

Public Document Pack



Tuesday, 8 February 2022

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CABINET

You are summoned to a meeting of the Cabinet which will be held in the Council Chamber, Woodgreen, Witney, OX28 1NB on **Wednesday, 16 February 2022 at 2.00 pm.**



Giles Hughes
Chief Executive

To: Members of the Cabinet

Councillors: Michele Mead (Leader), David Harvey (Deputy Leader), Suzi Coul, Marilyn Davies, Jane Doughty, Jeff Haine and Norman MacRae MBE.

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 Democratic Services officers know prior to the start of the meeting.

AGENDA

1. **Notice of Decisions** (Pages 5 - 10)
To receive notice of the decisions taken at the meeting held on 19 January 2022.
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. **Budget 2022/23** (Pages 11 - 144)
Purpose
The purpose of this report is to consider the following:
 - (1) The revenue budget proposals for 2022/23;
 - (2) The Council's Capital Programme for 2022/23 to 2030/31;
 - (3) The level of Council Tax for 2022/23

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.

The report also includes the Chief Finance Officer's report on the robustness of estimates and the adequacy of the Council's reserves.

Recommendation

- a) Cabinet recommends the following to Council for approval:
 - (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 set out in Annex E
 - (iv) Fees and Charges for 2022/23 as set out in Annex D
 - (v) The Council's Pay Policy Statement as set out in Annex F
 - (vi) The Council's Capital Strategy 2022/23 as set out in Annex G
 - (vii) The Council's Investment Strategy 2022/23 as set out in Annex H
 - (viii) The Council's Treasury Management Strategy 2022/23 as set out in Annex I
 - (ix) The level of District Council Tax for 2022/23 for a Band D property of £114.38.

- b) That the estimate of Business Rates income for 2022/23, 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.

7. **Covid-19 Additional Relief Fund (CARF) (Pages 145 - 152)**

Purpose

To seek approval for the Council's Covid19 Additional Relief Fund (CARF) Discretionary Relief to local business ratepayers guidelines.

Recommendation

That Cabinet approve a scheme that awards 15% relief to all eligible businesses in respect of Covid 19 Additional Relief Funding.

8. **Discretionary Rate Relief - Business Rates (Expanded Retail Discount)**
(Pages 153 - 160)

Purpose

To consider a scheme of rate relief for retail premises as outlined in by Government in the Autumn Statement 2021.

Recommendation

That Cabinet approves the :-

- a) Expanded Retail Discount scheme granting 50% relief to eligible businesses as set out in Annex A (up to a £110,000 cap); and
- b) Requests that the Group Manager for Resident Services implements the scheme as part of the annual billing processes.

9. **Planned Expenditure of the Homelessness Prevention Grant 2022/23**
(Pages 161 - 182)

Purpose

To consider the planned expenditure of the Homelessness Prevention Grant for 2022/23.

Recommendation

It is recommended that Cabinet:

- a) Approves the expenditure detailed within paragraphs 2.1 to 2.10 of this report;
- b) Approves the delegation of any amendments to these allocations to the Housing Manager in consultation with the Cabinet Member for Housing and Homelessness and the Chief Finance Officer subject to compliance with the ring fenced grant conditions; and
- c) Approves the delegation of any other uplifts or grants that may be given over the financial year to contain Covid outbreaks or address increased demands on the Housing Service be given to the Housing Manager in consultation with the Cabinet Member for Housing and Homelessness and Chief Finance Officer subject to compliance with the ring fenced grant conditions as set out in 3.1 to 3.5.

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WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the Cabinet

Held in the Council Chamber, Council Offices, Woodgreen, Witney at 2.00 pm on
Wednesday, 19 January 2022

PRESENT

Councillors: Michele Mead (Leader), David Harvey (Deputy Leader), Suzi Coul, Merilyn Davies, Jane Doughty, Jeff Haine and Norman MacRae MBE.

Also present: Councillors Joy Aitman, Julian Cooper, Colin Dingwall, Andy Graham, Mark Johnson and Alex Postan.

Officers: Amy Bridgewater-Carnall (Democratic Services Manager), Jan Britton (Managing Director), Georgina Dyer (Business Partner Accountant), Mandy Fathers (Business Manager - Operations Support and Enabling), Elizabeth Griffiths (Chief Finance Officer, Deputy Chief Executive and Section 151 Officer), Giles Hughes (Chief Executive), Bill Oddy (Group Manager - Commercial Development), Frank Wilson (Group Finance Director - Publica) and Michelle Ouzman (Strategic Support Officer).

69 Notice of Decisions

The notice of the decisions taken at the meeting on 15 December 2021 were received.

70 Apologies for Absence

There were no apologies for absence.

71 Declarations of Interest

There were no declarations of interest received.

72 Participation of the Public

There was none.

73 Receipt of Announcements

The Leader, Councillor Mead, advised of the sad passing of two former Councillors of West Oxfordshire District Council, Tony Walker and Roy Cooper. She stated that more detailed eulogies would be delivered at Council next week but asked Members to acknowledge their passing with a moments quiet reflection.

74 2022/23 Budget

Members received a report from the Deputy Chief Executive and Section 151 Officer which asked them to consider the initial draft base budgets for 2022/23, fees and charges for 2022/23, the adoption of the Council Tax Base and the submission of the business rates return. Along with the budget growth and approval of the uprating of allowances and deductions on the LCTS.

A summary of the draft base revenue budget was attached at Annex A along with detailed revenue budget breakdowns at Annex B and the Medium Term Financial Strategy at Annex C

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to the report. In addition, the proposed Fees and Charges were detailed at Annex D with the Council Tax Base shown at Annex E to the report.

The report advised that the initial draft budget was considered by the Finance and Management Overview and Scrutiny Committee on 1 December 2021 with no issues raised. In addition, the annual budget had been out for public consultation, giving residents an opportunity to input directly into the budget planning process. Responses to the consultation had been positive and the results of this would be included in the next budget report.

Since the budget was presented to Scrutiny, officers had received the Provisional Local Finance Settlement and had updated the budget and forecast accordingly. This report also looked forward over the Medium Term Financial Strategy and outlined the Council's approach to addressing the challenges ahead.

There were no alternative options outlined because the Council was obliged to produce an annual budget for scrutiny and approval.

The Cabinet Member for Finance introduced the report and highlighted the following amendments to the report: the dates quoted in the 'Summary/Purpose' section of the table should read 2022/23; and the reference to a Civic Pride Officer on page 17 of the report, should read Environmental Officer.

Councillor Coul went on to signpost Members to key areas of the report including the initial budget deficit of £830,000 which had been reversed resulting in a surplus and the initial government proposal of a reduction in New Homes Bonus of £1.8 million. The government had since reversed this decision but there was no assurance that this funding would continue past 2022/23. She warned Members of the potential for large changes ahead and reminded them of the rises in National Insurance contributions, fuel, food and energy prices.

Councillor Coul also reiterated the Council's commitment to keeping costs low whilst maintaining the delivery of services and highlighted the increased costs in relation to the waste contract. New investment opportunities were being discussed with managers and officers had aimed to tighten existing budgets as much as possible. She reminded Members of the ongoing issues with the Council's Leisure Centres and the running of two waste depot sites.

Councillor Coul concluded by stating that she was confident with the budget position, in the short and medium term, but warned that this was unlikely to continue. She therefore, proposed the recommendations as laid out and this was seconded by Councillor Mead.

