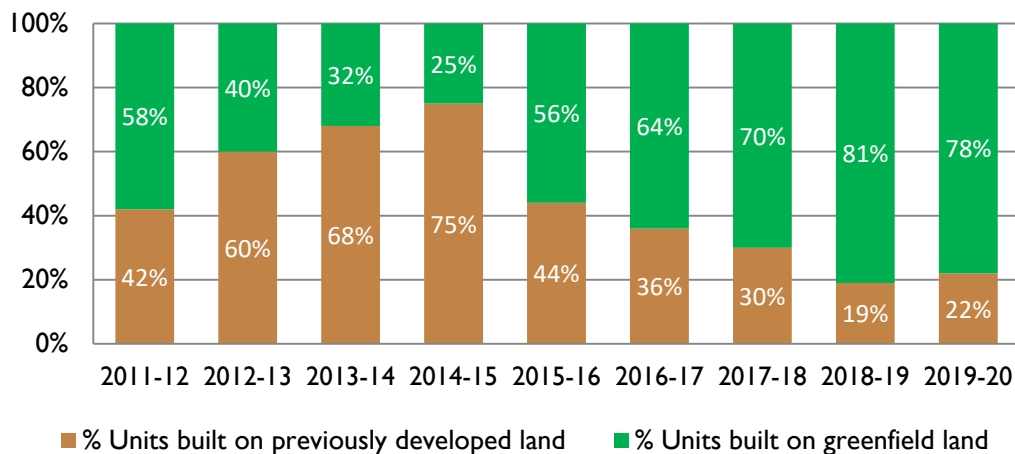


Figure 14: % Residential completions on greenfield and previously developed land 2011 - 2020

- Of the dwellings completed in 2019/20, 325 were on allocated sites. This included:
  - 152 at North Curbridge (West Witney)
  - 42 at East of Carterton
  - 8 at East of Woodstock
  - 61 at West of Thornbury Road, Eynsham (part of the West Eynsham SDA)
  - 47 at REEMA Central (-7 net due to the loss of 54 units)
  - 7 at Land south of Banbury Road, Chipping Norton (part of East Chipping Norton SDA)
  - 42 at Land at London Road and Trinity Road, Chipping Norton (part of East Chipping Norton SDA)
  - 20 at Former Stanton Harcourt Airfield
- The total number of affordable housing completions in 2019/20 was 454 (42% of overall completions).
- 408 dwellings were granted permission, (a net total of 335, taking account of superseded permissions / amended schemes resulting in a net change of extant permissions). This includes 2 dwellings (separate individual schemes) granted via planning appeal.

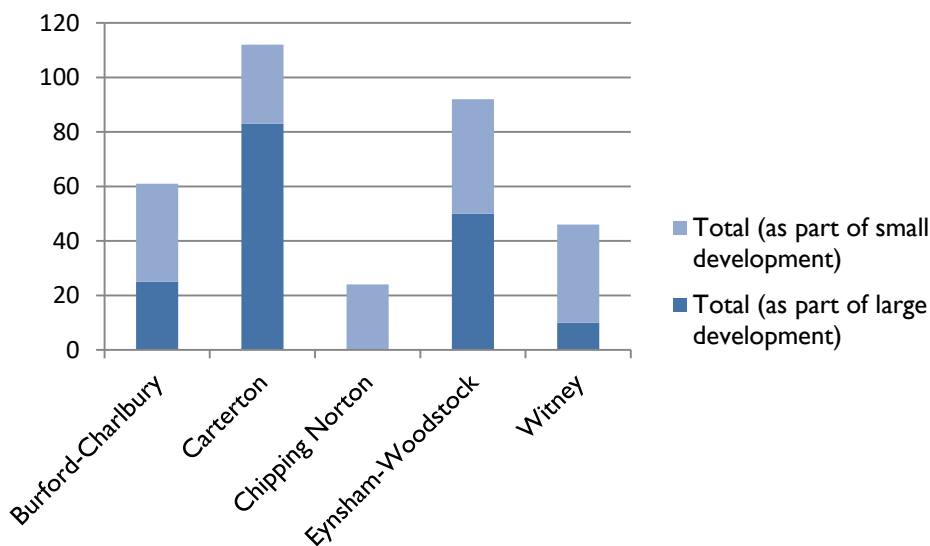


Figure 15: Dwellings granted permission 2019/20 by size and sub-area

- 93 (23%) of dwellings granted permission were on previously developed (brownfield) sites.
- The breakdown of residential permissions by property size revealed a larger proportion of smaller properties (1 and 2 bedrooms) and fewer larger 4+ bed homes compared to the Local Plan's indicative housing mix guidelines, as set out below.

|   |            |             |             |              |
|---|------------|-------------|-------------|--------------|
| <b>Local Plan 2031 property size guidelines</b>     | 4.8% 1 bed | 27.9% 2 bed | 43.4% 3 bed | 23.9% 4+ bed |
| <b>Housing permissions 2019/2020 property sizes</b> | 21%        | 42%         | 25%         | 11%          |

- The Council's most recent Housing Land Supply Position Statement (January 2021) demonstrates that the Council can demonstrate a 5.4 year supply of deliverable housing sites over the 5-year period 2020 - 2025.
- Between 1 April 2019 and 22 November 2020, there were 27 entries onto the Council's Self-build and Custom Housebuilding Register.
- 7 households had reported to have been in emergency accommodation for under 28 days in 2019/2020. It was understood that this was a combination of rough sleepers and sofa surfers. 2 households were reported to be in emergency accommodation at the end of March 2020 however due to Covid-19, Housing Associations were pausing house moves to help limit the spread of the virus following instruction from central government.

### **What's on the horizon?**

- The Area Action Plan (AAP) for Salt Cross Garden Village and Supplementary Planning Documents (SPD) for the four Strategic Development Areas (West Eynsham, East Chipping Norton, East Witney and North Witney), will provide an overall framework for delivering housing and other needs on these sites.
- The Council continues to monitor whether the supply of deliverable housing sites is sufficient to meet the housing requirement as set out in the Local Plan.
- An update of the Council's Housing Land Supply Position Statement, to cover the five-year period 2021 to 2026, will be published by December 2021.
- The Council will update its Strategic Housing and Employment Land Availability Assessment (SHELAA) which will help to inform the initial stages of the proposed Local Plan review in autumn 2021, as well as the next update of the Council's Brownfield Register to be published by 31 December 2021.

## 6. Modern Council Services and Sustainable Finance

*Delivering excellent modern services whilst ensuring the financial sustainability of the Council*

### Background Context

- West Oxfordshire District Council remains committed to delivering excellent services to its local communities.
- Over the past five years 81% of **planning applications** were determined by the Council in the target timescale (see annual break-down in figure 16).

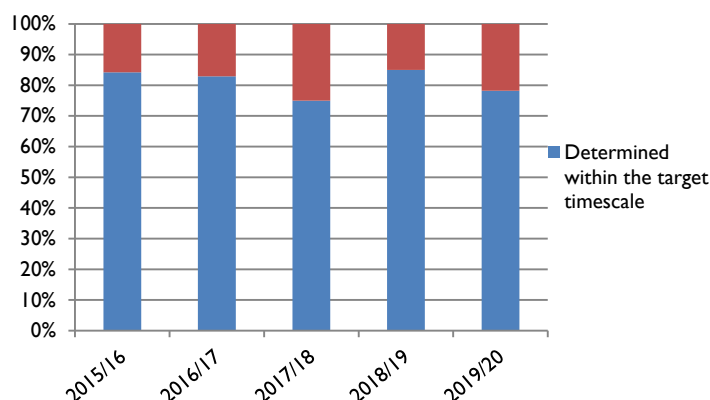


Figure 16: Planning application determinations

- The Council also provides a Building Regulation (Control) approval service, including Full Plan checks and Building Notices (typically for smaller works) and over 1,000 applications are processed each year. Over the past five years 77% of **Building Control** Full Plans were checked within 21 calendar days of receipt (see annual break-down in figure 17)<sup>23</sup>.

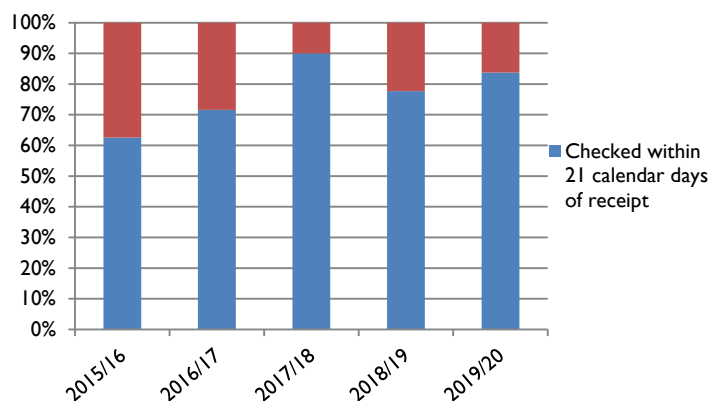


Figure 17: Building Control Full Plan checks

<sup>23</sup> See Annual Performance Summaries for full commentary on these figures. Available at: <https://www.westoxon.gov.uk/about-the-council/council-performance-and-spending/council-performance/>

- As of 31 January 2019, West Oxfordshire District Council owned 248 land/building holdings, of which 215 were freeholds, 30 were leaseholds and 3 were other types of holdings.

### What's happened in 2019/20?

- No new SPDs were adopted during the monitoring period 1<sup>st</sup> April 2019 and 31<sup>st</sup> March 2020. However, the Council's current LDS (Nov 2020) identifies six future SPDs to be prepared. The Council made the following progress in respect of the preparation of the proposed SPDs and the Salt Cross Garden Village Area Action Plan. For further information and document timetables in full, please refer to the Council's Local Development Scheme approved in November 2020<sup>24</sup>.

| Document  | Purpose of document  | Progress to date   |
|---|--|--|
| <b>Salt Cross Garden Village Area Action Plan (AAP)</b> | Will form part of the statutory development plan for West Oxfordshire, alongside the Local Plan 2031, to lead the development of the garden village allocated as a Strategic Location for Growth (SLG) in the Local Plan.  | Two rounds of initial consultation took place in June 2018 (Issues consultations) and Aug 2019 (Preferred Options) followed by a pre-submission draft consultation in November 2020. |
| <b>West Eynsham Development Framework (SPD)</b>         | West Eynsham, East Chipping Norton, East Witney and North Witney are all allocated as Strategic Development Areas (SDAs) in the Local Plan 2031.   | Initial consultation held in August – September 2018. Ongoing discussions with landowners/developers and additional evidence collated in respect of preferred access solutions.      |
| <b>East Chipping Norton Development Framework (SPD)</b> | The purpose of the proposed Development Framework for each site is to set out the Council's main aims and objectives for each site and the key parameters within which developers will be expected to work to bring the sites forward in a comprehensive and coordinated manner. | Initial consultation held in January – March 2019. Ongoing discussions with landowners/developers.   |
| <b>East Witney Development Framework (SPD)</b>          |  | Initial consultation held in June – July 2019. Ongoing discussions with landowners/developers  |
| <b>North Witney Development Framework</b>               |  | Preliminary consultation anticipated Spring 2021.  |

<sup>24</sup> West Oxfordshire Local Development Scheme November 2020 available at: <https://www.westoxon.gov.uk/media/8d892efe28f7c0d/llds-november-2020.pdf>

|                                    |   |  |
|------------------------------------|---|--|
| <b>(SPD)</b>                       |   |  |
| <b>Developer Contributions SPD</b> | Intended to provide additional clarity on the use of planning obligations and CIL.                                  | An initial consultation took place in November 2020.   |
| <b>Affordable Housing SPD</b>      | Will provide additional detail in respect of the delivery of affordable housing – a key issue for West Oxfordshire. | An initial consultation took place in November 2020 to be followed by a further consultation in February 2021. |

- A total of 1,331 planning applications were determined in 2019-20, 78% of which were determined within the target timescale (down 7% from 2018-19). 5% of applications were refused.
- 83.8% of building control full plans were checked within 21 calendar days of receipt.
- 99.8% of land charge searches were completed within ten working days.
- Section 110 of the Localism Act sets out a 'duty to co-operate' which essentially means that local planning authorities and other 'prescribed bodies' must engage constructively, actively and on an on-going basis to address cross-boundary issues of strategic importance such as housing and transport.
- The Council continues to actively engage with the other Oxfordshire Authorities<sup>25</sup> and the Oxfordshire Local Enterprise Partnership (LEP) on various spatial planning and infrastructure matters (including the preparation of the Oxfordshire Plan 2050 and delivery of all other components of the Oxfordshire Housing and Growth Deal).
- The pre-submission draft AAP published in August 2020 was accompanied by a [Duty to Co-Operate Statement of Compliance](#) demonstrating how the AAP has been prepared in accordance with the duty to co-operate. A key aspect of this has been discussions with Oxford City Council in respect of various matters including housing need and a memorandum of operation has been prepared to outline the mechanism through which the allocation of affordable homes is expected to take place.
- A commitment in the Council Plan to direct our management of property assets through a new Asset Management Plan to achieve improvements in the joint use of sites through the One Public Estate programme has moved a step forward with completion of a series of feasibility reviews of sites in Welch Way.

### What's on the horizon?


- Future Annual Monitoring Reports will provide an update of progress on the Council Plan objectives more widely, in addition to Local Plan monitoring, and are anticipated

<sup>25</sup> Oxfordshire County Council, Oxford City Council, Cherwell District Council, South Oxfordshire District Council and Vale of White Horse District Council

to be published by the autumn following the report's monitoring year. The AMR for the monitoring period 2020-2021 (the first full reporting year of the West Oxfordshire Council Plan) is therefore expected to be published in autumn 2021.

- In accordance with the principles of the One Public Estate Programme, feasibility work on partnership owned sites will include consideration of options for development that suit all partner's needs. A draft scoping exercise will be undertaken to which input will be invited from all partner organisations.



|   |   |
|---|---|
|  <p><b>WEST OXFORDSHIRE<br/>DISTRICT COUNCIL</b></p> | <p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>   |
| <p>Name and date of Committee</p>   | <p><b>Cabinet – Wednesday 17 February 2021</b></p>  |
| <p>Report Number</p>  | <p><b>Agenda Item No. 7</b></p>   |
| <p>Subject</p>  | <p><b>Extension of Environmental Services Contract with Ubico</b></p>   |
| <p>Wards affected</p>   | <p>ALL</p>  |
| <p>Accountable member</p>   | <p>Councillor Norman MacRae, Cabinet Member for Environment;<br/>Email: norman.macrae@westoxon.gov.uk</p>   |
| <p>Accountable officer</p>  | <p>Scott Williams, Business Manager – Contracts<br/>Email: scott.williams@publicagroup.uk</p>   |
| <p>Summary/Purpose</p>  | <p>To update Members on the Ubico contract for Domestic Waste and Recycling collections, Trade Waste and Recycling collections (includes markets), Street Cleansing, Grounds maintenance, Bulky Waste collections, Pest Control &amp; Dog Warden service and Bin deliveries which comes to an end on 31<sup>st</sup> March 2022 and put forward a recommendation to extend the agreement term by 2 years to 31<sup>st</sup> March 2024.</p> |
| <p>Annex</p>  | <p><a href="#">Annex A</a> – Ubico Performance Report</p>   |
| <p>Recommendation</p>   | <p>That the proposal contained in this report be endorsed, and Council be recommended to authorise the extension of the current Ubico contract by two years, from 1 April 2022 until 31 March 2024.</p>   |
| <p>Corporate priorities</p>   | <p>The proposal in this report supports the Council priority:<br/>Climate Action - Leading the way in protecting and enhancing the environment by taking action locally on climate change and biodiversity.</p>   |
| <p>Key Decision</p>   | <p>No</p>   |
| <p>Exempt</p>   | <p>No</p>   |
| <p>Consultees/<br/>Consultation</p>   | <p>The following people have all been consulted on this report and the detail contained within:<br/><br/>Councillor Norman MacRae and Senior Council and Publica Officers.</p>  |

## **1. BACKGROUND**

- 1.1. West Oxfordshire District Council (WODC) along with Forest of Dean District Council (FoDDC), Cotswold District Council (CDC) and four other partners in Gloucestershire are shareholders in Ubico Limited, a Teckal company designed to deliver environmental services, offering better value for money than commercial contracts.
- 1.2. The Teckal model enables Councils to commission services without the costs associated with a procurement process. Ubico delivers environmental services on behalf of the Councils at a price which reflects the actual cost of service provision but in doing so holds no assets, and so the depots it operates from, the vehicles it uses to perform the services and the waste and recycling containers which are provided to residents, are all owned by the authorities. This ensures that the shareholders have full control over high value expenditure.
- 1.3. The WODC contract with Ubico delivers the following services:
  - Domestic Waste and Recycling collections
  - Trade Waste and Recycling collections (includes markets)
  - Street Cleansing
  - Grounds maintenance
  - Bulky Waste collections
  - Pest Control & Dog Warden service
  - Bin deliveries
- 1.4. Feedback from service managers confirms that Ubico performs well and delivers a good level of service, within the time constraints set by the Council. Collection accuracy is extremely high at 99.92%, so the level of missed bins is low. There is a good relationship between officers in Publica and Ubico which has been crucial in maintaining delivery of the front line service despite the Coronavirus pandemic and the pressure that has inflicted. A short update on the last six months of service delivery is attached at [Annex A](#).
- 1.5. Annual expenditure is subject to variation in areas such as salary increases and fluctuations in fuel cost. However, there has been regular in-year additional overspend in the management cost. Much of this was due to the cost of additional resources being required to provide the collection services in light of increases in waste volumes and this was largely out of the control of Ubico. However, some overspend was also attributed to omissions in the initial budget setting when the company was established and has required adjustment of base revenue budgets. In addition, some overspend has continued to occur as a result of changes in overheads.
- 1.6. The delivery of the Domestic Waste and Recycling collections, Trade Waste and Recycling collections (includes markets), Street Cleansing, Grounds maintenance, Bulky Waste collections, Pest Control & Dog Warden service and Bin deliveries is due to be reviewed and updated in 2024 in line with the majority of existing fleet vehicles reaching the end of their usable life and requiring replacement.

## **2. MAIN POINTS**

- 2.1. There is provision within the current Ubico contract to extend by up to five years, should it be considered advantageous to do so but if nothing is decided before 31 March 2021, then the Council would automatically enter into the five year term extension period.
- 2.2. The services performed are part of the Councils statutory duty and therefore not providing them is not an option. The Council could however choose from one of the following options with regard to the contract for Domestic Waste and Recycling collections, Trade Waste and Recycling collections (includes markets), Street Cleansing,

Grounds maintenance, Bulky Waste collections, Pest Control & Dog Warden service and Bin deliveries:

- Enter into contract extension with Ubico for two years
- Enter into contract extension with Ubico for five years (any period up to five years could be selected, but for the purposes of this comparison 5 years has been presented)
- Award a new longer term contract to Ubico for this provision
- Complete a procurement to enter into contract with a private or third sector provider

2.3. The Council is facing unprecedented financial pressure brought about by the reduction in Central Government Revenue Support Grant to Local Authorities and the scale of risk to Government funding posed by the Ministry of Housing, Communities and Local Government “Fairer Funding Review” which may be implemented in 2022/23. Coupled with this is a significant reduction in income as a result of the national lockdowns in response to the Coronavirus pandemic.

2.4. It is therefore paramount that the Council identifies and implements efficiency measures to bring the costs down of its services and its contractors including Ubico are key in helping deliver this aim.

### 3. STRENGTHS & WEAKNESSES OF EACH OPTION

| <b>Enter into contract extension with Ubico for 2 years</b>   |   |
|---|---|
| <b>Strengths</b>  | <b>Weaknesses</b>   |
| Mirrors the proposed extension of CDC   | Potentially doesn't match up with other Ubico shareholders (excluding CDC but including FODDC)  |
| Provides Ubico with certainty over contract for two more years  | Could lead to increased cost due to Ubico not being able to secure long term contracts, for PPE as an example                         |
| Avoids cost in having to procure a new contract and any exit costs to leave the Ubico partnership   |   |
| Builds in time period for Ubico to demonstrate support to the Council in identifying and delivering efficiency measures to help address the financial pressures |   |
| May allow for the Covid-19 pandemic and potential changes in local government landscape and the effects of Brexit to play out                                   |   |
| Ability to extend further up to the maximum of five years if required   |   |
|   |   |
| <b>Enter into contract extension with Ubico for five years</b>  |   |
| <b>Strengths</b>  | <b>Weaknesses</b>   |
| Provides Ubico with certainty over contract for five more years   | Doesn't match up with CDC contract extension  |
| Avoids cost in having to procure a new contract   | Doesn't encourage Ubico to make additional effort to demonstrate support to the Council on efficiency measures and financial savings. |

|   |  |
|---|--|
| Ubico should support the Council in identifying and delivering efficiency measures to help address the financial pressures    |  |
| May allow for the Covid-19 pandemic and potential changes in local government landscape and the effects of Brexit to play out |  |
| Matches up with other Ubico shareholders (not CDC)  |  |

|  |   |
|--|---|
| <b>Award a new longer term contract to Ubico for this provision</b>  |   |
| <b>Strengths</b>   | <b>Weaknesses</b>   |
| Provides Ubico with extended certainty over contract   | Doesn't match up with CDC   |
| Avoids cost in having to procure a new contract  | Doesn't match up with other Ubico shareholders  |
| Ubico should support the Council in identifying and delivering efficiency measures to help address the financial pressures                       | Doesn't encourage Ubico to make additional effort to demonstrate support to the Council on efficiency measures and financial savings. |
| May allow for the Covid-19 pandemic and potential changes in local government landscape and the effects of Brexit to play out                    |   |
|  |   |
| <b>Complete a procurement to enter into contract with a private or third sector provider</b>   |   |
| <b>Strengths</b>   | <b>Weaknesses</b>   |
| May be able to reduce cost if contract awarded to a new provider   | Costs associated with a procurement process   |
| Dependant on term, may allow for the Covid-19 pandemic and potential changes in local government landscape and the effects of Brexit to play out | Would likely have to leave the Ubico partnership and finance any exit costs   |
|  | Ubico would likely not support the Council in identifying and delivering efficiency measures  |
|  | Would potentially need to enter into a longer term than two years to attract the necessary interest                                   |
|  | Costs may increase with a new provider specifically when taking into account operating profit   |

#### 4. FINANCIAL IMPLICATIONS

- 4.1. The current Ubico contract for Domestic Waste and Recycling collections, Trade Waste and Recycling collections (includes markets), Street Cleansing, Grounds maintenance,

Bulky Waste collections, Pest Control & Dog Warden service and Bin deliveries is budgeted to cost the Council £7,570,023 this year (2020-21).

- 4.2. In support of the Councils financial position, Ubico has reviewed the services it performs and following challenge by senior officers has proposed a budget for 2021/22 as £7,485,798 which represents a small saving compared with 2020/21.
- 4.3. In addition, it is anticipated that there are more savings achievable through improved system design and this would be the focus for the period of the contract extension with the creation of an Environmental Services Improvement Programme (ESIP) which aims to:
  - Improve the services provided to residents and communities
  - Reduce costs for the Authorities, Publica and Ubico
  - Improve existing systems, processes and structures
  - Reduce service failure
  - Increase use of digital platforms so customers can effectively self-serve
  - Reduce the carbon produced by environmental services
  - Make business information current and visible, using it to make informed strategic and operational decisions
- 4.4. The ESIP will initially focus on the services currently performed and explore ways of making them more efficient through the use of technology, process redesign and lessons learned from alternative working practices elsewhere in the sector. An example of this will be the forthcoming 'In-Cab Technology System' which would immediately deliver efficiencies through reduced service failure. However, any such system cannot be fully effective without the necessary processes being in place to support it and so the ESIP would be the vehicle for reviewing the current practice and implementing improvements which will create greater efficiency.

## **5. LEGAL IMPLICATIONS**

- 5.1. The Council is required to perform Domestic Waste and Recycling collections, Trade Waste and Recycling collections (includes markets), Street Cleansing, Grounds maintenance, Bulky Waste collections, Pest Control & Dog Warden service and Bin deliveries which is provided by Ubico under the terms set out in a formal contract.
- 5.2. The extension of the current contract ensures that there is the necessary provision in place to perform these functions.

## **6. RISK ASSESSMENT**

- 6.1. The Council does not have the option of simply stopping these functions, so needs to continue delivering them directly or through a third party.
- 6.2. The risks associated with the options available to the Council are set out in the Strengths and Weaknesses section of this report [Section 3]

## **7. EQUALITIES IMPACT**

- 7.1. None associated with this report.

## **8. CLIMATE CHANGE IMPLICATIONS**

- 8.1. None associated with this report.

## **9. ALTERNATIVE OPTIONS**

- 9.1. The Council can choose to enact the contract extension with Ubico or retender the contract for Domestic Waste and Recycling collections, Trade Waste and Recycling

collections (includes markets), Street Cleansing, Grounds maintenance, Bulky Waste collections, Pest Control & Dog Warden service and Bin deliveries with an alternative provider. However, given the risks surrounding the economy as a result of the Coronavirus pandemic and Brexit, it would be unlikely to receive competitive bids, when compared to that currently being paid to Ubico.

## **10. REASONS**

- 10.1. In order to maintain delivery of the Domestic Waste and Recycling collections, Trade Waste and Recycling collections (includes markets), Street Cleansing, Grounds maintenance, Bulky Waste collections, Pest Control & Dog Warden service and Bin deliveries and taking account of the planned service redesign in 2024, and as a result of the Coronavirus pandemic and Brexit, Officers believe that entering into a two-year extension with Ubico (from 1 April 2022 until 31 March 2024) would be the best solution at this time. This should allow enough time for outside influences to play out and for Ubico to work with the council to deliver further efficiencies and the Environmental Services Improvement Programme in support of the Authorities Medium Term Financial Strategy.
- 10.2. If required the Council has the ability to extend for a further period up to a maximum of three years from 2024, award a longer term contract to Ubico, or go to the market.

## **11. BACKGROUND PAPERS**

- 11.1. None

# Ubico 6 Monthly report 2020-21

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WEST OXFORDSHIRE  
DISTRICT COUNCIL



# Executive Summary

- A Tough 6 months due to Coronavirus
- Depots re-organised with one way systems, perspex screens. All those who could work from home did so. Front line crews in “Bubbles” to minimise risk of infection. HSE guidelines followed at all times.
- New Supervisory staff recruited and doing very well
- New Managing Director

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# Deliver Quality Month of *September 2020*

**Total collections: 4,050,664**

**Total missed collections: 3,284** Inc. garden waste

**Collection Accuracy %: 99.92%**

**Target = 99%**

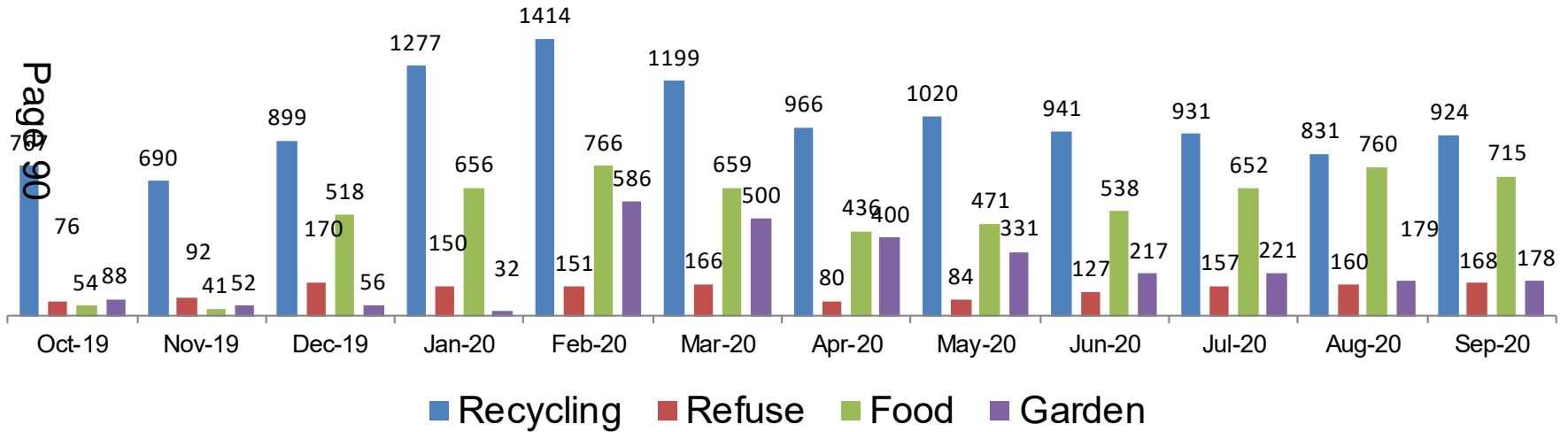
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- In 2019/20 the accuracy rate was 99.9%



# Deliver Quality Container Requests

Container Requests per service area

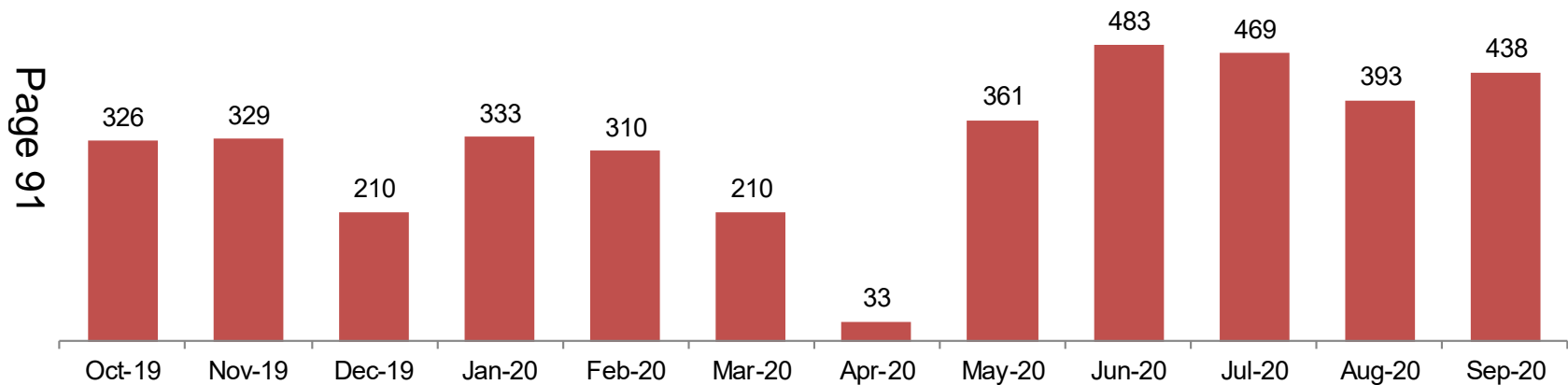


- Container requests remain at a very high level but Ubico continue to stay within delivery timescale deadlines. An increase in requests of 50% compared to Apr – Sep 2019



# Deliver Quality Bulky Waste Collections

Number of **Bulky Waste** collections requested completed within 10 days

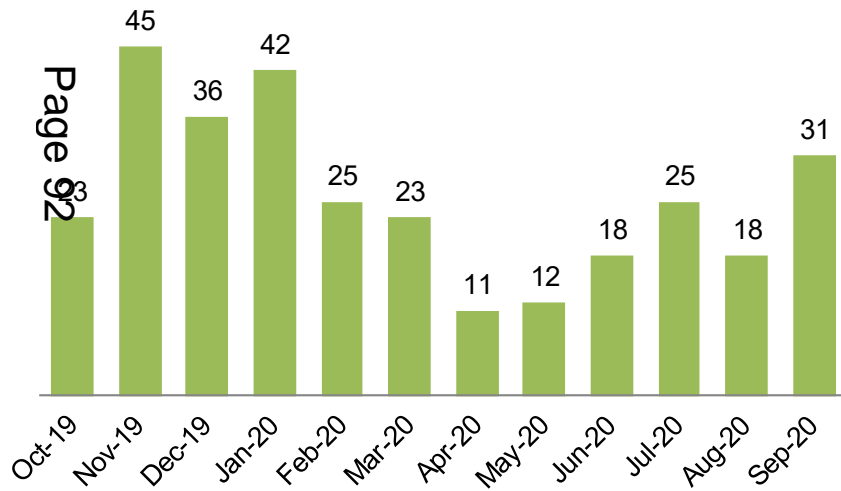


- Please note that collections were suspended from 23/03/2020 Restarted 18/05/2020. Collections cost residents £27.68 for up to three items with each additional item costing £9.22 (up to a max of five items)

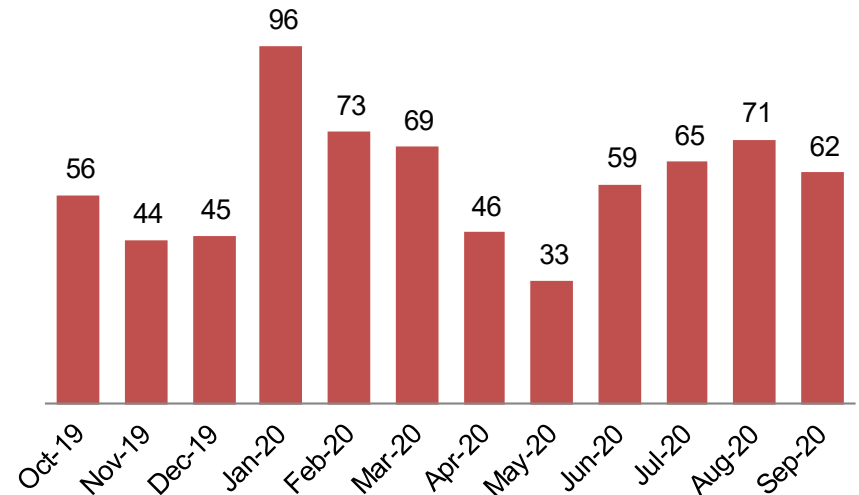


# Deliver Quality Litter / Street and Fly tipping Requests

Litter & Street Cleaning requests




Fly tipping reports



- There has been a consistent increase in fly tipping reports and this has been sustained for at least the last 12 months. WODC provide litter picking equipment to volunteers and collect bags after the event.



|   |   |
|---|---|
|  <p><b>WEST OXFORDSHIRE<br/>DISTRICT COUNCIL</b></p> | <p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>   |
| <p>Name and date of Committee</p>   | <p><b>Cabinet – Wednesday 17 February 2021</b></p>  |
| <p>Report Number</p>  | <p><b>Agenda Item No. 8</b></p>   |
| <p>Subject</p>  | <p><b>Budget 2021/2022</b></p>  |
| <p>Wards affected</p>   | <p>All</p>  |
| <p>Accountable member</p>   | <p>Councillor Toby Morris, Deputy Leader and Cabinet Member for Resources<br/>Email: <a href="mailto:toby.morris@westoxon.gov.uk">toby.morris@westoxon.gov.uk</a></p>   |
| <p>Accountable officer</p>  | <p>Elizabeth Griffiths, Chief Finance Officer<br/>Tel: 01993 861188 Email: <a href="mailto:elizabeth.griffiths@westoxon.gov.uk">elizabeth.griffiths@westoxon.gov.uk</a></p>   |
| <p>Summary/Purpose</p>  | <p>The purpose of this report is to consider the following:</p> <ol style="list-style-type: none"> <li>(1) The revenue budget proposals for 2021/22</li> <li>(2) The Council's Capital Programme for 2021/22 to 2030/31</li> <li>(3) The level of Council Tax for 2021/22</li> </ol> <p>This report also fulfils the requirements of the Local Government Act 2003 relating to the Council's Treasury Management function and implementation of the Prudential Code Capital Finance System arrangements. Cabinet will recommend the Council's Medium Term Financial Strategy, Capital Programme, Capital Strategy, Investment Strategy and Treasury Management Strategy to Council for approval.</p> <p>The report also includes the Chief Finance Officer's report on the robustness of estimates and the adequacy of the Council's reserves.</p>  |
| <p>Annexes</p>  | <p><a href="#">Annex A</a> – Medium Term Financial Strategy<br/> <a href="#">Annex B</a> – Summary of General Fund Revenue Budgets 2020/21<br/> <a href="#">Annex C</a> – Forecast Collection Fund Surplus 2020/21<br/> <a href="#">Annex D</a> – Capital Programme for 2021/22 to 2030/31<br/> <a href="#">Annex E</a> – Fees and Charges 2021/22<br/> <a href="#">Annex F</a> – Council Pay Policy Statement<br/> <a href="#">Annex G</a> – Capital Strategy 2021/22<br/> <a href="#">Annex H</a> – Investment Strategy 2021/22<br/> <a href="#">Annex I</a> – Treasury Management Strategy 2021/22<br/> <a href="#">Annex J</a> – Feedback from the budget consultation<br/> <a href="#">Annex K</a> – Report of the Chief Finance Officer<br/> <a href="#">Annex L</a> – Estimate of Business Rates 2021/22 (extracts from NNDR1 return)<br/> <a href="#">Annex M</a> – Parish Precepts and Taxbase 2021/22<br/> <a href="#">Annex N</a> – Summary of Prudential Indicators</p> |

|                             |  |
|-----------------------------|--|
| Recommendations             | <p>a) Cabinet recommends the following to Council for approval:</p> <ul style="list-style-type: none"> <li>(i) The updated Medium Term Financial Strategy in Annex A</li> <li>(ii) General Fund revenue budgets as summarised in Annex A</li> <li>(iii) The Capital Programme for 2021/22 to 2030/31 as set out in Annex D</li> <li>(iv) Fees and Charges for 2021/22 as set out in Annex E</li> <li>(v) The Council's Pay Policy Statement as set out in Annex F</li> <li>(vi) The Council's Capital Strategy 2021/22 as set out in Annex G</li> <li>(vii) The Council's Investment Management Strategy 2021/22 as set out in Annex H</li> <li>(viii) The Council's Treasury Management Strategy 2021/22 as set out in Annex I</li> <li>(ix) The Prudential Indicators as set out in Annex N</li> <li>(x) The level of District Council Tax for 2021/22 for a Band D property of £109.38</li> </ul> <p>b) That the estimate of Business Rates income for 2021/22, as set out in the excerpt from the government return NNDRI, in Annex L, and the Parish Precepts and Tax Levels set out in Annex M be noted.</p> |
| Corporate priorities        | The budget supports the priority themes set out in the Council Plan which was approved by Council in January 2020  |
| Key Decision                | No   |
| Exempt                      | No   |
| Consultees/<br>Consultation | <p>Consultation has taken place with management from Publica and Ubico to inform the draft budgets.</p> <p>The Council Overview and Scrutiny Committees have considered the draft budget proposals.</p> <p>Consultation with residents, businesses and Town and Parish Councils was carried out during January and their feedback is included for consideration in Annex J.</p>  |

## I. BACKGROUND AND MAIN POINTS

- 1.1. The draft base budget for 2021/22 was considered by Cabinet on 13 January and by Council on 20 January.
- 1.2. This report updates Cabinet on the proposed changes to any expenditure budgets and funding streams. It also includes details of feedback from consultation on the Council's budget proposals and draws together the Council's suite of strategic financial documents for 2021/22 including the Capital Strategy, the Investment Strategy and the Treasury Management Strategy.

## 2. MAIN POINTS

### Changes to budget

- 2.1. The revenue budgets remain virtually unchanged from the previous iteration of the budget. The amendments are all adjustments to existing budgets and are detailed in the table below.
- 2.2. The key alteration in the updated budget is the inclusion of the investment strategy approved by Council in November 2020 and the revised expectation of our long term borrowing requirement based on a longer term cashflow projection finalised after the completion of the previous draft. These items have had a material effect on the budget for 2021/22 but their main impact is felt in the longer term picture presented in the MTFS.
- 2.3. The changes to revenue budget and the adjustments to funding are shown in the table below:

|  |               |
|--|---------------|
|  | £             |
| <b>Budget shortfall as presented to Cabinet / Council in January</b> | <b>50,034</b> |

### Cost of Services Changes

|   |        |
|---|--------|
| Growth Board - Oxford to Cambridge Arc                    | 8,000  |
| Planning Software Licences (CDP / CIL)                    | 11,550 |
| Cyber Login / Remote Access & Virtual Conference Software | 25,500 |
| Telecommunications (net of rechargeable costs)            | 3,000  |

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**48,050**

### Financing

|                                 |           |
|---------------------------------|-----------|
| Minimum Revenue Provision       | (146,599) |
| Investment Income               | (10,878)  |
| Interest on Long Term Borrowing | 177,878   |
| Retained Business Rates (NNDR)  | (582,763) |
| Collection Fund Surplus         | (50,110)  |
| Transfer to Earmarked Reserves  | 514,388   |

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**(98,084)**

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|                                    |          |
|------------------------------------|----------|
| <b>2021/22 Budget for Approval</b> | <b>0</b> |
|------------------------------------|----------|

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- 2.4. The General Fund Revenue Budgets are summarised in [Annex B](#) (page 10). The Revenue budget and MTFS show a balanced budget for 2021/22 with no expectation of a contribution to the General Fund balance. The schedule of fees and charges supporting the income in this

budget remains unchanged and is included in [Annex E](#) (page 15). These documents are recommended to Council for approval.

- 2.5. The Capital Finance Requirement (CFR) calculation showed that, owing to delays in projected capital spend, we had previously over provided our Minimum Revenue Provision (MRP) and so were able to pay a reduced amount to this provision in 2021/22.
- 2.6. The budget includes provision for the payment of interest on long term loans we expect to enter into in 2021/22. These relate to new capital spend that is funded by borrowing, refinancing of existing capital spend that was previously funded by internal borrowing, and loans to fund the investment strategy, the first tranche of which was estimated at £15m in 2021/22 but while discussions are underway with various counterparties, no deals have yet been agreed so this figure is very much subject to change. This borrowing, and the repayment of it, is one of two key factors influencing the projection shown in the MTFS.

### Business Rates

- 2.7. As the calculations underpinning the NNDR I business rates return are finalised, the estimates surrounding these figures are revised. This has resulted in an increase in retained business rates of £582,763. The proposal is that the bulk of this figure (£513,388) be transferred to earmarked reserves to fund any areas of loss due to Covid in the coming financial year and indeed to help soften the impact of the significant budget shortfall in 2022/23.
- 2.8. The Collection Fund Surplus is expected to be £50k more than was previously estimated.
- 2.9. The increase in retained Business Rates is not expected to be sustainable. The business rates reset that was expected in 2021/22 has been deferred and is now included in the MTFS in 2022/23's numbers. This loss of funding has an extremely detrimental effect on our budget in the short to medium term and is discussed further under section of this report covering the MTFS.
- 2.10. The NNDR I was submitted at the end of January and a small excerpt from it is included in [Annex L](#) (page 95). A comparison of this year's and last year's key figures from it is included below:

| <b>NNDR I</b>                                | 2020/21      | 2021/22      | Movement   |
|--|--------------|--------------|------------|
| Rateable Value                               | 100,177,253  | 101,560,630  | 1,383,377  |
|  | £000         | £000         | £000       |
| Estimated Rates Income                       | 39,172       | 40,636       | 1,464      |
| WODC Share (40%)                             | 15,669       | 16,254       | 586        |
| Plus: S31 Grant                              | 2,031        | 1,844        | (187)      |
| Less: Tariff Charge                          | (12,035)     | (12,035)     | 0          |
| Sub Total: Pre-Levy income                   | 5,665        | 6,063        | 399        |
| Less: Levy to Central Govt                   | (1,616)      | (1,706)      | (90)       |
| Plus: Renewables Income                      | 209          | 209          | 0          |
| Collection Fund Surplus/(Deficit)            | 248          | (6,877)      | (7,125)    |
| Transfer from reserves (S31 grant 20/21)     |              | 7,101        | 7,101      |
| <b>TOTAL - Revenue Budget Business Rates</b> | <b>4,506</b> | <b>4,790</b> | <b>285</b> |

- 2.11. The large shift in Collection Fund is caused by the large scale business rates reliefs in 2020/21. This is offset by £7m of S31 grant which is the Council's 40% share. This will be carried forward through reserves while the remaining 60% will be a creditor on the balance



sheet and will be repaid to Government through the normal schedule of payments in 2021/22.