Councillor Graham raised a number of questions including the financial arrangement with GLL Better Ltd and how confident officers were that the management fees would be paid. In response, Mrs Griffiths advised that the contract with GLL stated they had an obligation to pay these fees and GLL were expecting to pay them, however, it was noted that the leisure industry nationwide was not stable and operators were struggling.

Councillor Graham asked if negotiations with Ubico had been robust regarding a recent pay award, which he believed to be 15%, due to a shortage of drivers. In response, Mrs Griffiths explained that it had been agreed with Ubico that there was a need to increase drivers wages and this had been included in the budget and she confirmed that discussions had been extensive. The Cabinet Member for Environment, Councillor MacRae advised that the Ubico staff would be eligible for the local government pay increase.

The third question raised by Councillor Graham related to section 3.5 of the report which dealt with play park repairs. Officers confirmed that there was a project running to establish costs and the Council were in discussions with the Town Council's to take some of the play parks on. In addition, some Section 106 funding had been received and other areas of funding had been identified.

With regard to the Growth Board queries raised, and whether all authorities were paying the same amount, it was noted that the charging mechanism was complicated. Mrs Griffiths advised that central costs were split equally and confirmation had been received from the other authorities to this effect. However, each authority also paid additional amounts, as detailed in the report. Councillor Graham requested that updates on these areas be communicated to Members. Mr Hughes addressed the meeting and advised that, in addition to the work that the Section 151 Officer and her team undertook with the Growth Board, he would be advised of any authority that was not contributing, as part of the Chief Executive's meeting.

Councillor Graham queried the increased costs relating to Street Fairs and Street Traders. He felt it was important to encourage street fairs to continue and was concerned that the increased costs to street traders was beyond the rate of inflation. Officers advised that the costs allocated to these items paid for cleaning up after the events, road closure fees and were a 5% increase overall.

Councillor Cooper addressed the meeting and thanked officers for responding to his previous questions. He reiterated his desire to know what aspects of income Publica and Ubico were looking at and stated that he did not feel that communications between them and Councillors was what it should be. He advised that the precept for Woodstock Town Council was being amended, asked for a response on his query relating to the marking of Winston Churchill's life and repeated his previous question relating to solar panels on Council buildings.

Mrs Griffiths explained that with regard to the installation of solar panels, these were being considered as a potential capital investment opportunity. Councillor Coul confirmed that Publica and Ubico were exploring opportunities for income generation and reiterated that Councillor Cooper should pose his question regarding Winston Churchill to the Tourism Team, who had a budget for marking events such as this.

Councillor Mark Johnson raised queries relating to the Publica salary figure on page 18 of the report, the budget for play park repairs and the large difference in figures in Annex B which detailed the proposed Revenue Budget comparison to last year. Mrs Griffiths explained that the Publica salary figure originally quoted had been an estimate for the first draft. Numbers had now been agreed and updated in this version. With regard to the play parks, the £50k budget was an estimate and was not the S106 figure. Finally, the figure quoted in Annex B for, on page 27, was as a result of a one off payment to the pension fund in 2020/2021.

Having read the report and having heard from those present, Cabinet

Resolved that

- a) Cabinet approves:
- i. The draft base budgets for 2022/23 as detailed in Annex A;
 - ii. The proposals for budget growth included in the table below;
 - iii. Draft fees and charges for 2022/23, as detailed in Annex D, for inclusion as part of the Budget recommendations to Council on 23rd February 2022;
- b) Council be recommended to approve:
- i. The Council Tax Base shown in Annex E, calculated as £46,172.42 for the year 2022/23;
 - ii. Authorising the Chief Finance Officer to submit the National Non Domestic Rates Return 1 (NNDRI) to the Ministry of Housing, Communities and Local Government by the submission date of 31 January 2022; and
 - iii. Authorising the Chief Finance Officer to approve the annual uprating of allowances and non-dependant deductions in the Local Council Tax Support Scheme in line with national regulations.

75 Discretionary Rate Relief Policy

Members received a report from the Business Manager for Operations and Enabling which asked them to consider the implementation of a Discretionary Rate Relief Policy in line with Section 47 of the Local Government Finance Act (1988).

The report explained that at present the Council did not have a Discretionary Rate Relief policy in place. Instead, it had always relied on Government legislation, guidance manuals and the Council's Constitution when administering and awarding such reliefs.

However, following on from the Local Government Ombudsman's (LGO) recommendations to Council in August 2021 to implement a Discretionary Council Tax Discount policy, and to ensure the Council was not at risk of future criticisms, a Policy to address Business Rate reliefs had been created as set out in Annex A to the report. Members noted that the Policy would be implemented from 1 April 2022, did not change the current delegated arrangements nor how the Council had previously administered its discretionary rate relief in previous years. The policy simply set out to formalise the Council's process.

An alternative option was that an extended period of relief beyond the one-year period could be considered, but, in the light of the potential risks outlined in Section 7 of the report, the view had been taken that a one-year period was appropriate.

The Cabinet Member for Finance, Councillor Coul introduced the report and proposed the recommendations as laid out.

This was seconded by Councillor Mead. Cabinet therefore,

Resolved that the Discretionary Rate Relief Policy at Annex A to the report, be approved.

76 Waste & Recycling - Future Service Modelling

Members received a report from the Business Manager – Contracts which updated them on the risks associated with the current waste depot site provisions and, in order to review the business case for a single waste depot, recommended that service design and cost evaluation work was brought forward to enable a more informed decision on site acquisition.

The report outlined the existing situation relating to the waste collection contract with Ubico which currently operated from two main depots in Witney. There were also two smaller sites at Greystones in Chipping Norton and Hensington Road Woodstock, which were used mainly for storage. The Council had identified that acquiring a single depot to house all of the operations and storage may provide operational efficiencies and opportunities to enhance services and generate financial savings. Further history relating to past discussions and work on this proposal were outlined in paragraph 1.5.

Members noted that the current contract with Ubico was due to end in 2024, coinciding with the majority of vehicles being seven years old and it was agreed that a service redesign was due. A redesign would also be an opportunity to consider future collection service design, fleet procurement choices (bearing in mind the climate emergency) as well as the size, cost and location of depot needed.

The report therefore recommended that an external specialist consultant be brought in to support the Council, at a cost of £31,000 to be allocated from the general reserves.

The alternative options available to Members were to purchase a depot now, accepting the financial risks associated with it; conduct a service options appraisal closer to 2024 when there would be a greater degree of assurance on price, however, acknowledging that there would likely then be not a necessary time available to purchase and mobilise a new depot; or continue with the current arrangement.

The Cabinet Member for Environment, Councillor MacRae introduced the report and reiterated the advantages of engaging a specialist to undertake the work. He reminded Members of the need to consider future waste options in light of the contract renewal in 2024. Councillor MacRae stated how the Council already delivered an excellent service to residents, with collection rates in excess of 99%, however, it was vital to consider the needs of an expanding population and future government plans.

Finally, Councillor MacRae assured the meeting that the external specialist would look at all available and potential options to shape the waste collection service before moving to the next contract in 2024. He therefore proposed the recommendations as laid out.

This was seconded by Councillor Harvey who advised that he had been involved in this process in previous years and it was the best way to ensure that the Council continued to deliver an excellent service for the people of West Oxfordshire.

Councillor Graham asked a question on behalf of Councillor Dan Levy who was unable to attend and who was keen that any review would look at efficiencies to be made working with other Councils, including those that co-owned Ubico.

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Councillor MacRae reiterated his previous comments, advising that at this stage nothing would be ruled in or ruled out and the review would be all encompassing.

Having considered the report and having heard from those present, Cabinet


Resolved that

- a) the risks set out in this report are noted and service design and cost evaluation work is undertaken before a decision is taken on depot site acquisition;
- b) revenue funding of up to £30,000 is allocated to appoint a specialist consultant, to undertake an evaluation of waste service options and a cost appraisal of each option, and provide an expert opinion on likely cost of each service from Ubico and the open market, together with the likely costs to acquire and develop land for mobilisation of an operational waste depot;
- c) revenue funding of £1,000 is allocated to support a waste redesign consultation (if required); and
- d) the decision to award a contract for this consultancy work, following a procurement process, is delegated to the Head of Paid Service in consultation with the Cabinet Member for Environment.

The Meeting closed at 2.44 pm

CHAIRMAN

Agenda Item 6

 WEST OXFORDSHIRE DISTRICT COUNCIL	WEST OXFORDSHIRE DISTRICT COUNCIL
Name and date of Committee	Cabinet: Wednesday 16 February 2022
Report Number	Agenda Item No. 6
Subject	Budget 2022/23
Wards affected	All
Accountable member	Cllr Suzi Coul, Cabinet Member for Finance Email: suzi.coul@westoxon.gov.uk
Accountable officer	Elizabeth Griffiths, Section 151 Officer Tel: (01993) 861188 Email: elizabeth.griffiths@westoxon.gov.uk
Summary/Purpose	<p>The purpose of this report is to consider the following:</p> <ol style="list-style-type: none">(1) The revenue budget proposals for 2022/23(2) The Council's Capital Programme for 2022/23 to 2030/31(3) The level of Council Tax for 2022/23 <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>
Annexes	Annex A – Medium Term Financial Strategy Annex B – Summary of General Fund Revenue Budget 2022/23 Annex C – Forecast Collection Fund Surplus 2021/22 Annex D – Fees and Charges 2022/23 Annex E – Capital Programme 2022/23 to 2030/31 Annex F – Council Pay Policy Statement

	<p>Annex G – Capital Strategy</p> <p>Annex H – Investment Strategy</p> <p>Annex I – Treasury Management Strategy</p> <p>Annex K – Report of the CFO</p> <p>Annex J - Budget consultation feedback</p> <p>Annex L – Estimate of Business Rates 2022/23</p> <p>Annex M – Parish Precepts and Taxbase 2022/23</p> <p>Annex N – Summary of Prudential Indicators</p>
Recommendation	<p>a) Cabinet recommends the following to Council for approval:</p> <ul style="list-style-type: none"> (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 set out in Annex E (iv) Fees and Charges for 2022/23 as set out in Annex D (v) The Council’s Pay Policy Statement as set out in Annex F (vi) The Council’s Capital Strategy 2022/23 as set out in Annex G (vii) The Council’s Investment Strategy 2022/23 as set out in Annex H (viii) The Council’s Treasury Management Strategy 2022/23 as set out in Annex I (ix) The level of District Council Tax for 2022/23 for a Band D property of £114.38. <p>b) That the estimate of Business Rates income for 2022/23, 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
Key Decision	No
Exempt	No
Consultees/Consultation	<p>Consultation has taken place with management from Publica and Ubico to inform the draft budgets.</p> <p>The Council’s Financial Management Overview Scrutiny committee 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 included for consideration in Annex J.</p>

I. BACKGROUND

- 1.1 The draft base budget for 2022/23 was considered by Cabinet on 19 January and Council on 26 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 2022/23 including the Capital Strategy, the Investment Strategy and the Treasury Management Strategy.

2. MAIN POINTS

- 2.1 The Provisional Local Government Finance Settlement 2022/23 was announced on 16 December 2021 and contained some key proposals that affect this Council. Most notably New Homes Bonus funding continues for one more year. A consultation paper on the future of New Homes Bonus is due to be published shortly with an indication of changes taking effect from 2023/24.
- 2.2 The Rural Services Grant continues in 2022/23 and a new one off Services Grant has been announced which includes funding for the national increase to National Insurance contributions. The Lower Tier Services grant, introduced in 2021/22 to ensure that no local authority saw an overall reduction in Core Spending Power continues in 2022/23. Core Spending Power includes income from Retained Business Rates, Council Tax, Lower Tier Support Grant, New Homes Bonus, Rural Services Delivery Grant and the new Services Grant.
- 2.3 The revenue budget remains mainly unchanged from that presented to Cabinet and Council in January. The updates are increased income expectations, an amendment to funding calculated as part of the NNDR I submission and some adjustments to MRP and interest on borrowing.
- 2.4 There is a late addition to the requests for growth which has not previously been reported to Cabinet or Scrutiny. This is an increase to the available budget for Monitoring Officer of £55,000 for one year only to cover the additional cost of an interim officer shared with another Council.
- 2.5 Further detail about Minimum Revenue Provision (MRP) can be found in the Capital Strategy in Annex G but in essence it is the amount charged to the revenue budget to repay internal & external borrowing over the useful life of assets acquired from capital expenditure. The reduction in MRP recognises the re-profiling of the Recovery Strategy from the anticipated budget of £15m in 2021/22 and £10m in 2022/23.
- 2.6 The budget includes provision for the payment of interest on long term loans we expect to enter into in 2022/23. These relate to new capital spend on the investment strategy, budgeted at £15m in 2021/22 of which only £2.4m was spent on the purchase of Plots 1- 3 of the Carterton Industrial Estate. The estimate for 2022/23 is £10m but is dependent on the timing of suitable investment opportunities being found.

Budget Changes

Budgeted surplus at 19 January		(1,615,709)	
	£		£
Expenditure			
Ubico contract		(29,384)	
Adjustment to Publica savings		23,018	
			(6,366)
Funding Changes			
Retained Business Rates		295,580	
Adjustment to MRP		(120,880)	
Interest on long term investments - Pooled Funds		(350,407)	
Interest on long term borrowing		(75,021)	
			(250,728)
2022/23 DRAFT BUDGET SURPLUS			(1,872,803)
Growth Requests	£		£
Air Quality		25,000	
Future Oxfordshire Partnership		46,436	
Local Nature Partnership		13,833	
Inclusive Economy Partnership		15,383	
Management/Comms/Admin Support		13,000	
Environmental Enforcement Officer		25,000	
Extension FTC Planning Policy Officer (backfill AT)		27,420	
Extension of CA Debt Advisor		42,000	
New growth item - additional budget for shared Monitoring Officer		55,000	
			263,072
2022/23 REVISED DRAFT BUDGET SURPLUS INCL GROWTH REQUESTS			(1,609,731)

2.7 The General Fund Revenue Budget is summarised in Annex B. The Revenue Budget shows an expected contribution to General Fund of £1.87m. This is expected to drop to £1.6m if the proposed growth is approved with the inclusion of the monitoring officer. The schedule of Fees & Charges supporting the income in this budget remain unchanged and is included in Annex D. These documents are recommended to Council for approval.

3. BUSINESS RATES

3.1 The calculation of forecast retained Business Rates for 2022/23 has been completed and was submitted to the Department of Levelling Up, Housing and Communities on 31 January. The estimate shows a fall in Business Rates income of £419,325. An excerpt from the NNDR 1 form can be found in Annex L.