- 2.12. The provision for business rates appeals has been calculated on the same basis as last year and has a current balance of £3.5m. While many appeals were settled in 2020/21, there is still a risk that this is either under or over stated in terms of the level of reduction these appeals will eventually be awarded.
- 2.13. In December 2013 the Secretary of State approved the Council's bid to join a business rates pool with Cherwell District Council and Oxfordshire County Council. Although this scheme has proven beneficial so far, each year the projected risks and benefits of this arrangement are reviewed. The Council has chosen not to withdraw from this business rates pool, but the budget does not include the distribution of any pooling gain as a funding source for operational costs. Any financial gain will be treated as a windfall and will help to mitigate the impact of change to local government funding from 2022/23.

### **Council Tax**

- 2.14. The Localism Act requires any "excessive" tax rises to be subject to approval at a referendum by the electorate. The Secretary of State has determined that a 2% rise or £5 (whichever is the higher) will be the limit above which a rise would be deemed excessive for 2021/22. This Council falls under the criteria to allow a £5 increase in Council Tax. All budget proposals have assumed this increase in 2021/22 and the MTFS at [Annex A](#) (page 9) assumes this increase will continue to take place every year. If the budget proposals are accepted, this will raise band D council tax to £109.38 from £104.38 in 2020/21. These increases in Council tax are hugely important to the ongoing financial stability of the Council as any decision not to take the full increase cannot be "caught up" in future years without a referendum. Before reaching a final decision on the level of Council Tax to be recommended for next year, the Cabinet is asked to consider all appropriate annexes, particularly the MTFS and the adequacy of reserves.
- 2.15. The adequacy of reserves, robustness of estimates and medium term risk in the MTFS are considered in the report of the Chief Financial Officer at [Annex K](#) (page 106). The Local Government Act 2003 required the Council's Chief Financial Officer to report on these criteria and requires the Council to have regard to this report when considering its budget and council tax.
- 2.16. A surplus is forecast for the Council Tax Collection Fund of £1,502,485 of which £149,810 is allocated to this Council with the balance going to the County Council and Thames Valley Police. Details of this can be found in [Annex C](#) (page 12).
- 2.17. The schedule of precepts and tax level proposals from town and parish councils has been included as Annex M. Only two councils have not yet responded due to the dates of their meetings. Witney Town Council's figure is material but has been included at the figure they will propose at their meeting. The figure for Great Tew Parish is not material and has been estimated based on last year's figure.

### **Capital programme, financing and prudential indicators.**

- 2.18. The Council has, both in the past and in the future, an ambitious capital strategy. The Capital programme has been included for consideration at [Annex D](#) (page 13). In the past, many programmes which would have been funded by external borrowing have been funded by internal borrowing. This means that we have borrowed against cash we are holding for other purposes or have used working capital cash to fund these multi million pound programmes. We are now in the position of needing to refinance this internal borrowing over the next couple of years in order to maintain a cash positive position.

- 2.19. The Council's Capital Financing Requirement (CFR) is £16m but, as at the date of this report, we have no external debt. This is an indicator of the levels of internal borrowing. This depletion of internal cash means that going forward, all capital expenditure not funded by external cash paid at the time of expenditure will either need to be funded by external debt, because that was always the intention, or by external debt, because it is refinancing the pot of funds previously set aside but internally borrowed.
- 2.20. The practice of internal borrowing is not only allowed, it is good financial management if it avoids paying interest on borrowing that is higher than the rate that invested cash could earn.
- 2.21. This catch up of external debt plus the scale of the capital programme going forward means that the Council has not only had to add interest costs to its forward forecasts, the minimum revenue provision (MRP) is growing year on year which has a significant impact on the revenue budget.
- 2.22. Since most of these capital projects do not deliver any return, the Council must repay these loans out of cash generated by other activities. Since working capital has been exhausted, this will require an increasing focus on our cashflow management.
- 2.23. All of these issues are discussed in greater detail in the Capital Strategy at [Annex G](#) (page 50), the Investment Strategy at [Annex H](#) (page 58) and the Treasury Management Strategy at [Annex I](#) (page 65).
- 2.24. From 1<sup>st</sup> April 2004, the system of credit approvals for controlling local authority capital expenditure was replaced by a prudential system of self-regulation. Authorities are now able to borrow on the basis of need and affordability which they have to demonstrate through compliance with the Prudential Code as developed by the Chartered Institute of Public Finance and Accountancy (CIPFA). This code has been given statutory force by government regulation. This new system replaces the Local Government and Housing Act 1989 in terms of local authority capital finance.
- 2.25. The key objectives of the Prudential Code are to ensure that capital investment plans are affordable, prudent and sustainable, as well as being consistent with and supporting local strategic planning, local asset management planning and proper option appraisal. CIPFA published its new 2017 editions of Treasury Management in the Public Services: Code of Practice and Cross-sectoral Guidance Notes and the Prudential Code for Capital Finance in Local Authorities just before Christmas 2017. In response to these changes, the Council will consider a Capital Strategy, an Investment Strategy and the Treasury Management Strategy for 2021/22.
- 2.26. There are a number of indicators that provide data about the Council's overall capital expenditure, affordability, prudence, external debt and treasury management. The indicators from the three strategy papers are summarised in [Annex N](#) (page 101) and must be approved by the Council when setting its budget for the forthcoming year. The MTFS incorporates all the plans included in this capital programme in its calculation of MRP and interest payments. What is less evident is that the scale of the debt involved will mean that the Council will be repaying the external borrowing for a considerable number of years beyond the span of the MTFS. This is not a concern where a long term investment is generating income that covers its cost of capital and makes a contribution to the revenue budget. This is however a concern where the spend has been service based and no additional income or cash is being generated.
- 2.27. The Council has approved a large scale investment strategy framework which would see the Council invest £74m over the next few years in order to further the Council's priorities and to generate additional revenue to help close the budget gap and reduce the reliance on general reserves. While the criteria for evaluating projects have been agreed and some initial possibilities identified, no projects have yet been agreed. This is a major area of risk in the

MTFS as the income from this strategy is pivotal in extending the life of the Council's reserves and closing the gap left by the drop in funding.

- 2.28. With reference to the drop in funding, the hope is that some other form of Government funding will be introduced to replace the income lost due to the rates reset and the removal of the New Homes Bonus. This has been factored into the MTFS and shown on the separate line but it should be noted that this is beyond the Council's control and therefore cannot be relied on. As more information is known about future Government funding, the MTFS will be reforecast to assess the impact.
- 2.29. The risks and uncertainties around the forecast are discussed in more detail in the report of the CFO in [Annex K](#) (page 106).

### **Budget consultation**

- 2.30. An online budget consultation was run in January and received 211 responses. The survey asked questions not only about key areas in the proposed 2021/22 budget, but with an eye to the forecast funding gap from 2022/23 and the potential need to make more significant changes to the budget, it asked residents and businesses to give their views on possible savings or new ways to generate additional income.
- 2.31. When asked to rank the Council priorities in order of importance, the economy scored highest with healthy towns and villages and climate action coming a close second and third. This was echoed in another response where supporting businesses and community organisations were considered the most important areas as the district recovers from the impact of the Covid pandemic.
- 2.32. When asked about the proposed £5 increase on Council tax, 60% agreed with it, 26% strongly agreeing. 30% were against it with 10% undecided.
- 2.33. Consulted about the proposed £5 increase in Garden Waste charges, 56% were in favour of it with 32% against.
- 2.34. When asked if we should maintain our payment of £200K of grants to the voluntary sector, 48% agreed but a large proportion, 31%, were undecided.
- 2.35. The budget proposes, in line with other councils, to discontinue the Parish Council support scheme. 28% agreed, 35% disagreed with 37% undecided.
- 2.36. When presented with options for the Council to concentrate any available funds on, perhaps unsurprisingly in the current circumstances, outdoor spaces, housing and green infrastructure scored highly.
- 2.37. Looking to the future we asked respondents if we should close the budget gap by reducing services (15%), increasing Council Tax and fees (29%) with the majority indicating a combination of the two would be most acceptable (56%).
- 2.38. If we had to cut expenditure, tourism was the frontrunner with leisure services and planning the next favourite options. Waste services stood out as something that respondents thought was important and the least acceptable area to cut.
- 2.39. When asked where we should try to raise more income from the most acceptable option was the Council's investment programme designed to generate new income streams. There was support for increasing existing fees and charges but less for raising Council Tax and even less for introducing new charges for car parking or other currently free services.
- 2.40. The comments section was informative. Some were very specific, some related to services like highways which fall under the County and not the District but two general themes emerged: people felt strongly that we should not introduce fees for parking and several respondents called for efficiency cuts within the Council ahead of any action that would impact residents costs or services. No plans to introduce car parking charges have been

made in the current budget, so this will form part of the discussion for next year's forecast, when we hopefully have more indication of future Government funding plans. With regard to efficiencies within the Council, we have already cut Publica's budget by hundreds of thousands of pounds several years in a row and are coming to the end of the transformation programme that set out to achieve those efficiencies. The overhead budget this year was also trimmed by over £300K in conjunction with Publica business managers. All of these savings have improved our position and meant that this year we have not had to make the cuts to services that some other Councils have. We are working with Comms to ensure that we deliver that message to the residents in the District and reassure them that we did make all the internal savings we could before we looked to them for additional support.

- 2.41. The survey questions and results in their entirety are set out in [Annex J](#) (page 81).
- 2.42. Sections 38 to 43 of the Localism Act 2011 relate to "Pay Accountability". Under the provisions of those sections, the Council is required to adopt a Pay Policy Statement for the following financial year by no later than 31<sup>st</sup> March every year. The revised statement for 2021/22 is attached at [Annex F](#) (page 44).

### **3. FINANCIAL IMPLICATIONS**

- 3.1. The recommendations of the Cabinet regarding the Council's budget and Council Tax for 2021/22 will be incorporated within the formal resolution for Council. This will also incorporate budget requirements / council taxes for Town and Parish Councils, the County Council and the Thames Valley Police and Crime Commissioner.

### **4. RISK ASSESSMENT**

- 4.1. A risk analysis of the key areas of financial risk is also included at [Annex K](#) (page 106) to provide members with an understanding of the potential areas of volatility in the budget for next year.

### **5. CLIMATE CHANGE IMPLICATIONS**

- 5.1. While during this challenging time, no new revenue budget has been allocated to this Council priority, additional funding was made available to the Climate Change programme through the Covid Recovery workstream project approved by Council earlier this year. All unspent earmarked reserves relating to this have been preserved for future use and the review of potential investments and sourcing of additional grant funding for this area has been taken on as the first high priority task by the newly appointed Head of Bids.

Medium Term Financial Strategy Updated (February 2021)

Annex A

|   | 2020/21           | 2021/22           | 2022/23           | 2023/24           | 2024/25           | 2025/26           | 2026/27           | 2027/28           | 2028/29           | 2029/30           | 2030/31           |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Assumptions                                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |
| <b>Inflation</b>                              | 2.5%              |                   | 2%                | 2%                | 2%                | 2%                | 2%                | 2%                | 2%                | 2%                | 2%                |
| Taxbase                                       | 1.015             | 1.015             | 1.010             | 1.015             | 1.015             | 1.015             | 1.015             | 1.015             | 1.015             | 1.015             | 1.015             |
| External Support                              | 1.018             | 1.02              | 1.02              | 1.02              | 1.02              | 1.02              | 1.02              | 1.02              | 1.02              | 1.02              | 1.02              |
| Interest Rates - Cash Deposits                | 1.000             | 0.02              | 0.02              | 0.02              | 0.02              | 0.50              | 0.50              | 0.50              | 0.50              | 0.50              | 0.50              |
| Interest Rates - Pooled Funds                 | 3.500             | 3.20              | 3.20              | 3.20              | 3.50              | 3.50              | 3.50              | 3.50              | 3.50              | 3.50              | 3.50              |
| Tax Increase                                  | 1.020             | 1.02              | 1.02              | 1.02              | 1.02              | 1.02              | 1.02              | 1.02              | 1.02              | 1.02              | 1.02              |
| <b>Base</b>                                   | <b>11,647,280</b> | <b>16,009,721</b> | <b>13,518,681</b> | <b>12,909,393</b> | <b>12,589,148</b> | <b>12,680,354</b> | <b>12,181,762</b> | <b>12,384,554</b> | <b>12,673,932</b> | <b>13,014,819</b> | <b>12,936,347</b> |
| Inflation                                     | 470,746           | 0                 | 270,374           | 258,188           | 251,783           | 253,607           | 243,635           | 247,691           | 253,479           | 260,296           | 258,727           |
| Inflation - Ubico & Publica                   |                   | (23,905)          |                   |                   |                   |                   |                   |                   |                   |                   |                   |
| Inflation - Retained Staff                    |                   | 13,490            |                   |                   |                   |                   |                   |                   |                   |                   |                   |
| Ubico - Impact of Capital Investment          |                   |                   | 171,037           | (32,619)          | 40,188            | 559,264           | (66,428)          | (100,109)         | (68,224)          | (221,404)         | (32,850)          |
| Savings Target (Publica)                      | (164,000)         | (192,590)         |                   |                   |                   |                   |                   |                   |                   |                   |                   |
| Savings Target (Ubico)                        | (198,075)         |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |
| Revenue Improvement Target - Leisure Contract | (275,000)         |                   | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 |
| MRP   | 269,070           | (146,599)         | 626,985           | 394,590           | 1,194,599         | 834,846           | 25,570            | 52,294            | 189,735           | (74,737)          | (26,857)          |
| Interest on External Borrowing                |                   | 177,878           | 167,377           | 241,926           | 313,366           | 114,052           | 15                | 89,502            | (34,103)          | (42,628)          | (20,113)          |
| Unavailable Growth - see tab for detail       | 291,000           | 0                 | (30,000)          |                   |                   |                   |                   |                   |                   |                   |                   |
| Budget Rebasing Exercise                      |                   | (89,853)          |                   |                   |                   |                   |                   |                   |                   |                   |                   |
| One-off Growth - reversal of prior year       | 3,968,700         | (4,904,300)       | 40,000            |                   |                   |                   |                   |                   |                   |                   |                   |
| NEW One-off growth                            |                   | 847,160           |                   |                   |                   |                   |                   |                   |                   |                   |                   |
| Covid income reduction                        |                   | 1,826,479         | (913,240)         | (913,240)         |                   |                   |                   |                   |                   |                   |                   |
| Investment Strategy (Gross Rol)               |                   | 0                 | (941,820)         | (269,090)         | (1,708,730)       | (2,260,360)       |                   |                   |                   |                   |                   |
| <b>Target Budget (NOE)</b>                    | <b>16,009,721</b> | <b>13,518,681</b> | <b>12,909,393</b> | <b>12,589,148</b> | <b>12,680,354</b> | <b>12,181,762</b> | <b>12,384,554</b> | <b>12,673,932</b> | <b>13,014,819</b> | <b>12,936,347</b> | <b>13,115,254</b> |
| <b>Financed by:</b>                           |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |
| Revenue Support Grant                         | 78,832            | 79,268            | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 |
| Business Rates Share                          | 4,297,185         | 4,581,000         |                   |                   |                   |                   |                   |                   |                   |                   |                   |
| Baseline Funding Level post 2021              | 0                 | (0)               | 2,391,555         | 2,439,386         | 2,488,174         | 2,537,937         | 2,588,696         | 2,640,470         | 2,693,279         | 2,747,145         | 2,802,088         |
| Renewables                                    | 209,056           | 209,000           | 213,180           | 217,444           | 221,792           | 226,228           | 230,753           | 235,368           | 240,075           | 244,877           | 249,774           |
| less CTS Grant to Parishes                    | (66,005)          | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 |
| New Homes Bonus to Revenue                    | 2,068,690         | 2,284,075         | 485,716           | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 |
| Potential Government replacement funding      |                   |                   | 1,000,000         | 1,500,000         | 1,500,000         | 1,500,000         | 1,500,000         | 1,500,000         | 1,500,000         | 1,500,000         | 1,500,000         |
| Rural grant                                   | 126,956           | 133,225           | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 |
| Lower Tier Grant                              | 0                 | 91,395            | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 |
| Investment Income                             | 680,000           | 791,664           | 787,350           | 780,573           | 818,948           | 815,456           | 798,465           | 788,370           | 777,350           | 767,740           | 750,285           |
| Use of earmarked reserves                     | 3,915,398         | 286,118           | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 |
| Collection Fund                               | 78,513            | 149,810           | 50,000            | 50,000            | 50,000            | 50,000            | 50,000            | 50,000            | 50,000            | 50,000            | 50,000            |
| Pension Fund Adjustment                       |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |
| Council Tax                                   | 4,622,491         | 4,913,126         | 5,189,093         | 5,497,168         | 5,813,317         | 6,137,714         | 6,470,535         | 6,811,960         | 7,162,171         | 7,521,356         | 7,889,705         |
| <b>Use of GF reserves</b>                     | <b>(1,395)</b>    | <b>(0)</b>        | <b>2,792,499</b>  | <b>2,104,578</b>  | <b>1,788,123</b>  | <b>914,427</b>    | <b>746,105</b>    | <b>647,764</b>    | <b>591,944</b>    | <b>105,229</b>    | <b>(126,598)</b>  |
| TaxBase                                       | 44,285            | 44,918            | 45,367            | 46,048            | 46,738            | 47,439            | 48,151            | 48,873            | 49,606            | 50,350            | 51,106            |
| Band D  | 104.38            | 109.38            | 114.38            | 119.38            | 124.38            | 129.38            | 134.38            | 139.38            | 144.38            | 149.38            | 154.38            |
| <b>Tax increase</b>                           | <b>5.03%</b>      | <b>4.79%</b>      | <b>4.57%</b>      | <b>4.37%</b>      | <b>4.19%</b>      | <b>4.02%</b>      | <b>3.86%</b>      | <b>3.72%</b>      | <b>3.59%</b>      | <b>3.46%</b>      | <b>3.35%</b>      |
| <b>General fund balance</b>                   | <b>13,689,172</b> | <b>13,689,172</b> | <b>10,896,673</b> | <b>8,792,095</b>  | <b>7,003,973</b>  | <b>6,089,546</b>  | <b>5,343,442</b>  | <b>4,695,677</b>  | <b>4,103,734</b>  | <b>3,998,504</b>  | <b>4,125,102</b>  |

## 2021/22 Proposed Revenue Budget comparison to prior year

## Annex B

| 2019/2020<br>Actual<br>£          | Expenditure by Service Area         | 2020/2021<br>Budget<br>£          | 2021/2022<br>Estimate<br>£          |
|-----------------------------------|-------------------------------------|-----------------------------------|-------------------------------------|
| (2,598,626)                       | Assets                              | (2,359,260)                       | (2,156,935)                         |
| 6,140,552                         | Commissioning Strategy              | 6,254,716                         | 6,332,921                           |
| 143,581                           | Communications & Marketing          | 142,000                           | 128,336                             |
| 640,726                           | Contracts                           | (262,925)                         | 1,241,965                           |
| 1,043,884                         | Corporate Finance                   | 5,324,100                         | 1,654,530                           |
| 1,340,017                         | Corporate Responsibility            | 1,340,420                         | 1,274,132                           |
| 1,090,788                         | Customer Experience                 | 962,650                           | 997,807                             |
| 673,750                           | Development Management              | 375,800                           | 437,213                             |
| 117,830                           | Environmental & Regulatory Services | 106,200                           | 106,541                             |
| 794,342                           | Finance                             | 665,100                           | 710,724                             |
| 660,352                           | Insight & Intelligence              | 455,700                           | 436,441                             |
| 813,630                           | Localities                          | 732,920                           | 599,422                             |
| 615,840                           | Operational Services                | 1,165,900                         | 1,062,241                           |
| 325,918                           | People                              | 292,200                           | 279,137                             |
| 1,110,017                         | Technology                          | 1,052,800                         | 1,064,477                           |
| <b>12,912,601</b>                 | <b>Total Cost of Services</b>       | <b>16,248,321</b>                 | <b>14,168,952</b>                   |
| <b>2019/2020<br/>Actual<br/>£</b> | <b>Expenditure by Type</b>          | <b>2020/2021<br/>Budget<br/>£</b> | <b>2021/2022<br/>Estimate<br/>£</b> |
| 2,489,632                         | Employees                           | 4,983,980                         | 1,090,188                           |
| 1,432,027                         | Premises Related Expenditure        | 1,270,250                         | 1,201,715                           |
| 38,904                            | Transport Related Expenditure       | 34,400                            | 22,900                              |
| 5,493,046                         | Supplies & Services                 | 4,344,360                         | 4,299,085                           |
| 17,059,157                        | Third Party Payments                | 17,727,505                        | 17,658,208                          |
| 16,587,534                        | Transfer Payments                   | 17,983,923                        | 16,827,407                          |
| 3,843,208                         | Capital Charges                     | 1,325,500                         | 1,769,650                           |
| <b>46,943,508</b>                 | <b>Total Cost</b>                   | <b>47,669,918</b>                 | <b>42,869,153</b>                   |
| (34,030,907)                      | Income                              | (31,421,597)                      | (28,700,201)                        |
| <b>12,912,601</b>                 | <b>Total Cost of Services</b>       | <b>16,248,321</b>                 | <b>14,168,952</b>                   |

## 2021/22 Proposed Revenue Budget comparison to prior year

## Annex B

|   | 2020/2021<br>Budget<br>£ | 2021/2022<br>Estimate<br>£ |
|---|--------------------------|----------------------------|
| <b>Total Cost of Services</b>                                     | <b>16,248,321</b>        | <b>14,168,952</b>          |
| Capital Expenditure funded through revenue                        | 540,100                  | 540,100                    |
| Minimum Revenue Provision   | 544,300                  | 397,701                    |
| Temporary loans interest  | 2,500                    | 3,700                      |
| Interest on Long Term Borrowing                                   | 0                        | 177,878                    |
| Capital charges - depreciation and amortisation reversals         | (1,325,500)              | (1,769,650)                |
| <b>Net Operating Expenditure</b>                                  | <b>16,009,721</b>        | <b>13,518,681</b>          |
| Treasury and Investment Income                                    | (680,000)                | (791,478)                  |
| <b>Net Expenditure</b>  | <b>15,329,721</b>        | <b>12,727,203</b>          |
| <u>Contributions to / (from):</u>                                 |                          |                            |
| General Fund Balance  | 1,395                    | 0                          |
| Net contribution to / (from) Earmarked Reserves                   | (3,915,398)              | (286,304)                  |
| <b>Balance to be met from Government Grants &amp; Council Tax</b> | <b>11,415,718</b>        | <b>12,440,899</b>          |
| Transfers to / (from) Collection Fund                             | (78,513)                 | (149,810)                  |
| Revenue Support Grant   | (78,832)                 | (79,268)                   |
| New Homes Bonus   | (2,068,690)              | (2,284,075)                |
| Rural Services Delivery Grant                                     | (126,956)                | (133,225)                  |
| Lower Tier Grant  | 0                        | (91,395)                   |
| Renewable Energy Schemes  | (209,056)                | (209,000)                  |
| Retained Business Rates (NNDR)                                    | (4,297,185)              | (4,581,000)                |
| Business Rates Pool Distribution                                  | 0                        | 0                          |
| Grants to Town & Parish Councils (Council Tax Support)            | 66,005                   | 0                          |
| <b>Net Requirement</b>  | <b>4,622,491</b>         | <b>4,913,126</b>           |
| <b>Taxbase</b>  | <b>44,285.22</b>         | <b>44,917.96</b>           |
| <b>Council Tax (at Band D)</b>                                    | <b>£104.38</b>           | <b>£109.38</b>             |

**RE: LOCAL GOVERNMENT FINANCE ACT 1988 (AS AMENDED)  
THE LOCAL AUTHORITIES (FUNDS) (ENGLAND) REGULATIONS**

In accordance with the above Regulations, I hereby inform you that it is estimated that there will be a surplus of £1,502,485 in respect of Council Tax on the Collection Fund of this billing authority for the year ending 31<sup>st</sup> March 2021.

The proportion due to each of the major precepting authorities has been calculated as follows:

|                                   |            |
|-----------------------------------|------------|
| Oxfordshire County Council        | £1,184,898 |
| Thames Valley Police              | £ 167,777  |
| West Oxfordshire District Council | £ 149,810  |

I propose paying the surplus on the dates agreed for the payment of precepts in 2021/22.

I can also confirm that the tax base for 2021/22 is 44,917.96



**Capital Programme - 2020/21 to 2030/31**

| Scheme   | 2020/21 Budget    | 2020/21 Forecast  | 2021/22           | 2022/23           | 2023/24           | 2024/25           | 2025/26          | 2026/27          | 2027/28           | 2028/29          | 2029/30          | 2030/31          |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|------------------|-------------------|------------------|------------------|------------------|
| Developer Capital Contributions                        | 0                 | 414,333           |                   |                   |                   |                   |                  |                  |                   |                  |                  |                  |
| Parish Council Loans Scheme                            | 80,000            | 80,000            |                   |                   |                   |                   |                  |                  |                   |                  |                  |                  |
| IT Provision - Systems & Strategy                      | 100,000           | 100,000           | 100,000           | 100,000           | 100,000           | 100,000           | 100,000          | 100,000          | 100,000           | 100,000          | 100,000          | 100,000          |
| In-cab technology                                      | 140,000           | 0                 | 140,000           |                   |                   | 40,000            |                  |                  |                   |                  |                  |                  |
| Deployment of High Speed Broadband                     | 2,059,651         | 829,285           | 1,230,366         |                   |                   |                   |                  |                  |                   |                  |                  |                  |
| Council Buildings Maintenance Programme                | 125,000           | 125,000           | 200,000           | 200,000           | 200,000           | 200,000           | 200,000          | 200,000          | 200,000           | 200,000          | 200,000          | 200,000          |
| IT Equipment - PCs, Copiers etc                        | 61,000            | 61,000            | 40,000            | 40,000            | 40,000            | 40,000            | 40,000           | 40,000           | 40,000            | 40,000           | 40,000           | 40,000           |
| CCTV upgrading   | 100,000           | 0                 | 200,000           | 100,000           |                   |                   |                  |                  |                   |                  |                  |                  |
| Improvement Grants/Disabled Facilities Grants          | 606,800           | 606,800           | 606,800           | 606,800           | 606,800           | 606,800           | 606,800          | 606,800          | 606,800           | 606,800          | 606,800          | 606,800          |
| Shop Mobility - Replacement stock                      | 10,000            | 10,000            |                   |                   |                   | 10,000            |                  |                  |                   |                  | 10,000           |                  |
| Loan to Cottsway Housing Association                   | 7,994,169         | 5,914,401         |                   |                   |                   |                   |                  |                  |                   |                  |                  |                  |
| Replacement dog and litter bins                        | 65,000            | 65,000            | 25,000            | 25,000            | 25,000            | 25,000            | 25,000           | 12,000           | 12,000            | 12,000           | 12,000           | 12,000           |
| Weighbridge at Bulking Station                         | 25,000            | 25,000            |                   |                   |                   | 25,000            |                  |                  |                   |                  | 25,000           |                  |
| Replacement Street Sweepers                            | 200,000           | 200,000           | 200,000           |                   |                   |                   |                  | 200,000          | 200,000           | 200,000          | 200,000          | 200,000          |
| Ubico Fleet - Replace Vehicle Hire Costs               | 1,080,000         | 0                 | 1,080,000         |                   |                   | 1,080,000         |                  |                  |                   |                  |                  |                  |
| Vehicle & Plant Renewal                                | 0                 | 0                 | 70,157            |                   |                   |                   |                  |                  |                   |                  |                  |                  |
| Flood Prevention Works                                 | 101,570           | 130,873           |                   |                   |                   |                   |                  |                  |                   |                  |                  |                  |
| Cottsway - Blenheim Court Growth Deal                  | 1,705,000         | 1,534,500         | 170,500           |                   |                   |                   |                  |                  |                   |                  |                  |                  |
| Unicorn CPO purchase provision                         | 350,000           | 0                 | 700,000           |                   |                   |                   |                  |                  |                   |                  |                  |                  |
| Town Centre Shop building renovation project           | 75,000            | 0                 | 75,000            |                   |                   |                   |                  |                  |                   |                  |                  |                  |
| Southhill Solar loan                                   | 2,000,000         | 2,000,000         |                   |                   |                   |                   |                  |                  |                   |                  |                  |                  |
| Cottsway - Lavendar Place Affordable Housing           | 891,000           | 891,000           |                   |                   |                   |                   |                  |                  |                   |                  |                  |                  |
| Affordable Housing in Witney (Heylo)                   | 1,360,000         | 1,360,000         |                   |                   |                   |                   |                  |                  |                   |                  |                  |                  |
| Community Grants Fund                                  | 300,000           | 300,000           | 200,000           | 200,000           | 200,000           | 200,000           | 200,000          | 200,000          | 200,000           | 200,000          | 200,000          | 200,000          |
| Talisman - re-roofing project                          | 100,000           | 100,000           |                   |                   |                   |                   |                  |                  |                   |                  |                  |                  |
| Madley Park Playing Field project                      | 21,939            | 21,939            |                   |                   |                   |                   |                  |                  |                   |                  |                  |                  |
| Chipping Norton Sport Hall Floor                       | 50,000            | 50,000            |                   |                   |                   |                   |                  |                  |                   |                  |                  |                  |
| Abbeycote Public Art                                   | 0                 | 0                 |                   |                   |                   |                   |                  |                  |                   |                  |                  |                  |
| House Purchase ( Syrian Refugees )                     | 250,000           | 0                 |                   |                   |                   |                   |                  |                  |                   |                  |                  |                  |
| Chipping Norton Creative Project                       | 32,000            | 32,000            | 20,000            | 10,000            |                   |                   |                  |                  |                   |                  |                  |                  |
| Carterton Swinbrook Public Art                         | 30,000            | 30,000            | 20,000            |                   |                   |                   |                  |                  |                   |                  |                  |                  |
| Electric vehicle recharging points                     | 550,000           | 0                 | 450,000           | 400,000           | 150,000           | 150,000           | 150,000          | 150,000          | 150,000           | 150,000          |                  |                  |
| Raleigh Crescent Play Area (s. 106)                    | 75,000            | 75,000            |                   |                   |                   |                   |                  |                  |                   |                  |                  |                  |
| Old Court House, Witney                                | 0                 | 1,452,750         |                   |                   |                   |                   |                  |                  |                   |                  |                  |                  |
| <b>Provision for new capital investment</b>            |                   |                   |                   |                   |                   |                   |                  |                  |                   |                  |                  |                  |
| New environmental services depot                       |                   |                   |                   |                   | 3,000,000         |                   |                  |                  |                   |                  |                  |                  |
| Replacement waste and recycling fleet                  |                   |                   |                   |                   | 2,000,000         | 4,500,000         |                  |                  |                   |                  |                  |                  |
| Leisure facilities in Witney (Windrush Leisure Centre) |                   |                   |                   |                   |                   |                   |                  | 10,000,000       |                   |                  |                  |                  |
| Investment Strategy for Recovery                       |                   |                   | 15,000,000        | 10,000,000        | 25,000,000        | 24,000,000        |                  |                  |                   |                  |                  |                  |
|  | <b>20,538,129</b> | <b>16,408,881</b> | <b>20,527,823</b> | <b>11,681,800</b> | <b>31,321,800</b> | <b>30,976,800</b> | <b>1,321,800</b> | <b>1,508,800</b> | <b>11,508,800</b> | <b>1,508,800</b> | <b>1,393,800</b> | <b>1,358,800</b> |

| Scheme Financing                      | 2020/21 Total budget | 2020/21 Forecast | 2021/22   | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2030/31 |
|---------------------------------------|----------------------|------------------|-----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| <b>Revenue Contributions</b>          | 540,100              | 540,100          | 540,100   | 540,000 | 540,000 | 540,000 | 540,000 | 540,000 | 540,000 | 540,000 | 540,000 | 540,000 |
| <b>Earmarked Reserves:</b>            |                      |                  |           |         |         |         |         |         |         |         |         |         |
| Council Priorities Reserve (RES062)   | 53,000               | 53,000           |           |         |         |         |         |         |         |         |         |         |
| High Speed Broadband Reserve (RES031) | 1,578,851            | 348,485          | 1,230,366 |         |         |         |         |         |         |         |         |         |

|   |                   |                   |                   |                   |                   |                   |                  |                  |                   |                  |                  |                  |         |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|------------------|-------------------|------------------|------------------|------------------|---------|
| Environment service reserve (RES055)              |                   | 85,873            |                   |                   |                   |                   |                  |                  |                   |                  |                  |                  |         |
| IP Improvement and Incentive Reserve (RES036)     | 100,000           | 100,000           |                   |                   |                   |                   |                  |                  |                   |                  |                  |                  |         |
| <b>Capital Grant Unapplied:</b>                   |                   |                   |                   |                   |                   |                   |                  |                  |                   |                  |                  |                  |         |
| S106 contributions to Aff. Hsg Heylo              | 254,875           | 254,875           |                   |                   |                   |                   |                  |                  |                   |                  |                  |                  |         |
| S106 contributions to Publica Arts & Sports proj. | 137,000           | 137,000           | 40,000            | 10,000            |                   |                   |                  |                  |                   |                  |                  |                  |         |
| S106 contributions to others                      | 0                 | 414,333           |                   |                   |                   |                   |                  |                  |                   |                  |                  |                  |         |
| OCC Oxfordshire Growth - CGU271                   | 1,705,000         | 1,534,500         | 170,500           |                   |                   |                   |                  |                  |                   |                  |                  |                  |         |
| <b>External Contributions:</b>                    |                   |                   |                   |                   |                   |                   |                  |                  |                   |                  |                  |                  |         |
| Environment Agency                                | 101,570           | 45,000            |                   |                   |                   |                   |                  |                  |                   |                  |                  |                  |         |
| Broadband (50% external contribution)             | 480,800           | 480,800           |                   |                   |                   |                   |                  |                  |                   |                  |                  |                  |         |
| OCC Oxfordshire Growth fund for Aff. Hsg Heylo    | 1,105,125         | 1,105,125         |                   |                   |                   |                   |                  |                  |                   |                  |                  |                  |         |
| OCC Oxfordshire Growth                            | 891,000           | 891,000           |                   |                   |                   |                   |                  |                  |                   |                  |                  |                  |         |
| External Funding to Madley Park Project           | 21,939            | 21,939            |                   |                   |                   |                   |                  |                  |                   |                  |                  |                  |         |
| OCC Better Care Grant Funding (for DFGs)          | 606,800           | 606,800           | 606,800           | 606,800           | 606,800           | 606,800           | 606,800          | 606,800          | 606,800           | 606,800          | 606,800          | 606,800          | 606,800 |
| Cottsway Housing (Old Court House, Witney)        | 0                 | 621,750           |                   |                   |                   |                   |                  |                  |                   |                  |                  |                  |         |
| <b>Borrowing:</b>                                 |                   |                   |                   |                   |                   |                   |                  |                  |                   |                  |                  |                  |         |
| Internal Borrowing                                | 12,001,169        | 8,151,401         |                   |                   |                   |                   |                  |                  |                   |                  |                  |                  |         |
| External Borrowing                                | 0                 | 831,000           | 16,965,157        | 10,425,000        | 30,175,000        | 29,820,000        | 175,000          | 362,000          | 10,362,000        | 362,000          | 237,000          | 212,000          |         |
| <b>Capital Receipts</b>                           | 960,900           | 185,900           | 974,900           | 100,000           |                   | 10,000            |                  |                  |                   |                  |                  | 10,000           |         |
|   | <b>20,538,129</b> | <b>16,408,881</b> | <b>20,527,823</b> | <b>11,681,800</b> | <b>31,321,800</b> | <b>30,976,800</b> | <b>1,321,800</b> | <b>1,508,800</b> | <b>11,508,800</b> | <b>1,508,800</b> | <b>1,393,800</b> | <b>1,358,800</b> |         |

# West Oxfordshire District Council

## Fees and Charges

2021/2022

## Planning Services

|  | 2020/2021<br>Basic Charge<br>£ p | 2021/2022<br>Basic Charge<br>£ p | VAT<br>£ p | 2021/2022<br>Total charge<br>£ p | VAT Status   |
|--|----------------------------------|----------------------------------|------------|----------------------------------|--------------|
| General Administration   |                                  |                                  |            |                                  |              |
| Access to Information/Inspection of Background Documents   |                                  |                                  |            |                                  |              |
| a Charge per document (after Committee date)   | 0.65                             | 0.70                             | -          | 0.70                             | Non Business |
| b Where documents are listed under a general description (after Committee date)  | 5.85                             | 6.20                             | -          | 6.20                             | Non Business |
| c During 5 days prior to Committee date only   |                                  |                                  |            |                                  |              |
| <i>Note: Members of the public may only inspect background documents 3 days prior to Committee date or thereafter.</i> |                                  |                                  |            |                                  |              |
| Administration Charge for Services Rendered  | 30 percent                       | 30 percent                       |            | 30 % + VAT                       | Standard     |
| Minutes/Agendas  |                                  |                                  |            |                                  |              |
| Per Annum  | 186.95                           | 196.30                           | 39.26      | 235.56                           | Standard     |
| Single Agenda  | 4.90                             | 5.20                             | 1.04       | 6.23                             | Standard     |
| Parish/Town Councils Per Annum   | 20.40                            | 21.40                            | 4.28       | 25.68                            | Standard     |
| Libraries  |                                  |                                  | -          | Free                             | -            |
| Dyeline Prints (Any type, with due regard to copyright restrictions)   |                                  |                                  |            |                                  |              |
| A2 Size  | 7.75                             | 8.10                             | 1.62       | 9.72                             | Standard     |
| A1 Size  | 9.75                             | 10.20                            | 2.04       | 12.25                            | Standard     |
| From Paper Roll Larger than A1 Size  | 12.50                            | 13.10                            | 2.62       | 15.72                            | Standard     |
| Photocopying - (per sheet)   |                                  |                                  |            |                                  |              |
| A4 size and foolscap   | 0.15                             | 0.20                             | 0.04       | 0.24                             | Standard     |
| A3 size  | 0.15                             | 0.20                             | 0.04       | 0.24                             | Standard     |
| A4 & A3 Colour Copies  | 0.30                             | 0.30                             | 0.06       | 0.36                             | Standard     |
| Local Plan   | 20.00                            | 21.00                            | -          | 21.00                            | Zero-rated   |

## Planning Services

|  | 2020/2021    | 2021/2022    |       | 2021/2022    |            |
|--|--------------|--------------|-------|--------------|------------|
|  | Basic Charge | Basic Charge | VAT   | Total Charge | VAT Status |
|  | £ p          | £ p          | £ p   | £ p          |            |
| Planning Applications – Maps   |              |              |       |              |            |
| Up to 6 maps (one charge for the set):   |              |              |       |              |            |
| 1:500 scale*   | 4.00         | 4.20         | -     | 4.20         | Zero rated |
| plus admin fee #   | 10.65        | 11.20        | 2.24  | 13.44        | Standard   |
| 1:1250 scale*  | 14.15        | 14.90        | -     | 14.90        | Zero rated |
| plus admin fee #   | 10.35        | 10.90        | 2.18  | 13.08        | Standard   |
| 1:2500 scale*  | 58.65        | 61.60        | -     | 61.60        | Zero rated |
| plus admin fee #   | 10.65        | 11.20        | 2.24  | 13.44        | Standard   |
| *All maps are provided by the National maps Centre and are subject to change if the O.S. increase their fees |              |              |       |              |            |
| # Only one admin fee is charged regardless of the number of maps purchased.                                  |              |              |       |              |            |
| Planning Applications - Weekly Press Lists   | 178.65       | 187.60       | 37.52 | 225.12       | Standard   |
| Planning Decision Notices  |              |              |       |              |            |
| Notice requested   | 10.65        | 11.20        | 2.24  | 13.44        | Standard   |
| Section 52 Agreement   |              |              |       |              |            |
| Per copy of Agreement  | 19.50        | 20.50        | 4.10  | 24.60        | Standard   |
| Section 106 Agreements   |              |              |       |              |            |
| Per copy of Agreement  | 17.20        | 18.10        | 3.62  | 21.72        | Standard   |
| Compilation of Agreement. Minimum charge increased at Officer's discretion                                   |              |              |       |              |            |
| Tree Preservation Orders   |              |              |       |              |            |
| Per copy of order  | 16.70        | 17.50        | 3.50  | 21.00        | Standard   |
| Valuation Fee  | At Cost      |              | -     | At Cost      | Standard   |

Planning application fees are set by central government. Use this link to CLG planning portal.