NNDR 1

	2021/22	2022/23
Rateable Value	101,560,630	101,585,259
	£'000	£'000
Estimated Rates Income (Part 1 Line 13 NNDR 1)	40,636	36,452
WODC Share 40%	16,254	14,581
Plus : S31 Grant	1,844	4,278
Less: Tariff Charge	(12,035)	(12,035)
Sub Total: Equals Pre-Levy Income	6,063	6,824
Less: Levy to Central Government	(1,706)	(2,037)
Plus : Renewables Income	209	211
Plus/(Less) Collection Fund Surplus/(Deficit)	(6,877)	(4,578)
S31 grant transferred from reserves	7,101	3,953
TOTAL: Revenue Budget Business Rates	4,790	4,373

3.2 Extended relief for those in the Retail, Hospitality and Leisure sectors continues throughout 2022/23 which will be offset by S31 grant in the same way as 2021/22. This S31 grant will be carried forward through reserves to fund the repayment of the associated deficit in 2023/24.

3.3 The provision for business rates appeals has been reviewed taking into account the number of appeals outstanding and the number of appeals settled. The appeals provision calculated for 2021/22 is £3m and it is proposed to retain the provision at this same level for 2022/23. This is partly due to having less than 30 outstanding appeals on the 2010 list and the success of the Check, Challenge, Appeal process in preventing speculative appeals which have little chance of success. The appeals provision is subject to review twice a year – once for the completion of NNDR 1 in January and once for the completion of NNDR 3 at year end.

3.4 Changes to the Business Rates Retention scheme were due to come into effect on 1 April 2022 but have been deferred once again because of the pandemic and are now believed to be taking effect from 1 April 2023. The MTFS reflects the significant loss of income resulting from this change. It is hoped that the government will provide District Councils with an element of compensation grant to dampen the effects of this significant change to funding. Should such compensation funding not be made available by the Government, the MTFS will be reforecast to assess the impact.

3.5 The Council remains a member of a Business Rates pool with Cherwell District Council and Oxfordshire County Council. The budget does not include the distribution of any pooling gain as a funding source for operational costs, rather it is treated as a windfall and will be used to help mitigate the effects of the change in funding from 1 April 2023.

4. COUNCIL TAX

4.1 The budget and MTFS assume a £5 per annum increase over the life of the MTFS. If the budget proposals are accepted, this will raise band D Council Tax to £114.38 from £109.38 in 2021/22. The Council falls under the criteria which allow an increase in Council Tax of £5 or 2%, whichever is the higher.

4.2 The Localism Act 2011 introduced a power for the Secretary of State for Communities and Local Government to issue principles that define what should be considered as excessive Council Tax including proposed limits. The principles are subject to approval by the House of Commons. From 2013 onwards, any Council that wishes to raise its Council Tax above the limit that applies to it (in our case, £5) would have to hold a referendum.

4.3 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 the referendum outlined above. 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.

4.4 The adequacy of reserves, robustness of estimates and medium term risk in the MTFS are considered in the report of the Chief Finance Officer in Annex K. The Local Government Act 2003 requires the Council’s Chief Financial Officer to report on these criteria and the Council to have regard to this report when considering its budget and council tax.

4.5 Where this Council forecasts a surplus on the Collection Fund, the surplus is paid out in the following financial year to the County Council, Police and Crime Commissioner and the District Council in proportion to their respective level of precept for the financial year.

4.6 For 2021/22 there is a forecast surplus for the Council Tax Collection Fund of £2,103,820 of which £210,394 is retained by this Council.

4.7 The schedule of precepts and tax level proposals from town and parish councils has been included as Annex M. Only two parishes have not responded; one is a zero precept parish and the other levied a precept of £149 in 2021/22.

5. CAPITAL PROGRAMME, FINANCING AND PRUDENTIAL INDICATORS

5.1 The capital programme has been included for consideration in Annex E. The majority of capital expenditure in 2022/23 and 2023/24 relates to the Investment Strategy approved by the Council in 2020 but it should be noted that the timing of this expenditure is subject to change based on when appropriate opportunities become available. Capital expenditure for service purposes will primarily be on the rolling programme of vehicle replacement for Ubico.

- 5.2 The Council's capital financing requirement (CFR) is currently £25m and is forecast to rise to £36m by the end of 2022/23, assuming that capital expenditure is in line with the programme. Further details about our capital financing requirement, MRP, external and internal borrowing and cashflow management can be found in the Capital Strategy in Annex G, the Investment Strategy in Annex H and the Treasury Management Strategy in Annex I.
- 5.3 In December 2021, the Chartered Institute of Public Finance and Accountancy (CIPFA) revised the Prudential Code and the Treasury Management Code of Practice. These changes to the Code came in effect from 20 December 2021. Full compliance with the changes to reporting requirements is not required until 2023/24. The key changes in the two codes are around permitted reasons to borrow, knowledge and skills, and the management of non-treasury investments.
- 5.4 Prudential indicators must be approved by the Council when setting its budget for the forthcoming year. These indicators provide information about the Council's overall capital expenditure, affordability, external debt and treasury management and, while discussed in detail in their respective strategy papers, can be found summarised for convenience in Annex N.

6. BUDGET CONSULTATION

- 6.1 A budget consultation was conducted from December 2021 to January 2022 and had 357 respondents in total, although 311 completed the majority of questions asked. The survey posed questions about Council Priorities, the proposed rise in Council Tax, funding to voluntary bodies, ways of reducing the funding gap and the potential to reduce our carbon footprint by reducing energy consumption in the Council owned Leisure centres.
- 6.2 When asked to rank Council Priorities in order of importance, the securing of market and affordable housing of a high quality came out on top very closely followed by delivering excellent modern services whilst maintaining the financial sustainability of the Council. This is a marked shift from the budget survey carried out last year where the economy scored highest with healthy towns and villages and climate action coming a close second and third.
- 6.3 When asked about the proposed £5 increase in Council Tax 21% strongly agreed, 30% agreed, 16% neither agreed nor disagreed, 16% disagreed and 17% strongly disagreed.
- 6.4 When asked about maintaining the funding to voluntary bodies at the same level as 2021/22, 22% strongly agreed, 38% agreed, 24% neither agreed nor disagreed, 10% disagreed and 6% strongly disagreed.
- 6.5 When asked how the Council should tackle the fall in central government funding 16% chose cutting services, 12% chose increasing Council Tax, 19% chose increasing fees and 52% chose a mixture of all the options.
- 6.6 When asked if they would support a change in service practice to reduce energy consumption in Council owned leisure centres in order to reduce our carbon footprint 54% said yes, 18% said no and 27% were unsure.

- 6.7 The survey also had a free text box where respondents were able to comment. 157 respondents took to the time to do so and raised a number of issues that some felt very strongly about. Many replies concerned areas that do not fall under the remit of this Council i.e. repairing potholes, bus services, policing, and social care. Overall three main themes dominated, Parking, Planning and Climate Change.
- 6.8 Free parking is supported and unsupported in almost equal measure. It is supported on the grounds that it helps to keep the local economy vibrant with a benefit to local shops and businesses but is equally questioned as it encourages car use which is viewed as the antithesis to our commitment to tackle climate change. Comments linked to free parking and climate change were also made both in favour and against the closing of the High Street in Witney.
- 6.9 There were also some requests to improve leisure facilities to support mental health.
- 6.10 Concerns were raised about the future development of housing throughout the District. The main concerns are the lack of infrastructure put in place to support new housing, a restriction on building on greenbelt land and concerns about the increased pollution.
- 6.11 The review of the Local Plan starts in 2022/23 and will be concerned with shaping where developments can take place in the District to maximise environmental benefits, provide for a variety of homes that meet local needs, develop policies that address the causes and impact of climate change and consider infrastructure requirements to support our Local Plan
- 6.12 Climate change was unsurprisingly supported in most comments but some residents felt that they were facing more immediate concerns which outweighed their longer term concerns on climate.

7. SUMMARY

- 7.1 Overall the Council is in a strong position this year but funding cuts are expected to pose challenges from next year onwards. Our healthy reserves cushion us from the immediate impact of that while plans are in place to mitigate it by generating further income to reduce our reliance on government funding streams that are beyond our control. All of this is discussed in detail in the Strategy papers and CFOs report.

Medium Term Financial Strategy Updated (February 2022)

Annex A

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Inflation	2.5%			4%	3%	2%	2%	2%	2%	2%	2%
Taxbase	1.015	1.015	1.0279	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	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Tax Increase	1.020	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02
Base	11,647,280	16,009,721	13,518,681	13,055,622	12,586,611	12,110,289	12,389,961	12,640,260	12,893,065	13,040,639	13,301,451
Inflation	470,746			489,586	314,665	242,206	247,799	252,805	257,861	260,813	266,029
Inflation - Publica		(23,905)	459,340								
Inflation - Retained Staff		13,318	20,291								
Growth - Tipping charges			393,000								
Savings - Ubico			(39,335)								
Savings Target (Publica)	(164,000)	(192,590)	23,018								
Savings Target (Ubico)	(198,075)										
Revenue Improvement Target - Leisure Contract	(275,000)										
MRP	269,070	(146,599)	332,431	310,873	702,500	10,500	2,500		(110,288)		(65,143)
Interest on External Borrowing		178,050	(75,193)	294,904	219,014	26,965					
Budget Rebasing Exercise		(89,853)									
One-off growth - reversal of prior year	3,968,700	(4,904,300)	(32,500)	(823,000)							
New one-off growth	291,000	847,160	597,201								
Recurring growth			(634,279)								
Budget growth items pending approval			263,072								
Covid income reduction		1,826,479	(1,770,104)	(56,375)							
Investment Strategy income				(685,000)	(1,712,500)						
Target Budget (NOE)	16,009,721	13,518,681	13,055,622	12,586,611	12,110,289	12,389,961	12,640,260	12,893,065	13,040,639	13,301,451	13,502,338
Financed by:											
Revenue Support Grant	78,832	79,268	79,268								
Business Rates Share	4,297,185	4,581,000	4,161,675								
Baseline Funding Level post 2022		(0)		2,546,945	2,597,884	2,649,842	2,702,839	2,756,895	2,812,033	2,868,274	2,925,639
Renewables	209,056	209,000	211,745	219,685	225,178	229,681	234,275	238,960	243,739	248,614	253,587
less CTS Grant to Parishes	(66,005)										
New Homes Bonus to Revenue	2,068,690	2,284,075	2,378,105								
Potential Government replacement funding				750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000
Rural grant	126,956	133,225	133,225								
22/23 Service Grant			148,000								
Lower Tier Grant		91,395	96,000								
Investment Income	680,000	790,733	1,139,501	1,012,174	915,297	817,679	720,532	609,734	506,171	405,462	310,967
Use of earmarked reserves	3,915,398	286,118	826,239	481,115	418,669	392,410	354,314				
Use of general fund reserves			(1,609,731)								
Collection Fund	78,513	149,810	210,394	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
Council Tax	4,622,491	4,913,126	5,281,201	5,594,744	5,916,506	6,246,661	6,585,389	6,932,874	7,289,302	7,654,862	8,029,750
Use of GF reserves	(1,395)	931	0	1,906,947	1,211,755	1,228,689	1,217,911	1,529,602	1,364,393	1,299,238	1,157,395
TaxBase	44,285	44,918	46,172	46,865	47,568	48,282	49,006	49,741	50,487	51,244	52,013
Band D	104.38	109.38	114.38	119.38	124.38	129.38	134.38	139.38	144.38	149.38	154.38
Tax increase	5.03%	4.79%	4.57%	4.37%	4.19%	4.02%	3.86%	3.72%	3.59%	3.46%	3.35%
General fund balance	12,808,750	13,207,819	14,817,550	12,910,604	11,698,848	10,470,160	9,252,249	7,722,647	6,358,254	5,059,015	3,901,620

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2022/23 Proposed Revenue Budget comparison to prior year

Annex B

2020/2021 Actual £	Expenditure by Service Area	2021/2022 Budget £	2022/2023 Estimate £
(2,252,734)	Assets	(2,156,935)	(2,757,694)
5,907,883	Waste & Environmental	6,332,921	6,494,783
123,076	Communications & Marketing	128,336	165,158
1,247,352	Contracts	1,241,965	(255,532)
1,913,371	Corporate Finance	1,654,530	1,735,532
1,259,226	Corporate Responsibility	1,274,132	1,296,784
1,004,070	Customer Experience	1,003,107	1,010,417
408,459	Development Management	437,213	494,210
100,432	Environmental & Regulatory Services	106,541	95,748
704,183	Finance	710,724	750,015
326,492	Insight & Intelligence	436,441	1,144,227
363,167	Localities	599,422	642,402
1,671,438	Operational Services	1,056,941	1,191,235
268,100	People	279,137	276,205
981,152	Technology	1,064,477	1,180,850
14,025,667	Total Cost of Services	14,168,952	13,464,341

2020/2021 Actual £	Expenditure by Type	2021/2022 Budget £	2022/2023 Estimate £
5,155,908	Employees	1,090,188	1,029,844
1,166,484	Premises Related Expenditure	1,201,715	1,292,794
10,500	Transport Related Expenditure	22,900	16,500
5,891,774	Supplies & Services	4,299,085	5,303,855
16,815,791	Third Party Payments	17,658,208	18,517,298
21,071,047	Transfer Payments	16,827,407	15,112,480
1,769,452	Capital Charges	1,769,650	1,769,650
51,880,956	Total Cost	42,869,153	43,042,421
(37,855,290)	Income	(28,700,201)	(29,578,080)
14,025,666	Total Cost of Services	14,168,952	13,464,341

	2021/2022 Budget £	2022/2023 Estimate £
Total Cost of Services	14,168,952	13,464,341
Capital Expenditure funded through revenue	540,100	540,100
Minimum Revenue Provision	397,701	454,902
Temporary loans interest	3,700	0
Interest on Long Term Borrowing	177,878	102,857
Capital charges - depreciation and amortisation reversals	(1,769,650)	(1,769,650)
Net Operating Expenditure	13,518,681	12,792,550
Treasury and Investment Income	(791,478)	(1,139,501)
Net Expenditure	12,727,203	11,653,049
<u>Contributions to / (from):</u>		
General Fund Balance	0	1,872,803
Net contribution to / (from) Earmarked Reserves	(286,304)	(826,239)
Balance to be met from Government Grants & Council Tax	12,440,899	12,699,613
Transfers to / (from) Collection Fund	(149,810)	(210,394)
Revenue Support Grant	(79,268)	(79,268)
New Homes Bonus	(2,284,075)	(2,378,105)
Rural Services Delivery Grant	(133,225)	(133,225)
22/23 Services Grant	0	(148,000)
Lower Tier Grant	(91,395)	(96,000)
Renewable Energy Schemes	(209,000)	(211,745)
Retained Business Rates (NNDR)	(4,581,000)	(4,161,675)
Business Rates Pool Distribution	0	0
Grants to Town & Parish Councils (Council Tax Support)	0	0
Net Requirement	4,913,126	5,281,201
Taxbase	44,917.96	46,172.42
Council Tax (at Band D)	£109.38	£114.38

**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 £2,103,820 in respect of Council Tax on the Collection Fund of this billing authority for the year ending 31st March 2022.