[http://ecab.planningportal.co.uk/uploads/english\\_application\\_fees.pdf](http://ecab.planningportal.co.uk/uploads/english_application_fees.pdf)

## Planning Services

|  | 2020/2021<br>Basic<br>Charge<br>£ p | 2021/2022<br>Basic<br>Charge<br>£ p | VAT<br>£ p | 2021/2022<br>Total<br>Charge<br>£ p | VAT Status   |
|--|-------------------------------------|-------------------------------------|------------|-------------------------------------|--------------|
| <b>Local Search Fees</b>                                     |                                     |                                     |            |                                     |              |
| Con29 only   | 144.20                              | 144.20                              | 25.02      | 150.14                              | Standard     |
| Each additional enquiry (own questions)                      | 20.45                               | 20.45                               | 4.09       | 24.54                               | Standard     |
| Each extra parcel of land (no VAT applied of LLC1 only)      | 21.85                               | 21.85                               | 4.37       | 26.22                               | Standard     |
| Each optional standard question, except question 4, 5 and 22 | 17.00                               | 17.00                               | 3.40       | 20.40                               | Standard     |
| Each optional standard question 4                            | 22.75                               | 22.75                               | 4.55       | 27.30                               | Standard     |
| Each optional standard question 5                            | 20.45                               | 20.45                               | 4.09       | 24.54                               | Standard     |
| LLC1 search only   | 13.60                               | 13.60                               | -          | 13.60                               | Non Business |

**Local Search fees became subject to VAT from 1/1/17.**

## Planning Services

### Pre Application Planning Advice

| Service   | Written Advice | Meeting & Written Advice   |
|---|----------------|--|
| 1-2 dwellings<br>less than 0.5ha (outline)<br>less than 500m <sup>2</sup> floorspace<br>Change of use | £174 + VAT     | £349 + VAT<br>Meeting up to 1 hour<br>Each additional meeting £174 per hour  |
| 3-14 dwellings<br>0.5-0.99ha (outline)<br>500-999m <sup>2</sup> floorspace                            | £349 + VAT     | £698 + VAT<br>Meeting up to 1 hour<br>Each additional meeting £174 per hour  |
| 15-100 dwellings<br>1-3.0 ha (outline)<br>1000-2999m <sup>2</sup> floorspace                          | £698 + VAT     | £1395 + VAT<br>Meeting(s) up to 2 hours<br>Each additional meeting £174 per hour   |
| More than 100 dwellings or 3.0ha (outline) or<br>3000m <sup>2</sup> floorspace                        | £1,395 + VAT   | £2793 + VAT<br>Meeting(s) up to 3 hours<br>Each additional meeting £174 per hour   |
| Strategic Development sites.  | N/A            | Meetings held in the context of an emerging Development Plan as an intrinsic part of the decision as to whether to allocate the site or not will be free. At the point detailed site/design matters are discussed a fee of £2855 + VAT is payable to cover a further 3 hours of meetings. Each additional meeting £174 per hour.   |
| Design Supplement.  | £58 + VAT      | For all non-Listed Building enquiries where a design input is required before a response can be made. This <b>does not</b> apply to enquiries relating solely to applications for listed building consent.   |
| Advertisement Consent.  | £174 + VAT     | £232 + VAT   |
| Informal quick responses.   | N/A            | An e-mail description of the proposals along with payment of the £ 29 fee will be required. An informal response will be given by phone or e-mail within 3 working days of receipt. No meetings/ letters will be produced.   |
| Season Ticket.  | N/A            | Regular developers, agents or landowners may wish to negotiate a "season ticket" where, upon payment of an up front fee to cover the estimated cost of enquiries likely to be made during the coming year the need to complete the forms and payments for each enquiry can be avoided NB If the estimate is materially exceeded subsequent meetings will be charged at the standard rates above. |
| Solicitor/agent letters requiring confirmation that conditions have been discharged or satisfied.     | £174 + VAT     | N/A  |

## Resources

|   | 2020/2021<br>Basic<br>Charge<br>£ p | 2021/2022<br>Basic<br>Charge<br>£ p | VAT<br>£ p | 2021/2022<br>Total<br>Charge<br>£ p | VAT Status   |
|---|-------------------------------------|-------------------------------------|------------|-------------------------------------|--------------|
| <b>Administration</b>   |                                     |                                     |            |                                     |              |
| Freedom of Information enquiries (charge per hr for search costs over the £450 'Appropriate Limit' ): | 25.00                               | 25.00                               | -          | 25.00                               | Non Business |
| Freedom of Information photocopying - per sheet   | 0.14                                | 0.14                                | 0.03       | 0.17                                | Standard     |
| <b>Summons Costs - Council Tax/NNDR</b>   |                                     |                                     |            |                                     |              |
| Council Tax - Summons on application for Liability Order*   | 65.00                               | 65.00                               | -          | 65.00                               | Non Business |
| Council Tax - Costs of Liability Order hearing*   | 45.00                               | 45.00                               | -          | 45.00                               | Non Business |
| NNDR - Summons on application for Liability Order*  | 75.00                               | 75.00                               | -          | 75.00                               | Non Business |
| NNDR - Costs of Liability Order hearing*  | 45.00                               | 45.00                               | -          | 45.00                               | Non Business |
| * As approved by the Magistrates Court  |                                     |                                     |            |                                     |              |
| <b>Miscellaneous properties</b>   |                                     |                                     |            |                                     |              |
| Garage rents  | 12.00                               | 12.60                               | 2.52       | 15.12                               | Standard     |



**Environmental & Regulatory Services****ENVIRONMENTAL PROTECTION****2020/2021**      **2021/2022****Private Water Supplies**

|   |         |         |
|---|---------|---------|
| Risk Assessment or Investigation (fee per hour)                 | £51.00  | £53.55  |
| Sampling – each visit – fixed fee                               | £100.00 | £105.00 |
| Granting and Authorisation - fixed fee plus hourly rate applies | £100.00 | £105.00 |

Sample Analysis

|                               |         |         |
|-------------------------------|---------|---------|
| Taken under Regulation 10     |         |         |
| Taken during check monitoring | at cost | at cost |
| Taken during audit monitoring |         |         |

**Regulation of Pollution from Industrial Sources  
- Environmental Permitting Regulations 2010**

*Fees as laid down by the Secretary of State  
Please refer to [www.gov.uk/local-authority-environmental-permit](http://www.gov.uk/local-authority-environmental-permit)*

**Environmental Information Regulations – Search Fees**

|                                       |        |        |
|---------------------------------------|--------|--------|
| Basic administration charge           | £25.00 | £26.25 |
| Contaminated Land information request | £80.00 | £84.00 |

**Environmental & Regulatory Services****FOOD HEALTH & SAFETY****2020/21    2021/22****Export of Food Products**

Food Export Health Certificate (including first hour of officer time)

£50.00    £52.50

Officer hourly rate after first hour

£35.00    £36.75

**Other Products & Services**

E-learning

£35.00    £36.75

Safer Food, Better Business Information Pack

£8.00    £8.40

Food Hygiene Rating Re-visit

£160.00    £168.00

Condemned Food Certificate

£80.00    £84.00

**Environmental & Regulatory Services**

| <b>LICENSING – ANIMAL WELFARE</b>   | <b>2020/21</b> | <b>2021/22</b> |
|---|----------------|----------------|
| <b>Breeding of Dogs<sup>1</sup></b>   |                |                |
| New Application   | £350.00        | £367.50        |
| Renewal (1 to 3 years depending on rating + annual inspection)                                | £275.00        | £288.75        |
| <b>Horse Riding Establishments<sup>1</sup></b>  |                |                |
| New Application   | £400.00        | £420.00        |
| Renewal (1 to 3 years depending on rating + annual inspection)                                | £275.00        | £288.75        |
| <b>Pet Shops</b>  |                |                |
| New Application   | £270.00        | £283.50        |
| Renewal (1 to 3 years depending on rating)  | £230.00        | £241.50        |
| <b>Keeping or Training Animals for Exhibition</b>   |                |                |
| New Application   | £270.00        | £283.50        |
| Renewal (3 years)   | £230.00        | £241.50        |
| <b>Home Boarding for Dogs (<i>Day-time or overnight care within the home environment</i>)</b> |                |                |
| New Application   | £270.00        | £283.50        |
| Renewal (1 to 3 years depending on rating)  | £230.00        | £241.50        |
| <b>Providing Boarding in Kennels</b>  |                |                |
| Dogs - New Application – up to 50 dogs  | £270.00        | £283.50        |
| Dogs - Renewal (1 to 3 years depending on rating) – up to 50 dogs                             | £230.00        | £241.50        |
| Dogs - New Application – over 50 dogs   | £315.00        | £330.75        |
| Dogs - Renewal (1 to 3 years depending on rating) – over 50 dogs                              | £275.00        | £288.75        |
| Cats - New Application – up to 50 cats  | £270.00        | £283.50        |
| Cats - Renewal (1 to 3 years depending on rating) – up to 50 cats                             | £230.00        | £241.50        |
| Cats - New Application – over 50 cats   | £315.00        | £330.75        |
| Cats - Renewal (1 to 3 years depending on rating) – over 50 cats                              | £275.00        | £288.75        |
| <i>Total charge is the amount as shown plus veterinary fees</i>                               |                |                |

**Environmental & Regulatory Services****LICENSING – ANIMAL WELFARE****2020/21**    **2021/22****Providing Day Care for Dogs**

|  |         |         |
|--|---------|---------|
| New Application – up to 50 dogs                            | £220.00 | £231.00 |
| Renewal (1 to 3 years depending on rating) – up to 50 dogs | £230.00 | £241.50 |
| New Application – over 50 dogs                             | £315.00 | £330.75 |
| Renewal (1 to 3 years depending on rating)– over 50 dogs   | £275.00 | £288.75 |

**Supplementary Fees**

|  |         |         |
|--|---------|---------|
| Franchise Licence – Dog Boarding only <sup>1</sup> | £110.00 | £115.50 |
| Host Fee <sup>2</sup>                              | £130.00 | £136.50 |
| Additional Activity <sup>3</sup>                   | £45.00  | £47.25  |
| Variation Fee e.g. amendment to a licence          | £25.00  | £26.25  |
| Inspection Fee <sup>4</sup>                        | £120.00 | £126.00 |
| Re-Rating Fee <sup>5</sup>                         | £125.00 | £131.25 |

<sup>1</sup> Host fees will be required in addition to this licence<sup>2</sup> Required per host family of a dog boarding franchise<sup>3</sup> Payable in addition to the appropriate licence fees where more than one activity is undertaken at the same premises<sup>4</sup> Payable if an inspection is required in addition to the initial inspection required included within the licence fee<sup>5</sup> Inspection and licence amendment for re-rating of the current star rating**Dangerous Wild Animals**

|                                |         |         |
|--------------------------------|---------|---------|
| New Application <sup>1</sup>   | £335.00 | £351.75 |
| Renewal (2 years) <sup>1</sup> | £295.00 | £309.75 |

**Zoos**

|  |           |           |
|--|-----------|-----------|
| s14(2) dispensation - New Application <sup>1</sup>   | £1,165.00 | £1,223.25 |
| s14(2) dispensation - Renewal (6 years) <sup>1</sup> | £1,575.00 | £1,653.75 |
| No dispensation - New Application <sup>1</sup>       | £1,860.00 | £1,953.00 |
| No dispensation - Renewal (6 years) <sup>1</sup>     | £2,620.00 | £2,751.00 |

<sup>1</sup> Total charge is the amount as shown plus veterinary fees

**Environmental & Regulatory Services****LICENSING – TAXIS****2020/21 2021/22****Drivers Licence**

|   |         |         |
|---|---------|---------|
| Hackney Carriage / Private Hire / Dual - 3 year – new application | £250.00 | £250.00 |
| Hackney Carriage / Private Hire / Dual - 3 year – renewal         | £185.00 | £185.00 |
| Single Private Hire to Dual Licence transfer                      | £53.00  | £53.00  |

**Vehicle Licence – all 1 year**

|   |         |         |
|---|---------|---------|
| Hackney Carriage vehicle – new application                            | £250.00 | £250.00 |
| Hackney Carriage vehicle – renewal                                    | £185.00 | £185.00 |
| Private Hire vehicle – new application                                | £250.00 | £250.00 |
| Private Hire vehicle – renewal  | £185.00 | £185.00 |
| Transfer of vehicle licence – to another person                       | £25.00  | £25.00  |
| Transfer of vehicle licence – to another vehicle (1 year)             | £180.00 | £180.00 |
| Transfer of vehicle licence – to another vehicle (remainder of plate) | £86.00  | £86.00  |
| Temporary vehicle (Insurance Company)                                 | £250.00 | £250.00 |
| Change of registration number   | £86.00  | £86.00  |

**Private Hire Operators**

|   |         |         |
|---|---------|---------|
| Operator Licence – 5 year – new application           | £400.00 | £400.00 |
| Operator Licence – 1 year – new application / renewal | £100.00 | £100.00 |

**Other Fees**

|  |        |        |
|--|--------|--------|
| Knowledge Test                               | £75.00 | £75.00 |
| Replacement driver's badge                   | £28.00 | £28.00 |
| Replacement external plate                   | £33.00 | £33.00 |
| Replacement internal plate                   | £28.00 | £28.00 |
| Vehicle bracket                              | £10.00 | £10.00 |
| Administration charge for any other requests | £25.00 | £25.00 |

**Environmental & Regulatory Services****LICENSING – STREET TRADING****2020/21    2021/22****West Oxfordshire District Council**

|  |           |           |
|--|-----------|-----------|
| Witney & Chipping Norton – annual      | £2,623.87 | £2,755.06 |
| Witney & Chipping Norton – 3 months    | £781.99   | £821.09   |
| All other consents – annual            | £1,754.19 | £1,841.90 |
| All other consents – 3 months          | £563.09   | £591.24   |
| Individual Trader Day Rate (per stall) | £60.93    | £63.98    |

**Markets:****Chipping Norton**

|                                      |        |        |
|--------------------------------------|--------|--------|
| per day per 10' frontage or pro-rata | £21.33 | £22.39 |
| per day casual                       | £29.69 | £31.18 |
| plus per canopy, per pitch, per day  | £3.14  | £3.30  |

**Witney**

|                                      |         |         |
|--------------------------------------|---------|---------|
| per day per 10' frontage or pro-rata | £22.27  | £23.38  |
| per day casual                       | £30.16  | £31.67  |
| plus per canopy, per pitch, per day  | £3.14   | £3.30   |
| Farmers Market - per site            | £332.75 | £349.39 |

**Environmental & Regulatory Services****LICENSING – CARAVAN AND CAMPSITES****2020/21    2021/22****All previous charging schedules to be replaced by the following:****New site application**

|                      |         |         |
|----------------------|---------|---------|
| – 5 or less units    | £315.00 | £330.75 |
| – 6 to 24 units      | £420.00 | £441.00 |
| – 25 to 99 units     | £505.00 | £530.25 |
| – 100 to 199 units   | £580.00 | £609.00 |
| – 200 units and over | £665.00 | £698.25 |

**Annual Fee for existing site licence**

|                      |         |         |
|----------------------|---------|---------|
| – 5 or less units    | £265.00 | £278.25 |
| – 6 to 24 units      | £350.00 | £367.50 |
| – 25 to 99 units     | £435.00 | £456.75 |
| – 100 to 199 units   | £505.00 | £530.25 |
| – 200 units and over | £585.00 | £614.25 |

**Other Fees**

|   |         |         |
|---|---------|---------|
| Transfer / amendment of existing site licence                                     | £100.00 | £105.00 |
| Change Site Conditions  | £100.00 | £105.00 |
| Site Rules Deposit  | £50.00  | £52.50  |
| Administrative and other expenses to serve notice under the Mobile Homes Act 2013 | £300.00 | £315.00 |

## Environmental & Regulatory Services

### LICENSING – GAMBLING ACT

2020/21

2021/22

#### Betting Premises (excluding Tracks)

|                               |         |         |
|-------------------------------|---------|---------|
| New Premises                  | £427.83 | £449.22 |
| Vary Premises                 | £427.83 | £449.22 |
| Transfer of Premises          | £95.72  | £100.51 |
| Reinstatement of Premises     | £191.39 | £200.96 |
| Provisional Statement         | £427.83 | £449.22 |
| New Premises with Provisional | £78.80  | £82.74  |
| Annual Fee                    | £168.89 | £177.33 |
| Notification of change        | £28.12  | £29.53  |

For all other premises licence fees, please contact [ers@publicagroup.uk](mailto:ers@publicagroup.uk).

The fees for gaming machine permits are set nationally – please refer to [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)

#### Lotteries and Amusements (*Fees set nationally*)

|                                 |        |                       |
|---------------------------------|--------|-----------------------|
| Small Lottery – new application | £40.00 | £40.00 Statutory Fees |
| Small Lottery – renewal         | £20.00 | £20.00 Statutory Fees |



## Environmental & Regulatory Services

### LICENSING – OTHER

2020/21      2021/22

#### Alcohol & Entertainment (Licensing Act 2003)

*Fees as laid down by the Secretary of State – please refer to [www.gov.uk](http://www.gov.uk)*

#### Scrap Metal

Dealer (Site) Licence – New Application / Renewal

£532.55      £559.18

Collector's Licence – New Application / Renewal

#### Cosmetic Piercing

##### (Accupuncture, Tattoo, Ear Piercing & Electrolysis)

Premises registration (includes 1 practitioner)

£187.54      £196.92

Personal registration (each additional practitioner at a registered premises)

£138.96      £145.91

#### Sex Shop, Sex Cinema or Sexual Entertainment Venue

[Please contact ers@publicagroup.uk to discuss your requirements](mailto:ers@publicagroup.uk)

#### Houses in Multiple Occupation

HMO Licence (3 years)

£620.00      £651.00

#### Advisory Services

The council offers regulatory service support and advice as part of the Better Business for all partnership (<https://www.thegrowthhub.biz/support-hub/better-business-for-all>); please contact [ers@publicagroup.uk](mailto:ers@publicagroup.uk) to discuss your requirements.

**Environmental & Regulatory Services**

| <b>Premises Licences</b> | <b>2020/2021</b> | <b>2021/2022</b>            | <b>VAT</b> | <b>2021/2022</b>            | <b>VAT Status</b> |
|--------------------------|------------------|-----------------------------|------------|-----------------------------|-------------------|
|                          | <b>£ p</b>       | <b>Basic Charge<br/>£ p</b> | <b>£ p</b> | <b>Total Charge<br/>£ p</b> |                   |

\*Events that exceed 5,000 people will be liable for an additional fee to be charged on an application for a premises licence authorising the event.

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Number of people

|                 |           |           |   |           |              |
|-----------------|-----------|-----------|---|-----------|--------------|
| 5,000-9,999     | 1,000.00  | 1,000.00  | - | 1,000.00  | Non Business |
| 10,000-14,999   | 2,000.00  | 2,000.00  | - | 2,000.00  | Non Business |
| 15,000-19,999   | 4,000.00  | 4,000.00  | - | 4,000.00  | Non Business |
| 20,000-29,999   | 8,000.00  | 8,000.00  | - | 8,000.00  | Non Business |
| 30,000-39,999   | 16,000.00 | 16,000.00 | - | 16,000.00 | Non Business |
| 40,000-49,999   | 24,000.00 | 24,000.00 | - | 24,000.00 | Non Business |
| 50,000-59,999   | 32,000.00 | 32,000.00 | - | 32,000.00 | Non Business |
| 60,000-69,999   | 40,000.00 | 40,000.00 | - | 40,000.00 | Non Business |
| 70,000-79,999   | 48,000.00 | 48,000.00 | - | 48,000.00 | Non Business |
| 80,000-89,999   | 56,000.00 | 56,000.00 | - | 56,000.00 | Non Business |
| 90,000 and over | 64,000.00 | 64,000.00 | - | 64,000.00 | Non Business |

Note: Fees are determined by Government

Environmental & Regulatory Services

**Community Safety & Licensing (Licensing Act 2003)**

**Premises Licences**

Fees relating to applications for premises licences, club premises certificates, variations,

(but not changes of name and address etc or changes of designated premises supervisor) the conversion of existing licences, and conversion/variations should be graduated using five bands as shown:

|        | 2020/2021    | 2021/2022    | VAT | 2021/2022 | VAT Status   |
|--------|--------------|--------------|-----|-----------|--------------|
|        | Basic Charge | Basic Charge |     | Total     |              |
|        | £ p          | £ p          | £ p | Charge    |              |
|        |              |              |     | £ p       |              |
| BAND A | 100.00       | 100.00       | -   | 100.00    | Non Business |
| BAND B | 190.00       | 190.00       | -   | 190.00    | Non Business |
| BAND C | 315.00       | 315.00       | -   | 315.00    | Non Business |
| BAND D | 450.00       | 450.00       | -   | 450.00    | Non Business |
| BAND E | 635.00       | 635.00       | -   | 635.00    | Non Business |

The annual charges payable by those holding licences and club premises certificates:

|        |        |        |   |        |              |
|--------|--------|--------|---|--------|--------------|
| BAND A | 70.00  | 70.00  | - | 70.00  | Non Business |
| BAND B | 180.00 | 180.00 | - | 180.00 | Non Business |
| BAND C | 295.00 | 295.00 | - | 295.00 | Non Business |
| BAND D | 320.00 | 320.00 | - | 320.00 | Non Business |
| BAND E | 350.00 | 350.00 | - | 350.00 | Non Business |

Particular types of premises which do not have non-domestic rateable values would be allocated to Band A

The various non-domestic rateable values should be allocated to bands in the following way:

Note:\*Non-Domestic rateable value

|        |  |  |  |                    |              |
|--------|--|--|--|--------------------|--------------|
| BAND A |  |  |  | *£0-£4,300         | Non Business |
| BAND B |  |  |  | *£4,301-£33,000    | Non Business |
| BAND C |  |  |  | *£33,001-£87,000   | Non Business |
| BAND D |  |  |  | *£87,001-£125,000  | Non Business |
| BAND E |  |  |  | *£125,001 and over | Non Business |

\*No fee or annual charge would be payable by church halls, chapel halls or other premises of a similar nature and village halls, parish and community halls or other

|                            |       |       |   |       |              |
|----------------------------|-------|-------|---|-------|--------------|
| Temporary Events Notice    | 21.00 | 21.00 | - | 21.00 | Non Business |
| Personal Licence           | 37.00 | 37.00 | - | 37.00 | Non Business |
| Minor Variations procedure | 89.00 | 89.00 | - | 89.00 | Non Business |

Note: Fees determined by Government

Environmental & Regulatory Services

**Community Safety & Licensing (Licensing Act 2003)**

**Miscellaneous Fees**

|   | <b>2020/2021</b>    | <b>2021/2022</b> | <b>VAT</b> | <b>2020/2021</b>    | <b>VAT Status</b> |
|---|---------------------|------------------|------------|---------------------|-------------------|
|   | <b>Basic Charge</b> |                  |            | <b>Total Charge</b> |                   |
|   | <b>£ p</b>          | <b>£ p</b>       | <b>£ p</b> | <b>£ p</b>          |                   |
| Application for a grant or renewal of personal licence                  | 37.00               | 37.00            | -          | 37.00               | Non Business      |
| Temporary event notices   | 21.00               | 21.00            | -          | 21.00               | Non Business      |
| Theft, loss etc of premises licence or summary                          | 10.50               | 10.50            | -          | 10.50               | Non Business      |
| Application for a provisional statement where premises being built, etc | 195.00              | 195.00           | -          | 195.00              | Non Business      |
| Notification of change of name or address                               | 10.50               | 10.50            | -          | 10.50               | Non Business      |
| Application to vary to specify individual as premises supervisor        | 23.00               | 23.00            | -          | 23.00               | Non Business      |
| Application for transfer of premises licence                            | 23.00               | 23.00            | -          | 23.00               | Non Business      |
| Interim authority notice following death etc. of licence holder         | 23.00               | 23.00            | -          | 23.00               | Non Business      |
| Theft, loss etc of certificate or summary                               | 10.50               | 10.50            | -          | 10.50               | Non Business      |
| Notification of change of name or alteration of club rules              | 10.50               | 10.50            | -          | 10.50               | Non Business      |
| Change of relevant registered address of club                           | 10.50               | 10.50            | -          | 10.50               | Non Business      |
| Theft, loss etc of temporary event notice                               | 10.50               | 10.50            | -          | 10.50               | Non Business      |
| Theft, loss etc of personal licence                                     | 10.50               | 10.50            | -          | 10.50               | Non Business      |
| Duty to notify change of name or address                                | 10.50               | 10.50            | -          | 10.50               | Non Business      |
| Right of freeholder etc to be notified of licensing matters             | 21.00               | 21.00            | -          | 21.00               | Non Business      |

Note: Fees determined by Government

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Environmental & Regulatory Services

**Environmental Services**

|  |               | 2020/2021    | 2021/2022    | VAT | 2021/2022 | VAT Status   |
|--|---------------|--------------|--------------|-----|-----------|--------------|
|  |               | Basic Charge | Basic Charge |     | Total     |              |
|  |               | £ p          | £ p          | £ p | Charge    |              |
|  |               |              |              |     | £ p       |              |
| <b>Penalty Notices</b>   |               |              |              |     |           |              |
| Fine for Dog Fouling   | statutory fee | 50.00        | 50.00        | -   | 50.00     | Non business |
| <b>Parking enforcement</b>   |               |              |              |     |           |              |
| Operational Guidance to Local Authorities: Parking Policy and enforcement. Department for Transport. Traffic Management Act 2004 |               |              |              |     |           |              |
| Higher Level Contravention paid after service of charge certificate  | statutory fee | 105.00       | 105.00       | -   | 105.00    | Non-business |
| Higher Level Contravention paid after 14 days but before service of charge certificate   | statutory fee | 70.00        | 70.00        | -   | 70.00     | Non-business |
| Higher level contravention paid within 14 days   | statutory fee | 35.00        | 35.00        | -   | 35.00     | Non-business |
| Lower Level Contravention paid after service of charge certificate   | statutory fee | 75.00        | 75.00        | -   | 75.00     | Non-business |
| Lower level contravention paid within 14 days  | statutory fee | 50.00        | 50.00        | -   | 50.00     | Non-business |
| Lower level contravention paid within 14 days  | statutory fee | 25.00        | 25.00        | -   | 25.00     | Non-business |
| <b>Nuisance parking</b>  |               |              |              |     |           |              |
| Fixed penalty notices (FPN's)  | statutory fee | 100.00       | 100.00       | -   | 100.00    | Non-business |
| If paid within 14 days   |               | 75.00        | 75.00        | -   | 75.00     | Non-business |
| <b>Abandoned vehicles</b>  |               |              |              |     |           |              |
| Fixed penalty notices (FPN's)  | statutory fee | 200.00       | 200.00       | -   | 200.00    | Non-business |
| If paid within 14 days   |               | 150.00       | 150.00       | -   | 150.00    | Non-business |



## BUILDING CONTROL – GENERAL NOTES

### **THE BUILDING ACT 1984 : THE BUILDING REGULATIONS 2010 (As amended)**

The building owner or agent must make a building regulations application and pay a fee for the construction of new works. All work must comply with the 2010 Building Regulations (as amended).

The person carrying out the building works is to liaise with and meet the requirements of the Local Authority Building Control and give the required notice for certain key stages of works as detailed in the guidance below.

The charges set out on the following pages have been set in accordance with the Building (Local Authority Charges) Regulations 2010. The tables give the charges for various categories of work.

### **Full Plans Applications Charges**

The 'charges' shown in the following tables relate to Full Plans Applications. For the definition and details of Full Plans Applications please visit the respective Council's website.

### **Building Notice Applications Charges**

Where building work is of a relatively minor nature, the Building Notice charge is the same for the Full Plans Application charge except for Cotswold District Council where the Building Notice charge is as shown on the relevant Tables.

For the definition and details of Building Notice Applications please visit the respective Council's website.

A Building Notice Application will not, in the majority of situations, be accepted for new dwellings. It is also likely that new dwellings may potentially attract additional charges depending on what level of design input has been achieved by the applicant.

### **Regularisation Applications (Retrospective Works) Charges**

The charge required when depositing an application for regularisation (or reversion) is 100% of the appropriate charge as listed in the following tables **excluding VAT**, with an additional 50% premium added to it. This type of application is exempt from VAT.

For the definition and details of Regularisation Applications please visit the respective Council's website.

### **Works to provide access and facilities for disabled persons**

Charges are not payable when the proposed work is to provide access and facilities in an existing dwelling or an extension to store equipment or provide medical treatment for a disabled person. In order to claim exemption, the appropriate evidence as to the relevance of the adaptation for the person's disability must accompany the application.

**BUILDING CONTROL – WEST OXFORDSHIRE DISTRICT COUNCIL**

| <b>TABLE A – NEW DWELLINGS e.g. flats, houses with total floor area of less than 300m<sup>2</sup></b> |                      |                    |
|---|----------------------|--------------------|
| No. of dwellings  | Charge (excl. VAT)   | Charge (incl. VAT) |
| 1   | £594.00              | £712.80            |
| 2+  | Price on application |                    |

**Notes:**

- a) Where more than 1 dwelling is proposed, charges will be calculated on an individual application
- b) New dwellings over 300m<sup>2</sup> in floor area – charges to be negotiated.
- c) No additional fees are payable for different associated garages, built at the same time as the
- d) [Local Authority Building Control \(LABC\) can provide competitively priced 10 year Structural](#)

| <b>TABLE B – DOMESTIC AND COMMERCIAL EXTENSIONS TO A SINGLE BUILDING</b> |                      |                    |
|--|----------------------|--------------------|
| Description  | Charge (excl. VAT)   | Charge (incl. VAT) |
| Erection / Extension of a garage (30m <sup>2</sup> to 60m <sup>2</sup> ) | £290.00              | £348.00            |
| Garage conversion to habitable accommodation                             | £217.00              | £260.40            |
| Loft conversion up to 100m <sup>2</sup>                                  | £579.00              | £694.80            |
| Loft conversion over 100m <sup>2</sup>                                   | Price on application |                    |
| Extension up to 20m <sup>2</sup>   | £449.00              | £538.80            |
| Extension 20m <sup>2</sup> up to 60m <sup>2</sup>                        | £594.00              | £712.80            |
| Extension 60m <sup>2</sup> up to 100m <sup>2</sup>                       | £747.00              | £896.40            |
| Extension over 100m <sup>2</sup>   | Price on application |                    |

**Notes:**

- a) References to floor area relate to the total internal area of all storeys.
- b) Where more than one extension is proposed, the floor areas must be added together to determine
- c) Some alterations to buildings to improve facilities for disabled persons are exempt from charges.

| <b>TABLE C – ALL OTHER WORK</b> |                      |                    |
|---------------------------------|----------------------|--------------------|
| Description                     | Charge (excl. VAT)   | Charge (incl. VAT) |
| Under £1,000                    | £108.00              | £129.60            |
| £1,001 to £5,000                | £217.00              | £260.40            |
| £5,001 to £10,000               | £290.00              | £348.00            |
| £10,001 to £20,000              | £399.00              | £478.80            |
| £20,001 to £30,000              | £565.00              | £678.00            |
| £30,001 to £40,000              | £690.00              | £828.00            |
| £40,001 to £50,000              | £797.00              | £956.40            |
| £50,001 to £60,000              | £978.00              | £1,173.60          |
| £60,001 to £70,000              | £1,051.00            | £1,261.20          |
| £70,001 to £80,000              | £1,159.00            | £1,390.80          |
| Over £80,000                    | Price on application |                    |

For competitive quotations for projects over £80,000 please contact the building control team on

01993 861651 or by emailing [building.control@westoxon.gov.uk](mailto:building.control@westoxon.gov.uk)



**BUILDING CONTROL – WEST OXFORDSHIRE DISTRICT COUNCIL**

| <b>TABLE C – ALL OTHER WORK <i>continued</i></b>   |                               |                               |
|--|-------------------------------|-------------------------------|
| <b>Description</b>   | <b>Charge<br/>(excl. VAT)</b> | <b>Charge<br/>(incl. VAT)</b> |
| Electrical installations if not using a competent electrical engineer  | £446.00                       | £535.20                       |
| New windows install by non FENSA opp – up to 8 windows   | £108.00                       | £129.60                       |
| New windows install by non FENSA opp – over to 8 windows   | Price on application          |                               |
| <b>Notes on additional services:</b>   |                               |                               |
| <p>a) <a href="#">Local Authority Building Control (LABC) can provide competitively priced 10 year Structural</a></p> <p>b) SAP/EPC and SBEM calculations can be provided – price on application.</p> <p>c) Air pressure testing can be provided – price on application.</p> |                               |                               |
| For more information please contact:   |                               |                               |
| The building control team on 01993 861651  |                               |                               |
| <a href="mailto:building.control@westoxon.gov.uk">Email: building.control@westoxon.gov.uk</a>  |                               |                               |

| <b>TABLE D – ADDITIONAL SERVICES</b>  |
|---|
| <p>Other relevant services not covered by the previous tables may be undertaken on a 'cost recovery' basis. The following are examples of additional services which the Council may provide:</p> <ul style="list-style-type: none"> <li>· <b>Provision of Completion Certificates e.g. where requested more than six months after completion of the building work</b></li> <li>· <b>Advisory work in connection with i) demolition of buildings and ii) dangerous structures</b></li> <li>· <b>There is a charge of £132 to administer an application which has not been visited for 10 years.</b></li> </ul> <p>Services will be charged on an hourly rate of £66.00 per hour (including VAT).</p> |

## Environmental Services

|   |               | 2020/2021<br>Basic Charge<br>£ p | 2021/2022<br>Basic Charge<br>£ p | VAT<br>£ p | 2021/2022<br>Total Charge<br>£ p | VAT Status    |
|---|---------------|----------------------------------|----------------------------------|------------|----------------------------------|---------------|
| <b>Dog Control (Release of an impounded Stray Dog)</b>  |               |                                  |                                  |            |                                  |               |
| Statutory Fee   |               | 25.00                            | 25.00                            | -          | 25.00                            | Non business  |
| Kennelling  | per day       | 20.00                            | 22.00                            | -          | 22.00                            | Non business  |
| Administration Fee  |               | 33.20                            | 36.50                            | -          | 36.50                            | Non business  |
| Delivery Charge (Optional return of dog to owner by the kennels)  |               | 49.00                            | 53.90                            | 10.78      | 64.67                            | Standard      |
| <i>Note: The cost of veterinary treatment will be passed on in full to the dog owner. Owners in receipt of an income-related benefit shall only be charged for kennelling and</i> |               |                                  |                                  |            |                                  |               |
| Dog Chipping - Standard (subject to availability)   |               | 16.55                            | 18.20                            | 3.64       | 21.84                            | Standard      |
| Dog Chipping - Concessionary (subject to availability)  |               | 16.55                            | 18.20                            | 3.64       | 21.83                            | Standard      |
| <b>Other Services</b>   |               |                                  |                                  |            |                                  |               |
| Radar keys  |               | 4.00                             | 4.40                             | 0.88       | 5.28                             | Standard      |
| Public Sewer Searches   | statutory fee | 30.00                            | 30.00                            | -          | 30.00                            | Non business  |
| <b>Fairs</b>  |               |                                  |                                  |            |                                  |               |
| Chipping Norton Mop Fair  |               | 5,000.00                         | 5,250.00                         |            | 5,250.00                         | Exempt        |
| Woodstock Fair  |               | 2,500.00                         | 2,625.00                         |            | 2,625.00                         | Exempt        |
| <b>Home Improvement Agency:</b>   |               |                                  |                                  |            |                                  |               |
| Agency Fees for Grant-aided Works up to £5,000  |               | 17% of cost                      | 15% of cost                      |            |                                  | As Applicable |
| Agency Fees for balance of Grant-aided Works Above £5,000   |               | 14% of cost                      | 15% of cost                      |            |                                  | As Applicable |
| Small Repairs Fee - Estimates quoted at £20 per hour plus VAT (if applicable) plus cost of materials used   |               |                                  |                                  |            |                                  | As Applicable |
| Agency Fees for balance of Grant-aided Works Above £5,000   |               | 14% of cost                      | 15% of cost                      |            |                                  | As Applicable |
| Small Repairs Fee - Estimates quoted at £20 per hour plus VAT (if applicable) plus cost of materials used   |               |                                  |                                  |            |                                  | As Applicable |

## Environmental Services

|  |                             | 2020/2021<br>Basic Charge<br>£ p | 2021/2022<br>Basic Charge<br>£ p | VAT<br>£ p | 2021/2022<br>Total Charge<br>£ p | VAT Status    |
|--|-----------------------------|----------------------------------|----------------------------------|------------|----------------------------------|---------------|
| <b>Street Naming and Numbering</b>   |                             |                                  |                                  |            |                                  |               |
| Change of an existing property name  |                             | 60.50                            | 63.50                            | -          | 63.50                            | Non Business  |
| Allocating a name to a property or allocating a number to a named property                                       |                             | 60.50                            | 63.50                            | -          | 63.50                            | Non Business  |
| Change of a commercial building address  |                             | 60.50                            | 63.50                            | -          | 63.50                            | Non Business  |
| Change of street name at residents, developers or parish/town council request                                    |                             | 362.25                           | 380.40                           | -          | 380.40                           | Non Business  |
| Plus additional charge per property/unit where consultation with existing residents is to be carried out by WODC |                             | 40.00                            | 42.00                            | -          | 42.00                            | Non Business  |
| Naming and numbering of a block of flats   |                             | 180.90                           | 190.00                           | -          | 190.00                           | Non Business  |
| Naming and numbering of new properties including commercial buildings  | Per Unit up to 5 plots      | 60.50                            | 63.50                            | -          | 63.50                            | Non Business  |
|  | 6 - 25 plots                | 511.80                           | 537.40                           | -          | 537.40                           | Non Business  |
|  | 26 - 75 plots               | 796.00                           | 835.80                           | -          | 835.80                           | Non Business  |
|  | 76 - 150 plots              | 1,137.25                         | 1,194.10                         | -          | 1,194.10                         | Non Business  |
|  | 151 - 250 plots             | 1,421.55                         | 1,492.60                         | -          | 1,492.60                         | Non Business  |
|  | 251 - 350 plots             | 1,705.90                         | 1,791.20                         | -          | 1,791.20                         | Non Business  |
|  | 351 - 500 plots             | 1,990.15                         | 2,089.70                         | -          | 2,089.70                         | Non Business  |
|  | 501 or more plots           | 2,274.50                         | 2,388.20                         | -          | 2,388.20                         | Non Business  |
| Additional charges where new street names are required:  |                             |                                  |                                  |            |                                  |               |
|  | 1 - 5 new street names      | 227.50                           | 238.90                           | -          | 238.90                           | Non Business  |
|  | 6 - 10 new street names     | 454.90                           | 477.60                           | -          | 477.60                           | Non Business  |
|  | 10 or more new street names | 568.75                           | 597.20                           | -          | 597.20                           | Non Business  |
| Charge for a developer amending plans after naming and numbering has commenced                                   |                             | 120.95                           | 127.00                           | -          | 127.00                           | Non Business  |
| Charges for preparing site location plans and supervising the installation of street nameplates                  |                             |                                  |                                  |            |                                  |               |
|  | 1-4 Nameplates              | 190.40                           | 199.90                           | 39.98      | 239.88                           | Standard Rate |
|  | 5-8 Nameplates              | 244.75                           | 257.00                           | 51.40      | 308.40                           | Standard Rate |
|  | 9-12 Nameplates             | 299.10                           | 314.10                           | 62.82      | 376.92                           | Standard Rate |
|  | 13-16 Nameplates            | 353.50                           | 371.20                           | 74.24      | 445.44                           | Standard Rate |
|  | 17-20 Nameplates            | 407.95                           | 428.40                           | 85.68      | 514.08                           | Standard Rate |
|  | 21-24 Nameplates            | 462.30                           | 485.40                           | 97.08      | 582.48                           | Standard Rate |
|  | 25-28 Nameplates            | 516.70                           | 542.50                           | 108.50     | 651.00                           | Standard Rate |
|  | 29+ Nameplates              | 543.85                           | 571.00                           | 114.20     | 685.20                           | Standard Rate |

Note:

The charges above include all necessary administration, site visits to carry out existing address checks, establishing any new street names required and the publishing of the new addresses to relevant organisations

## Environmental Services

| Services Rendered or Performed  | 2020/2021<br>Basic Charge<br>£ p | 2021/2022<br>Basic Charge<br>£ p | VAT<br>£ p | 2021/2022<br>Total Charge<br>£ p | VAT Status |        |          |
|---|----------------------------------|----------------------------------|------------|----------------------------------|------------|--------|----------|
| Pest Control - Domestic   |                                  |                                  |            |                                  |            |        |          |
| Rats & Mice (per course of treatment)   | 53.40                            | 56.10                            | 11.22      | 67.32                            | Standard   |        |          |
| <i>Note: Pest Control for rats and mice will be charged at the survey rate for occupiers of domestic premises in receipt of an income-related benefit</i> | 17.75                            | 18.60                            | 3.72       | 22.32                            | Standard   |        |          |
| Wasps   | 51.30                            | 53.90                            | 10.78      | 64.68                            | Standard   |        |          |
| Second & Subsequent wasps nests treated during the same visit   | 25.50                            | 26.80                            | 5.36       | 32.16                            | Standard   |        |          |
| Other Insects   | 67.25                            | 70.60                            | 14.12      | 84.72                            | Standard   |        |          |
| Other Insects - all following visits  | 35.85                            | 37.70                            | 7.54       | 45.24                            |            |        |          |
| Abortive Calls and Surveys  | 17.75                            | 18.60                            | 3.72       | 22.32                            | Standard   |        |          |
| Pest Control - Commercial   |                                  |                                  |            |                                  |            |        |          |
| All pests (except wasps)  |                                  | per hour (min 1 hour)            | 85.45      | 89.70                            | 17.94      | 107.64 | Standard |
| Wasps   |                                  | (includes materials)             | 85.45      | 89.70                            | 17.94      | 107.64 | Standard |
| Abortive Calls and Surveys  |                                  | per ½ hour (min ½ hour)          | 42.75      | 44.90                            | 8.98       | 53.88  | Standard |

## Environmental Services

|   | 2020/2021<br>Basic Charge | 2021/2022<br>Basic Charge | VAT | 2021/2022<br>Total Charge | VAT Status   |
|---|---------------------------|---------------------------|-----|---------------------------|--------------|
|   | £ p                       | £ p                       | £ p | £ p                       |              |
| <b>Services Rendered or Performed</b>     |                           |                           |     |                           |              |
| Commercial & Schedule 1 Waste (Refuse)    |                           |                           |     |                           |              |
| <b>Cost per collection</b>                |                           |                           |     |                           |              |
| 180 Litre Bin (Schedule 1 only)           | 4.92                      | 5.17                      | -   | 5.17                      | Non Business |
| 240 Litre Bin                             | 6.59                      | 6.92                      | -   | 6.92                      | Non Business |
| 360 Litre Bin                             | 10.17                     | 10.68                     | -   | 10.68                     | Non Business |
| 660 Litre Bin                             | 13.25                     | 13.92                     | -   | 13.92                     | Non Business |
| 1,100 Litre Bin                           | 18.78                     | 19.72                     | -   | 19.72                     | Non Business |
| 660 Litre Bin - Clinical                  | 13.09                     | 13.74                     | -   | 13.74                     | Non Business |
| <b>Annual once per week collection</b>    |                           |                           |     |                           |              |
| 180 Litre Bin (Schedule 1 only)           | 255.84                    | 268.63                    | -   | 268.63                    | Non Business |
| 240 Litre Bin                             | 342.68                    | 359.85                    | -   | 359.85                    | Non Business |
| 360 Litre Bin                             | 528.84                    | 555.17                    | -   | 555.17                    | Non Business |
| 660 Litre Bin                             | 689.00                    | 723.63                    | -   | 723.63                    | Non Business |
| 1,100 Litre Bin                           | 976.56                    | 1,025.28                  | -   | 1,025.28                  | Non Business |
| 660 Litre Bin - Clinical                  | 680.68                    | 714.68                    | -   | 714.68                    | Non Business |
| Commercial & Schedule 1 Waste (Recycling) |                           |                           |     |                           |              |
| Cost per collection                       |                           |                           |     |                           |              |
| 180 Litre Bin (Schedule 1 only)           | 3.21                      | 3.37                      | -   | 3.37                      | Non Business |
| 240 Litre Bin                             | 4.31                      | 4.52                      | -   | 4.52                      | Non Business |
| 360 Litre Bin                             | 6.67                      | 7.01                      | -   | 7.01                      | Non Business |
| 660 Litre Bin                             | 9.23                      | 9.69                      | -   | 9.69                      | Non Business |
| 1,100 Litre Bin                           | 13.10                     | 13.75                     | -   | 13.75                     | Non Business |
| Commercial & Schedule 1 Waste (Food)      |                           |                           |     |                           |              |
| 23 Litre Caddy                            | 3.55                      | 3.72                      | -   | 3.72                      | Standard     |
| 140 Litre Bin                             | 4.41                      | 4.63                      | -   | 4.63                      | Standard     |
| 240 Litre Bin                             | 5.17                      | 5.42                      | -   | 5.42                      | Standard     |
| 360 Litre Bin                             | 6.07                      | 6.37                      | -   | 6.37                      | Standard     |
| 660 Litre Bin                             | 8.31                      | 8.73                      | -   | 8.73                      | Standard     |

**These charges are net of VAT as per a change in HMRC policy but may be subject to future review**

## Environmental Services

| Services Rendered or Performed   | 2020/2021<br>Basic Charge<br>£ p | 2021/2022<br>Basic Charge<br>£ p | VAT<br>£ p | 2021/2022<br>Total Charge<br>£ p | VAT Status   |
|--|----------------------------------|----------------------------------|------------|----------------------------------|--------------|
| *Pre paid plastic sacks - per sack (Refuse)  | 2.65                             | 2.80                             | -          | 2.80                             | Non Business |
| *Pre paid stickers - per sticker (Refuse)  | 2.65                             | 2.80                             | -          | 2.80                             | Non Business |
| *Pre paid plastic sacks - per sack (Recycling)   | 2.15                             | 2.30                             | -          | 2.30                             | Non Business |
| *Pre paid stickers - per sticker (Recycling)   | 2.15                             | 2.30                             | -          | 2.30                             | Non Business |
| <i>*Service to be available where wheeled bins are unsuitable</i>                        |                                  |                                  |            |                                  |              |
| For Domestic use only:-  |                                  |                                  |            |                                  |              |
| Bulky household waste charges  |                                  |                                  |            |                                  |              |
| Contaminated bin   | 96.70                            | 101.50                           | -          | 101.50                           | Non Business |
| Waste collection from commercial establishments<br>(See page 12.17 for chargeable items) |                                  |                                  |            |                                  |              |
| Green Waste Collection   | 30.00                            | 35.00                            | -          | 35.00                            | Non-business |
| Recovery of Abandoned Trolleys (per trolley)   | 50.24                            | 52.75                            | 10.55      | 63.30                            | Standard     |

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## Bulky Household Waste Collection Service

|  | 2020/2021<br>Basic Charge<br>£ p | 2021/2022<br>Basic Charge<br>£ p | VAT<br>£ p | 2021/2022<br>Total Charge<br>£ p | VAT Status   |
|--|----------------------------------|----------------------------------|------------|----------------------------------|--------------|
| <b>Normal Items</b>  |                                  |                                  |            |                                  |              |
| Normal Household items*  |                                  |                                  |            |                                  |              |
| Up to 4 items  | 27.68                            | 27.68                            | -          | 27.68                            | Non business |
| Each additional item with a limit of up to two additional items  | 9.22                             | 9.22                             | -          | 9.22                             | Non business |
| Please refer to <a href="http://www.Westoxon.gov.uk">www.Westoxon.gov.uk</a> for the up to date list of collectable items. |                                  |                                  |            |                                  |              |
| <b>Non - standard household items</b>  |                                  |                                  |            |                                  |              |
| Non - standard household items   | 27.68                            | 27.68                            | -          | 27.68                            |              |

Please refer to [www.Westoxon.gov.uk](http://www.Westoxon.gov.uk) for the up to date list of collectable items.