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

Oxfordshire County Council	£1,650,734
Thames Valley Police	£ 242,692
West Oxfordshire District Council	£ 210,394

I propose paying the surplus on the dates agreed for the payment of precepts in 2022/23.

I can also confirm that the tax base for 2022/23 is 46,172.42

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WEST OXFORDSHIRE
DISTRICT COUNCIL

West Oxfordshire District Council

Fees and Charges

2022/2023



Planning Services

General Administration

	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %	VAT £	2022/2023 Total Charge £	VAT Status
Access to Information/Inspection of Background Documents						
a) Charge per document (after Committee date)	0.70	0.75	8%	-	0.75	Non Business
b) Where documents are listed under a general description (after Committee date)	6.20	6.50	5%	-	6.50	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%	30%			30% + VAT	Standard
Minutes/Agendas						
Per Annum	196.30	206.10	5%	41.22	247.32	Standard
Single agenda	5.20	5.45	5%	1.09	6.55	Standard
Parish/Town Councils Per Annum	21.40	22.45	5%	4.49	26.94	Standard
Libraries				-	Free	-
Dyeline Prints (Any type, with due regard to copyright restrictions)						
A2 Size	8.10	8.50	5%	1.70	10.20	Standard
A1 Size	10.20	10.70	5%	2.14	12.83	Standard
From Paper Roll Larger than A1 Size	13.10	13.75	5%	2.75	16.51	Standard
Photocopying - (per sheet)						
A4 size and foolscap	0.20	0.20	0%	0.04	0.24	Standard
A3 size	0.20	0.20	0%	0.04	0.24	Standard
A4 & A3 Colour Copies	0.30	0.30	-2%	0.06	0.36	Standard
Local Plan	21.00	22.05	5%	0.00	22.05	Zero-rated



Planning Services

	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %	VAT £	2022/2023 Total Charge £	VAT Status
Planning Applications – Maps Up to 6 maps (one charge for the set):						
1:500 scale*	4.20	4.40	5%	0.00	4.40	Zero rated
plus admin fee #	11.20	11.75	5%	2.35	14.10	Standard
1:1250 scale*	14.90	15.65	5%	0.00	15.65	Zero rated
plus admin fee #	10.90	11.45	5%	2.29	13.73	Standard
1:2500 scale*	61.60	64.70	5%	0.00	64.70	Zero rated
plus admin fee #	11.20	11.75	5%	2.35	14.10	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	187.60	197.00	5%	39.40	236.40	Standard
Planning Decision Notices (Notice requested)	11.20	11.75	5%	2.35	14.10	Standard
Section 52 Agreement (per copy of Agreement)	20.50	21.50	5%	4.30	25.81	Standard
Section 106 Agreements (per copy of Agreement)	18.10	19.00	5%	3.80	22.79	Standard
<i>Compilation of Agreement. Minimum charge increased at Officer's discretion.</i>						
Tree Preservation Orders (per copy of Agreement)						
Per copy of order	17.50	18.40	5%	3.68	22.08	Standard
Valuation Fee	At Cost			0.00	At Cost	Standard
High Hedges Complaint- £500- zero-rated VAT		500.00		0.00	500.00	Zero rated

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

Planning Services

Local Search Fees

	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %	VAT £	2022/2023 Total Charge £	VAT Status
Con29 only	144.20	127.50	-12%	25.50	153.00	Standard
Each additional enquiry (own questions)	20.45	20.00	-2%	4.00	24.00	Standard
Each extra parcel of land (no VAT applied of LLC1 only)	21.85	20.00	-8%	4.00	24.00	Standard
Each optional standard question, except question 4, 5 and 22*	17.00	20.00	18%	4.00	24.00	Standard
Each optional standard question 4	22.75	20.00	-12%	4.00	24.00	Standard
Each optional standard question 5	20.45	20.00	-2%	4.00	24.00	Standard
LLC1 search only	13.60	20.00	47%		20.00	Non Business

*Q22 set by OCC



Planning Services

Pre Application Planning Advice

Service	Written Advice	Meeting & Written Advice
1-2 dwellings less than 0.5ha (outline) less than 500m ² floorspace Change of use	182.70 + VAT	£366 + VAT Meeting up to 1 hour Each additional meeting £183 per hour
3-14 dwellings 0.5-0.99ha (outline) 500-999m ² floorspace	366.45 + VAT	£733 + VAT Meeting up to 1 hour Each additional meeting £183 per hour
15-100 dwellings 1-3.0 ha (outline) 1000-2999m ² floorspace	732.90 + VAT	£1465 + VAT Meeting(s) up to 2 hours Each additional meeting £183 per hour
More than 100 dwellings or 3.0ha (outline) or 3000m ² floorspace	1,464.75 + VAT	£2933 + VAT Meeting(s) up to 3 hours Each additional meeting £183 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 £2998 + VAT is payable to cover a further 3 hours of meetings. Each additional meeting £183 per hour.
Design Supplement.	60.90 + VAT	For all non-Listed Building enquiries where a design input is required before a response can be made. This does not apply to enquiries relating solely to applications for listed building consent.
Advertisement Consent.	182.70 + VAT	£244 + VAT
Informal quick responses.	N/A	An e-mail description of the proposals along with payment of the £ 30 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.	182.70 + VAT	N/A

Resources

Administration

	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %	VAT £	2022/2023 Total Charge £	VAT Status
Freedom of Information enquiries (charge per hr for search costs over the £450 'Appropriate Limit')	25.00	25.00	0%	0.00	25.00	Non Business
Freedom of Information photocopying - per sheet	0.14	0.15	5%	0.03	0.18	Standard

Summons Costs - Council Tax/NNDR

Council Tax - Summons on application for Liability Order*	65.00	65.00	0%	0.00	65.00	Non Business
Council Tax - Costs of Liability Order hearing*	45.00	45.00	0%	0.00	45.00	Non Business
NNDR - Summons on application for Liability Order*	75.00	75.00	0%	0.00	75.00	Non Business
NNDR - Costs of Liability Order hearing*	45.00	45.00	0%	0.00	45.00	Non Business

Miscellaneous properties

Garage rents	12.60	12.60	0%	2.52	15.12	Standard
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*As approved by the Magistrates Court



Environmental & Regulatory Services

Environmental Protection

Private Water Supplies

	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %
Risk Assessment or Investigation (fee per hour)	53.55	56.25	5%
Sampling – each visit – fixed fee	105.00	110.25	5%
Granting and Authorisation - fixed fee plus hourly rate applies	105.00	110.25	5%
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

Please refer to www.gov.uk/local-authority-environmental-permit

Environmental Information Regulations – Search Fees

Basic administration charge	26.25	27.55	5%
Contaminated Land information request	84.00	88.20	5%



Environmental & Regulatory Services

Food Health & Safety

	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %
Export of Food Products			
Food Export Health Certificate (including first hour of officer time)	52.50	60.00	14%
Officer hourly rate after first hour	36.75	42.00	14%
Other Products & Services			
E-learning	36.75	35.00	-5%
Safer Food, Better Business Information Pack	8.40	15.00	79%
Food Hygiene Rating Re-visit	168.00	180.00	7%
Condemned Food Certificate	84.00	90.00	7%



Environmental & Regulatory Services

Licensing - Animal Welfare

	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %
Breeding of Dogs <i>(Total charge is the amount as shown plus veterinary fees)</i>			
New Application	367.50	385.90	5%
Renewal (1 to 3 years depending on rating + annual inspection)	288.75	303.20	5%
Horse Riding Establishments <i>(Total charge is the amount as shown plus veterinary fees)</i>			
New Application	420.00	441.00	5%
Renewal (1 to 3 years depending on rating + annual inspection)	288.75	303.20	5%
Pet Shops			
New Application	283.50	297.70	5%
Renewal (1 to 3 years depending on rating)	241.50	253.60	5%
Keeping or Training Animals for Exhibition			
New Application	283.50	297.70	5%
Renewal (3 years)	241.50	253.60	5%
Home Boarding for Dogs <i>(Day-time or overnight care within the home environment)</i>			
New Application	283.50	297.70	5%
Renewal (1 to 3 years depending on rating)	241.50	253.60	5%
Providing Boarding in Kennels			
Dogs - New Application – up to 50 dogs	283.50	297.70	5%
Dogs - Renewal (1 to 3 years depending on rating) – up to 50 dogs	241.50	253.60	5%
Dogs - New Application – over 50 dogs	330.75	347.30	5%
Dogs - Renewal (1 to 3 years depending on rating)– over 50 dogs	288.75	303.20	5%
Cats - New Application – up to 50 cats	283.50	297.70	5%
Cats - Renewal (1 to 3 years depending on rating) – up to 50 cats	241.50	253.60	5%
Cats - New Application – over 50 cats	330.75	347.30	5%
Cats - Renewal (1 to 3 years depending on rating)– over 50 cats	288.75	303.20	5%



Environmental & Regulatory Services

Licensing - Animal Welfare

	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %
Providing Day Care for Dogs			
New Application – up to 50 dogs	231.00	242.55	5%
Renewal (1 to 3 years depending on rating) – up to 50 dogs	241.50	253.60	5%
New Application – over 50 dogs	330.75	347.30	5%
Renewal (1 to 3 years depending on rating)– over 50 dogs	288.75	303.20	5%
Supplementary Fees			
Franchise Licence – Dog Boarding only ¹	115.50	121.30	5%
Host Fee ²	136.50	143.35	5%
Additional Activity ³	47.25	49.60	5%
Variation Fee e.g. amendment to a licence	26.25	27.60	5%
Inspection Fee ⁴	126.00	132.30	5%
Re-Rating Fee ⁵	131.25	137.80	5%

¹ Host fees will be required in addition to this licence

² Required per host family of a dog boarding franchise

³ In addition to the appropriate licence fees where more than one activity is undertaken at the same premises

⁴ If an inspection is required in addition to the initial inspection required included within the licence fee

⁵ Inspection and licence amendment for re-rating of the current star rating

Dangerous Wild Animals (Total charge is the amount as shown plus veterinary fees)

New Application ¹	351.75	369.35	5%
Renewal (2 years) ¹	309.75	325.25	5%



Environmental & Regulatory Services

Licensing - Animal Welfare

	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %
Zoos <i>(Total charge is the amount as shown plus veterinary fees)</i>			
s14(2) dispensation - New Application ¹	1,223.25	1,284.40	5%
s14(2) dispensation - Renewal (6 years) ¹	1,653.75	1,736.45	5%
No dispensation - New Application ¹	1,953.00	2,050.65	5%
No dispensation - Renewal (6 years) ¹	2,751.00	2,888.55	5%



Environmental & Regulatory Services

Licensing - Taxis

	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %
Drivers Licence			
Hackney Carriage / Private Hire / Dual - 3 year – new application	250.00	250.00	0%
Hackney Carriage / Private Hire / Dual - 3 year – renewal	185.00	185.00	0%
Single Private Hire to Dual Licence transfer	53.00	53.00	0%
Vehicle Licence – all 1 year			
Hackney Carriage vehicle – new application	250.00	250.00	0%
Hackney Carriage vehicle – renewal	185.00	185.00	0%
Private Hire vehicle – new application	250.00	250.00	0%
Private Hire vehicle – renewal	185.00	185.00	0%
Transfer of vehicle licence – to another person	25.00	25.00	0%
Transfer of vehicle licence – to another vehicle (1 year)	180.00	180.00	0%
Transfer of vehicle licence – to another vehicle (remainder of plate)	86.00	86.00	0%
Temporary vehicle (Insurance Company)	250.00	250.00	0%
Change of registration number	86.00	86.00	0%
Private Hire Operators			
Operator Licence – 5 year – new application	400.00	400.00	0%
Operator Licence – 1 year – new application / renewal	100.00	100.00	0%
Other Fees			
Knowledge Test	75.00	75.00	0%
Replacement driver's badge	28.00	28.00	0%
Replacement external plate	33.00	33.00	0%
Replacement internal plate	28.00	28.00	0%
Vehicle bracket	10.00	10.00	0%
Administration charge for any other requests	25.00	25.00	0%



Environmental & Regulatory Services

Licensing - Street Trading

	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %
West Oxfordshire District Council			
Witney & Chipping Norton – annual	2,755.06	2,892.82	5%
Witney & Chipping Norton – 3 months	821.09	862.14	5%
All other consents – annual	1,841.90	1,933.99	5%
All other consents – 3 months	591.24	620.81	5%
Individual Trader Day Rate (per stall)	63.98	67.18	5%



Environmental & Regulatory Services

Licensing - Caravans & Campsites

	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %
All previous charging schedules to be replaced by the following:			
New site application			
– 5 or less units	330.75	347.30	5%
– 6 to 24 units	441.00	463.05	5%
– 25 to 99 units	530.25	556.75	5%
– 100 to 199 units	609.00	639.45	5%
– 200 units and over	698.25	733.15	5%
Annual Fee for existing site licence			
– 5 or less units	278.25	292.15	5%
– 6 to 24 units	367.50	385.90	5%
– 25 to 99 units	456.75	479.60	5%
– 100 to 199 units	530.25	556.75	5%
– 200 units and over	614.25	644.95	5%
Other Fees			
Transfer / amendment of existing site licence	105.00	110.25	5%
Change Site Conditions	105.00	110.25	5%
Site Rules Deposit	52.50	55.15	5%
Administrative and other expenses to serve notice under the Mobile Homes Act 2013	315.00	330.75	5%



Environmental & Regulatory Services

Licensing - Gambling Act

	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %
Betting Premises (excluding Tracks)			
New Premises	449.22	471.68	5%
Vary Premises	449.22	471.68	5%
Transfer of Premises	100.51	105.53	5%
Reinstatement of Premises	200.96	211.01	5%
Provisional Statement	449.22	471.68	5%
New Premises with Provisional	82.74	86.88	5%
Annual Fee	177.33	186.20	5%
Notification of change	29.53	31.00	5%
<p>For all other premises licence fees, please contact ers@publicagroup.uk</p> <p>The fees for gaming machine permits are set nationally – please refer to www.gamblingcommission.gov.uk</p>			
Lotteries and Amusements (Statutory fees)			
Small Lottery – new application	40.00	40.00	0%
Small Lottery – renewal	20.00	20.00	0%



Environmental & Regulatory Services

Licensing - Other

Alcohol & Entertainment (Licensing Act 2003)

Fees as laid down by the Secretary of State – please refer to www.gov.uk

Scrap Metal

Dealer (Site) Licence – New Application / Renewal

Collector's Licence – New Application / Renewal

Cosmetic Piercing

(Acupuncture, Tattoo, Ear Piercing & Electrolysis)

Premises registration (includes 1 practitioner)

Personal registration (each additional practitioner at a registered premises)

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)

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 to discuss your requirements.