**Note: The Council will not collect the following items:**

*Asbestos, Bricks, Builders Rubble, Car Shells, Chemicals, Gas Bottles, Oil Drums, Paint, Trailers, Vehicle Engines (or other parts) or Vehicle wheels/tyres*

## Pay Policy Statement – West Oxfordshire District Council 2021/2022

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| 14. | Other pay and conditions in operation, are as follows:..... | 5 |
| 15  | The Local Government Pension Scheme (LGPS) .....            | 5 |

### 1.0 Background

1.1 This statement is intended to meet the requirements of:

- s 38 (1) of the Localism Act 2011 which requires the Council to approve a Pay Policy Statement annually prior to the commencement of the financial year;
- the Council's obligations under the associated statutory guidance set out in the Openness and Accountability in Local Pay: Guidance under section 40 of the Localism Act (February 2012) together with the Local Government Transparency Code 2015.

### 2.0 Scope of this policy statement

2.1 To avoid confusion and provide transparency this statement will only apply to all officers that are employees of the Council although a number of officers hold dual employment contracts with Publica (a Council-owned service company).

2.2 Details of senior staff pay at Publica can be found within their statement of accounts.

2.2 The current statement sets out the following elements:

- pay for each of the in scope officers
- remuneration of lowest paid officer
- the pay relationship between the highest paid Officers and other officers
- performance related pay and bonuses, termination payments, transparency
- other aspects of remuneration.

### 3.0 Officers covered by the policy statement

3.1 Below is a list of those Officers covered by the Policy Statement:

- Head of Democratic Services (Monitoring Officer)
- Chief Finance Officer/Deputy Chief Executive (section 151 officer)
- Chief Executive (Head of Paid Service)
- Other officers of the Council.



3.2 Officers not covered by this statement include officers who are wholly or primarily employed by Publica and who retain dual employment contracts to deliver statutory elements of their roles such as Parking Appeal decisions or delegated planning decisions which require an employment relationship with the Council.

#### 4.0 General statements

4.1 The Council has a range of human resources (HR) policies that apply equally to all officers across the Council from the highest paid to the lowest paid. These policies cover a wide range of HR issues including annual leave arrangements and sickness arrangements.

4.2 As part of the formation of Publica, the Council has determined that directly employed staff should in future adopt similar policies as the Publica employees in the interests of fairness and equity.

#### 5.0 Policy on remuneration of senior officers

5.1 The policy for the year 2021/22 is to maintain the level of pay in the same bands as the current year subject to any cost of living award that may be agreed nationally.

Heads of Service      Two grades – M and N

M - £52,770 - £56,167 pay band made up of x 4 pay points

N - £56,934 - £61,099 pay band made up of x 4 pay points

(Plus local supplements as appropriate)

#### Statutory Officers:

Chief Executive (Head of Paid Service) – fixed point salary £80,977

Chief Finance Officer/Deputy Chief Executive (s151) – fixed point salary £75,008

Head of Democratic Services (Monitoring Officer) – salary band SMM £56,167

At the time of publication of this policy statement no annual pay award has been agreed for 2021-2022.

5.2 Other factors relating to pay:

- Officers are generally placed upon the bottom pay point on appointment, but this can be varied by the approval of the appropriate appointments panel.
- A joint working supplement may be payable unless it has been incorporated into the job evaluation assessment.
- Incremental increases within the pay band are made annually and can be accelerated or withheld based upon outstanding or poor performance respectively.
- Once top of the band is reached no further Increases are available.
- No performance related pay exists for any Senior Officer.
- No bonuses are available for any Senior Officer.
- Termination benefits payable will be in line with that available to all other officers as set out in the Redundancy and Retirement Policies in line with Employment Rights Act tables.
- Full Council will retain the decision to make any new appointment of an officer where the pay (incorporating ail payments and benefits in kind) exceeds £100,000.
- Severance payments are now subject to a legal cap of £95,000.

5.3 The details of the payments in respect of these senior officers are set out in the Transparency page of the Council's website at: <https://www.westoxon.gov.uk/about-the-council/council-performance-and-spending/finance-and-expenditure/>

5.4 None of the Senior Officers are entitled to receive overtime payments for time worked beyond the contracted hours and out of ordinary working hours.

5.5 The Returning Officer for election purposes also receives a payment for the statutory duties undertaken by virtue of the specific, additional appointment to that role in addition to other responsibilities. For national elections and referenda the amount is set and is payable by the

government. For District and Town/Parish Council elections, the fees are payable by the District Council in accordance with an approved scale.

## **6.0 Tax avoidance**

6.1 The Council does not and will not employ senior managers in permanent positions via service companies that could be construed as avoiding tax and national insurance contributions. From time to time the Council may employ individuals via service companies to cover interim or short term project roles. However, the Council will comply with its responsibilities regarding the application of HMRC regulations on payments made to personal service companies (known as IR35) by applying income tax and national insurance deductions to the payment.

## **7.0 Relationship with other officers' pay**

- 7.1 Pay across the Council is determined by reference to the Job Evaluation scheme in place across the Council which determines the relative differences in pay between jobs based upon a range of factors.
- 7.2 All posts are evaluated using the West Oxfordshire District Council Job Evaluation Scheme (Genesys HR Solutions).
- 7.3 A full list of grades and associated spinal column pay points is attached to this policy.
- 7.4 A salary supplement / leased car benefit is payable on grades H and above except for Partnership posts where the pay grade is all inclusive. Any leased car provided for inclusive salary grades will require a sacrifice of salary.
- 7.5 For employees on grades A to E overtime is payable at premium rates for hours worked above the basic 37 hours per week. Overtime for staff paid above these grades is only payable in exceptional circumstances and after senior management approval.
- 7.6 For employees that work for more than one Council (shared officers) then a shared working supplement may be payable based on Joint Working Protocols.
- 7.7 Where these shared posts/lead employer arrangements are agreed and set in place, the costs of any role are appropriately apportioned and recharged via the employment/secondment/management agreement. Such roles, where the Council is the employer, are evaluated according to the Council's existing job evaluation scheme.

## **8. Market forces supplement**

- 8.1 The Council is committed to the principles of single status employment and seeks to ensure employees receive equal pay for work of equal value.
- 8.2 In professions where there is a particular skills shortage, as a temporary arrangement, it may be necessary to consider a market supplement to attract high quality applicants. The level and duration of premium will be determined by reference to a combination of national comparators, local conditions, recruitment difficulties, inflation and whether the post has recently been advertised and the process has been unsuccessful.

## **9. Lowest paid employees**

- 9.1 Lowest paid employees of the Council are defined as those employees (excluding Apprentices) who are in a full time or part time role, who are above the age of 21.
- 9.2 For pay comparison purposes the top of pay grade will always be used.

9.3 The pay differential between the highest paid officer and the median officer is set out below:

|                 |          |
|-----------------|----------|
| Highest         | £ 80,977 |
| Median Employee | £ 56,167 |
| Multiple        | 1.45     |

Note: An annual pay award is still pending for the rates of pay effective from 1 April 2021.

9.4 Other than incremental progression through the pay grade of a post the Council does not operate performance related pay for any staff including Chief Officers.

9.5 Details of senior management pay bands and the senior management organisation chart are available at:

<https://www.westoxon.gov.uk/about-the-council/council-performance-and-spending/finance-and-expenditure/>

## **10 Pay protection**

10.1 The Council seeks to ensure that all employees receive equal pay for work of equal value. To be consistent with equal pay principles the Council's protection arrangements will not create the potential for pay inequalities (e.g. open-ended protection).

10.2 There may be times when the grade for an individual's role changes for reasons unrelated to their performance e.g. restructures. In such cases the protection arrangements outlined will apply for 3 years from the date of the change.

## **11 Severance payments**

11.1 The Council has a consistent method of calculating severance payments which it applies to all employees without differentiation. The payment is intended to recompense employees for the loss of their livelihood and provide financial support whilst they seek alternative employment.

11.2 In line with the statutory redundancy payment scheme, the Council calculates redundancy severance payments using the following calculation. The calculation is based on an employee's age and length of continuous local government service (please note that employees must have a minimum of 2 years' continuous service to qualify for a redundancy payment) the multiplier for the number of weeks is then applied to the employee's actual weekly earnings.

11.3 The amount of redundancy pay will be calculated as:

- 0.5 week's pay for each full year of service where age at time of redundancy is less than 22 years of age
- 1 week's pay for each full year of service where age at time of redundancy is 22 years of age or above, but less than 41 years of age
- 1.5 weeks' pay for each full year of service where age at time of redundancy is 41+ years of age.

11.4 The maximum number of service years taken into account is 20. The maximum number of weeks' pay is 30 for anyone aged 61 years of age or older with 20 years or more service.

11.5 As a consequence of a change to the legal position, any severance payments are subject to a cap of £95,000.

## **12 Honorarium payments**

12.1 Payment of honoraria is a method by which the Council may reward an employee who has temporarily undertaken the duties and responsibilities of a higher graded post, or who has worked excessive hours whilst not being entitled to overtime payments.

### 13 The Real Living Wage

- 13.1 The Council and Publica are committed to paying the Real Living Wage (RLW). The current RLW rate is £9.50 per hour across UK (except London - £10.85) for workers 18 years and older.
- 13.2 The RLW is voluntary and is independently calculated based on what people need to get by. The Government encourages all employers that can afford to do so to ensure their employees earn a wage that meets the costs of living, not just the government minimum.
- 13.3 For Council employees whose substantive post is less than the RLW they will automatically receive the rate set out in 13.1 above.

### 14. Other pay and conditions in operation, are as follows:

- Stand by and call out payments
- Long Service Award.

### 15 The Local Government Pension Scheme (LGPS)

- 15.1 The LGPS provides for the exercise of discretion that allow for retirement benefits to be enhanced. The Council will consider each case on its merits but has determined that it does not normally enhance pension benefits for any of its employees, nor does it operate any discretions under the Local Government (Discretionary Payments) (injury Allowances) Regulations 2011.
- 15.2 Further information regarding the Oxfordshire County Pension Scheme pensions administering body for the Council can be found at:

<https://www.oxfordshire.gov.uk/cms/public-site/pensions>

| WODC PAY SCALE APRIL 2020 |         |                    |                 |             |   |     |             |
|---------------------------|---------|--------------------|-----------------|-------------|---|-----|-------------|
| Grade                     | NJC SCP | Payroll SYSTEM SCP | NEW 2020 SALARY | 2020 Hourly | Service Managers                                    |     | 2020 Salary |
| Living Wage               | LW      | LW                 | £18,328         | £9.50       | SMM   | 258 | £52,770     |
|                           | 3       | 11                 | £18,562         | £9.62       |   | 259 | £53,902     |
| B                         |         | 12                 |                 | £0.00       |   | 260 | £55,039     |
|                           | 4       | 13                 | £18,933         | £9.81       |   | 261 | £56,167     |
| C                         |         | 14                 |                 | £0.00       | SMN   | 431 | £56,934     |
|                           | 5       | 15                 | £19,312         | £10.01      |   | 432 | £58,323     |
|                           |         | 16                 |                 | £0.00       |   | 433 | £59,711     |
|                           | 6       | 17                 | £19,698         | £10.21      |   | 434 | £61,099     |
| D                         | 7       | 18                 | £20,092         | £10.41      | <b>Service Business Manager</b>                     |     |             |
|                           | 8       | 19                 | £20,493         | £10.62      |   |     | 2020        |
|                           | 9       | 20                 | £20,903         | £10.83      |   |     |             |
|                           | 10      | 20/2               | £21,322         | £11.05      | SBM   |     | £56,211     |
|                           | 11      | 21                 | £21,748         | £11.27      |   |     |             |
| E                         |         | 22                 | £22,183         | £11.50      | <b>Deputy Chief Executive/Chief Finance Officer</b> |     |             |
|                           |         | 22/2               | £22,627         | £11.73      |   |     | 2020        |
|                           |         | 23                 | £23,080         | £11.96      |   |     | £75,008     |
|                           |         | 24                 | £23,541         | £12.20      |   |     |             |
|                           |         | 24/2               | £24,012         | £12.45      |   |     |             |
|                           |         | 25                 | £24,491         | £12.69      | <b>Chief Executive</b>                              |     |             |
|                           |         | 25/2               | £24,982         | £12.95      |   |     | 2020        |
|                           |         | 26                 | £25,481         | £13.21      |   |     | £80,977     |

|                   |                   |         |             |           |         |  |
|-------------------|-------------------|---------|-------------|-----------|---------|--|
|                   |                   | 20      | <b>27</b>   | £25,991   | £13.47  |  |
|                   |                   | 21      | <b>27/2</b> | £26,511   | £13.74  |  |
|                   | F                 | 22      | <b>28</b>   | £27,041   | £14.02  |  |
|                   |                   | 23      | <b>29</b>   | £27,741   | £14.38  |  |
|                   |                   | 24      | <b>30</b>   | £28,672   | £14.86  |  |
|                   |                   | 25      | <b>31</b>   | £29,577   | £15.33  |  |
|                   |                   | 26      | <b>32</b>   | £30,451   | £15.78  |  |
| G                 | H                 | 27      | <b>33</b>   | £31,346   | £16.25  | <b>Leased Car</b><br><br><b>Allowances</b><br><br><u>Amount</u> <u>Grade</u><br>£2,999            H<br>£3,999            I/J<br>£4,998            K<br>£5,284            L/M/N<br>£6,083            CO |
|                   |                   | 28      | <b>34</b>   | £32,234   | £16.71  |  |
|                   |                   | 29      | <b>35</b>   | £32,910   | £17.06  |  |
| 30                | <b>36</b>         | £33,782 | £17.51      |           |         |  |
|                   | I                 | 31      | <b>37</b>   | £34,728   | £18.00  |  |
|                   |                   | 32      | <b>38</b>   | £35,745   | £18.53  |  |
|                   | Lease Car         | 33      | <b>39</b>   | £36,922   | £19.14  |  |
| J<br>Lease<br>Car |                   |         | 34          | <b>40</b> | £37,890 | £19.64   |
|                   |                   | 35      | <b>41</b>   | £38,890   | £20.16  |  |
|                   |                   | 36      | <b>42</b>   | £39,880   | £20.67  |  |
|                   |                   | 37      | <b>43</b>   | £40,876   | £21.19  | UPDATED NOVEMBER 2020 – SR & 2021 LW<br>April 2021   |
|                   | K<br>Lease<br>car | 38      | <b>44</b>   | £41,881   | £21.71  |  |
|                   |                   | 39      | <b>45</b>   | £42,821   | £22.20  |  |
|                   |                   | 40      | <b>46</b>   | £43,857   | £22.73  |  |
|                   |                   | 41      | <b>47</b>   | £44,863   | £23.25  |  |
|                   |                   | 42      | <b>48</b>   | £45,859   | £23.77  |  |
|                   |                   | 43      | <b>49</b>   | £46,845   | £24.28  |  |

# Capital Strategy Report 2021/22

## West Oxfordshire District Council

### Summary

The Council has, over the last few years, carried out a very ambitious capital programme which has been financed by internal borrowing. This is reflected in the CFR which has been high for some time while the Council has not taken on any external debt.

Going forward, this internal borrowing is expected to be refinanced, starting with some short term borrowing in the next few months with long term debt expected before the end of 2021/22 and rising from there.

It should be noted that some of the Council's capital plans require external borrowing for service investments which do not provide any cash or returns and the debt required to pay for these will need to be repaid from the Council's ongoing cashflows. This will necessitate a much greater emphasis on cash monitoring and management going forward and ever increasing levels of debt.

### Introduction

This Capital Strategy provides a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of local public services along with an overview of how associated risk is managed and the implications for future financial sustainability.

### Capital Expenditure and Financing

Capital expenditure is where the Council spends money on assets, such as property or vehicles, that will be used for more than one year. In local government this includes spending on assets owned by other bodies, and loans and grants to other bodies enabling them to buy assets. The Council has some limited discretion on what counts as capital expenditure, for example assets costing below £10,000 are not capitalised and are charged to revenue in year.

- For details of the Council's policy on capitalisation, see the Council's accounting policies which are contained within the annual Statement of Accounts:

In 2021/22, the Council is planning new capital expenditure of £20.5m:

*Table 1: Prudential Indicator: Estimates of Capital Expenditure in £ millions*

|                     | 2019/20   | 2020/21     | 2021/22   | 2022/23     | 2023/24     |
|---------------------|-----------|-------------|-----------|-------------|-------------|
|                     | actual £m | forecast £m | budget £m | forecast £m | forecast £m |
| Capital expenditure | 11.28     | 16.41       | 20.53     | 11.68       | 31.32       |

This capital expenditure covers all areas of the Council's priorities, including the recovery investment strategy endorsed by Council in October 2020 designed to further the Council's priorities, recovery in the district and to provide additional revenue streams to close the Council's funding gap in the medium term financial strategy. Each proposed project within this strategy will be presented to Cabinet and Council along with the business case for consideration.

**Governance:** Service managers will typically bid annually in the autumn to include projects in the Council's capital programme. Bids are collated by the Finance team who calculate the financing cost (which can be nil if the project is fully funded by external contributions). The financing cost is included in the Medium Term Financial Strategy and detailed budgets for the forthcoming financial year.

- For full details of the Council's proposed capital programme see the revenue and budget papers and schedule of capital spend.:

Within the capital programme, individual projects require business cases to be presented to Cabinet and Council for approval before expenditure can be committed.

All capital expenditure must be financed, either from external sources (government grants and other contributions), the Council's own resources (revenue, reserves and capital receipts) or debt (borrowing and leasing). The planned financing of the above expenditure is as follows:

Table 2: Sources of Capital Funding in £ millions

|                               | 2019/20      | 2020/21      | 2021/22      | 2022/23      | 2023/24      |
|-------------------------------|--------------|--------------|--------------|--------------|--------------|
|                               | actual £m    | forecast £m  | budget £m    | forecast £m  | forecast £m  |
| External sources              | 2.31         | 6.11         | 0.82         | 0.62         | 0.61         |
| Own resources                 | 0.54         | 1.31         | 2.75         | 0.64         | 0.54         |
| Internal & external borrowing | 8.43         | 8.98         | 16.97        | 10.43        | 30.18        |
| <b>Total</b>                  | <b>11.28</b> | <b>16.41</b> | <b>20.53</b> | <b>11.68</b> | <b>31.32</b> |

Table 2 shows that the Council's plan for borrowing started prior to the current financial year but no external debt has been taken on to date. This is the main driver for the cashflow shortfall now facing the Council which will be resolved by refinancing previous internal borrowing to "catch up" the expected debt position.

Debt is only a temporary source of finance, since loans and leases must be repaid, and this is therefore replaced over time by other financing, usually from revenue which is known as minimum revenue provision (MRP). Alternatively, proceeds from selling capital assets (known as capital receipts) may be used to replace debt finance. Planned MRP incorporating use of capital receipts is as follows:

Table 3: Replacement of debt finance in £ millions

|                     | 2019/20   | 2020/21     | 2021/22   | 2022/23     | 2023/24     |
|---------------------|-----------|-------------|-----------|-------------|-------------|
|                     | actual £m | forecast £m | budget £m | forecast £m | forecast £m |
| Own resources (MRP) | 0.19      | 0.34        | 0.40      | 1.02        | 1.42        |

### Minimum Revenue Provision

Before the start of the financial year, a statement of MRP policy for the forthcoming financial year must be approved by Full Council.

The Local Government Act 2003 requires the Authority to have regard to the Ministry of Housing, Communities and Local Government's (MHCLG's) *Guidance on Minimum Revenue Provision* (the Guidance), most recently issued in 2018.

The broad aim of the Policy is to ensure that MRP is charged over a period that is reasonably commensurate with the period over which the capital expenditure, which gave rise to the debt, provides benefits.

Where a local authority's overall Capital Financing Requirement (CFR) (see below) is £nil or a negative amount there is no requirement to charge MRP.

Where capital loans and finance leases made to third parties are repaid in annual or more frequent instalments of principal, the Council will not make MRP, but will instead apply the capital receipts arising from principal repayments to reduce the capital financing requirement. In years where there is no principal repayment, MRP will be charged in accordance with the MRP policy for the assets funded by the loan, including where appropriate, delaying MRP until the year after the assets become operational.

For all other assets financed by borrowing, the Council will use the Asset Life Method for calculating MRP. Under this method MRP is determined by the life of the asset for which the borrowing is undertaken. This can be calculated by either of the following methods:

- (a) Equal Instalments: where the principal repayment made is the same in each year, or
- (b) Annuity: where the principal repayments increase over the life of the asset.

The annuity method has the advantage of linking MRP to the benefits arising from capital expenditure if these benefits are expected to increase over the life of the asset.

MRP commences in the financial year following that in which the expenditure is incurred or, in the year following that in which the relevant asset becomes operational.

The estimated life of the asset will be determined in the year that MRP commences and will not usually be subsequently revised. However, additional repayments can be made in any year which will reduce the level of payments in subsequent years, unless they are subsequently 'reclaimed' (see last paragraph of this section below).

If no life can be reasonably attributed to an asset, such as freehold land, the life is taken to be a maximum of 50 years. In the case of freehold land on which a building or other structure is constructed, the life of the land will be treated as equal to that of the structure. In exceptional cases, where a Qualified Valuer has estimated the useful life of the asset to be more than 50 years, that useful life will be used.

In instances where central government permits revenue expenditure to be capitalised, the Statutory Guidance sets out the number of years over which the charge to revenue must be made. The maximum useful life for expenditure capitalised by virtue of a direction under s16(2)(b) is 20 years.

The General Fund MRP charge using the above methods is estimated at £344,715 for 2020/21.

A change introduced by the recently revised MHCLG MRP Guidance was that any charges made in excess of the statutory MRP calculated using the above methods (known as Voluntary Revenue provision (VRP) or 'overpayments'), can be 'reclaimed' in later years if deemed prudent by offsetting some or all of the 'overpayments' previously made against the current or future years' MRP. However the MRP cannot be nil or less than nil. In order for these sums to be reclaimed for use in the budget, this policy must disclose the cumulative 'overpayment' made to date.

### Capital Financing Requirement

The Council's cumulative outstanding amount of debt finance is measured by the capital financing requirement (CFR). This increases with new debt-financed capital expenditure and reduces with MRP and capital receipts used to replace debt. The CFR is expected to increase by £15.9 million during 2021/22. Based on the above figures for expenditure and financing, the Council's estimated CFR is as follows:

Table 4: Prudential Indicator: Estimates of Capital Financing Requirement in £ millions

|                       | 2019/20<br>actual £m | 2020/21<br>forecast £m | 2021/22<br>budget £m | 2022/23<br>forecast £m | 2023/24<br>forecast £m |
|-----------------------|----------------------|------------------------|----------------------|------------------------|------------------------|
| General fund services | 10.10                | 10.40                  | 11.60                | 11.00                  | 15.00                  |
| Capital investments   | 6.30                 | 14.11                  | 28.79                | 37.95                  | 61.86                  |
| Total CFR             | 16.40                | 24.51                  | 40.39                | 48.95                  | 76.86                  |

**Asset management:** In 2003 the Council produced an Asset Management Plan as required by the Department of Communities and Local Government. The plan was recognised as a 'good' plan and as a consequence the Council was given the freedom not to produce any further plans. Despite this freedom, the Council recognises that management of the Council's asset base is critical to delivering efficiency savings, enhancing returns from the council assets and ensuring that assets remain in top condition to enable efficient and effective services to be delivered to residents. The Asset Management Plan was updated in 2008 and provided for investments of £10 million in commercial property to generate revenue income to Council. Council have also taken subsequent decisions which have built the Council's investment property portfolio.

The Council's Finance and Management Overview and Scrutiny Committee receives an annual report on the Council's investment property portfolio. In addition, the Council's Audit Committee also receives information on the Council's asset portfolio as part of the financial statements.



**Asset disposals:** When a capital asset is no longer needed, it may be sold so that the proceeds, known as capital receipts, can be spent on new assets or to repay debt. The Council is currently also permitted to spend capital receipts on service transformation projects until 2021/22. Repayments of capital grants, loans and investments also generate capital receipts. The Council plans to receive £1.1 million of capital receipts in the coming financial year as follows:

Table 5: Capital receipts in £ millions

|                  | 2019/20<br>actual | 2020/21<br>forecast | 2021/22<br>forecast | 2022/23<br>forecast | 2023/24<br>forecast |
|------------------|-------------------|---------------------|---------------------|---------------------|---------------------|
| Asset sales      | 0.5               | 0.4                 | 0.4                 | 0.4                 | 0.4                 |
| Leases and Loans | 0.5               | 0.5                 | 0.7                 | 0.8                 | 0.8                 |
| <b>TOTAL</b>     | <b>1.0</b>        | <b>0.9</b>          | <b>1.1</b>          | <b>1.2</b>          | <b>1.2</b>          |

- The Council is not expecting any capital receipts from the disposal of assets. The receipts in the table above represent receipts from “Right to Buy” asset disposals. The forecasts of these are prudently estimated based on historical trends.
- The lease and loan repayments relate to vehicles purchased for Ubico and loan repayments from Cottsway Housing Association and Southill Solar.
- The Council does not currently intend to make use of the flexibility to use capital receipts on service transformation projects. Instead, the revenue impact of transformational change is funded through the application of revenue earmarked reserves.

### **Treasury Management**

Treasury management is concerned with keeping sufficient but not excessive cash available to meet the Council’s spending needs, while managing the risks involved. Surplus cash is invested until required, while a shortfall in cash will be met by borrowing, to avoid excessive credit balances or overdrafts in the bank current account. Historically, the Council has typically been cash rich in the short-term as revenue income is received before it is spent, but cash poor in the long-term as capital expenditure is incurred before being financed. Revenue cash surpluses have been offset against capital cash shortfalls to reduce overall borrowing but this is expected to change in the coming year with the increasing requirement to fund capital.

The Council’s strategy and approach to cash management are discussed in more detail in the Treasury Management Strategy paper.

**Borrowing strategy:** The Council’s main objectives when borrowing are to achieve a low but certain cost of finance while retaining flexibility should plans change in future. These objectives are often conflicting, and the Council therefore seeks to strike a balance between cheap short-term loans and long-term fixed rate loans where the future cost is known but higher. Short term loans are currently available at circa 0.01% while longer term loans carry a minimum cost of 0.95%

Projected levels of the Council’s total outstanding debt which comprises borrowing and leases are shown below, compared with the capital financing requirement (see above).

Table 6: Prudential Indicator: Forecast External Debt and the Capital Financing Requirement in £ millions

|                                 | 31-Mar-20<br>Actual £m | 31-Mar-21<br>Estimate £m | 31-Mar-22<br>Forecast £m | 31-Mar-23<br>Forecast £m | 31-Mar-24<br>Forecast £m |
|---------------------------------|------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Capital Financing Requirement   | 16.4                   | 24.5                     | 40.4                     | 49.0                     | 76.9                     |
| Est External Debt (incl leases) | 0.0                    | 4.8                      | 28.1                     | 38.4                     | 66.4                     |

Statutory guidance is that debt should remain below the capital financing requirement, except in the short-term. As can be seen from table 6, the Council expects to comply with this.

**Liability benchmark:** To compare the Council’s actual borrowing against an alternative strategy, a liability benchmark has been calculated showing the lowest risk level of borrowing. This assumes that cash and investment balances are kept to a minimum level of £10 million at each year-end. This benchmark is currently £15.5 million reflecting the fact that the Council is debt free and its cash balances are therefore invested through application of the Treasury Management Strategy. Over the next four years the liability benchmark is between £10.6 and £10.6 million. This indicates that the Council expects to partially fund its borrowing requirement from external borrowing.

Table 7: Borrowing and the Liability Benchmark in £ millions

|                     | 31-Mar-20 | 31-Mar-21   | 31-Mar-22   | 31-Mar-23   | 31-Mar-24   |
|---------------------|-----------|-------------|-------------|-------------|-------------|
|                     | Actual £m | Estimate £m | Forecast £m | Forecast £m | Forecast £m |
| External debt       | 0.0       | 4.8         | 28.1        | 38.4        | 66.4        |
| Liability benchmark | 15.5      | 12.4        | 12.1        | 13.0        | 10.6        |

**Affordable borrowing limit:** The Council is legally obliged to set an affordable borrowing limit (also termed the authorised limit for external debt) each year. In line with statutory guidance, a lower “operational boundary” is also set as a warning level should debt approach the limit.

Table 8: Prudential Indicators: Authorised limit and operational boundary for external debt in £m

|                                   | 2020/21     | 2021/22     | 2022/23     | 2023/24     |
|-----------------------------------|-------------|-------------|-------------|-------------|
|                                   | Revised £m  | Forecast £m | Forecast £m | Forecast £m |
| Capital Financing Requirement     | 24.5        | 40.4        | 49.0        | 76.9        |
| Operational boundary              | 26.5        | 42.4        | 51.0        | 78.9        |
| <b>Authorised borrowing limit</b> | <b>31.5</b> | <b>47.4</b> | <b>56.0</b> | <b>83.9</b> |

- Further details on borrowing can be found in the Treasury Management Strategy.

**Investment Strategy:** Treasury investments arise from receiving cash before it is paid out again.

The Council’s policy on treasury investments is to prioritise security and liquidity over yield; that is to focus on minimising risk rather than maximising returns. Cash that is likely to be spent in the near term is invested securely, for example with the government, other local authorities or selected high-quality banks, to minimise the risk of loss. Money that will be held for longer terms is invested more widely, including in bonds, shares and property, to balance the risk of loss against the risk of receiving returns below inflation. Both near-term and longer-term investments may be held in pooled funds, where an external fund manager makes decisions on which particular investments to buy and the Council may request its money back at short notice.

Table 9: Treasury management estimate of investment balance at year-end in £millions

|                         | 31-Mar-20 | 31-Mar-21   | 31-Mar-22   | 31-Mar-23   | 31-Mar-24   |
|-------------------------|-----------|-------------|-------------|-------------|-------------|
|                         | Actual £m | Estimate £m | Forecast £m | Forecast £m | Forecast £m |
| Near term investments   | 21.6      | 0.2         | 0.00        | 0.00        | 0.00        |
| Longer term investments | 26.1      | 25.6        | 22.95       | 21.74       | 19.77       |
| Investment              | 47.7      | 25.8        | 22.95       | 21.74       | 19.77       |

- Further details on treasury investments can be found in the Treasury Management Strategy.

**Governance:** Decisions on treasury management investment and borrowing are made daily and are therefore delegated to the Chief Finance Officer and staff, who must act in line with the Treasury Management Strategy approved by Council. Quarterly reports on treasury management activity are presented to the Finance and Management Overview and Scrutiny Committee. The Finance and

Management Overview and Scrutiny Committee is responsible for scrutinising treasury management decisions and also receives monitoring reports against the Council's Prudential Indicators.

### **Investments for Service Purposes**

The Council makes investments to assist local public services, including: making loans to local service providers and local small businesses to promote economic growth or the Council's subsidiaries that provide services. In light of the public service objective, the Council has in the past been willing to take more risk than with treasury investments; however it still plans for such investments to break even or generate a minimal profit after all costs.

**Governance:** Decisions on service investments are made by the Council on advice from the Chief Finance Officer and must comply with the Capital Strategy and Investment Strategy. Most loans are capital expenditure and purchases will therefore also be approved as part of the capital programme.

- Further details on service investments can be found in the Investment Strategy.

### **Commercial Activities**

With large cuts expected in central government funding for Council services, the Council has invested in assets, such as commercial property, that are predominantly local in order to generate income streams that support the Council's revenue budget and service delivery.. Total commercial investments are currently valued at £52.1 million with £24.7 million inside the District and £27.4 million outside of the District providing a net return in 2018/19 after costs of 6.33%. Even though some of the investments are outside the District, only £2.8 million of the portfolio are outside of the County. Further information can be found in the report to the Finance and Management Overview and Scrutiny Committee in January 2020 which is available on the Council's website [www.westoxon.gov.uk](http://www.westoxon.gov.uk).

The Council accepts higher risk on commercial investment than with treasury investments in exchange for a higher expectation of financial return. The principal risk exposures include the economic impact of the impending exit from the European Union and changes to the high street, as widely discussed in the media recently. An economic downturn could increase vacancies in commercial lettings, reducing income to the Council, or reduce the capital value of the property. Indeed 2021/22 has seen the Council's budget suffer a £321K drop in commercial income due to the pandemic.

The Council has a Corporate Risk Register which is reported quarterly to the Council's Audit and General Purposes Committee and will include any significant risks arising with regard to its commercial investments.

**Governance:** Decisions on commercial investments are made by the Council in line with the Capital Strategy and Investment Strategy. Property and most other commercial investments are also capital expenditure and purchases will therefore also be approved as part of the capital programme.

- Further details on commercial investments and limits are set out in the Investment Strategy.

### **Liabilities**

In addition to debt, the Council is committed to making future payments to cover its pension fund deficit (valued at £29.4million). A payment of £4m was made in 2020/21 and our deficit contributions have increased by £120k per annum. An IAS 19 review in March 21 by the actuary will provide an updated assessment of the liability which could alter the contribution rate again. The Council has also set aside £3.5m to cover the financial risks associated with successful appeals to against business rates which result in refunds to businesses.

The Council is a shareholder of Ubico Ltd (one seventh) and is a joint partner in Publica Group (Support) Limited (one quarter). In both cases, should the company overspend the Council would be liable for its share of the additional costs. In both companies, sound financial management, budgetary control and regular reporting to the Council mitigate the risk that additional sums will be required without adequate notice.

**Governance:** Decisions on incurring new discretionary liabilities are taken by Cabinet or Council according to the scale of financial liability. The risk of liabilities crystallising and requiring payment is

monitored by the Finance team and reported in the Statement of Accounts. Where liabilities arise during the year they are reported to Cabinet and Council as part of quarterly performance reports.

### **Revenue Budget Implications**

Although capital expenditure is not charged directly to the revenue budget, interest payable on loans and MRP are charged to revenue, offset by any investment income receivable. The net annual charge is known as financing costs; this is compared to the net revenue stream i.e. the amount funded from Council Tax, business rates and general government grants.

Table 10: Prudential Indicator: Proportion of net financing costs to funding

|                       | 2020/21<br>forecast £k | 2021/22<br>budget £k | 2022/23<br>forecast £k | 2023/24<br>forecast £k |
|-----------------------|------------------------|----------------------|------------------------|------------------------|
| Net financing costs   | (335)                  | (216)                | 405                    | 881                    |
| Proportion of funding | (3.0%)                 | (1.8%)               | 4.5%                   | 9.3%                   |

- Further details on the revenue implications of capital expenditure are included in the reports to Cabinet on the 2021/22 revenue budget.

**Sustainability:** Due to the very long-term nature of capital expenditure and financing, the revenue budget implications of expenditure incurred in the next few years will extend for up to 40 years into the future. The Chief Finance Officer is reviewing the proposed capital programme with Cabinet and Council in the context of the Medium Term Financial Strategy being considered by Cabinet and Council in February 2021 which shows that the Council faces some budgetary challenges in the short to medium term due to cuts in Government funding. The Medium Term Financial Strategy covers a 10 year period, and the forecast level of General Fund balance at the end of the Strategy period is forecast to be £4.1m. This forecast general fund reduction is due to assumptions set out within the Medium Term Financial Strategy which include an assumed level of replacement funding by the government and the swift realisation of our proposed investment recovery strategy. Without either of these things, the forecast position will be considerably worse.

### **Knowledge and Skills**

The Council employ (directly or through Publica Ltd), professionally qualified and experienced staff in senior positions with responsibility for making capital expenditure, borrowing and investment decisions. The Chief Finance Officer and several members of her team are qualified accountants with extensive experience. The Council pays for junior staff to study towards relevant professional qualifications including Chartered Institute of Public Finance and Accountancy (CIPFA), Association of Certified Chartered Accountants (ACCA) and Association of Accounting Technicians.

Where Council staff do not have the knowledge and skills required, use is made of external advisers and consultants that are specialists in their field. The Council currently employs Arlingclose Limited as treasury management advisers. The Council employs other specialist consultants to advise upon specific, extra-ordinary transactions as required. Examples of such transactions include property acquisitions, and loans to third parties. This approach is more cost effective than employing such staff directly, and ensures that the Council has access to knowledge and skills commensurate with its risk appetite.

The Council has experience of investing in commercial property in recent years. The Council's property service is provided through its strategic service provider Publica Group (Support) Ltd. The team of property officers have the following qualifications:

- BSc Hons Real Estate Management
- Associate Member Royal Institute Chartered Surveyors
- Member Royal Institute Chartered Surveyors
- Royal Institute Chartered Surveyors Registered Valuer
- Member institute welfare & facilities management
- Technical member for institute for occupational safety and health
- Member of chartered institute of marketing

The Council's legal team have experience of carrying out due diligence checks, particularly for commercial property acquisitions, and the legal officers have the following qualifications:

- Fellow of the Charter Institute of Legal Executives (FCIlex)
- Associate Member of the Charter Institute of Legal Executives (FCIlex)
- Solicitors

The Property and Legal teams work together with the Finance team to support the Council's Chief Finance Officer and the Publica Finance Director in developing investment proposals for the Council. External specialist advice is obtained when required to support these teams.

## Investment Strategy Report 2021/22

### West Oxfordshire District Council

#### Summary

West Oxfordshire District Council has previously held significant funds in money market investments and loaned circa ten and a half million pounds to date to enable additional affordable housing in the district and to encourage investment in renewable energy. While government funding was sufficient and the Council was cash rich, the purpose of these investments was primarily to place excess cash in funds that delivered stable but not ambitious returns and in the case of the loans to local businesses, provided a very minimal return above the underlying borrowing rate to allow them to progress shared objectives.

The Council is entering a new phase with regard to its investment programme where it will combine the delivery of the Council's priorities with revenue returns that will help to close the funding gap in the Medium Term Financial Strategy (MTFS). These investments will not solely be for return but the importance of them to our MTFS cannot be underestimated. The creation of a stable and sustainable financial future for the Council is also one of its listed priorities.

In October 2020, Council endorsed a framework investment strategy laying out the criteria in terms of yield and alignment with priorities that any potential investment would be judged on. The Council will be searching for investment opportunities that align with this strategy over the next couple of years so it can deliver this much needed support to our budget over the medium term.

In recognition that a strategy such as this carries risk as well as reward, one of the key criteria outlined in this approach was the need for appropriate governance structures. The Council has already employed additional resource to provide analysis and challenge to project proposals, thereby reducing that risk.

The Council held £40.8m in Treasury investments at 31<sup>st</sup> Dec 2020 (including loans to third parties) but due to the high levels in the past of internal borrowing, most of this will be returned to cash to supplement working capital – this is discussed in greater depth in the Treasury Management Strategy – but the Council will seek to maintain a minimum balance of £10m (excluding loans to third parties) in order to be classified as a professional client under MiFiD 2 classifications. This allows the Council access to a wider range of financial instruments than we would otherwise be able to use. While borrowing remains at a lower rate than these investments are able to earn, the logical strategy is to borrow for capital spend rather than liquidate these funds.

#### Introduction

The Council invests its money for three broad purposes:

- to generate additional revenue from surplus cash as a result of a timing difference in its day-to-day activities. These are referred to as treasury management investments and are typically short to medium term cash funds with high liquidity.
- to support local public services by lending to other organisations (**service investments**), and
- to earn investment income (known as **commercial investments** where alongside the achievement of Council priorities, the objective is also to earn a return.).

This Investment Strategy meets the requirements of the statutory guidance on Investments for Local Government which came into effect on 1 April 2018.

#### Treasury Management Investments

In general, the Council receives its income (e.g. from taxes and grants) before it pays for its expenditure (e.g. through payroll and invoices). As a Council Tax 'billing authority' it collects local taxes on behalf of other local authorities and the Police and also holds reserves for future expenditure. These activities typically lead to a cash surplus at various points of the year which is invested in accordance with guidance from the Chartered Institute of Public Finance and Accountancy.

The balance of treasury management investments is expected to fluctuate between £25.8m and £23m during the 2021/22 financial year.

**Contribution:** The contribution that these investments make to the objectives of the Council is to provide income to fund operational activity in support of the Council's priorities.

**Further details:** Details of the Council's policies and its 2021/22 plan for 2021/22 treasury management investments are covered in a separate document – the Treasury Management Strategy - which is available via the Councils website.

### **Service Investments: Loans**

**Contribution:** The Council lends money to support local public services and stimulate local economic growth. These include loans to organisations and residents within the district which support the priorities of the Council.

**Security:** The main risk when making service loans is that the borrower will be unable to repay the principal loaned and/or the interest due. In order to limit this risk, and ensure that total exposure to service loans remains proportionate to the size of the Council, upper limits on the outstanding loans to each category of borrower have been set as follows:

Table 1: Loans for service purposes in £

| Category of borrower           | 31.3.2020 actual £ |                   |                           | 31/12/2020<br>£   | Approved<br>Limit £ |
|--------------------------------|--------------------|-------------------|---------------------------|-------------------|---------------------|
|                                | Balance<br>owing   | Loss<br>allowance | Net figure in<br>accounts | Balance<br>owing  |                     |
| Local businesses               | 500,000            | 0                 | 500,000                   | 2,500,000         | 2,500,000           |
| Town/Parish Councils           | 123,931            | 0                 | 123,931                   | 153,931           | 153,931             |
| Housing associations           | 1,998,099          | 0                 | 1,998,099                 | 7,912,500         | 7,912,500           |
| Local residents (Equity Loans) | 232,114            | 0                 | 232,114                   | 232,114           | 232,114             |
| Employees (Car Loans)          | 15,763             | 0                 | 15,763                    | 6,157             | 16,157              |
| <b>TOTAL</b>                   | <b>2,869,906</b>   | <b>0</b>          | <b>2,869,906</b>          | <b>10,804,702</b> | <b>10,814,702</b>   |

Accounting standards require the Council to set aside loss allowance for loans, reflecting the likelihood of non-payment. The loans that the Council has made are limited to specific service areas where the risk of non-payment is minimal. There is no history of non-payment and no evidence to suggest that there will be any default against the loans granted. As a result, no allowance for loss has been included against the loan balances. Should any indication be given that there is a risk of default then the risk will be assessed and a provision established at that time. Should a loan default, the Council will make every reasonable effort to collect the full sum lent and recover any overdue repayments.

**Risk assessment:** The Council assesses the risk of loss before entering into and whilst holding service loans by undertaking credit checks and ensuring that appropriate legal documentation is in place to secure the Council's money.

The Council also receives independent financial advice on its financial dealings from Arlingclose.

### **Service Investments: Shares**

**Contribution:** The Council has a £1 shareholding in Ubico Ltd. Ubico Ltd is wholly-owned by seven local authorities and operates as a not for profit enterprise. Ubico Ltd is an environmental services company which provides household and commercial refuse collection, recycling, street cleansing, grounds maintenance and fleet maintenance services to the Council.

**Security:** One of the risks of investing in shares is that they fall in value meaning that the initial outlay may not be recovered. The Council has no other shareholdings.

Table 2: Shares held for service purposes in £

| Category of company           | 31.3.2021 actual £ |                 |                   | 2021/22<br>£   |
|-------------------------------|--------------------|-----------------|-------------------|----------------|
|                               | Amounts invested   | Gains or losses | Value in accounts | Approved Limit |
| Local authority-owned company | 1                  | -               | 1                 | 1              |
| <b>TOTAL</b>                  | <b>1</b>           | <b>-</b>        | <b>1</b>          | <b>1</b>       |

**Risk assessment:** the Council has not invested into Ubico to generate a financial return. The Council has invested purely to support service provision. Ubico is a cost sharing company – any surplus generated within Ubico Ltd is returned to the partner Councils [shareholders] similarly with any deficit met by the Councils. This means that the Council's investment in Ubico carries with it an obligation to underwrite the costs of the service and that, while a budget is agreed each financial year, the Council must cover in cash any overspend to that budget which relates to the services delivered in West Oxfordshire. This is the material risk in the Ubico investment, not the £1 shareholding. This risk is being mitigated through regular communication with Ubico and the adoption of increasingly collaborative working practices and transparency is being encouraged and sought.

**Liquidity:** the Council has not invested into Ubico to generate a financial return. The Council has invested purely to support service provision. The Council has no intention to sell its investment in the foreseeable future.

**Non-specified Investments:** Shares are the only investment type that the Council has identified that meets the definition of a non-specified investment in the government guidance. The limits above on share investments are therefore also the Council's upper limits on non-specified investments. The Council has not adopted any procedures for determining further categories of non-specified investment since none are likely to meet the definition.

#### **Commercial Investments: Property**

Investment Property is defined in the CIPFA code of practice on Local Authority Accounting as property (land or building, or both) held solely to earn rentals or for capital appreciation, or both. The Council holds a number of assets which it classifies as Investment Properties.

**Contribution:** The Council invests in Investment Property within West Oxfordshire and outside of the district with the intention of generating a revenue income to support the revenue budget.

Investment Property performance is reported to the Council's Finance and Management Overview and Scrutiny (FMOS) Committee on an annual basis.

Table 3: Valuation of properties held for investment purposes at 31<sup>st</sup> March 2020 in £

| Type of property    | Within District | Outside District | Within County | Outside County |
|---------------------|-----------------|------------------|---------------|----------------|
| Investment property | 13,197,002      | 27,385,000       | 37,787,002    | 2,795,000      |
| Industrial Estates  | 11,500,000      | 0                | 11,500,000    | 0              |
| Subtotal            | 24,697,002      | 27,385,000       | 49,287,002    | 2,795,000      |
| Total held          | 52,082,002      |                  | 52,082,002    |                |

The table above shows the value of the properties held by the Council at 31<sup>st</sup> of March 2020. The valuations at 31<sup>st</sup> March 2021 will be assessed by our ongoing valuation process and by external audit. The table shows the geographical split of properties inside the district and outside it and which of those properties are located inside the county. It should be noted that while just over half of the portfolio are outside of West Oxfordshire, virtually all properties are within Oxfordshire itself.

**Security:** In accordance with government guidance, the Council considers a property investment to be secure if its accounting valuation is at or higher than its purchase cost including taxes and transaction costs.



A fair value assessment of the Council's investment property portfolio is made each year as part of the final accounts process. Investment Property is valued at market value.

The fair value of the Council's investment property portfolio is currently less than the purchase price of the assets in a number of cases. The Council's Investment Property is held primarily to generate a stable income stream to support the revenue budget. Should a property be sold, any 'loss' will be recognised at that point. The Council has no immediate plans to dispose of any Investment Property.

**Risk assessment:** The Council aims to generate a revenue return from its Investment Property assets which is greater than the return able to be generated by its Treasury Management activity. It is understood that the fair value of property will fluctuate. The Council assesses the risk of movement in asset values before entering into and whilst holding property investments and aims wherever possible to mitigate the risk by purchasing property with secure tenants on long leases.

**Liquidity:** Compared with other investment types, property is relatively difficult to sell and convert to cash at short notice, and can take a considerable period to sell in certain market conditions. To ensure that the Council has cash funds that can be accessed when they are needed, the Treasury Management Strategy includes the provision of liquid investments should the Council be in need of cash. It is not anticipated that the Council would need to sell any Investment Property at short notice.

### **Loan Commitments and Financial Guarantees**

Although not strictly counted as investments, since no money has exchanged hands yet, loan commitments and financial guarantees carry similar risks to the Council and are included here for completeness.

The Council is a shareholder of Ubico Ltd (one seventh) and is a joint partner in Publica Group (Support) Limited (one quarter owner). In both cases, should the company overspend the Council would be liable for its share of the additional costs. In both companies, sound financial management and budgetary control mitigate the risk that additional sums will be required without adequate notice.

### **Proportionality**

The Council is dependent on investment activity to achieve a balanced revenue budget. Table 4 below shows the extent to which the expenditure planned to meet the service delivery objectives of the Council is dependent on achieving the expected income from investments over the lifecycle of the Medium Term Financial Strategy. Should it fail to achieve the expected income targets, the Council will be required to draw additional balances from reserves, or generate savings elsewhere within the budget to continue to provide its services.

The table below shows the expected contribution of existing investments but excludes the newly adopted investment strategy since this has yet to be turned into a pipeline of actual investments.

*Table 4: Proportionality of Investments*

|  | 2019/20<br>Actual | 2020/21<br>Forecast | 2021/22<br>Budget | 2022/23<br>Budget | 2023/24<br>Budget |
|--|-------------------|---------------------|-------------------|-------------------|-------------------|
| Gross service expenditure*                       | 30,355,974        | 29,685,995          | 26,041,746        | 26,743,618        | 27,245,871        |
| Treasury Investment income                       | 752,065           | 525,914             | 497,114           | 499,145           | 500,137           |
| Loans income                                     | 38,267            | 154,086             | 294,561           | 288,233           | 280,486           |
| Shares dividends                                 | 0                 | 0                   | 0                 | 0                 | 0                 |
| Investment Property Income                       | 3,759,784         | 3,467,573           | 3,460,085         | 3,460,085         | 3,739,000         |
| Total 'investment' income                        | 4,550,116         | 4,147,573           | 4,251,760         | 4,247,463         | 4,519,623         |
| Investment income as a proportion of expenditure | 14.99%            | 13.97%              | 16.33%            | 15.88%            | 16.59%            |

\* Excluding Housing Benefit payments.

## **Borrowing in Advance of Need**

Government guidance is that local authorities must not borrow more than or in advance of their needs purely in order to profit from the investment of the extra sums borrowed. The Council has plans to borrow in 21/22 to finance its capital programme but this is partly driven by new capital funding requirements and partly driven by previous spends which the Council has internally borrowed for, using up available working capital cash to defer external borrowing. There are no plans to borrow in advance of need.

## **Capacity, Skills and Culture**

### **Summary of knowledge and skills available to the Council:**

The Council employs professionally qualified and experienced staff in senior positions with responsibility for making capital expenditure, borrowing and investment decisions. For example, the Chief Finance Officer, her deputy and many of her team are experienced qualified accountants.. The Council pays for junior staff to study towards relevant professional qualifications including Chartered Institute of Public Finance and Accountancy (CIPFA), Association of Certified Chartered Accountants (ACCA) and Association of Accounting Technicians (AAT).

Where Council staff do not have the knowledge and skills required or an additional level of expertise is deemed prudent, use is made of external advisers and consultants that are specialists in their field. The Council currently employs Arlingclose Limited as treasury management advisers. The Council employs other specialists to advise upon specific, extra-ordinary transactions as required. Examples of such transactions include property acquisitions, and loans to third parties. This approach is more cost effective than employing such staff directly, and ensures that the Council has access to knowledge and skills commensurate with its risk appetite.

The Council has experience of investing in commercial property in recent years. The Council's property service is provided through its strategic service provider Publica Group (Support) Ltd. The team of property officers have the following qualifications:

- BSc Hons Real Estate Management
- Associate - Member Royal Institute Chartered Surveyors
- Member - Royal Institute Chartered Surveyors
- Royal Institute Chartered Surveyors Registered Valuer
- Member - Institute welfare & facilities management
- Technical member - Institute for occupational safety and health

External consultants are also employed as necessary to provide specialist advice on acquisition and management of investment properties.

The Council's legal team have experience of carrying out due diligence checks, particularly for commercial property acquisitions.

The property and legal team work together with the Finance team to support the Council's Chief Finance Officer and the Publica Finance Director in developing investment proposals for the Council. External specialist advice is obtained when required to support these teams.

### **Scrutiny Arrangements:**

The Cabinet will make recommendations to full Council on new investments that are not considered to be covered under the Treasury Management strategy.

Financial Performance is reported quarterly to the Council's three Overview and Scrutiny Committees and to Cabinet. This will include the performance of all income and expenditure against budget.

An annual report on Commercial Property is presented to the Finance and Management Overview and Scrutiny Committee which will include yield; valuation and risk to future revenue. Treasury Management performance is reported regularly to the Council's Finance and Management Overview and Scrutiny Committee and at half-year and year-end to full Council.

The Council's internal audit provider (South West Audit Partnership Ltd) regularly audits the Council's treasury management activity and its processes and procedures for approving investment and performance management. SWAP report to the Council's Audit and General Purposes Committee.

### **Investment Indicators**

The Council has set the following quantitative indicators to allow elected members and the public to assess the Council's total risk exposure as a result of its investment decisions.

**Total risk exposure:** The first indicator shows the Council's total exposure to potential investment losses. This includes amounts the Council is contractually committed to lend but have yet to be drawn down.

The Council has issued no guarantees to any third party loans.

*Table 5: Total investment exposure in £*

|                                  | 31.03.2020<br>Actual<br>£ | 31.03.2021<br>Forecast<br>£ | 31.03.2022<br>Forecast<br>£ |
|----------------------------------|---------------------------|-----------------------------|-----------------------------|
| Total investment exposure        |                           |                             |                             |
| Treasury management investments  | 27,347,354                | 16,039,961                  | 16,039,759                  |
| Service investments: Loans       | 2,869,906                 | 10,321,039                  | 10,113,241                  |
| Service investments: Shares      | 1                         | 1                           | 1                           |
| Commercial investments: Property | 52,082,002                | 52,082,002                  | 52,082,002                  |
| TOTAL INVESTMENTS                | 82,299,263                | 78,443,003                  | 78,235,003                  |
| TOTAL EXPOSURE                   | 82,299,263                | 78,443,003                  | 78,235,003                  |

**How investments are funded:** Government guidance is that these indicators should include how investments are funded. Since the Council does not normally associate particular assets with particular loan liabilities, this guidance is difficult to comply with. However, the following investments could be described as being funded by borrowing.

The remainder of the Council's investments are funded by usable reserves and cash balances.

*Table 6: Investments funded by external borrowing in £*

|                            | 31-Mar-20 | 31-Mar-21 | 31-Mar-22 |
|----------------------------|-----------|-----------|-----------|
| Service investments: Loans |           | 6,000,000 |           |
| Total funded by borrowing  |           | 6,000,000 |           |

The £6m included in Table 6 is the refinancing from internal borrowing of loans related to service investment to enable the delivery of affordable homes in the District. Whilst this loan is service related rather than a loan for investment purposes (i.e. lending made specifically to generate a revenue return for the Council), it has been included Table 6 for transparency purposes.

**Rate of return received:** This indicator shows the investment income received, less the associated costs, as a proportion of the sum initially invested. Note that due to the complex local government accounting framework, not all recorded gains and losses affect the revenue account in the year they are incurred. It is also worth noting that while all of these investments have previously been funded by internal borrowing, and therefore currently have no cost of borrowing associated with them, the expectation is that in the future they will have to be refinanced with external borrowing and the interest rate associated with that will reduce their return accordingly.

**Table 7: Investment rate of return (net of all costs)**

| Investments net rate of return | 2019/20 | 2020/21 | 2021/22 |
|--------------------------------|---------|---------|---------|
| Treasury management            | 1.84%   | 1.77%   | 2.02%   |
| Service investments: Loans     |         |         |         |
| Local businesses               | 3.85%   | 3.85%   | 3.85%   |
| Town & Parish Councils         | 1.40%   | 1.40%   | 1.40%   |
| Housing associations           | 3.41%   | 2.80%   | 2.80%   |
| Local residents (equity loans) | 0.00%   | 0.00%   | 0.00%   |
| Employees (car loans)          | 2.00%   | 2.00%   | 2.00%   |
| Service investments: Shares    | 0.00%   | 0.00%   | 0.00%   |
| Commercial investments:        | 6.79%   | 6.33%   | 6.33%   |

The Councils £1 share in Ubico Ltd is not held to generate any return via a dividend or growth in value. Ubico is a profit sharing company and any savings or surplus generated results in lower contract fees for shareholders.

**WEST OXFORDSHIRE DISTRICT COUNCIL**  
**TREASURY MANAGEMENT STRATEGY STATEMENT**  
**2021/2022**

**Summary**

West Oxfordshire District Council's Treasury position has reached the point during the year 2020/21 where it will need to borrow externally for the first time in many years. This is not due to any unforeseen change in circumstances but rather the steady usage over the last few years of internal borrowing, and therefore working capital cash, to pay for large scale capital spend that would otherwise have been funded by external borrowing. This has returned significant benefits, through revenue surpluses, of interest income on loans we have made to third parties that would otherwise have been offset by interest the Council had to pay. Given that these are mainly service investments or loans made to pursue shared objectives, the net return once hedged by borrowing would have been minimal.

This internal borrowing will need to be refinanced over the next few years. Given the extremely low rate of interest being charged currently on short term borrowing, this will be used where the cash shortfall is a timing difference that can be repaid in the very short term but as we invest further in our capital programme, future spend will be funded from longer term loans and some previous spend will need to be refinanced by them.

Where the Council has been fortunate enough in the past to have had constant cash surpluses providing a buffer to the timing of spends, increasing focus will be placed, going forward, on cash management. Borrowing is not predicted to exceed authorised limits as can be seen from the borrowing limits in the tables below.

Treasury investments that earn less than external borrowing would cost will be returned to cash ahead of any external borrowing being undertaken but the Council will endeavour to maintain an investment balance of £10m which allows us to retain our status under MiFiD 2 criteria as a professional investor. This categorisation allows us access to a wider range of financial instruments than we would otherwise be able to use.

The Finance and Treasury team are in regular dialogue with our Treasury advisors, Arlingclose.

**Introduction**

Treasury Management is the management of the Authority's cash flows, borrowing and treasury investments, and the associated risks. The Authority has substantial invested sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of financial risk are therefore central to the Authority's prudent financial management.

Treasury risk management at the Authority is conducted within the framework of the Chartered Institute of Public Finance and Accountancy's 'Treasury Management in the Public Services: Code of Practice 2017 Edition' (the CIPFA Code) which requires the Authority to approve a treasury management strategy before the start of each financial year. This report fulfils the Authority's legal obligation under the Local Government Act 2003 to have regard to the CIPFA Code.

Investments held for service purposes or non-treasury investments, are considered in [Annex H](#), the [Investment Strategy 2021/22](#).

## **I. Economic background**

- I.1. The impact on the UK from coronavirus, together with its exit from the European Union and future trading arrangements with the bloc, will remain a major influence on the Authority's treasury management strategy for 2021/22 and aspects of this are discussed in further detail below
- I.2. The Bank of England (BoE) maintained Bank Rate at 0.10% in December 2020 and also extended its Quantitative Easing programme by £150 billion to £895 billion. The Monetary Policy Committee voted unanimously for both, but no mention was made of the potential future use of negative interest rates. Within the latest forecasts, the Bank expects the UK economy to shrink -2% in Q4 2020 before growing by 7.25% in 2021, lower than the previous forecast of 9%. The BoE also forecasts the economy will now take until Q1 2022 to reach its pre-pandemic level rather than the end of 2021 as previously forecast.
- I.3. UK Consumer Price Inflation (CPI) for September 2020 registered 0.5% year on year, up from 0.2% in the previous month. Core inflation, which excludes the more volatile components, rose to 1.3% from 0.9%. The most recent labour market data for the three months to August 2020 showed the unemployment rate rose to 4.5% while the employment rate fell to 75.6%. Both measures are expected to deteriorate further due to the ongoing impact of coronavirus on the jobs market, particularly when the various government job retention schemes start to be unwound in 2021, with the BoE forecasting unemployment will peak at 7.75% in Q2 2021. In August, the headline 3-month average annual growth rate for wages were 0% for total pay and 0.8% for regular pay. In real terms, after adjusting for inflation, total pay growth fell by -0.8% while regular pay was up 0.1%.
- I.4. GDP growth fell by -19.8% in the second quarter of 2020, a much sharper contraction from -2.0% in the previous three months, with the annual rate falling -21.5% from -1.6%. All sectors fell quarter-on-quarter, with dramatic declines in construction (-35.7%), services (-19.2%) and production (-16.3%), and a more modest fall in agriculture (-5.9%). Monthly GDP estimates have shown the economy is recovering but remains well below its pre-pandemic peak. Looking ahead, the BoE's November Monetary Policy Report forecasts economic growth will rise in 2021 with GDP reaching 11% in Q4 2021, 3.1% in Q4 2022 and 1.6% in Q4 2023.
- I.5. GDP growth in the euro zone rebounded by 12.7% in Q3 2020 after contracting by -3.7% and -11.8% in the first and second quarters, respectively. Headline inflation, however, remains extremely weak, registering -0.3% year-on-year in October, the third successive month of deflation. Core inflation registered 0.2% y/y, well below the European Central Bank's (ECB) target of 'below, but close to 2%'. The ECB is expected to continue holding its main interest rate of 0% and deposit facility rate of -0.5% for some time with further monetary stimulus expected later in 2020.
- I.6. The US economy contracted at an annualised rate of 31.7% in Q2 2020 and then rebounded by 33.1% in Q3. The Federal Reserve maintained the Fed Funds rate at between 0% and 0.25% and announced a change to its inflation targeting regime to a more flexible form of average targeting. The Fed also provided strong indications that interest rates are unlikely to change from current levels over the next three years.

1.7. Former vice-president Joe Biden won the 2020 US presidential election. Mr Biden is making tackling coronavirus his immediate priority and will also be reversing several executive orders signed by his predecessor and take the US back into the Paris climate accord and the World Health Organization.

## **2. Interest Rate Forecast**

2.1. The Council's treasury management adviser Arlingclose is forecasting that the Bank of England (BoE) Bank Rate will remain at 0.1% until at least the end of 2023. The risks to this forecast are judged to be to the downside as the BoE and UK government continue to react to the coronavirus pandemic and the Brexit transition period ends. The BoE extended its asset purchase programme to £895 billion in November while keeping Bank Rate on hold. However, further interest rate cuts to zero, or possibly negative, cannot yet be ruled out but this is not part of the Arlingclose central forecast.

2.2. Gilt yields are expected to remain very low in the medium-term while short-term yields are likely to remain below or at zero until such time as the BoE expressly rules out the chance of negative interest rates or growth/inflation prospects improve. The central case is for 10-year and 20-year to rise to around 0.5% and 0.75% respectively over the time horizon. The risks around the gilt yield forecasts are judged to be broadly balanced between upside and downside risks, but there will almost certainly be short-term volatility due to economic and political uncertainty and events.

2.3. A more detailed economic and interest rate forecast provided by Arlingclose is attached at [Appendix A](#).

## **3. Credit Outlook**

3.1. After spiking in late March as coronavirus became a global pandemic, credit default swap (CDS) prices for the larger UK banks have steadily fallen back to almost pre-pandemic levels. Although uncertainty around COVID-19 related loan defaults led to banks provisioning billions for potential losses in the first half of 2020, drastically reducing profits, reported impairments for Q3 were much reduced in some institutions. However, general bank profitability in 2020 is likely to be significantly lower than in previous years.

3.2. The credit ratings for many UK institutions were downgraded on the back of downgrades to the sovereign rating. Credit conditions more generally though in banks and building societies have tended to be relatively benign, despite the impact of the pandemic.

3.3. Looking forward, the potential for bank losses to be greater than expected when government and central bank support starts to be removed remains a risk, as does the UK not achieving a Brexit deal, suggesting a cautious approach to bank deposits in 2021/22 remains advisable.

## **4. Balances**

4.1. On 31st December 2020, the Authority held £40.8m of investments. This is set out in further detail at [Appendix B](#). The pooled funds suffered a loss in capital value earlier in the current financial year but this has been substantially recovered and we are hopeful they will return to their invested value shortly. They are all still delivering returns as can be seen in the first table. Forecast changes in the amount of borrowing and investment are set out in the table below which shows the amounts of reserves and working capital expected to be tied up in treasury investments and loans to third party borrowers. The usable reserves shown comprise the

general fund, capital receipts, earmarked reserves and unapplied grants such as S106 monies as these make up a large proportion of the currently invested balances.

**Table I: Balance sheet internal and external debt summary and forecast**

|                               | 31-Mar-20 | 31-Mar-21   | 31-Mar-22   | 31-Mar-23   | 31-Mar-24   |
|-------------------------------|-----------|-------------|-------------|-------------|-------------|
|                               | Actual £m | Estimate £m | Forecast £m | Forecast £m | Forecast £m |
| Capital Financing Requirement | 16.4      | 24.5        | 40.4        | 49.0        | 76.9        |
| Less: External borrowing      | 0.0       | 4.8         | 28.1        | 38.4        | 66.4        |
| Internal borrowing offset     | 16.4      | 19.7        | 12.3        | 10.6        | 10.4        |
| Usable reserves               | 38.7      | 31.0        | 29.5        | 26.6        | 24.5        |
| Working capital invested      | 25.3      | 14.5        | 5.7         | 5.7         | 5.7         |
| Investment                    | 47.7      | 25.8        | 23.0        | 21.7        | 19.8        |

- 4.2. The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR), while usable reserves and working capital are the underlying resources available for investment. The Authority’s current strategy is to maintain investments below their underlying levels, using the cash for internal borrowing as discussed above.
- 4.3. CIPFA’s Prudential Code for Capital Finance in Local Authorities recommends that the Council’s total debt should be lower than its highest forecast CFR over the next three years. Table I shows the use of temporary borrowing expected to change the Council’s debt free position before the end of the 2021 financial year and the estimated ongoing use of short and long term debt from there.

## **5. Borrowing Strategy**

- 5.1. The Authority currently does not hold any debt, but it is expected that some temporary borrowing will take place in the latter part of 2020/21. We have forecast that we will be able to repay this short term borrowing in early 21/22. This shortfall in cash has been primarily driven by previous capital expenditure which has been funded from working capital. Further borrowing will be required next year and current indications are that this will be longer term loans to reflect the life of the assets they are funding. . The Authority has an increasing CFR due to the capital programme and is therefore projected to borrow up to £66m in the forecast period. The Authority may borrow to pre-fund future years’ requirements, providing this does not exceed the requested authorised limit for borrowing of £83.9m but there are no current plans to borrow in advance of need.
- 5.2. CIPFA’s Prudential Code for Capital Finance in Local Authorities recommends that the Authority’s total debt should be lower than its highest forecast CFR over the next three years.
- 5.3. The treasury management function ensures that the Council’s cash is organised in accordance with the relevant professional codes, so that sufficient cash is available to meet this service activity. This will involve both the organisation of the cash flow and, where capital plans require, the organisation of appropriate borrowing facilities.
- 5.4. The Council’s chief objective when borrowing money is to strike an appropriately low risk balance between securing low interest costs and achieving certainty of those costs over the



period for which funds are required. The flexibility to renegotiate loans should the Council's long-term plans change is a secondary objective.

- 5.5. Given the significant cuts to public expenditure and in particular to local government funding, the Authority's borrowing strategy continues to address the key issue of affordability without compromising the longer-term stability of the debt portfolio. With short-term interest rates currently much lower than long-term rates, it is likely to be more cost effective to use short term borrowing where possible but this should only be done where the cash shortage results from a timing difference and can be paid back in the short to medium term. Care should be taken not to defer long term borrowing past the point where interest rates start to rise again.
- 5.6. By taking advantage of low interest rates where possible, the Council is able to reduce net borrowing costs (despite foregone investment income) and reduce overall treasury risk. The benefits of short-term borrowing will be monitored regularly against the potential for incurring additional costs by deferring borrowing into future years when long-term borrowing rates are forecast to rise modestly. Arlingclose will assist the Council with this 'cost of carry' and breakeven analysis. There is a potential scenario where the Council would be advised to refinance a proportion of its previous internal borrowing at long-term fixed rates in 2021/22 with a view to keeping future interest costs low, even if this causes additional cost in the short-term.
- 5.7. While the short term plan involves borrowing from other local authorities, if longer term loans were considered appropriate, the preferred option would be to use the Public Works Loan Board (PWLB). The Council will however consider long-term loans from other sources including banks, pensions and local authorities, and will investigate the possibility of issuing bonds and similar instruments, in order to lower interest costs and reduce over-reliance on one source of funding in line with the CIPFA Code. PWLB loans are no longer available to local authorities planning to buy investment assets primarily for yield but the Council's current investment strategy aims to find investments within the local area that deliver the Council's priorities.
- 5.8. Alternatively, the Council may arrange forward starting loans, where the interest rate is fixed in advance, but the cash is received in later years. This would enable certainty of cost to be achieved without suffering a cost of carry in the intervening period. This does however require a high degree of certainty around the timing of spend.

#### **Sources of borrowing:**

The approved sources of long-term and short-term borrowing are:

- HM Treasury's PWLB lending facility (formerly Public Works Loan Board)
- any institution approved for investments (see below)
- any other bank or building society authorised to operate in the UK
- any other UK public sector body
- UK public and private sector pension funds (except Oxfordshire County Council Pension Fund)
- capital market bond investors

- UK Municipal Bonds Agency plc and other special purpose companies created to enable local authority bond issues

Other sources of debt finance: In addition, capital finance may be raised by the following methods that are not borrowing, but may be classed as other debt liabilities:

- leasing
- hire purchase
- Private Finance Initiative
- sale and leaseback

**Municipal Bonds Agency:** UK Municipal Bonds Agency plc was established in 2014 by the Local Government Association as an alternative to the PWLB. It issues bonds on the capital markets and lends the proceeds to local authorities. This is a more complicated source of finance than the PWLB for two reasons: borrowing authorities will be required to provide bond investors with a guarantee to refund their investment in the event that the agency is unable to for any reason; and there will be a lead time of several months between committing to borrow and knowing the interest rate payable. Any decision to borrow from the Agency will therefore be the subject of a separate report to full Council.

**Short-term and variable rate loans:** These loans leave the Council exposed to the risk of short-term interest rate rises and are therefore subject to the limit on the net exposure to variable interest rates in the treasury management indicators below.

## 6. Treasury Investment Strategy

The Council holds invested funds, representing income received in advance of expenditure plus balances and reserves held. In the past 12 months, the Council's investment balance has ranged between £26.3m and £57.5m, and levels are expected to continue to fall as capital increasing amounts are converted to cash to replace previous internal borrowing.

### **Objectives**

Both the CIPFA Code and the CLG Guidance require the Council to invest its treasury funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Council's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income. Where balances are expected to be invested for more than one year, the Council will aim to achieve a total return that is equal or higher than the prevailing rate of inflation, in order to maintain the spending power of the sum invested.

### **Negative interest rates**

The COVID-19 pandemic has increased the risk that the Bank of England will set its Bank Rate at or below zero, which is likely to feed through to negative interest rates on all low risk, short-term investment options. Since investments cannot pay negative income, negative rates will be applied by reducing the value of investments. In this event, security will be measured as receiving the contractually agreed amount at maturity, even though this may be less than the amount originally invested.

## Strategy

Given the increasing risk and very low returns from short-term unsecured bank investments, the Council could look to diversify into more secure and/or higher yielding asset classes during 2021/22, if and when required, as it has done so for many years now. The majority of the Council's surplus cash is currently invested in, money market funds and pooled funds. Given the projected shortfall in cash and the imminent borrowing requirement it is unlikely that the Council will be investing in additional funds and indeed, all of the pooled funds are expected to be used for working capital, replacing internal borrowing for previous capital spend. While the Council will seek to maintain some level of investment in money market funds, this will be balanced against the cost of borrowing. While they give a greater return than the cost of borrowing externally, the Council will hold them, but if external borrowing becomes more expensive we may look to use them as liquidity instead.

**Approved counterparties:** The Authority may invest its surplus funds with any of the counterparty types in table 2 below, subject to the cash limits (per counterparty) and the time limits shown.

**Table 2: Treasury investment counterparties and limits**

| Sector  | Time limit | Counterparty limit | Sector limit |
|---|------------|--------------------|--------------|
| The UK Government                             | 50 years   | Unlimited          | n/a          |
| Local authorities & other government entities | 25 years   | £4m                | Unlimited    |
| Secured investments *                         | 25 years   | £10m               | Unlimited    |
| Banks (unsecured) *                           | 13 months  | £3m                | Unlimited    |
| Building societies (unsecured) *              | 13 months  | £2m                | £10m         |
| Registered providers (unsecured) *            | 5 years    | £3m                | £5m          |
| Money market funds *                          | n/a        | £4m                | £24m         |
| Strategic pooled funds                        | n/a        | £4m                | £20m         |
| Real estate investment trusts                 | n/a        | £3m                | £5m          |
| Other investments *                           | 5 years    | £1m-£10m           | £10m         |

**Minimum Credit rating** Treasury investments in the sectors marked with an asterisk will only be made with entities whose lowest published long-term credit rating is no lower than A-.

Where available, the credit rating relevant to the specific investment or class of investment is used, otherwise the counterparty credit rating is used. However, investment decisions are never made solely based on credit ratings, and all other relevant factors including external advice will be taken into account. For entities without published credit ratings, investments may be made where external advice indicates the entity to be of similar credit quality.

**Government:** Loans, bonds and bills issued or guaranteed by national governments, regional and local authorities and multilateral development banks. These investments are not subject to bail-in, and there is generally a lower risk of insolvency, although they are not zero risk. Investments with the UK Government are deemed to be zero credit risk due to its ability to create additional currency and therefore may be made in unlimited amounts for up to 50 years.

**Secured Investments:** Investments secured on the borrower's assets, which limits the potential losses in the event of insolvency. The amount and quality of the security will be a key factor in the investment decision. Covered bonds and reverse repurchase agreements with banks and building societies are exempt from bail-in. Where there is no investment specific credit rating, but the collateral upon which the investment is secured has a credit rating, the higher of the collateral credit rating and the counterparty credit rating will be used. The combined secured and unsecured investments with any one counterparty will not exceed the cash limit for secured investments.

**Banks and building societies (unsecured):** Accounts, deposits, certificates of deposit and senior unsecured bonds with banks and building societies, other than multilateral development banks. These investments are subject to the risk of credit loss via a bail-in should the regulator determine that the bank is failing or likely to fail. See below for arrangements relating to operational bank accounts.

**Registered providers (unsecured):** Loans to, and bonds issued or guaranteed by, registered providers of social housing or registered social landlords, formerly known as housing associations. These bodies are regulated by the Regulator of Social Housing (in England), the Scottish Housing Regulator, the Welsh Government and the Department for Communities (in Northern Ireland). As providers of public services, they retain the likelihood of receiving government support if needed. If the Registered Provider has no credit rating then due diligence checks through Arlingclose will be carried out beforehand.

**Money market funds:** Pooled funds that offer same-day or short notice liquidity and very low or no price volatility by investing in short-term money markets. They have the advantage over bank accounts of providing wide diversification of investment risks, coupled with the services of a professional fund manager in return for a small fee. Although no sector limit applies to money market funds, the Authority will take care to diversify its liquid investments over a variety of providers to ensure access to cash at all times.

**Strategic Pooled funds:** Bond, equity and property funds offer enhanced returns over the longer term, but are more volatile in the short term. These allow the Council to diversify into asset classes other than cash without the need to own and manage the underlying investments. Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Council's investment objectives will be monitored regularly.

**Real estate investment trusts:** Shares in companies that invest mainly in real estate and pay the majority of their rental income to investors in a similar manner to pooled property funds. As with property funds, REITs offer enhanced returns over the longer term, but are more volatile especially as the share price reflects changing demand for the shares as well as changes in the value of the underlying properties. Investments in REIT shares cannot be withdrawn but can be sold on the stock market to another investor.

**Other investments:** This category covers treasury investments not listed above, for example unsecured corporate bonds and company loans. Non-bank companies cannot be bailed-in but can become insolvent placing the Council's investment at risk.

**Operational bank accounts:** The Council banks with Lloyds (Lloyds Banking Group). On adoption of this Strategy, it will meet the minimum credit criteria of A- (or equivalent) long term. It is the Council's intention that even if the credit rating of Lloyds Bank falls below the minimum criteria A- the bank will continue to be used for short term liquidity requirements (overnight and weekend investments) and business continuity arrangements. This would of course be reviewed should the credit rating fall significantly.

**Policy Investments:** The Council provides cash-flow cover for third-party organisations linked to the Council. The following limit is set for 2021/22:-

- Publica Group - £500k up to one year duration
- Ubico - £500k up to one year duration

**Risk assessment and credit ratings:** Credit ratings are obtained and monitored by the Council's treasury advisers, who will notify changes in ratings as they occur. Where an entity has its credit rating downgraded so that it fails to meet the approved investment criteria then:

- no new investments will be made,
- any existing investments that can be recalled or sold at no cost will be, and
- full consideration will be given to the recall or sale of all other existing investments with the affected counterparty.

Where a credit rating agency announces that a credit rating is on review for possible downgrade (also known as "rating watch negative" or "credit watch negative") so that it may fall below the approved rating criteria, then only investments that can be withdrawn on the next working day will be made with that organisation until the outcome of the review is announced. This policy will not apply to negative outlooks, which indicate a long-term direction of travel rather than an imminent change of rating.

**Other information on the security of investments:** The Council understands that credit ratings are good, but not perfect, predictors of investment default. Full regard will therefore be given to other available information on the credit quality of the organisations in which it invests, including credit default swap prices, financial statements, information on potential government support and reports in the quality financial press and analysis and advice from the Council's treasury management adviser. No investments will be made with an organisation if there are substantive doubts about its credit quality, even though it may otherwise meet the credit rating criteria.

When deteriorating financial market conditions affect the creditworthiness of all organisations, as happened in 2008 and 2020, this is not generally reflected in credit ratings, but can be seen in other market measures. In these circumstances, the Authority will restrict its investments to those organisations of higher credit quality and reduce the maximum duration of its investments to maintain the required level of security. The extent of these restrictions will be in line with prevailing financial market conditions. If these restrictions mean that insufficient commercial organisations of high credit quality are available to invest the Authority's cash balances, then the surplus will be deposited with the UK Government, via the Debt Management Office or invested in government treasury bills for example, or with other local authorities. This will cause investment returns to fall but will protect the principal sum invested.

**Investment limits:** The Council's revenue reserves available to cover investment losses are forecast to be £18.5 million on 31st March 2021. In order that no more than 25% of available reserves will be put at risk in the case of a single default, the maximum that will be lent to any one organisation (other than the UK Government) will be £4.6 million. A group of banks under the same ownership will be treated as a single organisation for limit purposes. Limits will also be placed on fund managers, investments in brokers' nominee accounts, foreign countries and industry sectors as below. Investments in pooled funds and multilateral development banks do not count against the limit for any single foreign country, since the risk is diversified over many countries.

**Table 3: Investment limits**

|   | <b>Cash limit</b>   |
|---|---------------------|
| Any single organisation, except the UK Central Government | £4m each            |
| UK Central Government                                     | unlimited           |
| Any group of organisations under the same ownership       | £4m per group       |
| Any group of pooled funds under the same management       | £4m per manager     |
| Real Estate Investment Trusts (REITS)                     | £3m max per REIT    |
| Foreign countries   | £2m per country     |
| Registered providers                                      | £15m in total       |
| Unsecured investments with building societies             | £2m in total per BS |
| Money Market Funds  | £4m per MMF         |

**Liquidity management:** The Council uses purpose-built cash flow forecasting software, Logotech, to determine the maximum period for which funds may prudently be committed. The forecast is compiled on a prudent basis to minimise the risk of the Council being forced to borrow on unfavourable terms to meet its financial commitments. Limits on long-term investments are set by reference to the Council's medium term financial plan and cash flow forecast.

## **Treasury Management Indicators**

The Council measures and manages its exposures to treasury management risks using the following indicators.

**Security:** The Council has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average credit rating of its investment portfolio. This is calculated by applying a score to each investment (AAA=1, AA+=2, etc.) and taking the arithmetic average, weighted by the size of each investment. Unrated investments are assigned a score based on their perceived risk. The portfolio's rating at 31<sup>st</sup> December 2020 was AA- based on our current investments at the time.

|   |     |
|---|-----|
| Portfolio average credit rating - Target          | A   |
| Portfolio average credit rating – Actual 31/12/20 | AA- |

**Interest rate exposures:** This indicator is set to control the Council's exposure to interest rate risk. The upper limits on fixed and variable rate interest rate exposures, expressed as the proportion of net principal borrowed will be:

|  | 2021/22 | 2022/23 | 2023/24 |
|--|---------|---------|---------|
| Upper limit on fixed interest rate exposure    | 100%    | 100%    | 100%    |
| Upper limit on variable interest rate exposure | 100%    | 100%    | 100%    |

Fixed rate investments and borrowings are those where the rate of interest is fixed for at least 12 months, measured from the start of the financial year or the transaction date if later. All other instruments are classed as variable rate.

**Principal sums invested for periods longer than 364 days:** The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments. The value of the long-term principal sum invested to final maturity beyond the period end is currently £26m and based on the Council's imminent need to borrow, there are no short to medium term plans to place higher levels of funds in illiquid investments.

|   | 2020/21 | 2022/23 | 2023/24 |
|---|---------|---------|---------|
| Limit on principal invested beyond year end | £26m    | £26m    | £26m    |

### **Limits to borrowing activity**

**The operational boundary:** This is the limit beyond which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt.

**The authorised limit for external debt:** A further key prudential indicator represents a control on the maximum level of borrowing. This represents a limit beyond which external debt is prohibited, and this limit needs to be set or revised by the full Council. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.

This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although this power has not yet been exercised.

Table 4 shows the relationship between the CFR and the Operational and Authorised borrowing limits and the Council is asked to approve the Authorised Borrowing Limit in Table 4 below.

Table 4: Forecast CFR, Operational Boundary and Authorised Borrowing Limit:

|                                   | 2020/21     | 2021/22     | 2022/23     | 2023/24     |
|-----------------------------------|-------------|-------------|-------------|-------------|
|                                   | Revised £m  | Forecast £m | Forecast £m | Forecast £m |
| Capital Financing Requirement     | 24.5        | 40.4        | 49.0        | 76.9        |
| Operational boundary              | 26.5        | 42.4        | 51.0        | 78.9        |
| <b>Authorised borrowing limit</b> | <b>31.5</b> | <b>47.4</b> | <b>56.0</b> | <b>83.9</b> |

### Other Items

There are a number of additional items that the Authority is obliged by CIPFA or CLG to include in its Treasury Management Strategy.

**Policy on the use of financial derivatives:** Local authorities have previously made use of financial derivatives embedded into loans and investments both to reduce interest rate risk (e.g. interest rate collars and forward deals) and to reduce costs or increase income at the expense of greater risk (e.g. LOBO loans and callable deposits). The general power of competence in Section 1 of the *Localism Act 2011* removes much of the uncertainty over local authorities' use of standalone financial derivatives (i.e. those that are not embedded into a loan or investment).

The Council will only use standalone financial derivatives (such as swaps, forwards, futures and options) where they can be clearly demonstrated to reduce the overall level of the financial risks that the Council is exposed to. Additional risks presented, such as credit exposure to derivative counterparties, will be taken into account when determining the overall level of risk. Embedded derivatives, including those present in pooled funds and forward starting transactions, will not be subject to this policy, although the risks they present will be managed in line with the overall treasury risk management strategy.

Financial derivative transactions may be arranged with any organisation that meets the approved investment criteria, assessed using the appropriate credit rating for derivative exposures. An allowance for credit risk calculated using the methodology in the Treasury Management Practices document will count against the counterparty credit limit and the relevant foreign country limit

**Mifid 2:** Is a legislative framework instituted by the European Union to regulate the financial markets and improve protections for investors. This Council has elected for Professional Client Status which means that to be able to invest in certain investments, it must hold a minimum of £10m in investments. If this falls below the minimum level then access to certain financial market instruments could be made unavailable to this Council. This threshold will be monitored and taken into consideration when evaluating whether to borrow externally or cash in an investment.

**Investment training:** The needs of the Council's treasury management staff for training in investment management are assessed annually as part of the staff appraisal process, and



additionally when the responsibilities of individual members of staff change. Staff will regularly attend training courses, seminars and conferences provided by Arlingclose, CIPFA and other such organisations.

**Investment advisers:** This Council appointed Arlingclose Limited as treasury management advisers back in December 2018 for three years plus the option for a further two years after a joint tender with Cotswold District Council. The Council receives specific advice on investment, debt and capital finance issues.

### **Financial Implications**

The budget for investment income in 2021/22 is £778,600 based on an average investment portfolio of £38.6 million at an interest rate of 2.02%. If actual levels of investments and actual interest rates differ from those forecast, performance against budget will be correspondingly different.

## **Appendix A – Arlingclose Economic & Interest Rate Forecast December 2020**

### **Underlying assumptions:**

- The medium-term global economic outlook remains weak. Second waves of Covid cases have prompted more restrictive measures and further lockdowns in Europe and the UK. This ebb and flow of restrictions on normal activity will continue for the foreseeable future, at least until an effective vaccine is produced and importantly, distributed.
- The global central bank and government responses have been significant and are in many cases on-going, maintaining more stable financial, economic and social conditions than otherwise.
- Although these measures supported a sizeable economic recovery in Q3, the imposition of a second national lockdown in England during November will set growth back and likely lead to a fall in GDP in Q4. This forecast was of course produced prior to the introduction of the third lockdown and does not include the likely impact of it.
- Signs of a slowing economic recovery were already evident in UK monthly GDP and PMI data, even before the latest restrictions. Despite some extension to fiscal support measures, unemployment is expected to rise when these eventually come to an end in mid-2021.
- This situation will result in central banks maintaining low interest rates for the medium term. In the UK, Brexit is a further complication. Bank Rate is therefore likely to remain at low levels for a very long time, with a distinct possibility of being cut to zero. Money markets continue to price in a chance of negative Bank Rate.
- Longer-term yields will also remain depressed, anchored by low central bank policy rates, expectations for potentially even lower rates and insipid inflation expectations. There is a chance yields may follow a slightly different path in the medium term, depending on investor perceptions of growth and inflation, the development of a vaccine or if the UK leaves the EU without a deal.

### **Forecast:**

- Arlingclose expects Bank Rate to remain at the current 0.10% level.
- Additional monetary loosening through increased financial asset purchases was delivered as we expected. Our central case for Bank Rate is no change, but further cuts to zero, or perhaps even into negative territory, cannot be completely ruled out.
- Gilt yields will remain low in the medium term. Shorter term gilt yields are currently negative and will remain around zero or below until either the Bank expressly rules out negative Bank Rate or growth/inflation prospects improve.
- Downside risks remain in the near term, as the government continues to react to the escalation in infection rates and the Brexit transition period comes to an end.

|                                  | Dec-20 | Mar-21 | Jun-21 | Sep-21 | Dec-21 | Mar-22 | Jun-22 | Sep-22 | Dec-22 | Mar-23 | Jun-23 | Sep-23 | Dec-23 |
|----------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| <b>Official Bank Rate</b>        |        |        |        |        |        |        |        |        |        |        |        |        |        |
| Upside risk                      | 0.00   | 0.00   | 0.00   | 0.15   | 0.15   | 0.15   | 0.15   | 0.30   | 0.30   | 0.30   | 0.30   | 0.30   | 0.30   |
| Arlingclose Central Case         | 0.10   | 0.10   | 0.10   | 0.10   | 0.10   | 0.10   | 0.10   | 0.10   | 0.10   | 0.10   | 0.10   | 0.10   | 0.10   |
| Downside risk                    | -0.10  | -0.20  | -0.50  | -0.50  | -0.50  | -0.50  | -0.50  | -0.50  | -0.50  | -0.50  | -0.50  | -0.50  | -0.50  |
| <b>3-month money market rate</b> |        |        |        |        |        |        |        |        |        |        |        |        |        |
| Upside risk                      | 0.05   | 0.05   | 0.05   | 0.10   | 0.10   | 0.15   | 0.20   | 0.30   | 0.30   | 0.30   | 0.30   | 0.30   | 0.30   |
| Arlingclose Central Case         | 0.10   | 0.10   | 0.15   | 0.20   | 0.20   | 0.20   | 0.20   | 0.20   | 0.20   | 0.20   | 0.20   | 0.20   | 0.20   |
| Downside risk                    | -0.40  | -0.40  | -0.45  | -0.50  | -0.50  | -0.50  | -0.50  | -0.50  | -0.50  | -0.50  | -0.50  | -0.50  | -0.50  |
| <b>5yr gilt yield</b>            |        |        |        |        |        |        |        |        |        |        |        |        |        |
| Upside risk                      | 0.40   | 0.40   | 0.40   | 0.45   | 0.45   | 0.50   | 0.50   | 0.55   | 0.60   | 0.60   | 0.65   | 0.65   | 0.70   |
| Arlingclose Central Case         | 0.00   | 0.00   | 0.05   | 0.10   | 0.15   | 0.15   | 0.20   | 0.20   | 0.25   | 0.25   | 0.25   | 0.25   | 0.25   |
| Downside risk                    | -0.30  | -0.40  | -0.50  | -0.55  | -0.60  | -0.60  | -0.60  | -0.60  | -0.60  | -0.60  | -0.60  | -0.60  | -0.60  |
| <b>10yr gilt yield</b>           |        |        |        |        |        |        |        |        |        |        |        |        |        |
| Upside risk                      | 0.40   | 0.40   | 0.40   | 0.45   | 0.45   | 0.50   | 0.50   | 0.55   | 0.60   | 0.60   | 0.65   | 0.65   | 0.70   |
| Arlingclose Central Case         | 0.30   | 0.30   | 0.35   | 0.40   | 0.40   | 0.45   | 0.45   | 0.50   | 0.50   | 0.55   | 0.55   | 0.55   | 0.55   |
| Downside risk                    | -0.30  | -0.40  | -0.50  | -0.55  | -0.50  | -0.50  | -0.50  | -0.50  | -0.50  | -0.50  | -0.50  | -0.50  | -0.50  |
| <b>20yr gilt yield</b>           |        |        |        |        |        |        |        |        |        |        |        |        |        |
| Upside risk                      | 0.40   | 0.40   | 0.40   | 0.45   | 0.45   | 0.50   | 0.50   | 0.55   | 0.60   | 0.60   | 0.65   | 0.65   | 0.70   |
| Arlingclose Central Case         | 0.70   | 0.70   | 0.70   | 0.75   | 0.75   | 0.75   | 0.80   | 0.80   | 0.85   | 0.85   | 0.85   | 0.85   | 0.85   |
| Downside risk                    | -0.20  | -0.20  | -0.25  | -0.30  | -0.30  | -0.30  | -0.30  | -0.30  | -0.30  | -0.30  | -0.30  | -0.30  | -0.30  |
| <b>50yr gilt yield</b>           |        |        |        |        |        |        |        |        |        |        |        |        |        |
| Upside risk                      | 0.40   | 0.40   | 0.40   | 0.45   | 0.45   | 0.50   | 0.50   | 0.55   | 0.60   | 0.60   | 0.65   | 0.65   | 0.70   |
| Arlingclose Central Case         | 0.60   | 0.60   | 0.60   | 0.65   | 0.65   | 0.65   | 0.70   | 0.70   | 0.75   | 0.75   | 0.75   | 0.75   | 0.75   |
| Downside risk                    | -0.20  | -0.20  | -0.25  | -0.30  | -0.30  | -0.30  | -0.30  | -0.30  | -0.30  | -0.30  | -0.30  | -0.30  | -0.30  |

## Appendix B – Existing Investment Position

|                                      | 31 <sup>st</sup> Dec 2020<br><b>Actual<br/>Portfolio<br/>£m</b> | 31 <sup>st</sup> Dec 2020<br><b>Average<br/>Rate<br/>%</b> |
|--------------------------------------|---|--|
| <b>Treasury investments:</b>         |   |  |
| Government (incl. local authorities) | 4   | 0.20%  |
| Money Market Funds                   | 10.95   | 0.01%  |
| Other pooled funds *                 | 12  | 2.74%  |
| Corporate bonds and loans            | 2.5   | 4.75%  |
| REIT                                 | 1   | 2.00%  |
| Cottsway Housing Association<br>Loan | 7.861   | 2.76%  |
| Southill Solar Ltd                   | 2.5   | 3.85%  |
| <b>Total treasury investments</b>    | <b>40.811</b>   | <b>1.77%</b>   |

\* See individual Pooled Funds below:

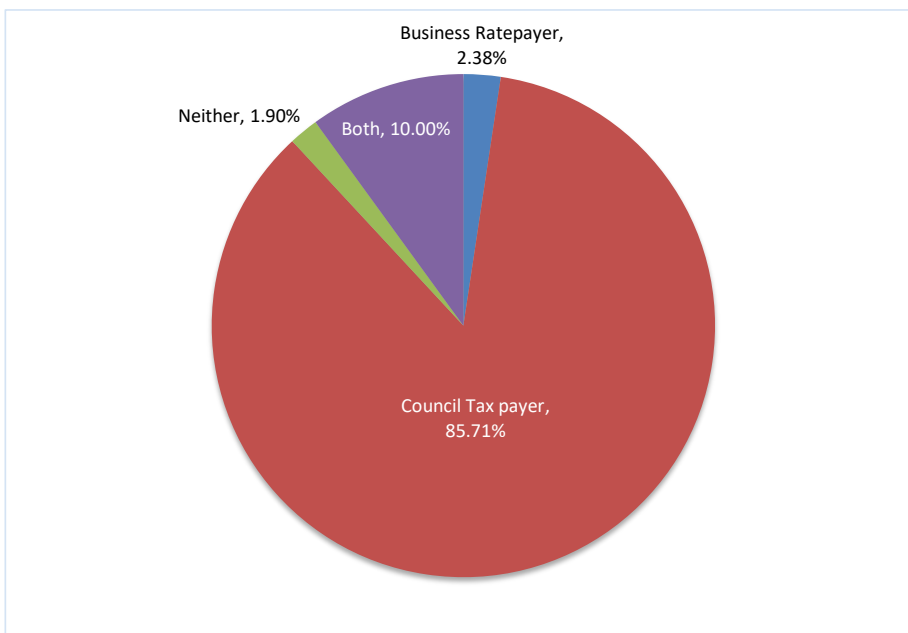
| <b>Fund Name</b>                        | <b>Intial<br/>Investment<br/>£</b> | <b>Valuation 1st<br/>Apr 2020<br/>£</b> | <b>Valuation 31st<br/>Dec 2020<br/>£</b> |
|---|------------------------------------|---|--|
| Payden & Rygel Sterling reserve Fund    | 2,000,000                          | 2,005,540                               | 2,050,678                                |
| Royal London Invest Grade ' Credit Fund | 2,000,000                          | 1,933,013                               | 2,018,885                                |
| UBS Multi Asset Income Fund             | 2,000,000                          | 1,665,187                               | 1,871,420                                |
| M&G Strategic Corporate Bond Fund       | 2,000,000                          | 1,865,992                               | 2,132,852                                |
| Schroder Income Maximizer Fund          | 1,000,000                          | 687,135                                 | 769,478                                  |
| Threadneedle UK Equity Fund             | 1,000,000                          | 778,854                                 | 936,686                                  |
| Aegon/Kames Income Fund                 | 1,000,000                          | 843,371                                 | 987,881                                  |
| CCLA Diversfied Income Fund             | 1,000,000                          | 911,541                                 | 996,254                                  |
|   | <b>12,000,000</b>                  | <b>10,690,633</b>                       | <b>11,764,134</b>                        |

## West Oxfordshire District Council Budget consultation 2021/22

Q1 Residents in West Oxfordshire are being asked for their views on the District Council's budget setting strategy.

Are you are a ...

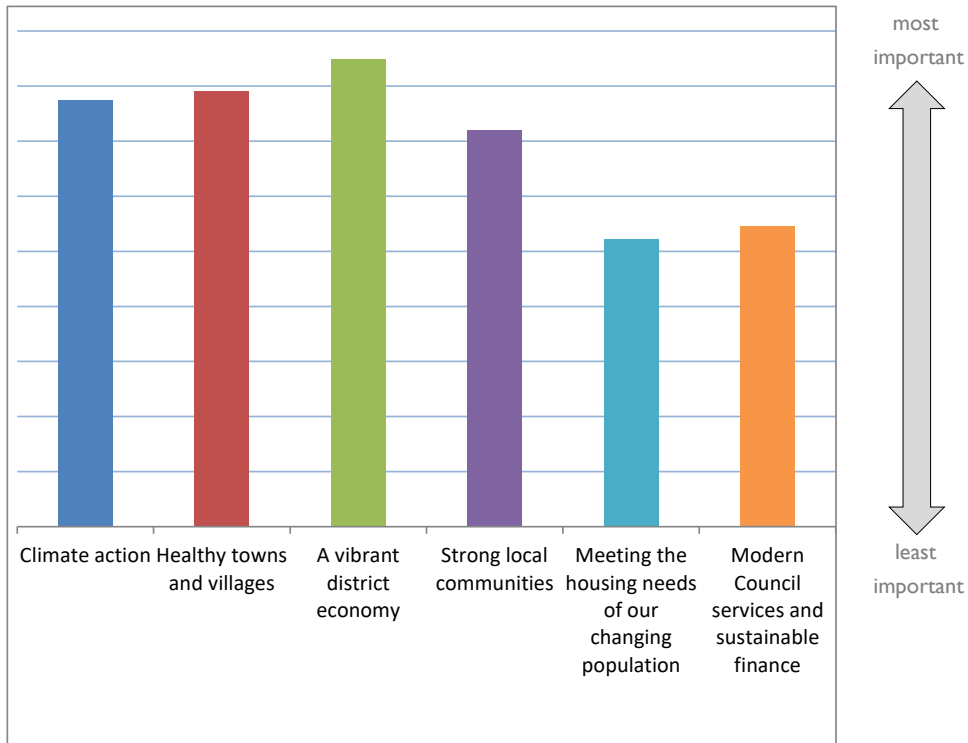
Answered 210 Skipped 1



| ANSWER CHOICES     | RESPONSES |            |
|--------------------|-----------|------------|
| Business Ratepayer | 2.38%     | 5          |
| Council Tax payer  | 85.71%    | 180        |
| Neither            | 1.90%     | 4          |
| Both               | 10.00%    | 21         |
| <b>TOTAL</b>       |           | <b>210</b> |

**Q2 Council priorities:** The Council has set the following priorities in its Council plan. Please rank them in order of importance.

Answered 211 Skipped 0

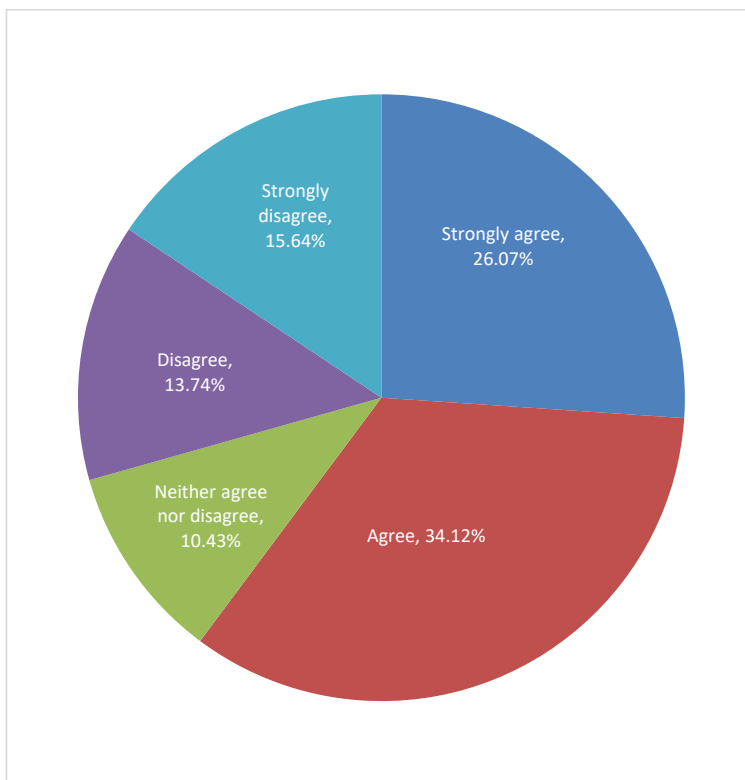


Please rank the priorities in order of importance from 1 to 6, with 1 being the most important.

| ANSWER CHOICES  | AVERAGE RANKING |
|---|-----------------|
| Climate action: Protecting and enhancing the environment by taking action locally on climate change and biodiversity                              | 3.1             |
| Healthy towns and villages: Facilitating healthy lifestyles and better well being for everyone  | 3.0             |
| A vibrant district economy: Securing future economic success by supporting existing local businesses and attracting new businesses                | 2.8             |
| Strong local communities: Supporting and building prosperous and inclusive local communities  | 3.4             |
| Meeting the housing needs of our changing population: Securing the provision of market and affordable housing of a high quality                   | 4.4             |
| Modern Council services and sustainable finance: Delivering excellent modern services whilst ensuring the financial sustainability of the Council | 4.3             |

**Q3 Council tax:** The Council is considering raising more money to fund services by increasing the total collected across all Council Tax bands. This increase would be equivalent to an increase of £5 or about 5% on band D. West Oxfordshire still has one of the lowest Council Tax charges in the country. Do you think this increase is appropriate?

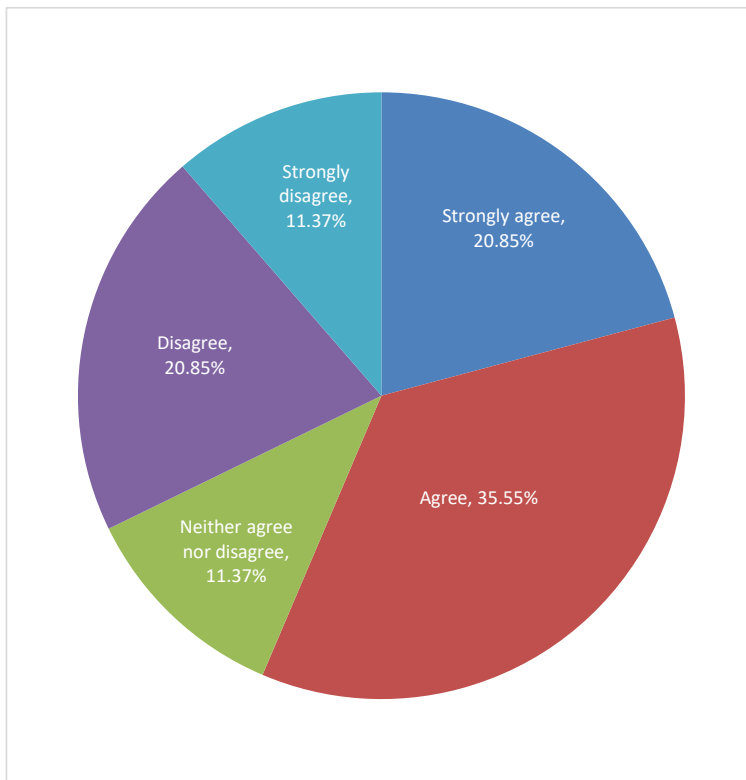
Answered 211 Skipped 0



| ANSWER CHOICES             | RESPONSES |            |
|----------------------------|-----------|------------|
| Strongly agree             | 26.07%    | 55         |
| Agree                      | 34.12%    | 72         |
| Neither agree nor disagree | 10.43%    | 22         |
| Disagree                   | 13.74%    | 29         |
| Strongly disagree          | 15.64%    | 33         |
| <b>TOTAL</b>               |           | <b>211</b> |

**Q4 Fees and Charges:** The Council is proposing to increase discretionary fees and charges (for example charges for licensing/planning etc) by up to 5%. The Garden Waste service would see a flat fee increase of £5 but would remain cheaper than other areas in the County by a considerable margin. Please indicate your views on this proposal.

Answered 211 Skipped 0

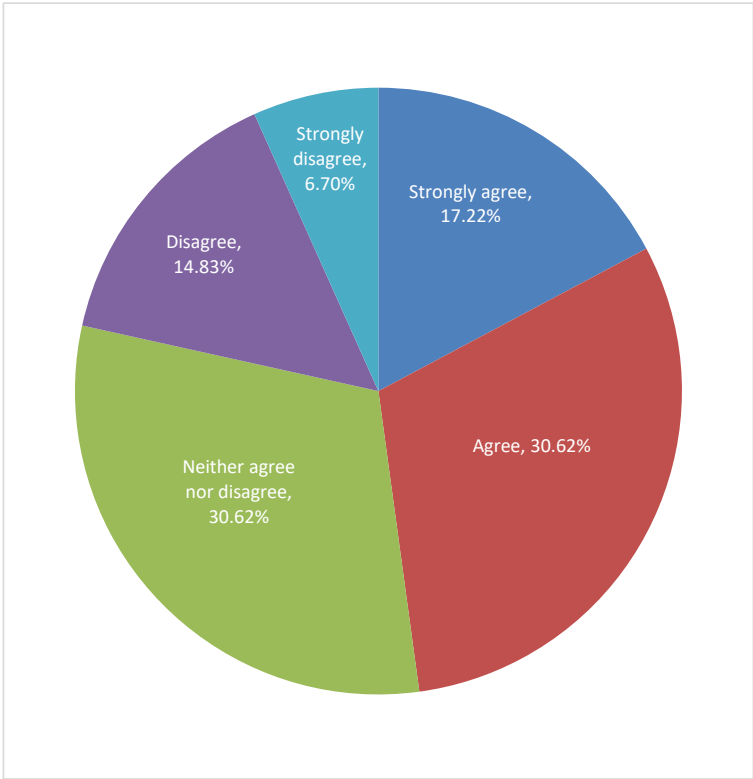


| ANSWER CHOICES             | RESPONSES |            |
|----------------------------|-----------|------------|
| Strongly agree             | 20.85%    | 44         |
| Agree                      | 35.55%    | 75         |
| Neither agree nor disagree | 11.37%    | 24         |
| Disagree                   | 20.85%    | 44         |
| Strongly disagree          | 11.37%    | 24         |
| <b>TOTAL</b>               |           | <b>211</b> |



**Q5 Voluntary Bodies:** The Council is not proposing any changes to the budget allocation of £200K of grants to the voluntary sector in 2021/22. Please indicate your views on this proposal.

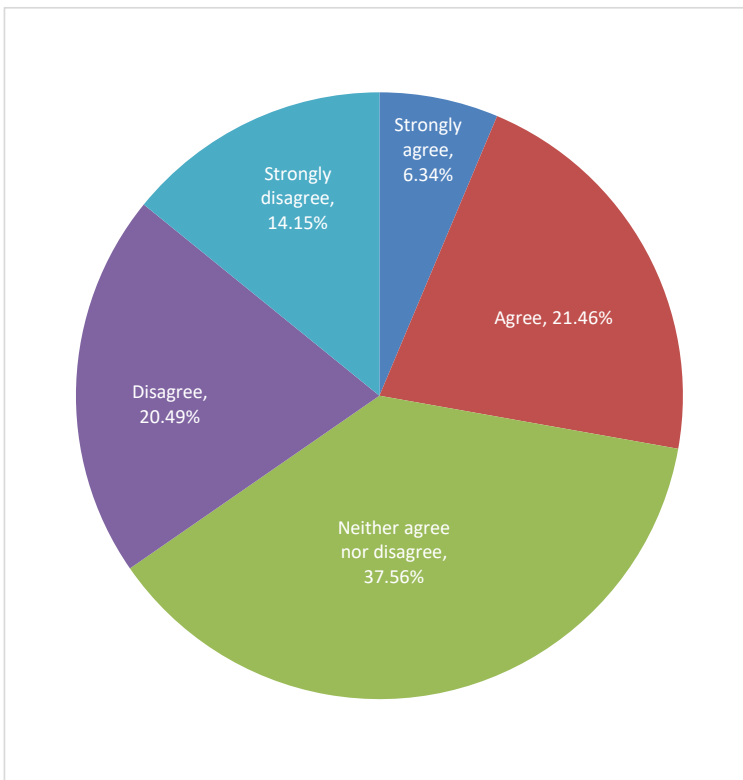
Answered 209 Skipped 2



| ANSWER CHOICES             | RESPONSES |            |
|----------------------------|-----------|------------|
| Strongly agree             | 17.22%    | 36         |
| Agree                      | 30.62%    | 64         |
| Neither agree nor disagree | 30.62%    | 64         |
| Disagree                   | 14.83%    | 31         |
| Strongly disagree          | 6.70%     | 14         |
| <b>TOTAL</b>               |           | <b>209</b> |

**Q6** Parish grants for the cost of local council tax support: The Council has previously provided grant funding of £66K to Town and Parish Councils to ease the impact of the Local Council Tax Support Scheme on their funding. The proposal, in line with other Councils, is to discontinue this. Please indicate your views on this proposal.

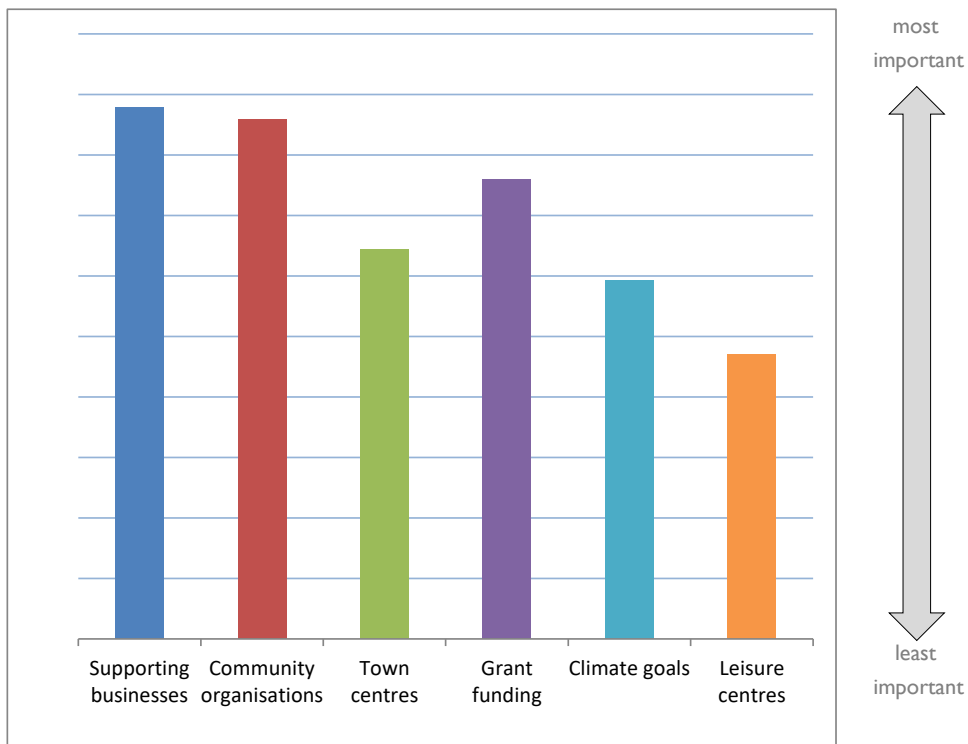
Answered 205 Skipped 6



| ANSWER CHOICES             | RESPONSES |            |
|----------------------------|-----------|------------|
| Strongly agree             | 6.34%     | 13         |
| Agree                      | 21.46%    | 44         |
| Neither agree nor disagree | 37.56%    | 77         |
| Disagree                   | 20.49%    | 42         |
| Strongly disagree          | 14.15%    | 29         |
| <b>TOTAL</b>               |           | <b>205</b> |

**Q7 Covid-19:** The Council is committed to supporting the community not only during the pandemic but also through its recovery. Which of the following aspects of the recovery do you consider the most important?

Answered 211 Skipped 0

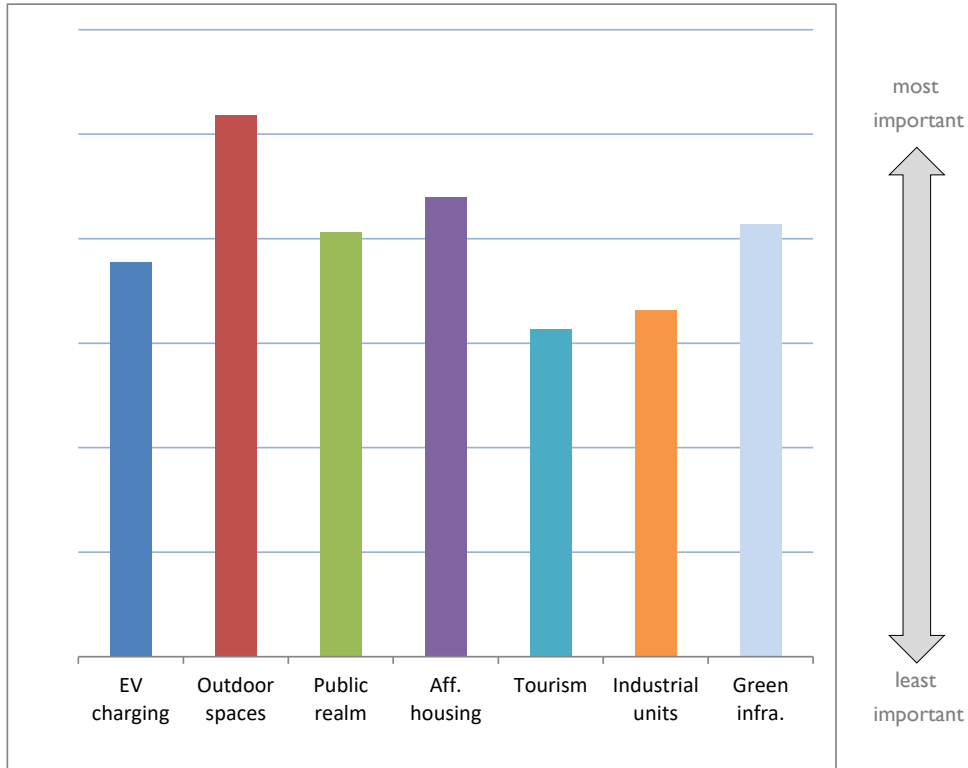


Which of the following aspects of the recovery do you consider the most important - with 1 being the highest priority and 6 the lowest?

| ANSWER CHOICES   | AVERAGE RANKING |
|--|-----------------|
| Supporting existing businesses and economic regeneration   | 2.6             |
| Working with community organisations and supporting vulnerable people                              | 2.7             |
| Making sure that our town centres and businesses are safe to visit                                 | 3.8             |
| Helping businesses access grant funding and supporting people in financial hardship                | 3.2             |
| Ensuring that the recovery work is done in a manner that supports our ongoing climate change goals | 4.0             |
| Providing support to allow our leisure centres to reopen when they allowed to do so                | 4.7             |

Q8 Spending outside of core services: Outside of core service delivery what should the Council prioritise for any available funding? Please rank the following options.

Answered 211 Skipped 0

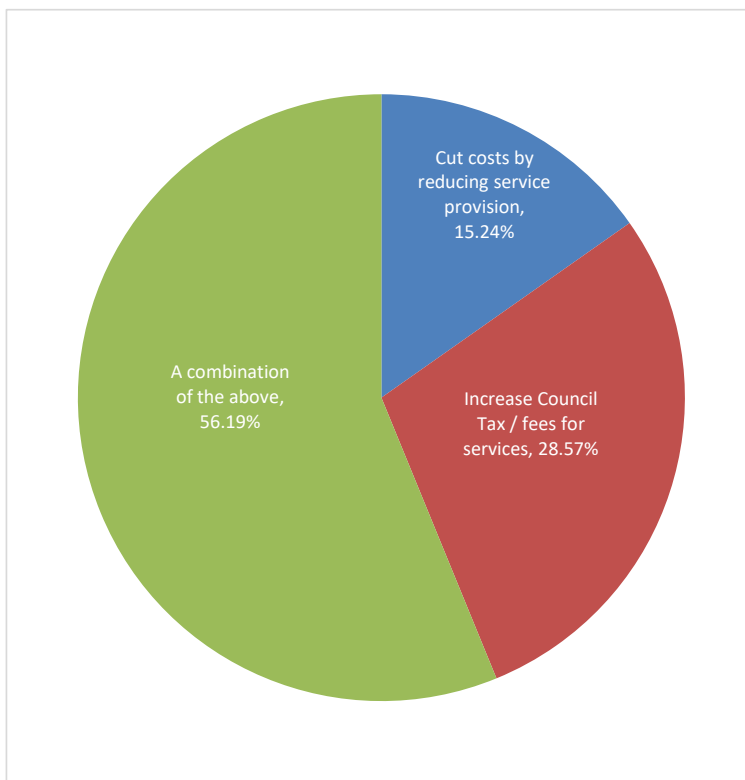


Please rank the following options 1 to 7, with 1 being the highest priority and 7 the lowest.

| ANSWER CHOICES  | AVERAGE RANKING |
|---|-----------------|
| Electric vehicle charging points  | 4.1             |
| Management of public outdoor spaces   | 2.6             |
| Public realm and car parking improvements in town centres                         | 3.8             |
| Delivery of affordable housing  | 3.4             |
| Support and development of tourism  | 4.8             |
| Provision of industrial and commercial units for employment growth                | 4.6             |
| Provision of green infrastructure to enable the district to become carbon neutral | 3.6             |

**Q9 Future funding:** Looking to the future, all Councils are anticipating changes to Government funding which could potentially cause budget deficits. If this were to happen, should West Oxfordshire District Council: cut costs by reducing service provision, increase Council Tax / fees for services or a combination of the above?

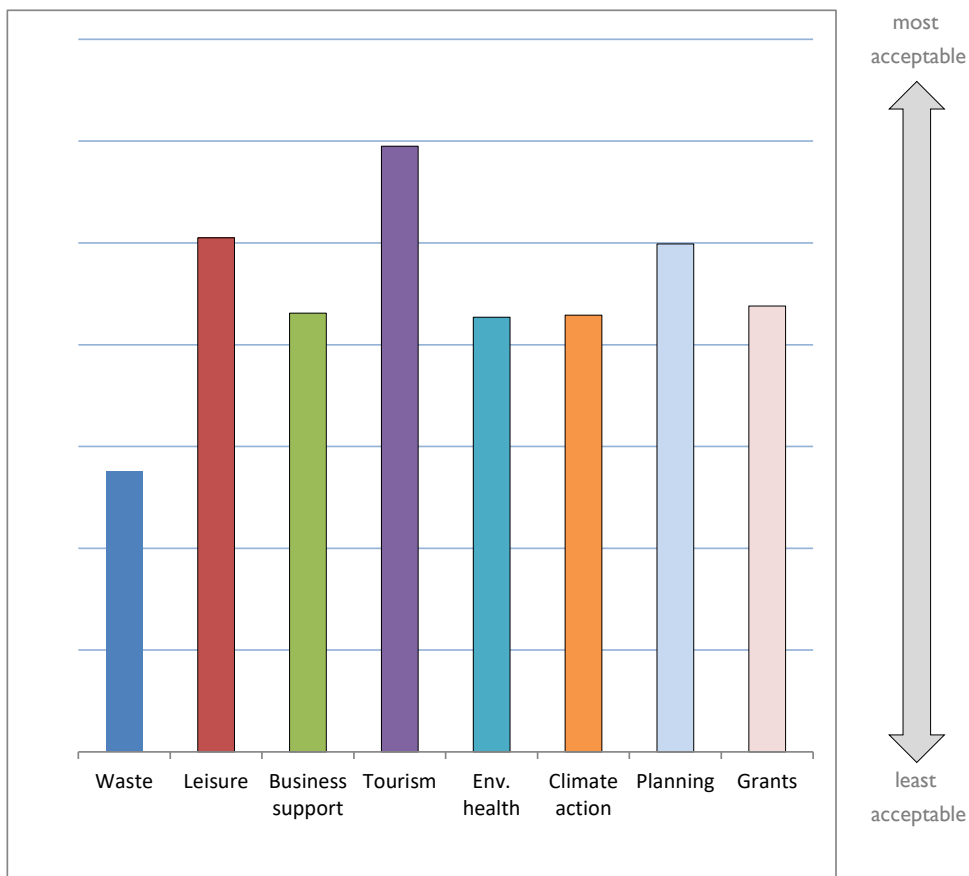
Answered 210 Skipped 1



| ANSWER CHOICES                           | RESPONSES |            |
|--|-----------|------------|
| Cut costs by reducing service provision  | 15.24%    | 32         |
| Increase Council Tax / fees for services | 28.57%    | 60         |
| A combination of the above               | 56.19%    | 118        |
| <b>TOTAL</b>                             |           | <b>210</b> |

Q10 Reducing costs: As a response to reduced income caused by Covid, the Council has trimmed its overhead budgets this year by as much as it can without affecting service provision. If it was forced to make further cuts, which areas should be considered?

Answered 211 Skipped 0

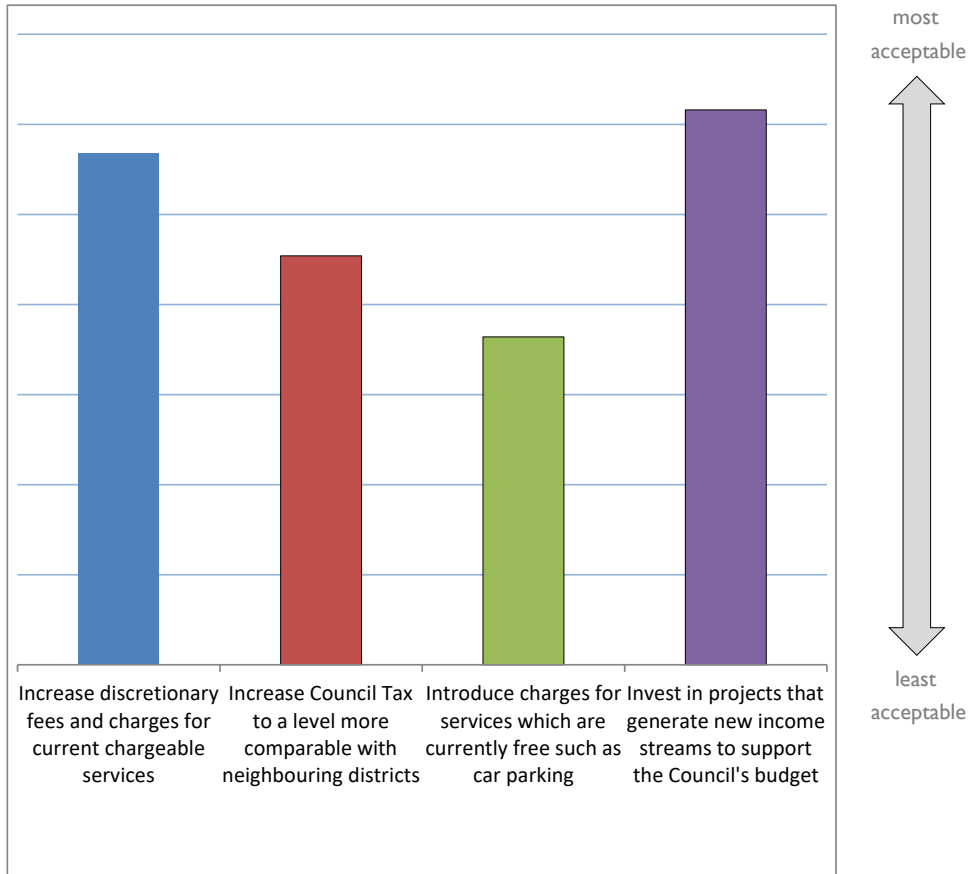


Please rank the areas 1 to 8, with 1 being the most acceptable and 8 the least acceptable.

| ANSWER CHOICES                     | AVERAGE RANKING |
|------------------------------------|-----------------|
| Waste and recycling collections    | 2.7             |
| Leisure services                   | 3.7             |
| Business and economy support       | 3.9             |
| Tourism services                   | 2.7             |
| Environmental health and licensing | 4.6             |
| Climate action                     | 2.8             |
| Planning                           | 3.7             |
| Grants to the voluntary sector     | 3.9             |

Q11 Increasing income: The Council can seek to cover any future budget deficits by increasing income. This can be done in a variety of ways. Please rank the following.

Answered 211 Skipped 0



Please rank the following 1 to 4, with 1 being the most acceptable and 4 the least acceptable.

| ANSWER CHOICES   | AVERAGE RANKING |
|--|-----------------|
| Increase discretionary fees and charges for current          | 2.2             |
| Increase Council Tax to a level more comparable with         | 2.7             |
| Introduce charges for services which are currently free such | 3.2             |
| Invest in projects that generate new income streams to       | 1.9             |

**Q12** Are there any other comments you would like to make on our priorities or any other aspect of the Council's spending and service delivery?

| #  | RESPONSES  |
|----|--|
| 1  | Please put the names of the chief officers of the different departments on your website. We expect more transparency over the combining of services among the local councils of West Oxon, Cheltenham and Forest of Dean, and a progress report of how this new system is working.   |
| 2  | Please require developers to put in place infrastructure such as adequate sewage systems, walking and cycling paths and public transport BEFORE allowing construction of new developments. Please reduce space allocated to parking in our town centres and work with OCC provide alternative, greener ways to travel.   |
| 3  | It is vital that the council remain focused on the climate/biodiversity emergency, helping the most vulnerable and ensuring our communities are healthy and fully inclusive for all.   |
| 4  | Development of small business units at Dix pits so that craftsmen & women can make use of articles disposed off to increase recycling and provide business opportunities   |
| 5  | Please do not introduce car parking to West Oxfordshire, it is vital to have that as an attraction to visitors and locals when shopping and using local services. To introduce a charge would be detrimental, especially when we have lost so many high street stores already. People will not come to use the smaller independent stores if they have to pay to park. By increasing fees for planning to increase Council income, you are targeting the people who can afford to pay, by increasing council tax this affects all residents, many of whom have incurred arrears due to Covid already and will start the new financial year in debt. Don't add to this pressure when you can raise money in other ways. |
| 6  | Perhaps someone should start thinking about the state of the roads in West Oxfordshire. they are a disgrace and it doesnt matter how many times ypou attempt to fill in a pothole in torrential rain, just do it properly  |
| 7  | More social housing needed.  |
| 8  | Repair roads in rural areas which are becoming dangerous to drive on   |
| 9  | No   |
| 10 | Please keep WODC car-parks free!<br>Please stop diving off into non-core fields (eg climate etc)   |
| 11 | Our village is never gritted but this is a false economy as serious injuries occur putting the NHS under strain or it causes vulnerable people to be housebound. please DONT ignore the safety of our country roads.   |
| 12 | Potential for improved WODC efficiency not mentioned in survey   |
| 13 | Use of low risk prisoners or those serving community service orders for picking up rubbish alongside roads. Cleaning up our rivers and fining polluters and litterbugs. Build and manage a hydrotherapy pool for use by disabled people in the district.   |
| 14 | Yes, please don't increase my council tax charges.   |
| 15 | At no point in this survey is improving efficiency of council spend mentioned - what is being done to increase the benefit obtained from the existing spend level rather than just raise more cash / cut services?   |
| 16 | None   |



## West Oxfordshire District Council Budget consultation 2021/22

### # RESPONSES

- 17 With all the new houses being built in west Oxfordshire you must have a massively increased income due to Council Tax. Where is that all going?
- 18 Encourage business growth, in order to create and generate jobs and wealth for locals.
- 19 Free parking is essential to supporting success of Witney and other Town Centres and shops, especially post Covid.

Income generation should be from residential development, developed profit share to local authority.

Council should seek new initiatives to raise funding, working with local businesses and suppliers - get up a local growth board and or group.

West Oxfordshire needs A40 improvements and direct connections to A34 and key transport sites such as oxford parkway and oxford city.

- 20 Asking the public to decide is a pretty poor management strategy
- 21 Don't introduce car parking charges; the detrimental impact on the beautiful and vibrant communities such as Witney would be massive.
- 22 Salary freeze/reduction for highest paid District Council employees.
- 23 Improving the road surfaces in the area - not just painting new lines to distract from all the failed edges and potholes.
- 24 Improving the road surfaces in the area - not just painting new lines to distract from all the failed edges and potholes.
- 25 No but 'free parking' is our biggest asset.
- 26 resist going to a Unity Authority
- 27 Thanks for your work. Keep up high standards.
- 28 Thank you all for your sustained dedication and hard work.
- 29 Thank you all for your sustained dedication and hard work.
- 30 The green garden bin charge should be progressive rather than flat. It should be based on council tax bands.
- 31 Improve efficiency and reduce waste would also help
- 32 If you look at taking the new estate out of the hands of Remus then most people would be ok with upping council tax but Remus is terrible for the Cala estate and I'd strongly consider not using 3rd party for the Taylor Wimpy estate.
- 33 What a difficult job! I have made the environment the top priority because if the 'experts' are to be believed nothing else will matter soon anyway. I do wish flyaway plastics could be reintroduced to the kerbside recycling collections. Not sure about the removal of local recycling areas though, I hope it doesn't mean there will be more fly tipping - perhaps kerbside recycling need to be able to take large cardboard. I don't understand why planning permission is given in areas that could flood and then when it does tax payers money has to be used to put everything right.
- 34 Purchase decent wheelie bins or train bin men to handle them properly so as the lids don't get ripped off
- 35 quite a few opinions sit between the available options so its a bit of a limiting survey. Can we also look to increase standards where it doesn't cost more - i.e. people taking more care or caring more about their jobs/ roles

## West Oxfordshire District Council Budget consultation 2021/22

### # RESPONSES

- 36 This survey clearly simplifies hugely. I want to see green infrastructure and emphasis on walking and cycling, local business services, better use of existing homes rather than building new. Start dealing with second homes, especially those that are empty.
- 37 Not the most user friendly form.
- 38 As a non-driver I resent subsidising motorists' free parking through my council tax. If you're going to subsidise cars you should at the very least subsidise buses too (and yes you can, there's nothing saying only county councils can support buses).
- 39 Concentrate on rebuilding the High Streets
- 40 Not sure what a 'public realm' is - could you plain English this next time please 😊
- 41 Consider investments in green technology such as power generation- hydro electricity from river, solar and wind.
- 42 Re organise council tax bands - they are totally unfair !
- 43 no
- 44 Thanks for asking. Two things strike me as really important, as a resident and business owner; (1) don't do anything that will make life more difficult for local businesses than it already is and (2) continue to support the local voluntary sector, which is dynamic and saving the Council a fortune!
- 45 question 9 should have an other box. There are options to put in ie being more efficient within the council, using technology more, working at home more, disposing of council offices before reducing provision or increasing council taxes. Look within first before cutting externally.
- 46 The garden waste charges should include collection over the Christmas period. You left them uncollected for over a month this time and Christmas is when we do a lot of the work which fills up those bins
- 47 Take action after consultation not do what was decided prior to consultation
- 48 You could save money by not having someone constantly cleaning/sweeping/leaf blowing your Woodgreen office car park. Also, stop sending out anything by post, use email/internet
- 49 N/a
- 50 Support for residents, while making better use of funds already being collected. Pay cuts for highly paid staff instead of increasing costs to residents.
- 51 Local free parking is the jewel in our crown don't lose it
- 52 Publish the % of households exempt or receive council tax discounts. Together with the number of liability orders requested by WODC
- 53 a new system of council tax banding needs to be introduced. The present system is out of date and in a lot of cases very unfair to the occupants.
- 54 Questions 3, 4 and 5 are misleading because certain answers could mean that someone want greater increases in tax/charges or greater reductions. Impossible to tell which when you are just disagreeing with a statement. Is this intentional?
- 55 Remove all allowances for Counsellors
- 56 Ask the government for more money, they seem to be able to find it for their mates but not for councils who seem to have to cut more and more. I'm sure Mr Courts will be able to help out
- 57 I disagreed with increasing the fee for garden waste collection as I think we need to encourage more people to use it and increasing the cost will have the opposite effect.

**NATIONAL NON-DOMESTIC RATES RETURN - NNDR1**  
2021-22

Please e-mail to: [nndr.statistics@communities.gov.uk](mailto:nndr.statistics@communities.gov.uk) by no later than 31 January 2021.  
In addition, a certified copy of the form should be returned by no later than **31 January 2021** to the same email address

**All figures must be entered in whole £**

Please check the validation tabs and supply answers to the validation queries that require a comment

Select your local authority's name from this list:

Authority Name  
E-code  
Local authority contact name  
Local authority contact number  
Local authority e-mail address

|                            |
|----------------------------|
| West Oxfordshire           |
| E3135                      |
| Christopher Kent           |
| 01285 623395               |
| chris.kent@cotswold.gov.uk |

Ver 1.1

**PART 1A: NON-DOMESTIC RATING INCOME**

**COLLECTIBLE RATES**

1. Net amount receivable from rate payers after taking account of transitional adjustments, empty property rate, mandatory and discretionary reliefs and accounting adjustments

£  
**40,810,684**

**TRANSITIONAL PROTECTION PAYMENTS**

2. Sums due to the authority

**202,299**

3. Sums due from the authority

**0**

**COST OF COLLECTION (See Note A)**

4. Cost of collection formula

**168,233**

5. Legal costs

**0**

6. Allowance for cost of collection

**168,233**

**SPECIAL AUTHORITY DEDUCTIONS**

7. City of London Offset : Not applicable for your authority

**0**

**DISREGARDED AMOUNTS**

8. Amounts retained in respect of Designated Areas

**0**

9. Amounts retained in respect of Renewable Energy Schemes (see Note B)

**209,141**

of which:

9a. sums retained by billing authority

**209,141**

9b. sums retained by major precepting authority

**0**

10. Amounts retained in respect of Shale Oil and Gas Sites Schemes (see Note C)

**0**

**NON-DOMESTIC RATING INCOME**

11. Line 1 plus line 2, minus lines 3, 6 - 9 and 10

**40,635,609**

**PART 1B: PAYMENTS****This page is for information only; please do not amend any of the figures**

The payments to be made, during the course of 2021-22 to:

- i) the Secretary of State in accordance with Regulation 4 of the Non-Domestic Rating (Rates Retention) Regulations 2013;
- ii) major precepting authorities in accordance with Regulations 5, 6 and 7; and to be
- iii) transferred by the billing authority from its Collection Fund to its General Fund,

are set out below

|  | Column 1<br>Central<br>Government | Column 2<br>West Oxfordshire | Column 3<br>Oxfordshire<br>County Council | Column 4 | Column 5<br>Total |
|--|-----------------------------------|------------------------------|---|----------|-------------------|
| <b>Retained NNDR shares</b>  | £                                 | £                            | £   | £        | £                 |
| 12. % of non-domestic rating income to be allocated to each authority in 2021-22   | 50%                               | 40%                          | 10%                                       | 0%       | 100%              |
| <b>Non-Domestic Rating Income for 2021-22</b>                                      |                                   |                              |   |          |                   |
| 13. Non-domestic rating income from rates retention scheme                         | 20,317,804                        | 16,254,244                   | 4,063,561                                 | 0        | 40,635,609        |
| 14. (less) deductions from central share   | 0                                 |                              |   |          | 0                 |
| 15 <b>TOTAL:</b>   | 20,317,804                        | 16,254,244                   | 4,063,561                                 | 0        | 40,635,609        |
| <b>Other Income for 2021-22</b>  |                                   |                              |   |          |                   |
| 16. add: cost of collection allowance  |                                   | 168,233                      |   |          | 168,233           |
| 17. add: amounts retained in respect of Designated Areas                           |                                   | 0                            |   |          | 0                 |
| 18. add: amounts retained in respect of renewable energy schemes                   |                                   | 209,141                      | 0   |          | 209,141           |
| 19. add: amounts retained in respect of Shale oil and gas sites schemes            |                                   | 0                            | 0   | 0        | 0                 |
| 20. add: qualifying relief in Designated Areas                                     |                                   | 0                            | 0   | 0        | 0                 |
| 21. add: City of London Offset   |                                   | 0                            |   |          | 0                 |
| 22. add: in respect of Port of Bristol hereditament                                |                                   | 0                            |   |          | 0                 |
| <b>Estimated Surplus/Deficit on Collection Fund</b>                                | £                                 | £                            | £   | £        | £                 |
| 23. Surplus/Deficit at end of 2020-21 (including adjustment for three year spread) | -8,596,646                        | -6,877,316                   | -1,719,329                                | 0        | -17,193,291       |
| <b>TOTAL FOR THE YEAR</b>  | £                                 | £                            | £   | £        | £                 |
| 24. Total amount due to authorities  | 11,721,159                        | 9,754,302                    | 2,344,232                                 | 0        | 23,819,692        |

**PART 1C: SECTION 31 GRANT (See Note D)****This page is for information only; please do not amend any of the figures**

Estimated sums due from Government via Section 31 grant, to compensate authorities for the cost of changes to the business rates system announced in the 2013 to 2016 Autumn Statements, 2020 spending review, and 2017 (March and November), 2018 (October) Budgets

|   | Column 2<br>West Oxfordshire | Column 3<br>Oxfordshire<br>County Council | Column 4 | Column 5<br>Total |
|---|------------------------------|---|----------|-------------------|
| <b>Multiplier Cap</b>   | £                            | £   | £        | £                 |
| 25. Cost of cap on 2014-15, 2015-16 and post-2018-19 and freezing of 2021-22 small business rates multipliers | 857,812                      | 211,729                                   | 0        | 1,069,541         |
| <b>Small Business Rate Relief</b>   |                              |   |          |                   |
| 26. Cost of doubling SBRR & threshold changes for 2021-22   | 1,324,191                    | 331,048                                   | 0        | 1,655,239         |
| 26a. Additional compensation for loss of supplementary multiplier income                                      | 101,276                      | 25,319                                    | 0        | 126,595           |
| 27. Cost to authorities of maintaining relief on "first" property   | 4,306                        | 1,076                                     | 0        | 5,382             |
| <b>Rural Rate Relief</b>  |                              |   |          |                   |
| 28. Cost to authorities of providing 100% rural rate relief   | 12,845                       | 3,211                                     | 0        | 16,056            |
| <b>Supporting Small Businesses Relief</b>   |                              |   |          |                   |
| 29. Cost to authorities of providing relief   | 26,175                       | 6,544                                     | 0        | 32,719            |
| <b>Designated Areas qualifying relief in 100% pilot areas</b>   |                              |   |          |                   |
| 30. Cost to authorities of providing relief   | 0                            | 0   | 0        | 0                 |
| <b>Telecoms Relief</b>  |                              |   |          |                   |
| 31. Cost to authorities of providing relief   | 0                            | 0   | 0        | 0                 |
| <b>Local newspaper relief</b>   |                              |   |          |                   |
| 32. Cost to authorities of providing relief   | 0                            | 0   | 0        | 0                 |
| <b>TOTAL FOR THE YEAR</b>   | £                            | £   | £        | £                 |
| 33. Amount of Section 31 grant due to authorities to compensate for reliefs                                   | 2,326,605                    | 578,927                                   | 0        | 2,905,532         |

**NATIONAL NON-DOMESTIC RATES RETURN - NNDR1**

**2021-22**

All figures must be entered in whole £

Please check the Validation tab and answer the validation queries that need to be answered

Ver 1.1

**Local Authority : West Oxfordshire**

**PART 4a: ESTIMATED COLLECTION FUND BALANCE**

**Adjustment for three year spend**

(Please refer to guidance notes for details about these cells.)

**CALCULATION OF EXCEPTIONAL BALANCE**

|   |             |
|---|-------------|
| 1. Estimated surplus/deficit for 2020-21 excluding adjustment for 3 year spend (total Part 4 lines 1, 7, 11 & 19) | -17,193,291 |
| 2. Prior year surplus/deficit (total Part 4 lines 1, 10 & 18)   | -815,425    |
| 3. Current total estimate of retail, nursery & local newspaper relief in 2020-21                                  | 17,754,406  |
| 4. NNDR1 2020-21 estimate of retail discount relief   | 1,101,714   |
| 5. Compensation due to retail, nursery & local newspaper relief (line 3 minus line 4)                             | 16,652,692  |
| 6. Exceptional balance (line 1 minus line 2 plus line 5)  | 274,826     |
| 7. Amount to be added to surplus/deficit calculation as "adjustment for 3 year spread"                            | 0           |

*As exceptional balance is zero or positive, there is no further adjustment to surplus/deficit*

**APPORTIONMENT OF ESTIMATED SURPLUS DEFICIT**

|   |             |
|---|-------------|
| 8. Surplus/deficit to be apportioned (Part 4 line 21) | -17,193,291 |
|---|-------------|

|  | Column 1<br>Central<br>Government | Column 2<br>West<br>Oxfordshire | Column 3<br>Oxfordshire<br>County | Column 4 | Column 5<br>Total  |
|--|-----------------------------------|---------------------------------|-----------------------------------|----------|--------------------|
|  | £                                 | £                               | £                                 | £        | £                  |
| 9. % for distribution of prior year surplus/deficit (ie 2019-20) | 50%                               | 40%                             | 10%                               | 0%       | 100%               |
| 9a. Prior year surplus (+)/deficit (-)                           | -407,713                          | -326,170                        | -81,543                           | 0        | -815,425           |
| 10. % for distribution of in-year surplus/deficit (ie 2020-21)   | 50%                               | 40%                             | 10%                               | 0%       | 100%               |
| 10a. In-year surplus (+)/deficit (-)                             | -8,188,933                        | -6,551,146                      | -1,637,787                        | 0        | -16,377,866        |
| 11. % for distribution of spread amount (2020-21)                | 50%                               | 40%                             | 10%                               | 0%       | 100%               |
| 11a. Spread amount   | 0                                 | 0                               | 0                                 | 0        | 0                  |
| <b>12. Total (total lines 9a, 10a, 11a)</b>                      | <b>-8,596,646</b>                 | <b>-6,877,316</b>               | <b>-1,719,329</b>                 | <b>0</b> | <b>-17,193,291</b> |

## PARISH PRECEPTS AND TAXBASE 2020/21 &amp; 2021/22

| PARISH                        | ← TAXBASE → |           |        | ← PRECEPT → |           |        | ← BAND D COUNCIL TAX → |           |        |
|-------------------------------|-------------|-----------|--------|-------------|-----------|--------|------------------------|-----------|--------|
|                               | 2020/2021   | 2021/2022 | %      | 2020/2021   | 2021/2022 | %      | 2020/2021              | 2021/2022 | %      |
|                               | No.         | No.       | CHANGE | £           | £         | CHANGE | £                      | £         | CHANGE |
| ALVESCOT                      | 202.03      | 202.67    | 0.32   | 14,436      | 14,500    | 0.44   | 71.45                  | 71.54     | 0.13   |
| ASCOTT-UNDER-WYCHWOOD         | 252.92      | 252.68    | (0.09) | 22,162      | 20,000    | (9.76) | 87.62                  | 79.15     | (9.67) |
| ASTHAL                        | 151.88      | 154.32    | 1.61   | 3,684       | 3,700     | 0.43   | 24.26                  | 23.98     | (1.15) |
| ASTON,COTE,SHIFFORD & CHIMNEY | 582.80      | 589.42    | 1.14   | 28,988      | 29,319    | 1.14   | 49.74                  | 49.74     | 0.00   |
| BAMPTON                       | 1,204.64    | 1,231.20  | 2.20   | 134,349     | 141,000   | 4.95   | 111.53                 | 114.52    | 2.68   |
| BLACK BOURTON                 | 126.22      | 122.21    | (3.18) | 13,119      | 13,411    | 2.23   | 103.94                 | 109.74    | 5.58   |
| BLADON                        | 391.56      | 388.08    | (0.89) | 40,393      | 40,287    | (0.26) | 103.16                 | 103.81    | 0.63   |
| BLENHEIM                      | 24.52       | 24.68     | 0.65   | 0           | 0         | 0.00   | 0.00                   | 0.00      | 0.00   |
| BRIZE NORTON                  | 380.25      | 468.06    | 23.09  | 25,039      | 31,256    | 24.83  | 65.85                  | 66.78     | 1.41   |
| BROADWELL                     | 71.06       | 67.75     | (4.66) | 497         | 500       | 0.60   | 6.99                   | 7.38      | 5.58   |
| BRUERN                        | 36.80       | 37.07     | 0.73   | 0           | 0         | 0.00   | 0.00                   | 0.00      | 0.00   |
| BURFORD                       | 741.55      | 758.23    | 2.25   | 75,542      | 75,396    | (0.19) | 101.87                 | 99.44     | (2.39) |
| CARTERTON                     | 5,300.63    | 5,347.73  | 0.89   | 391,929     | 396,279   | 1.11   | 73.94                  | 74.10     | 0.22   |
| CASSINGTON                    | 318.97      | 327.54    | 2.69   | 14,354      | 22,050    | 53.62  | 45.00                  | 67.32     | 49.60  |
| CHADLINGTON                   | 379.94      | 380.56    | 0.16   | 14,916      | 14,916    | 0.00   | 39.26                  | 39.19     | (0.18) |
| CHARLBURY                     | 1,336.23    | 1,339.02  | 0.21   | 105,209     | 106,096   | 0.84   | 78.74                  | 79.23     | 0.62   |
| CHASTLETON                    | 65.29       | 63.81     | (2.27) | 0           | 0         | 0.00   | 0.00                   | 0.00      | 0.00   |
| CHILSON                       | 56.89       | 57.46     | 1.00   | 300         | 300       | 0.00   | 5.27                   | 5.22      | (0.95) |
| CHIPPING NORTON               | 2,711.99    | 2,737.46  | 0.94   | 312,188     | 315,055   | 0.92   | 115.11                 | 115.09    | (0.02) |
| CHURCHILL & SARSDEN           | 335.66      | 341.72    | 1.81   | 28,800      | 31,810    | 10.45  | 85.80                  | 93.09     | 8.50   |
| CLANFIELD                     | 358.75      | 358.70    | (0.01) | 19,077      | 20,000    | 4.84   | 53.18                  | 55.76     | 4.85   |
| COMBE                         | 330.05      | 335.65    | 1.70   | 13,453      | 13,686    | 1.73   | 40.76                  | 40.77     | 0.02   |
| CORNBURY & WYCHWOOD           | 27.14       | 27.58     | 1.62   | 0           | 0         | 0.00   | 0.00                   | 0.00      | 0.00   |
| CORNWELL                      | 27.72       | 27.96     | 0.87   | 0           | 0         | 0.00   | 0.00                   | 0.00      | 0.00   |
| CRAWLEY                       | 76.41       | 80.83     | 5.78   | 1,833       | 2,100     | 14.57  | 23.99                  | 25.98     | 8.30   |
| CURBRIDGE & LEV               | 250.11      | 309.69    | 23.82  | 14,658      | 17,500    | 19.39  | 58.61                  | 56.51     | (3.58) |
| DUCKLINGTON                   | 638.08      | 635.01    | (0.48) | 34,001      | 35,701    | 5.00   | 53.29                  | 56.22     | 5.50   |
| ENSTONE                       | 593.71      | 579.54    | (2.39) | 33,056      | 33,214    | 0.48   | 55.68                  | 57.31     | 2.93   |
| EYNHAM                        | 1,976.23    | 2,039.58  | 3.21   | 124,165     | 146,200   | 17.75  | 62.83                  | 71.68     | 14.09  |

## PARISH PRECEPTS AND TAXBASE 2020/21 &amp; 2021/22

| PARISH                     | ← TAXBASE → |           |             | PRECEPT<br>2020/2021 | PRECEPT<br>2021/2022 | ← BAND D COUNCIL TAX → | 2020/2021 | 2021/2022 | %<br>CHANGE |
|----------------------------|-------------|-----------|-------------|----------------------|----------------------|------------------------|-----------|-----------|-------------|
|                            | 2020/2021   | 2021/2022 | %<br>CHANGE |                      |                      |                        |           |           |             |
|                            | No.         | No.       |             |                      |                      |                        |           |           |             |
| FAWLER                     | 44.34       | 45.19     | 1.92        | 0                    | 0                    | 0.00                   | 0.00      | 0.00      | 0.00        |
| FIFIELD                    | 107.85      | 107.28    | (0.53)      | 5,961                | 6,000                | 0.65                   | 55.27     | 55.93     | 1.19        |
| FILKINS & BROUGHTON POGGS  | 215.62      | 215.14    | (0.22)      | 17,757               | 18,500               | 4.18                   | 82.35     | 85.99     | 4.42        |
| FINSTOCK                   | 293.40      | 293.39    | (0.00)      | 22,617               | 23,287               | 2.96                   | 77.09     | 79.37     | 2.96        |
| FREELAND                   | 667.43      | 693.37    | 3.89        | 62,494               | 66,005               | 5.62                   | 93.63     | 95.19     | 1.67        |
| FULBROOK                   | 241.93      | 241.97    | 0.02        | 7,383                | 4,692                | (36.45)                | 30.52     | 19.39     | (36.47)     |
| GLYMPTON                   | 39.60       | 42.48     | 7.27        | 0                    | 0                    | 0.00                   | 0.00      | 0.00      | 0.00        |
| GRAFTON & RADCOT           | 31.77       | 31.25     | (1.64)      | 0                    | 0                    | 0.00                   | 0.00      | 0.00      | 0.00        |
| GREAT TEW *                | 88.23       | 89.94     | 1.94        | 149                  | 149                  | 0.00                   | 1.69      | 1.66      | (1.78)      |
| HAILEY                     | 491.60      | 499.88    | 1.68        | 34,669               | 35,266               | 1.72                   | 70.52     | 70.55     | 0.04        |
| HANBOROUGH                 | 1,321.14    | 1,352.42  | 2.37        | 92,295               | 94,481               | 2.37                   | 69.86     | 69.86     | 0.00        |
| HARDWICK WITH YELFORD      | 52.51       | 52.35     | (0.30)      | 0                    | 0                    | 0.00                   | 0.00      | 0.00      | 0.00        |
| HEYTHROP                   | 69.12       | 65.49     | (5.25)      | 1,190                | 1,200                | 0.84                   | 17.22     | 18.32     | 6.39        |
| HOLWELL                    | 25.47       | 25.31     | (0.63)      | 0                    | 0                    | 0.00                   | 0.00      | 0.00      | 0.00        |
| IDBURY                     | 74.16       | 74.79     | 0.85        | 0                    | 700                  | 0.00                   | 0.00      | 9.36      | 0.00        |
| KELMSCOTT                  | 42.92       | 40.81     | (4.92)      | 0                    | 0                    | 0.00                   | 0.00      | 0.00      | 0.00        |
| KENCOT                     | 64.30       | 63.34     | (1.49)      | 0                    | 0                    | 0.00                   | 0.00      | 0.00      | 0.00        |
| KIDDINGTON WITH ASTERLEIGH | 52.46       | 54.95     | 4.75        | 0                    | 0                    | 0.00                   | 0.00      | 0.00      | 0.00        |
| KINGHAM                    | 392.15      | 390.32    | (0.47)      | 27,606               | 29,288               | 6.09                   | 70.40     | 75.04     | 6.59        |
| LANGFORD                   | 158.83      | 155.62    | (2.02)      | 3,954                | 8,000                | 102.33                 | 24.89     | 51.41     | 106.55      |
| LEAFIELD                   | 372.18      | 372.79    | 0.16        | 61,945               | 61,945               | 0.00                   | 166.44    | 166.17    | (0.16)      |
| LITTLE FARINGDON           | 40.58       | 41.68     | 2.71        | 0                    | 0                    | 0.00                   | 0.00      | 0.00      | 0.00        |
| LITTLE TEW                 | 102.41      | 104.62    | 2.16        | 1,295                | 1,300                | 0.39                   | 12.65     | 12.43     | (1.74)      |
| LYNEHAM                    | 87.71       | 88.89     | 1.35        | 0                    | 0                    | 0.00                   | 0.00      | 0.00      | 0.00        |
| MILTON-UNDER-WYCHWOOD      | 754.25      | 766.01    | 1.56        | 48,958               | 50,000               | 2.13                   | 64.91     | 65.27     | 0.55        |
| MINSTER LOVELL             | 647.36      | 636.22    | (1.72)      | 37,439               | 42,691               | 14.03                  | 57.83     | 67.10     | 16.03       |
| NORTH LEIGH                | 828.40      | 891.59    | 7.63        | 40,563               | 30,000               | (26.04)                | 48.97     | 33.65     | (31.28)     |
| NORTHMOOR                  | 185.95      | 185.68    | (0.15)      | 4,048                | 4,000                | (1.19)                 | 21.77     | 21.54     | (1.06)      |
| OVER NORTON                | 198.11      | 196.69    | (0.72)      | 20,803               | 20,805               | 0.01                   | 105.01    | 105.78    | 0.73        |

\* no return provided - estimated at 20/21 levels

## PARISH PRECEPTS AND TAXBASE 2020/21 &amp; 2021/22

| PARISH                                  | ← TAXBASE →      |                  |             | ← PRECEPT →      |                  |             | ← BAND D COUNCIL TAX → |              |             |
|---|------------------|------------------|-------------|------------------|------------------|-------------|------------------------|--------------|-------------|
|   | 2020/2021        | 2021/2022        | %           | 2020/2021        | 2021/2022        | %           | 2020/2021              | 2021/2022    | %           |
|   | No.              | No.              | CHANGE      | £                | £                | CHANGE      | £                      | £            | CHANGE      |
| RAMSDEN                                 | 179.11           | 182.04           | 1.64        | 16,610           | 20,275           | 22.07       | 92.74                  | 111.38       | 20.10       |
| ROLLRIGHT                               | 243.84           | 244.73           | 0.36        | 11,500           | 12,006           | 4.40        | 47.16                  | 49.06        | 4.03        |
| ROUSHAM                                 | 25.86            | 25.91            | 0.19        | 0                | 0                | 0.00        | 0.00                   | 0.00         | 0.00        |
| SALFORD                                 | 129.16           | 125.01           | (3.21)      | 6,621            | 6,750            | 1.95        | 51.26                  | 54.00        | 5.35        |
| SANDFORD ST MARTIN                      | 149.69           | 144.97           | (3.15)      | 9,468            | 6,790            | (28.28)     | 63.25                  | 46.84        | (25.94)     |
| SHILTON                                 | 282.67           | 287.62           | 1.75        | 7,914            | 6,600            | (16.60)     | 28.00                  | 22.95        | (18.04)     |
| SHIPTON-UNDER-WYCHWOOD                  | 657.89           | 675.69           | 2.71        | 35,240           | 36,332           | 3.10        | 53.57                  | 53.77        | 0.37        |
| SOUTH LEIGH                             | 167.23           | 167.11           | (0.07)      | 7,272            | 7,766            | 6.79        | 43.49                  | 46.47        | 6.85        |
| SPELSBURY                               | 148.98           | 149.84           | 0.58        | 6,718            | 7,833            | 16.60       | 45.09                  | 52.28        | 15.95       |
| STANDLAKE                               | 664.41           | 665.66           | 0.19        | 24,698           | 25,000           | 1.22        | 37.17                  | 37.56        | 1.05        |
| STANTON HARCOURT                        | 420.02           | 447.71           | 6.59        | 21,784           | 25,000           | 14.76       | 51.86                  | 55.84        | 7.67        |
| STEEPLE BARTON                          | 582.81           | 592.59           | 1.68        | 20,773           | 21,560           | 3.79        | 35.64                  | 36.38        | 2.08        |
| STONESFIELD                             | 685.75           | 688.86           | 0.45        | 31,960           | 33,993           | 6.36        | 46.61                  | 49.35        | 5.88        |
| SWERFORD                                | 88.12            | 89.30            | 1.34        | 3,163            | 3,200            | 1.17        | 35.89                  | 35.83        | (0.17)      |
| SWINBROOK & WIDFORD                     | 96.85            | 91.47            | (5.55)      | 1,490            | 1,500            | 0.67        | 15.38                  | 16.40        | 6.63        |
| TACKLEY                                 | 460.99           | 480.03           | 4.13        | 26,046           | 27,122           | 4.13        | 56.50                  | 56.50        | 0.00        |
| TAYNTON                                 | 78.03            | 78.53            | 0.64        | 3,989            | 4,000            | 0.28        | 51.12                  | 50.94        | (0.35)      |
| WESTCOT BARTON                          | 86.87            | 82.68            | (4.82)      | 996              | 1,000            | 0.40        | 11.47                  | 12.09        | 5.41        |
| WESTWELL                                | 48.27            | 47.47            | (1.66)      | 0                | 0                | 0.00        | 0.00                   | 0.00         | 0.00        |
| WITNEY **                               | 10,548.84        | 10,638.06        | 0.85        | 1,628,699        | 1,691,877        | 3.88        | 154.40                 | 159.04       | 3.01        |
| WOODSTOCK                               | 1,559.98         | 1,563.18         | 0.21        | 98,842           | 122,800          | 24.24       | 63.36                  | 78.56        | 23.99       |
| WOOTTON                                 | 288.79           | 295.45           | 2.31        | 8,723            | 8,801            | 0.89        | 30.21                  | 29.79        | (1.39)      |
| WORTON                                  | 49.25            | 48.38            | (1.77)      | 0                | 0                | 0.00        | 0.00                   | 0.00         | 0.00        |
| <b>TOTAL TAXBASE (No.)</b>              | <b>44,285.22</b> | <b>44,917.96</b> | <b>1.43</b> |                  |                  |             |                        |              |             |
| <b>TOTAL PRECEPT (£)</b>                |                  |                  |             | <b>3,929,780</b> | <b>4,092,790</b> | <b>4.15</b> |                        |              |             |
| <b>AVERAGE 'BAND D' COUNCIL TAX (£)</b> |                  |                  |             |                  |                  |             | <b>88.74</b>           | <b>91.12</b> | <b>2.68</b> |

\*\* estimate provided , subject to confirmation



## Summary of Prudential Indicators

### Indicators contained within the Capital Strategy

Table 1 : Estimates of Capital Expenditure in £millions

|                     | 2019/20<br>Actual<br>£ | 2020/21<br>Forecast<br>£ | 2021/22<br>Budget<br>£ | 2022/23<br>Forecast<br>£ | 2023/24<br>Forecast<br>£ |
|---------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------------|
| Capital expenditure | 11.28                  | 16.41                    | 20.53                  | 11.68                    | 31.32                    |

Table 2 : Sources of Capital Funding in £millions

|                               | 2019/20<br>Actual<br>£ | 2020/21<br>Forecast<br>£ | 2021/22<br>Budget<br>£ | 2022/23<br>Forecast<br>£ | 2023/24<br>Forecast<br>£ |
|-------------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------------|
| External sources              | 2.31                   | 6.11                     | 0.82                   | 0.62                     | 0.61                     |
| Own resources                 | 0.54                   | 1.31                     | 2.75                   | 0.64                     | 0.54                     |
| Internal & external borrowing | 8.43                   | 8.98                     | 16.97                  | 10.43                    | 30.18                    |
| <b>Total</b>                  | <b>11.28</b>           | <b>16.41</b>             | <b>20.53</b>           | <b>11.68</b>             | <b>31.32</b>             |

Table 4 : Estimates of Capital Financing Requirement in £millions

|                       | 2019/20<br>Actual<br>£ | 2020/21<br>Forecast<br>£ | 2021/22<br>Budget<br>£ | 2022/23<br>Forecast<br>£ | 2023/24<br>Forecast<br>£ |
|-----------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------------|
| General Fund services | 10.10                  | 10.40                    | 11.60                  | 11.00                    | 15.00                    |
| Capital investments   | 6.30                   | 14.11                    | 28.79                  | 37.95                    | 61.86                    |
| <b>Total CFR</b>      | <b>16.40</b>           | <b>24.51</b>             | <b>40.39</b>           | <b>48.95</b>             | <b>76.86</b>             |

Table 6 : Forecast External Debt and the Capital Financing Requirement in £millions

|                                  | 31-Mar-20<br>Actual<br>£m | 31-Mar-21<br>Estimate<br>£m | 31-Mar-22<br>Forecast<br>£m | 31-Mar-23<br>Forecast<br>£m | 31-Mar-24<br>Forecast<br>£m |
|----------------------------------|---------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Capital Financing Requirement    | 16.4                      | 24.5                        | 40.4                        | 49.0                        | 76.9                        |
| Est. External Debt (incl leases) | 0.0                       | 4.8                         | 28.1                        | 38.4                        | 66.4                        |

Table 7 : Borrowing and the Liability Benchmark in £millions

|                     | 31-Mar-20<br>Actual<br>£m | 31-Mar-21<br>Estimate<br>£m | 31-Mar-22<br>Forecast<br>£m | 31-Mar-23<br>Forecast<br>£m | 31-Mar-24<br>Forecast<br>£m |
|---------------------|---------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| External debt       | 0.0                       | 4.8                         | 28.1                        | 38.4                        | 66.4                        |
| Liability benchmark | 15.5                      | 12.4                        | 12.1                        | 13.0                        | 10.6                        |

Table 8 : Authorised Limit and operational boundary for external debt in £m

|                                   | 2020/21<br>Revised<br>£m | 2021/22<br>Forecast<br>£m | 2022/23<br>Forecast<br>£m | 2023/24<br>Forecast<br>£m |
|-----------------------------------|--------------------------|---------------------------|---------------------------|---------------------------|
| Capital Financing Requirement     | 24.5                     | 40.4                      | 49.0                      | 76.9                      |
| Operational Boundary              | 26.5                     | 42.4                      | 51.0                      | 78.9                      |
| <b>Authorised Borrowing Limit</b> | <b>31.5</b>              | <b>47.4</b>               | <b>56.0</b>               | <b>83.9</b>               |

Table 10 : Proportion of net financing costs to funding

|                       | 2020/21<br>Forecast<br>£k | 2021/22<br>Budget<br>£k | 2022/23<br>Forecast<br>£k | 2023/24<br>Forecast<br>£k |
|-----------------------|---------------------------|-------------------------|---------------------------|---------------------------|
| Net financing costs   | (335)                     | (216)                   | 405                       | 881                       |
| Proportion of funding | (3.0%)                    | (1.8%)                  | 4.5%                      | 9.3%                      |

## Indicators contained within the Treasury Management Strategy

Table 3 : Investment Limits

|   | Cash Limit           |
|---|----------------------|
| Any single organisation, except the UK Central Government | £46m each            |
| UK Central Government                                     | unlimited            |
| Any group of organisations under the same ownership       | £46m per group       |
| Any group of pooled funds under the same management       | £45m per manager     |
| Real Estate Investment Trusts (REITS)                     | £3m max per REIT     |
| Foreign countries   | £24m per country     |
| Registered providers                                      | £15m in total        |
| Unsecured investments with building societies             | £25m in total per BS |
| Money Market Funds  | £46m per MMF         |
| Any single organisation, except the UK Central Government | £46m each            |
| UK Central Government                                     | unlimited            |

**Security:** The Council has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average credit rating of its investment portfolio. This is calculated by applying a score to each investment (AAA=1, AA+=2, etc.) and taking the arithmetic average, weighted by the size of each investment. Unrated investments are assigned a score based on their perceived risk. The portfolio's rating at 31st December 2020 was AA- based on our current investments at the time.

|   |         |
|---|---------|
| Portfolio average credit rating - Target          | TargetA |
| Portfolio average credit rating - Actual 31/12/20 | AA-     |

**Interest rate exposures:** This indicator is set to control the Council's exposure to interest rate risk. The upper limits on fixed and variable rate interest rate exposures, expressed as the proportion of net principal borrowed will be:

|  | 2021/22 | 2022/23 | 2023/24 |
|--|---------|---------|---------|
| Upper limit on fixed interest rate exposure    | 100%    | 100%    | 100%    |
| Upper limit on variable interest rate exposure | 100%    | 100%    | 100%    |

Fixed rate investments and borrowings are those where the rate of interest is fixed for at least 12 months, measured from the start of the financial year or the transaction date if later. All other instruments are classed as variable rate.

**Principal sums invested for periods longer than 364 days:** The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments. The value of the long-term principal sum invested to final maturity beyond the period end is currently £26m and based on the Council's imminent need to borrow, there are no short to medium term plans to place higher levels of funds in illiquid investments.

|   | 2021/22 | 2022/23 | 2023/24 |
|---|---------|---------|---------|
| Limit on principal invested beyond year end | £26m    | £26m    | £26m    |

### **Limits to borrowing activity**

**The operational boundary:** This is the limit beyond which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt.

**The authorised limit for external debt:** A further key prudential indicator represents a control on the maximum level of borrowing. This represents a limit beyond which external debt is prohibited, and this limit needs to be set or revised by the full Council. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.

This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although this power has not yet been exercised.

*Table 4 : Forecast CFR, Operational Boundary and Authorised Borrowing Limit*

|                                   | 2020/21<br>Revised<br>£m | 2021/22<br>Forecast<br>£m | 2022/23<br>Forecast<br>£m | 2023/24<br>Forecast<br>£m |
|-----------------------------------|--------------------------|---------------------------|---------------------------|---------------------------|
| Capital Financing Requirement     | 24.5                     | 40.4                      | 49.0                      | 76.9                      |
| Operational Boundary              | 26.5                     | 42.4                      | 51.0                      | 78.9                      |
| <b>Authorised Borrowing Limit</b> | <b>31.5</b>              | <b>47.4</b>               | <b>56.0</b>               | <b>83.9</b>               |

## Indicators contained within the Investment Strategy

Table 1 : Loans for Service Purposes in £

| Category of Borrower           | 31.3.2020 actual £ |                |                        | 31/12/2020<br>£   | Approved<br>Limit £ |
|--------------------------------|--------------------|----------------|------------------------|-------------------|---------------------|
|                                | Balance owing      | Loss allowance | Net figure in accounts | Balance owing     |                     |
| Local businesses               | 500,000            | 0              | 500,000                | 2,500,000         | 2,500,000           |
| Town / Parish Councils         | 123,931            | 0              | 123,931                | 153,931           | 153,931             |
| Housing associations           | 1,998,099          | 0              | 1,998,099              | 7,912,500         | 7,912,500           |
| Local residents (Equity Loans) | 232,114            | 0              | 232,114                | 232,114           | 232,114             |
| Employees (Car Loans)          | 15,763             | 0              | 15,763                 | 6,157             | 16,157              |
| <b>TOTAL</b>                   | <b>2,869,906</b>   | <b>0</b>       | <b>2,869,906</b>       | <b>10,804,702</b> | <b>10,814,702</b>   |

Table 2 : Shares Held for Service Purposes in £

| Category of company           | 31.3.2021 actual £ |                 |                   | 2021/22<br>Approved<br>Limit £ |
|-------------------------------|--------------------|-----------------|-------------------|--------------------------------|
|                               | Amounts invested   | Gains or losses | Value in accounts |                                |
| Local authority-owned company | 1                  | -               | 1                 | 1                              |
| <b>TOTAL</b>                  | <b>1</b>           | <b>-</b>        | <b>1</b>          | <b>1</b>                       |

Table 3 : Valuation of Properties Held for Investment Purposes as at 31<sup>st</sup> March 2020 in £

| Type of Property    | Within District   | Outside District | Within County     | Outside County |
|---------------------|-------------------|------------------|-------------------|----------------|
| Investment Property | 13,197,002        | 27,385,000       | 37,787,002        | 2,795,000      |
| Industrial Estates  | 11,500,000        | 0                | 11,500,000        | 0              |
| Subtotal            | 24,697,002        | 27,385,000       | 49,287,002        | 2,795,000      |
| <b>Total held</b>   | <b>52,082,002</b> |                  | <b>52,082,002</b> |                |

Table 4 : Proportionality of Investments

|  | 2019/20<br>Actual | 2020/21<br>Forecast | 2021/22<br>Budget | 2022/23<br>Budget | 2023/24<br>Budget |
|--|-------------------|---------------------|-------------------|-------------------|-------------------|
| Gross service expenditure*                       | 30,355,974        | 29,685,995          | 26,041,746        | 26,743,618        | 27,245,871        |
| Treasury Investment income                       | 752,065           | 525,914             | 497,114           | 499,145           | 500,137           |
| Loans income                                     | 38,267            | 154,086             | 294,561           | 288,233           | 280,486           |
| Investment Property income                       | 3,759,784         | 3,467,573           | 3,460,085         | 3,460,085         | 3,739,000         |
| <b>Total 'investment' income</b>                 | <b>4,550,116</b>  | <b>4,147,573</b>    | <b>4,251,760</b>  | <b>4,247,463</b>  | <b>4,519,623</b>  |
| Investment income as a proportion of expenditure | 14.99%            | 13.97%              | 16.33%            | 15.88%            | 16.59%            |

\*Excluding Housing Benefit payments

Table 5 : Total investment exposure in £

| <b>Total investment exposure</b>  | <b>31.03.2020<br/>Actual<br/>£</b> | <b>31.03.2021<br/>Forecast<br/>£</b> | <b>31.03.2022<br/>Forecast<br/>£</b> |
|-----------------------------------|------------------------------------|--------------------------------------|--------------------------------------|
| Treasury management investments   | 27,347,354                         | 16,039,961                           | 16,039,759                           |
| Service investments : Loans       | 2,869,906                          | 10,321,039                           | 10,113,241                           |
| Service investments : Shares      | 1                                  | 1                                    | 1                                    |
| Commercial investments : Property | 52,082,002                         | 52,082,002                           | 52,082,002                           |
| <b>TOTAL INVESTMENTS</b>          | <b>82,299,263</b>                  | <b>78,443,003</b>                    | <b>78,235,003</b>                    |
| <b>TOTAL EXPOSURE</b>             | <b>82,299,263</b>                  | <b>78,443,003</b>                    | <b>78,235,003</b>                    |

Table 6 : Investments funded by external borrowing in £

| <b>Investments funded by borrowing</b> | <b>31.03.2020<br/>£</b> | <b>31.03.2021<br/>£</b> | <b>31.03.2022<br/>£</b> |
|--|-------------------------|-------------------------|-------------------------|
| Service investments : Loans            | 0                       | 6,000,000               | 0                       |
|  |                         |                         |                         |
| <b>Total funded by borrowing</b>       | <b>0</b>                | <b>6,000,000</b>        | <b>0</b>                |

Table 7 : Investment rate of return (net of all costs)

| <b>Investments net rate of return</b> | <b>2019/20</b> | <b>2020/21</b> | <b>2021/22</b> |
|---------------------------------------|----------------|----------------|----------------|
| Treasury management                   | 1.84%          | 1.77%          | 2.02%          |
| Service investments : Loans           |                |                |                |
| Local businesses                      | 3.85%          | 3.85%          | 3.85%          |
| Town / Parish Councils                | 1.40%          | 1.40%          | 1.40%          |
| Housing associations                  | 3.41%          | 2.80%          | 2.80%          |
| Local residents (Equity Loans)        | 0.00%          | 0.00%          | 0.00%          |
| Employees (Car Loans)                 | 2.00%          | 2.00%          | 2.00%          |
| Service investments : Shares          | 0.00%          | 0.00%          | 0.00%          |
| Commercial Investments                | 6.79%          | 6.33%          | 6.33%          |

## **Report of the Chief Finance Officer on the robustness of the budget estimates, adequacy of the Council's reserves and risk**

### **Introduction**

Section 25 of the Local Government Act 2003 places a duty on the Chief Financial Officer to make a report to the Council on the robustness of the budget estimates and the adequacy of the Council's reserves. The Council must have regard to this report when making its decisions about budgets and council tax for the forthcoming year.

### **Robustness of Budget Estimates**

In a similar vein to last year, the Council's financial position for the coming budget year (2021/22) has improved significantly due to the delay in the implementation of the changes to local government funding. We were anticipating both the reset of business rates and the loss of New Homes Bonus. Both of these things have been deferred although the expectation is that the deferral is a one year gift and the sharp drop off in funding that these will cause has been forecast in the MTF5 to take effect from 2022/23, causing an overall funding loss of £4m and a consequential budget gap of £2.8m.

In the middle of the 2020/21 financial year, West Oxfordshire District Council (WODC) undertook an extensive financial reforecasting exercise in an attempt to capture and clarify the effects of the Covid pandemic. That detailed forecast has proven fairly accurate so far which is testament to the realism and the control that business managers have over their sections of the budget. The meetings were repeated towards the end of last year where each budget line was reviewed for 2021/22 and any savings that could be made, no matter how small, were made. For the most part, these were small legacy budget items where departments had been allocated a minor budget for printing or postage or other small equipment or consumables. Where these could be removed without impacting service delivery they were. Some of this saving has been generated by the move away from paper to electronic communication and the overall impact was a reduction in overhead budget of circa £300k. This still represents only a 2% reduction in our net revenue budget but shows the extent to which any and all efficiency savings have been made.

In setting the budget for Publica, only the lowest paid staff have been awarded pay rises. This is in line with the Public Sector pay freeze announced by the government in its spending review. Publica has also been set a savings target for 2021/22 of a further £193k. Publica is nearing the end of its planned transformation programme and this takes the total value of savings targets imposed on Publica since its inception to over £2m.

Ubico have taken the same stance on wages and we are in the process of creating and implementing a transformation programme with them to deliver efficiencies and savings. This plan will be ready for review in the first quarter of 2021/22.

The Publica and Ubico contract costs make up the bulk of WODC's budgeted expenditure.

While expenditure can, for the most part, be monitored closely and controlled carefully, the larger risk in our budget not only this year but in coming years is income and government funding. The issue around government funding has been discussed above. The issue of income is a difficult one in the context of the current pandemic. The Council relies on almost £1.5m per annum of income from its leisure centres and £3.4m in commercial income. Both of these areas have been impacted by the pandemic and the long term effects are still unclear.

For the leisure centres, an agreement was reached with GLL, our leisure operator to provide support to them through 2020/21. This agreement capped our exposure in the current financial year with the expectation that by spring 2021, things would be returning to some semblance of normality. The local team at GLL have been incredibly good at managing through the restrictions and minimising losses – and indeed, proved towards the end of last year that the centres can break even under tier three restrictions. On this basis, the budget has been set with no expectation of income but equally, no expectation of additional support. While we don't know how long the current lockdown will last, based on the terms of the support agreement previously reached and the hope of additional government support for the sector, this is felt to be a reasonable budgetary expectation although

clearly as the situation develops it could prove to either be overly prudent or an underestimation. Discussions with GLL on the coming year are progressing well. The additional risk to the leisure operations is in the changing attitudes of customers to leisure provision in a time when many have found alternative ways to exercise and have faced long periods of uncertainty around access to facilities and the appearance of competitors entering the market with tailored offerings.

Commercial income has been affected by successive lockdowns with many businesses struggling. Each tenant has had an individual discussion with our Commercial Property team and, where appropriate, agreements have been made to defer or adjust rental payments. The budget has been set on the basis of these actual agreements and therefore is a realistic current assessment of our income expectations but in the context of the current pandemic, this situation could change.

Fees and charges have been increased by circa 5% across the board, with the exception of the Garden Waste fee which has a proposed increase of £5 but expectations of the income generated from these fees has been set in each budget line in consultation with the business managers for that section and making allowance for Covid impact.

It's as yet unclear what impact the UK's exit from the European Union will have on our budget. So far there appears to be a minimal direct impact but there could be a knock on effect as it impacts local businesses and residents. Consideration of it on our investment income is dealt with the Treasury Management Strategy at **Annex I**. One of the key risks here is that investments that lost capital value during the first lockdown and have been recovering subsequently, take further losses that prove unrecoverable. This situation is being closely monitored.

Provision of £3.5m has been made for business rates appeals. This provision has been calculated on the same basis as in previous years but it is an estimated provision and the risk exists that it is either overly prudent or inadequate.

The budget for 2021/22 has been prepared in an environment of unprecedented uncertainty. The expectations we had for the resolution of the pandemic last year have been proven wrong so there cannot be absolute certainty that our current expectations are correct. We are clearly dealing with a situation that is beyond our control.

The approaches taken though have been detailed, prudent and diligent so I can comfortably say that the budget is as robust as it is possible to make it in the current circumstances and will be monitored carefully through the coming financial year. There is an additional risk that some of the proposals within the budget designed to maximise revenue and minimise expenditure in order to protect core services and council priorities are not adopted but that is for Cabinet and Council to form an opinion on with reference to this report.

We are in a good position to deal with unexpected budgetary impacts in the short term but we should continue to be cautious around any additional spending while keeping a close monitor on our results against this budget.

**I can confirm that the budget estimates as presented are both prudent and robust.**

### **Adequacy of the Council's Reserves**

The Chartered Institute of Public Finance and Accountancy (CIPFA) have issued guidance on local authority reserves and balances. It sets out three main purposes for which reserves are held:

1. A working balance to help cushion the impact of uneven cash flows and avoid unnecessary borrowing.
2. A contingency to cushion the impact of unexpected events or emergencies.
3. A means of building up funds to meet known or predicted liabilities, known as earmarked reserves.

The Council is forecast to hold general fund balances of £13.68m at the 31<sup>st</sup> of March 2021. This is an enviable position compared to many Councils but only short term comfort can be derived from it.

The MTFS at **Annex A** shows the clear expected erosion of this balance over the medium term. The nature of government funding which is currently confirmed in single year allocations means that much emphasis is placed on the expected outcome of the next financial year. The MTFS is designed to look beyond that horizon so that longer term action can be taken.

The latest guidance from CIPFA and, logic dictates good practice, is to look not only at the amount of reserves held but also the rate of depletion. The expected loss of government funding in 2022/23 is £4m and clearly, even with reserves of almost £14m, that gap cannot be funded for more than a few years.

In the previous presentation to Council of the MTFs, there were “unidentified savings” which built over the next few years to a £5m reduction in our budget. These related to the as yet unidentified commercial strategy, increases in fees and charges and the possibility of additional savings from our overhead budget and commercial partners such as Publica and Ubico.

As discussed above, Publica is nearing the end of its transformation programme so while it has been tasked with a new savings target of £190k this year, it’s unlikely that significantly more savings can be found without cuts to services. Ubico is working with Publica officers and Cabinet members to come up with a transformational plan, considering new ways of working, to reduce its costs and therefore the amount that the Council has to pay each year and the hope is that this will deliver material savings but these have yet to be identified and costed.

On this basis, the “unidentified savings” line has been removed from the MTFs.

The Council endorsed an investment strategy which would see WODC investing £74m over the next three years in order to further Council priorities and generate additional revenue to help close our budget gap. This has been included in the MTFs but comes with significant risk as although various discussions are underway, no suitable investment projects have yet been brought to fruition. The Council has recently employed a new Head of Bids who will help to review propositions in order to realise this strategy and to endeavour to win additional grant funding for the Council to support both our revenue budget and the delivery of additional services and support to the community at a time when our budget has no further capacity. An additional post was approved along with the framework investment strategy which will coordinate due diligence on large scale investments and manage delivery of them. This role is expected to be filled in the first quarter of 2021/22.

The MTFs also assumes some level of replacement of government funding. The forecast reduction is £4m with an estimated replacement of £1.5m. This is not an unrealistic expectation in the circumstance but is far from certain. We await the Govt Fair Funding Review for an indication of future support but clearly, if this does not materialise then the decline of the general fund will be faster. The reset of business rates and the removal of New Homes Bonus particularly disadvantage councils with a growing taxbase and an active housing development plan. It also impacts district councils more than for example county councils because of the different profile of funding streams so while it’s unlikely that the government would allow such an impact to be felt without replacement, it’s by no means guaranteed as it doesn’t affect all councils equally.

Another risk on the MTFs as presented is that the level of borrowing, from a current position of no external debt, is forecast to increase significantly and keep rising. Where this borrowing relates to the investment strategy, the income from this will cover not only the repayment of principal and interest but contribute positively to the council’s budget, but where this is capital spend for service delivery, such as waste vehicles or our Council priorities (broadband rollout, electric vehicle charging points) no additional income is generated to repay the debt and this becomes an impact on our cashflow and revenue budget that can last beyond the span of the current MTFs forecast, depending on the term of the debt. This reliance on borrowing, the covenants governing it and the requirement to closely manage cash to ensure that sufficient balances are available to meet our commitments will require a much increased focus on cashflow forecasting and management.

While our reserves are adequate, they are not infinite and even the current plans which have had significant savings and income generation factored into them will see those reserves eroded in the medium term. Much care must be taken to ensure that the investment strategy is realised, to regularly reforecast our long term position and to resist any unnecessary spend, especially that incurring additional long term debt.

**I can confirm that the level of reserves is currently adequate however they are being eroded even without any expectation of additional budget growth and the rate of erosion is dependent on additional income that is not entirely within our control. Regular review is required to ensure that any additional action needed is timely.**



## **Risk**

Discussion is included above around the significant risks related to our budget and ongoing financial position.

These are primarily:

1. The ongoing pandemic and its impact on the council's income streams and those of our residents and businesses.
2. The impact of the UK's exit from the European Union.
3. The as yet unclarified position of government funding beyond 2021/22.
4. The impact of the pandemic and Brexit on our existing treasury investments and future commercial investment opportunities.

In addition to these we face risk around council tax, business rate and commercial income collection. No provision has been made as yet for any significant level of bad debt and collection of outstanding balances is being given additional focus to ensure that we deal supportively with anyone who owes us money in these difficult times whilst maintaining, where possible, our collection rates.

The Council's insurers, along with all others, are starting to exclude Covid related claims from their policies. This is being managed carefully by our team of insurance experts.

There is a risk that with the tightening of the Public Works Loans Board (PWLB) guidance on the acceptability of commercial schemes, that the council may experience difficulty in obtaining long term debt but this is only one possible source of borrowing and there are indications that the PWLB's view on it may be relaxing. The council's policy on investments is that they must further the council's stated priorities so this approach should be deemed compliant in any case.

### **Summary:**


WODC finds itself in a position that is more fortunate than many councils. Through careful management in the past it has built up a good level of reserves but these are forecast to be depleted significantly in the medium term and the protection of them lies partly in the savings we have already made but also government funding yet to be determined and future commercial strategies yet to be realised.

Much care must be taken not to reduce potential income or increase projected spend. The MTFS should be reforecast at least twice a year and if the rate of reserve reduction increases, action must be taken swiftly to protect our long term sustainability.

Elizabeth Griffiths ACMA

15<sup>th</sup> February 2021

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|  <p><b>WEST OXFORDSHIRE<br/>DISTRICT COUNCIL</b></p> | <p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>   |
| <p>Name and date of Committee</p>   | <p><b>Cabinet: Wednesday 17 February 2021</b></p>   |
| <p>Report Number</p>  | <p><b>Agenda Item No. 9</b></p>   |
| <p>Subject</p>  | <p><b>Oxfordshire Park and Charge Project - Legal Agreements</b></p>  |
| <p>Wards affected</p>   | <p>ALL</p>  |
| <p>Accountable member</p>   | <p>Cllr David Harvey, Cabinet Member for Climate Change<br/>Email: david.harvey@westoxon.gov.uk</p>   |
| <p>Accountable officer</p>  | <p>Ness Scott, Climate Change Manager<br/>Tel: 01993 861344 Email: vanessa.scott@publicagroup.uk</p>  |
| <p>Summary/Purpose</p>  | <p>This report sets out:</p> <ul style="list-style-type: none"> <li>a) A request for the Chief Executive to be authorised, in consultation with Group Manager for Commissioning, Group Manager for Business Support Services and the Solicitor for the Council, to enter into Legal Agreements with the proposed Charge Point Operator (CPO) and utility company providing electricity to charge points based in the Council’s car parks as part of the Oxfordshire Park &amp; Charge project.</li> <li>b) An update on the Oxfordshire Park &amp; Charge project next steps.</li> </ul>  |
| <p>Annex</p>  | <p><a href="#">Annex 1</a>: Report from April 2020 for approvals to enter into a partnership with the Oxfordshire Park and Charge project.<br/>Annex 2: Legal review and comments (exempt – for councillors only).</p>  |
| <p>Recommendations</p>  | <ul style="list-style-type: none"> <li>a) That the contents of the Oxfordshire Park &amp; Charge document provided in Annex 1 be noted;</li> <li>b) That the risks identified within the report and in Annex 2 be noted, and the Chief Executive be authorised, in consultation with Group Manager for Commissioning, Group Manager for Business Support Services and Solicitor for the Council, to enter into Legal Agreements with the proposed Charge Point Operator (CPO) and utility company providing electricity to charge points based in the Council’s car parks as part of the Oxfordshire Park &amp; Charge project; and</li> <li>c) That the project next steps and legal review underway be noted, as referenced in the exempt Annex 2.</li> </ul> |
| <p>Corporate priorities</p>   | <ul style="list-style-type: none"> <li>• <i>To protect the environment whilst supporting the local economy</i></li> <li>• <i>Working with communities to meet the current and future needs and aspirations of residents</i></li> <li>• <i>To provide efficient and value for money services, whilst delivering quality front line services</i></li> </ul>   |

|                             |   |
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| Key Decision                | Yes   |
| Exempt                      | Annex 2 to this report is exempt and not for publication.   |
| Consultees/<br>Consultation | <p>Internal: This report has been developed in consultation with the Group Manager for Commissioning; Group Manager for Business Support Services, Solicitor for West Oxfordshire District Council and Parking Manager: These Officers, work alongside the Climate Change Manager as part of an internal project team that has been set up to oversee the delivery of the Oxfordshire Park &amp; Charge project.</p> <p>Lead partner: The Council has been working closely with Oxfordshire County Council as the lead partner and project coordinator for the installation of EVCP in West Oxfordshire.</p> <p>External: Active and low-carbon travel infrastructure was identified as a key priority following the Climate Action Survey and public consultation carried out by the Council in May 2020. EVCPs have subsequently been embedded within the Council's Carbon Action Plan (October 2020) and Climate Change Strategy (emerging). The Oxfordshire Park &amp; Charge project provides an important mechanism for collaborative delivery across the County.</p> |

## **I. BACKGROUND**

- 1.1. The Council is a partner in the Innovate-UK funded, Oxfordshire Park & Charge Electric Vehicle Charging Point (EVCP) project. The partnership secured £3.4 million funding through Innovate UK and has embarked upon a project target to install 300 EVCP across Oxfordshire. The total value of the Oxfordshire Park and Charge Project, including commercial partner contributions, is estimated to be £5.2 million.
- 1.2. Approvals for the Council to participate as partner were obtained in April 2020 through virtual means of consultation with Cabinet Members in the circumstances that the meeting of the Cabinet which would have taken place that month did not take place because of the pandemic. Please note the contents and project overview provided in what would have been a report for Cabinet, included as [Annex 1](#).
- 1.3. During 2020, the Council has worked extensively with the Oxfordshire Park & Charge team to assess the viability of car parks within the Council's stewardship. Six car parks are now selected as part of Tranche One for EVCP being installed in West Oxfordshire during the spring and summer of 2021. The [report considered by Cabinet on 18 November 2020](#) provides further details. Council car parks selected include:
  - Hensington Road, Woodstock
  - Back Lane, Eynsham
  - Woodford Way, Witney
  - Woodgreen Offices, Witney
  - Black Bourton Road, Carterton
  - New Street, Chipping Norton

## **2. OXFORDSHIRE PARK AND CHARGE PROJECT, NEXT STEPS**

- 2.1. The Council has recently received draft Legal Agreements for the Oxfordshire Park & Charge project which are now subject to review by the Council's Legal Team, in consultation with the WODC's Park & Charge project team. These Legal Agreements include:
  - i) Land Lease Agreement per car park between the Council and utility company, SSE Utility Solutions Ltd, allowing for the provision of electricity to the EVCP installed within each of the selected Council car parks.
  - ii) Compensation and Indemnity Agreement between the Council and utility company, SSE Utility Solutions Ltd.
  - iii) Dead of Easement between the Council and District Network Operator, Southern Electric Power Distribution.
  - iv) Charge Point Operator (CPO) Contract between the Council and the EVCP provider/operator: EZ-Charge.
- 2.2. Each Legal Agreement is being put in place to ensure the necessary legal protection is provided to each party involved in the Park & Charge project.
- 2.3. A summary of the main points noted as part of a legal review of contracts to date are provided in Annex 2 for reference (tabled as confidential.) The Land Lease Agreement and Compensation and Indemnity Agreement have been the focus of recent discussion between the Council's solicitor, the Council's project officers, SSE Utility Solutions Ltd's legal team and programme lead. Conversations will continue with the intention of next signing a Letter of Intent to SSE Utility Solutions Ltd confirm the Council's support in principle.
- 2.4. The CPO Contract will be reviewed by the Council's legal team as the next priority to ensure all contracts are being considered concurrently and as part of suite of legal documents that are each interrelated.

- 2.5. Approvals are now sought from Cabinet for authority to the Chief Executive so that he can - in consultation with Group Manager for Commissioning, Group Manager for Business Support Services and Solicitor for the Council - enter into Legal Agreements with the proposed Charge Point Operator (CPO) and utility company providing electricity to charge points based in the Council's car parks as part of the Oxfordshire Park & Charge project.

### **3. FINANCIAL IMPLICATIONS**

- 3.1. The Council is receiving resource funding to complete negotiations, support the initial installation and embedding of the contracts. This is 100% Innovate-UK funded. The Council therefore has no direct capital outlay as part of the project: this has been covered by the project and through in-kind support from the commercial partners.
- 3.2. Within Legal Agreements, there are potential, financial implications for the Council which Officers are reviewing and go on to outline, for the legal documents now reviewed, in Annex 2. These are considered low risk financially when compared to the capital and EVCP running costs the Council has saved by entering into the Oxfordshire Park & Charge project and having 35 units installed and operated with no capital outlay.
- 3.3. The Council's primary contribution to this EVCP infrastructure is provision of land through a lease agreement. The capital costs are covered by the grant funding and the ongoing revenue costs will be borne by the contractor and recovered through the fees they charge to customers. The Council will need to cover any future capital replacement costs of these EVCP units but once the initial contract and lease agreements have been discharged, the Council could enter into agreements on its own terms and seek to recoup both revenue and capital replacement costs through fees for charging, unless it was able to secure another similar lease arrangement.
- 3.4. There should be no implications on the parking team or budget in the short term. The Enforcement Team already patrol these car parks so EVCP should not make any difference to the time required for enforcement.

### **4. LEGAL IMPLICATIONS**

- 4.1. Legal Agreements including Charge Point Operator (CPO) Contract, Land Lease Agreement, Compensation and Indemnity Agreement have been received by the Council in draft form and are now the focus of review and negotiation with the CPO and electricity provider, SSE Utility Solutions Ltd.

### **5. RISK ASSESSMENT**

- 5.1. The Council's solicitor is advising on the legal implications of entering into agreements to deliver EVCP through the Oxfordshire Park & Charge project. There are some potential financial and reputational risks to the Council in Annex 2 which are presented alongside the estimated financial benefits of the project, as a balanced overview.

### **6. EQUALITIES IMPACT**

- 6.1. The impacts of implementing the Oxfordshire Park and Charge Project will have an equal and positive benefit to all customers in the District who already drive electric vehicles or wish to transition to an electric vehicle in the near future. The project's main focus is on EVCP supply to residents and customers who do not have their own off-street parking or EVCP at home.

### **7. CLIMATE CHANGE IMPLICATIONS**

- 7.1. The proposals within this report will have a direct, positive impact on the Council's objective to reduce carbon emissions and improve air quality in line with measures for climate change mitigation and adaptation across the District.


- 7.2. This project helps to deliver commitments within the Council's Carbon Action Plan (October 2020) and Climate Change Strategy (emerging).

**8. ALTERNATIVE OPTIONS**

The alternative strategy to delivering EVCP infrastructure in West Oxfordshire through the Oxfordshire Park and Charge Project is for the Council to carry out the installation and operation of 35 EVCP in six Council-owned car parks at the Council's direct cost. Taking no action to install EVCP is not considered an alternative given the Council's declaration of a climate and ecological emergency and its commitment to responding and delivering targeted climate action across the District.

**9. BACKGROUND PAPERS**

Cabinet Report presented on Wednesday 18 November 2020: "Oxfordshire Park & Charge and Off-Street Parking Order."

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|  <p><b>WEST OXFORDSHIRE<br/>DISTRICT COUNCIL</b></p> | <p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>   |
| <p>Name and date of Committee</p>   | <p><b>Urgency Decision</b></p>  |
| <p>Report Number</p>  |   |
| <p>Subject</p>  | <p><b>Oxfordshire Park and Charge Project</b></p>   |
| <p>Wards affected</p>   | <p>ALL</p>  |
| <p>Accountable member</p>   | <p>Cllr David Harvey, Cabinet Member for Climate Change<br/>Email: david.harvey@westoxon.gov.uk</p>   |
| <p>Accountable officer</p>  | <p>Ness Scott, Climate Change Manager<br/>Tel: 01993 861344 Email: vanessa.scott@publicagroup.uk</p>  |
| <p>Summary/Purpose</p>  | <p>This report sets out:</p> <ol style="list-style-type: none"> <li>a) The partnership structure and project objectives for the Innovate-UK funded, Oxfordshire Park and Charge Project which aims to increase Electric Vehicle Charging Point (EVCP) capacity and infrastructure in Council-owned car parks across Oxfordshire; and</li> <li>b) Proposals for a collaborative approach with partners of the Oxfordshire Park and Charge Project as the route to delivering Phase 2 of this Council's EVCP project.</li> </ol>  |
| <p>Annex</p>  | <p>None</p>   |
| <p>Recommendations</p>  | <p>It is recommended that Cabinet:-</p> <ol style="list-style-type: none"> <li>a) Approves the proposals to participate in the Oxfordshire Park and Charge Project with a view to the installation of Electric Vehicle Charging Points (EVCP) in Council-owned car parks, as the second phase of the delivery of EVCP infrastructure in the District.</li> <li>b) Agrees to the Council's Off-Street Parking Order being varied to include provisions to enable the management and enforcement of the charging bays and that the consultation required in connection with this is carried out as part of the renewal of that Parking Order agreed to by Cabinet at its meeting on 18 December 2019 (Minute 74 refers).</li> </ol> |
| <p>Corporate priorities</p>   | <ul style="list-style-type: none"> <li>• <i>To protect the environment whilst supporting the local economy</i></li> <li>• <i>Working with communities to meet the current and future needs and aspirations of residents</i></li> <li>• <i>To provide efficient and value for money services, whilst delivering quality front line services</i></li> </ul>   |
| <p>Key Decision</p>   | <p>Yes</p>  |



|                             |    |
|-----------------------------|----|
| Exempt                      | No |
| Consultees/<br>Consultation |    |

## I. BACKGROUND

- 1.1. The Council has adopted a dual approach to the implementation of Electric Vehicle Charging Points in the district with phase 1 being a direct delivery approach for priority projects and Phase 2 a collaborative approach with county partners to utilise government funding streams.
- 1.2. This report focuses on the county partnership approach and sets out:
  - The partnership structure and project objectives for the Innovate-UK funded, Oxfordshire Park and Charge Project which aims to increase Electric Vehicle Charging Point (EVCP) capacity and infrastructure in Council-owned car parks across Oxfordshire.
  - Proposals for a collaborative approach with partners of the Oxfordshire Park and Charge Project as the route to delivering Phase 2 of West Oxfordshire District Council's (the Council's) EVCP project.

## 2. OXFORDSHIRE PARK AND CHARGE PROJECT

- 2.1. The iHub Innovation Team at Oxfordshire County Council (OCC) is the strategic partner in a County-wide, Oxfordshire Park and Charge Project. Partners from the County Council, commercial sector and Oxford University have worked together to develop a project that will install, off-street EVCP in Council-owned car parks across Oxfordshire, providing residents without the facility of off-road charging the means to charge their electric vehicles. The partnership has secured £3.4 million funding through Innovate UK and embarked upon a project target to install 300 EVCP across Oxfordshire by 31 March 2021.
- 2.2. The commercial partners of the Oxfordshire Park and Charge Project will be established as either Joint Venture or Partnership. As a legal entity, their role will be to manufacture the EVCP; complete the ground works and installation of EVCP; manage the operation of the EVCP over the course of the next five years; run the back office and monitoring of EVCP in operation; and provide a client interface.
- 2.3. A breakdown of funding allocated to the partnership is set out below. University of Oxford and OCC receive 100% funding from Innovate UK whilst the commercial partners: Zeta Group, SSE Enterprise Ltd and [ui!]uk receive part-funding. The total value of the Oxfordshire Park and Charge Project, including commercial partner contributions, is estimated to be £5.2 million.

### Park and Charge Project Funding Breakdown.

|                            | IUK Funding (£)  | Contribution (£) | Total (£)        |
|----------------------------|------------------|------------------|------------------|
| Zeta Group                 | 1,145,143        | 490,776          | 1,635,918        |
| University of Oxford       | 363,118          | 0                | 363,118          |
| Oxfordshire County Council | 758,800          | 0                | 758,800          |
| SSE Enterprise Ltd         | 798,483          | 1,197,724        | 1,996,206        |
| [ui!]uk                    | 312,876          | 134,090          | 446,966          |
| <b>Total</b>               | <b>3,378,420</b> | <b>1,822,589</b> | <b>5,201,009</b> |

- 2.4. The terms of Innovate-UK funding require that all 300 EVCP are successfully installed and invoices submitted by the cut-off date of 31 March 2021.

- 2.5. OCC and commercial partners have been working with the District Councils to extend the reach of the existing partnership in order to facilitate the installation of EVCP county-wide. The Oxfordshire Park and Charge Project is targeting a network of 300 EVCP across the County with infrastructure provided in all Districts.
- 2.6. To deliver this commitment in partnership with the District Councils, OCC's funding from Innovate UK incorporates an allowance for each of the Districts, as a revenue stream for the project management and legal fees, allowing for the installation of EVCP to be overseen in each area. A breakdown for how these funds have been allocated is shown below. As the partner receiving Innovate-UK funding, there is flexibility for OCC to either appoint a Project Manager centrally on behalf of the Council or sub-contract this element to the Council to recruit and appoint a Project Manager.
- 2.7. Officers from the Council have been actively engaging in the Oxfordshire Park and Charge Project to:
- i) Discuss potential, viable car parks locations in West Oxfordshire.
  - ii) Review draft documents including Heads of Terms and Financial Agreement between OCC and the Council.
  - iii) Engage with the commercial partners.
- 2.8. This work has been completed to collaborate County-wide and fully understand the project's objectives, governance and delivery timeframes in order to put forward the enclosed proposals to Cabinet.

**Local Authority Sub-Contracting Funding Breakdown**

| Allocation                           | District Council Support (staff resource etc.) (£) | District Council Legal Fees (£)                | Total (£)   |
|--------------------------------------|--|--|---|
| South Oxfordshire District Council   | 63000  | Approx. 5000 per car park included in project. | Dependent upon number of car parks included in project.<br><br>Example:<br>District A installs chargers in 7 car parks.<br><br>Funding available is approx. £98,000 |
| Vale of White Horse District Council | 63000  |  |   |
| West Oxfordshire District Council    | 63000  |  |   |
| Oxford City Council                  | 63000  |  |   |
| <b>Total</b>                         | <b>252,000</b>                                     | <b>175,000</b>                                 | <b>427,000</b>  |

- 2.9. To establish a delivery model for the Oxfordshire Park and Charge installation and operation of EVCP, legal documents will need to be developed between the commercial-partner legal entity and each District Council. The Council would need to enter into a five-year agreement with the commercial partners on the project. Since it is planned that the equipment installed will continue to be operated beyond the actual period of the Innovate-UK funding (31 March 2021), there will need to be in place:
- i) A land lease or licence with the Council.
  - ii) A concession contract with EVCP operator.

- 2.10. Each District Council has been asked by OCC to ensure that they take the appropriate legal advice during the contract negotiations. Funding to the Council for the legal costs involved is provided through the Innovate-UK funding.
- 2.11. A summary of the roles and responsibilities of each partner within the Oxfordshire Park and Charge Project is shown below.

### Roles and Responsibilities of Oxfordshire Park and Charge Partners.

| Organisation                      | Role                                       | Workstreams and Deliverables   |
|-----------------------------------|--|--|
| Zeta Group                        | Project Lead Partner and EVSE Manufacturer | <ul style="list-style-type: none"> <li>• Project management lead</li> <li>• Design and manufacture of charge point hardware</li> <li>• Integration of charger with back office charge point management service (CPMS or back office)</li> <li>• The joint operation of charge points to March 2021</li> <li>• Joint development of private sector investment-led business model</li> </ul>   |
| [ui]uk                            | Digital Technology Partner                 | <ul style="list-style-type: none"> <li>• Development and integration of charge point management service (CPMS or back office)</li> <li>• Development of customer interface</li> <li>• Integration of charger with CPMS and Customer Interface</li> <li>• The joint operation of charge points to March 2021</li> <li>• Joint development of private sector investment-led business model</li> </ul>  |
| SSE Enterprises                   | Operational Partner                        | <ul style="list-style-type: none"> <li>• Fund and deliver installation and operation of the electrical supply infrastructure for the project</li> <li>• Own and operate the electrical supply infrastructure commercially</li> <li>• Deliver installation of the charge points for the project</li> <li>• The joint operation of charge points to March 2021</li> <li>• Lead development of private sector investment-led business model</li> </ul>  |
| University of Oxford              | Academic Partner                           | <ul style="list-style-type: none"> <li>• Provide monitoring and evaluation of project</li> <li>• Joint development of private sector investment-led business model</li> </ul>  |
| Oxfordshire County Council        | Local Authority & Strategic Partner        | <ul style="list-style-type: none"> <li>• Deliver location mapping tool</li> <li>• Recruit District Councils interested in project</li> <li>• Represent LA/Client perspective in development of product and business model</li> <li>• Act as funding coordinator for District Councils</li> <li>• Liaise with other local authority partners to aid the delivery of the project. (inc. developing template legal docs)</li> <li>• Procure and contract manage education and dissemination contractor, and contribute to delivery of education and dissemination work package</li> </ul> |
| West Oxfordshire District Council | Charge Point Host                          | <ul style="list-style-type: none"> <li>• Host Park and Charge Project EVCP in appropriate car parks</li> <li>• Develop and agree contracts with commercial partners for: <ul style="list-style-type: none"> <li>○ Hosting of electrical supplies to charge points</li> <li>○ Hosting charge points</li> </ul> </li> <li>• Liaise with Operational Partner to manage installation works and maintenance</li> <li>• Act as client under CDM regulations for installation works</li> </ul>  |

| Organisation  | Role                                   | Workstreams and Deliverables  |
|---|--|---|
|   |  | <ul style="list-style-type: none"> <li>• Deliver any operational changes required in agreed car parks to facilitate installation and operation of charge points</li> <li>• Liaise with Oxon CC and education and dissemination contractor and contribute to delivery of education and dissemination work package</li> <li>• Liaise with other local authority partners to aid project delivery</li> </ul> |
| TBC – subject to procurement of sub-contract resource by OCC. | Education and Dissemination Contractor | <ul style="list-style-type: none"> <li>• Design and deliver education and dissemination work package with support from Oxon CC and Charge Point Hosts</li> <li>• Liaise with Oxon CC and charge point hosts on design</li> </ul>  |

### 3. PROPOSALS FOR WEST OXFORDSHIRE DISTRICT COUNCIL

- 3.1. On 12 February, a report was presented to, and approved by, Cabinet for authority to the Head of Paid Service to enter into a contract for 18 EVCP in West Oxfordshire.
- 3.2. A combination of rapid and fast EVCP, offering varying levels of charging speed, are currently being assessed for their suitability at different car park locations with final ratios and locations due to be informed by the results of site surveys and a review of utility provision.
- 3.3. The direct procurement of EVCP represents the Council's commitment to delivering EV infrastructure across the District, supporting and facilitating the uptake of electric vehicles as an alternative to petrol and diesel vehicles.
- 3.4. This stage of the EVCP installation project being led by the Council is referred to for the purposes of this report as Phase 1. BP Chargemaster is currently involved in carrying out site surveys and costing analysis on behalf of the Council, contributing to this first phase.
- 3.5. The Oxfordshire Park and Charge Project is an opportunity for the Council to now enter into a County-wide partnership delivering a subsequent and complementary phase to EVCP installation in Council-owned car parks in West Oxfordshire.
- 3.6. As part of the Oxfordshire Park and Charge Project, a viability matrix to assess the suitability of different locations for EVCP has been developed. The assessment criteria include, but are not limited to: population demographic, car ownership, percentage population without off-street parking, SSE utility. By engaging with OCC early on, officers have guided the final list of potential car parks being considered within the Oxfordshire Park and Charge Project. Subsequently, the car parks now being reviewed under the Oxfordshire Park and Charge Project complement rather than duplicate the car parks being considered by the Council as part of the first phase EVCP project. This list will continue to evolve as site surveys inform the final, selected locations for EVCP. For the time being, the following locations are being considered as part of the Oxfordshire Park and Charge Project for West Oxfordshire.

#### Potential Car Parks for Oxfordshire Park and Charge, EVCP.

| Name             | Location  | Type      | Total Spaces | Minimum EV Spaces |
|------------------|-----------|-----------|--------------|-------------------|
| Black Bourton Rd | Carterton | Long stay | 95           | 5                 |
| Back Lane        | Eynsham   | Long stay | 74           | 4                 |
| Hensington Road  | Woodstock | Long stay | 116          | 6                 |

| Name                    | Location        | Type       | Total Spaces | Minimum EV Spaces |
|-------------------------|-----------------|------------|--------------|-------------------|
| New Street              | Chipping Norton | Long stay  | 141          | 7                 |
| Woodford Way            | Witney          | Long stay  | 255          | 12                |
| Windrush Leisure Centre | Witney          | Short stay | 88           | 4                 |

- 3.7. In addition to the list the viability of the car park at the front of the Council's Woodgreen offices is being considered. If concluded as viable and meeting the criteria of Innovate-UK funding, this location could provide staff and Councillors an opportunity to charge their own EV vehicles, or Council-owned EV vehicles and therefore assist in delivering the Council's target for carbon neutrality by 2030.
- 3.8. A partnership with the Oxfordshire Park and Charge Project is recommended as a route to delivering the Council's existing plans for EVCP infrastructure in Council-owned car parks. As such, it is proposed as a fast-track mechanism for implementing the second phase of EVCP installation in West Oxfordshire.
- 3.9. Innovate-UK funding has been made available to the Districts with the EVCP hardware and software all supplied by the commercial partners under the framework of the project. A network of partners working to a common goal will bring within the Council's sphere of knowledge, a network of experienced experts from a sector that is fast evolving. In addition, there is added value in working across Councils at County level to achieve wide-scale EVCP infrastructure as a common goal.
- 3.10. In summary the Oxfordshire Park and Charge Project offers a source of capital and revenue funding to the Council for the installation of EVCP in Council-owned car parks, facilitating a second and complementary phase to the Council's existing EVCP installation project currently underway.
- 3.11. The anticipated outcome of bringing together the Oxfordshire Park and Charge Project with the Council's Phase I EVCP project is, potentially, nine Council-owned car parks equipped with EVCP by March 2021.
- 3.12. The primary constraint on the Oxfordshire Park and Charge Project is the delivery timeframe for the large-scale and widespread installation of EVCP. March 2021 is the cut-off for all installations, representing a period of just twelve months to deliver the entire capital programme.
- 3.13. In recognition that timescales are highly constrained, it is proposed that the Council formally agree their commitment to collaborating with OCC and commercial partners to deliver the Oxfordshire Park and Charge Project in West Oxfordshire. The legal frameworks and concession agreement, setting out the terms of delivery and longer-term EVCP maintenance and operation, will need to be determined in due course through consultation with the project partners. Therefore, and for the purposes of this report, the recommendation is that the Council formally agree to be a partner in the project enabling Officers to implement the next steps required to facilitate its delivery in West Oxfordshire.

#### **4. FINANCIAL IMPLICATIONS**

- 4.1. The funding allocation available to the Council under the Innovate-UK framework is set out at paragraph 2.8 above. This funding is a revenue stream to cover project management and co-ordination carried out by the Council to oversee the EVCP installation in West Oxfordshire. There is further allocation to cover the cost of legal fees. As OCC are the partner receiving Innovate-UK funding, there is flexibility for OCC to either appoint a Project Manager on behalf of the Council or sub-contract this element to the Council to recruit and

appoint a Project Manager. The first option is lower risk to the Council, whilst also offering the benefit that someone working centrally within the OCC team will be closer to the delivery partners and therefore has the potential to more effectively manage a condensed work programme.

- 4.2. There will be an in-kind, officer contribution from the Council to oversee implementation of the Oxfordshire Park and Charge Project in West Oxfordshire, ensuring the programme is on track. Additional officer time will also be required to review and advise, where appropriate, on specific issues relating to legal, finance, commissioning, parking management.
- 4.3. The ongoing costs associated with the project are assumed to be revenue neutral with the users paying to meet the maintenance and energy costs of the service.
- 4.4. A successful delivery of this programme will release earmarked capital resources from the medium term financial strategy and reduce any revenue costs associated with borrowing funds to meet the EVCP strategy.

**5. LEGAL IMPLICATIONS**

- 5.1. Legal documents will need to be agreed prior to the Council formally entering into a contract with the commercial partners of the Oxfordshire Park and Charge Project. Standardised elements of a concession agreement for the EVCP element of the project between the commercial partners and District Councils are currently being developed by OCC so that each District Council can review and propose any specific requirements for their local area. This will need to set out a five-year agreement for the operation and management of EVCP once installed. A budget allocation of approximately £5,000 per car park, under the Innovate-UK funding, has been made available to the District Councils so legal fees incurred can be claimed and then reimbursed as long as they do not exceed the allowance.

**6. RISK ASSESSMENT**

- 6.1. The financial risks to the Council are considered to be low given OCC are in a position to centrally appoint a Project Manager on behalf of the Council using 100% Innovate-UK funding.
- 6.2. The primary risk to the Council relates to a commitment in partnering in an EVCP project highly constrained by time. The successful implementation of the Oxfordshire Park and Charge Project is dependent on many partners working effectively on a condensed work programme.
- 6.3. The operational risks of the project on Council-owned car parks are identified below:-

**Operational Impacts to Council-Owned Car Parks.**

| EVCP installation phase |   |
|-------------------------|---|
|                         | <ul style="list-style-type: none"> <li>• Disruption to car parks and temporary loss of additional car parking spaces during installation works.</li> <li>• Duration and extent of works is expected to vary between sites and may be dependent upon availability and location of electrical connections, the amount of excavation and cabling required, and the position and location of EVCP to be installed. The commercial partners would need to aim to minimise the extent and duration of works and subsequent wherever possible.</li> <li>• The Council may wish to insert terms and conditions into their agreement with the joint venture responsible for installing and commissioning the apparatus to manage the disruption; e.g. works to be carried out outside of operational hours.</li> </ul> |

| Operational phase |  |
|-------------------|--|
|                   | <ul style="list-style-type: none"> <li>• Reduction of car-parking spaces available to standard vehicle drivers (total number to be agreed).</li> <li>• Impacts on car park enforcement: <ul style="list-style-type: none"> <li>• Car park rules of use would need to be updated to allow for enforcement against misuse of EVCP bays. This would include changes to the Council's Parking Order, and additional lines and signs for each bay.</li> <li>• It is expected that the EVCP once in place will have a small impact on the existing enforcement regime, which will be managed with changes to patrol patterns.</li> <li>• Enforcement of the EVCP bays can be carried out by the existing in-house team.</li> <li>• Enforcement officers will be briefed to identify whether a vehicle is using the EVCP bay appropriately.</li> <li>• It is not expected that there will be a requirement for additional enforcement patrols.</li> </ul> </li> <li>• Failure of charging equipment: <ul style="list-style-type: none"> <li>• The chargers installed by the project would be operated as a concession by the Joint Venture acting as Charge Point Operator (CPO)</li> <li>• The CPO would be responsible for all costs and activities associated with the operation and maintenance of the chargers and any barriers signage etc.</li> <li>• Service Level Agreements with the CPO should be agreed regarding the maximum length of time between a report of a fault and a repair being completed.</li> </ul> </li> </ul> |
|                   | <p><b>Customer Enquiries</b></p> <ul style="list-style-type: none"> <li>• The CPO would be responsible for all customer enquiries or complaints relating to the EVCP and would need to have in place appropriate customer service facilities to manage these.</li> <li>• The CPO would need to display signage on the EVCP directing to their customer services.</li> </ul>  |
|                   | <p><b>Vandalism and Antisocial Behaviour</b></p> <ul style="list-style-type: none"> <li>• Occupancy of EVCP bays outside of daytime operational hours provides 'legitimate use' of previously underused assets. This has been shown to have a positive benefit by discouraging antisocial behaviour.</li> <li>• High value vehicles may be more prone to vandalism or theft if not stored in secure premises. There is a perceived increase in this risk if high value vehicles are parked out of sight of the owner's property.</li> <li>• District authorities may wish to review insurances and liability terms in the car park conditions of use.</li> </ul>   |

## 7. EQUALITIES IMPACT

- 7.1. The impacts of implementing the Oxfordshire Park and Charge Project will have an equal and positive benefit to all customers in the District who already drive electric vehicles or wish to transition to an electric vehicle in the near future. The project's main focus is on EVCP supply to residents and customers who do not have their own off-street parking or EVCP at home.



## **8. CLIMATE CHANGE IMPLICATIONS**

- 8.1. The proposals within this report will have a direct, positive impact on the Council's objective to reduce carbon emissions and improve air quality in line with measures for climate change mitigation and adaptation across the District.

## **9. ALTERNATIVE OPTIONS**

- 9.1. The alternative strategy to delivering EVCP infrastructure in West Oxfordshire through the Oxfordshire Park and Charge Project is for the Council to implement Phase 2 of their EVCP project through the direct procurement route.

## **10. BACKGROUND PAPERS**

- 10.1. None.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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