	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %
Dealer (Site) Licence – New Application / Renewal	559.18	587.14	5%
Collector's Licence – New Application / Renewal			
Premises registration (includes 1 practitioner)	196.92	206.76	5%
Personal registration (each additional practitioner at a registered premises)	145.91	153.20	5%
HMO Licence (3 years)	651.00	683.55	5%



Environmental & Regulatory Services

Premises Licences	2021/2022	2022/2023	Increase /	VAT	2022/2023	VAT Status
	Basic Charge £	Basic Charge £	Decrease 21/22 to 22/23 %		Total Charge £	
<u>Number of people*</u>						
5,000-9,999	1,000.00	1,000.00	0%	-	1,000.00	Non Business
10,000-14,999	2,000.00	2,000.00	0%	-	2,000.00	Non Business
15,000-19,999	4,000.00	4,000.00	0%	-	4,000.00	Non Business
20,000-29,999	8,000.00	8,000.00	0%	-	8,000.00	Non Business
30,000-39,999	16,000.00	16,000.00	0%	-	16,000.00	Non Business
40,000-49,999	24,000.00	24,000.00	0%	-	24,000.00	Non Business
50,000-59,999	32,000.00	32,000.00	0%	-	32,000.00	Non Business
60,000-69,999	40,000.00	40,000.00	0%	-	40,000.00	Non Business
70,000-79,999	48,000.00	48,000.00	0%	-	48,000.00	Non Business
80,000-89,999	56,000.00	56,000.00	0%	-	56,000.00	Non Business
90,000 and over	64,000.00	64,000.00	0%	-	64,000.00	Non Business

*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.

Note: Fees are determined by Government



Environmental & Regulatory Services

Community Safety & Licensing (Licensing Act 2003)

		2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %	VAT £	2022/2023 Total Charge £	VAT Status
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:	BAND A	100.00	100.00	0%	-	100.00	Non Business
	BAND B	190.00	190.00	0%	-	190.00	Non Business
	BAND C	315.00	315.00	0%	-	315.00	Non Business
	BAND D	450.00	450.00	0%	-	450.00	Non Business
	BAND E	635.00	635.00	0%	-	635.00	Non Business
The annual charges payable by those holding licences and club premises certificates:	BAND A	70.00	70.00	0%	-	70.00	Non Business
	BAND B	180.00	180.00	0%	-	180.00	Non Business
	BAND C	295.00	295.00	0%	-	295.00	Non Business
	BAND D	320.00	320.00	0%	-	320.00	Non Business
	BAND E	350.00	350.00	0%	-	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:							
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 premises of a similar nature for a premises licence authorising only the provision of regulated entertainment. No fee or annual charge would be payable by a school providing education for pupils up to year 13 or a sixth form college for a premises licence authorising only the	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-	Non Business
	BAND E					£125,001 and	Non Business
						*Non-Domestic rateable value	
Temporary Events Notice		21.00	21.00	0%	-	21.00	Non Business
Personal Licence		37.00	37.00	0%	-	37.00	Non Business
Minor Variations procedure		89.00	89.00	0%	-	89.00	Non Business
Note: Fees determined by Government							



Environmental & Regulatory Services

Community Safety & Licensing (Licensing Act 2003)

	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %	VAT £	2022/2023 Total Charge £	VAT Status
Miscellaneous Fees						
Application for a grant or renewal of personal licence	37.00	37.00	0%	-	37.00	Non Business
Temporary event notices	21.00	21.00	0%	-	21.00	Non Business
Theft, loss etc of premises licence or summary	10.50	10.50	0%	-	10.50	Non Business
Application for a provisional statement where premises being built, etc	195.00	195.00	0%	-	195.00	Non Business
Notification of change of name or address	10.50	10.50	0%	-	10.50	Non Business
Application to vary to specify individual as premises supervisor	23.00	23.00	0%	-	23.00	Non Business
Application for transfer of premises licence	23.00	23.00	0%	-	23.00	Non Business
Interim authority notice following death etc. of licence holder	23.00	23.00	0%	-	23.00	Non Business
Theft, loss etc of certificate or summary	10.50	10.50	0%	-	10.50	Non Business
Notification of change of name or alteration of club rules	10.50	10.50	0%	-	10.50	Non Business
Change of relevant registered address of club	10.50	10.50	0%	-	10.50	Non Business
Theft, loss etc of temporary event notice	10.50	10.50	0%	-	10.50	Non Business
Theft, loss etc of personal licence	10.50	10.50	0%	-	10.50	Non Business
Duty to notify change of name or address	10.50	10.50	0%	-	10.50	Non Business
Right of freeholder etc to be notified of licensing matters	21.00	21.00	0%	-	21.00	Non Business

Note: Fees determined by Government



Environmental & Regulatory Services

Environmental Services	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %	VAT £	2022/2023 Total Charge £	VAT Status
Penalty Notices						
Fine for Dog Fouling	50.00	50.00	0%	-	50.00	Non business
Parking enforcement (Statutory fees)						
<i>Operational Guidance to Local Authorities: Parking Policy and enforcement. Department for Transport. Traffic Management Act 2004.</i>						
Higher Level Contravention paid after service of charge certificate	105.00	105.00	0%	-	105.00	Non-business
Higher Level Contravention paid after 14 days but before service of charge certificate	70.00	70.00	0%	-	70.00	Non-business
Higher level contravention paid within 14 days	35.00	35.00	0%	-	35.00	Non-business
Lower Level Contravention paid after service of charge certificate	75.00	75.00	0%	-	75.00	Non-business
Lower level contravention paid within 14 days	50.00	50.00	0%	-	50.00	Non-business
Lower level contravention paid within 14 days	25.00	25.00	0%	-	25.00	Non-business
Nuisance parking (Statutory fees)						
Fixed penalty notices (FPN's)	100.00	100.00	0%	-	100.00	Non-business
If paid within 14 days	75.00	75.00	0%	-	75.00	Non-business
Abandoned vehicles (Statutory fees)						
Fixed penalty notices (FPN's)	200.00	200.00	0%	-	200.00	Non-business
If paid within 14 days	150.00	150.00	0%	-	150.00	Non-business



Environmental & Regulatory Services

Environmental Services	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %	VAT £	2022/2023 Total Charge £	VAT Status
Penalty Notices (continued)						
Depositing litter (Statutory fees)						
Fixed penalty notices (FPN's)	80.00	80.00	0%	-	80.00	Non-business
If paid within 14 days	60.00	60.00	0%	-	60.00	Non-business
Graffiti & Fly-posting (Statutory fees)						
Fixed penalty notices (FPN's)	80.00	80.00	0%	-	80.00	Non-business
If paid within 14 days	60.00	60.00	0%	-	60.00	Non-business
Unauthorised distribution of free printed matter (Statutory fees)						
Fixed penalty notices (FPN's)	80.00	80.00	0%	-	80.00	Non-business
If paid within 14 days	60.00	60.00	0%	-	60.00	Non-business
Failure to comply with a waste receptacles notice (Statutory fees)						
Fixed penalty notices (FPN's)	80.00	80.00	0%	-	80.00	Non-business
If paid within 14 days	60.00	60.00	0%	-	60.00	Non-business
Failure to comply with a street litter control notice (Statutory fees)						
Fixed penalty notices (FPN's)	110.00	110.00	0%	-	110.00	Non-business
If paid within 14 days	83.00	83.00	0%	-	83.00	Non-business
Failure to comply with a litter clearing notice (Statutory fees)						
Fixed penalty notices (FPN's)	110.00	110.00	0%	-	110.00	Non-business
If paid within 14 days	83.00	83.00	0%	-	83.00	Non-business
Failure to produce waste documents (Statutory fees)						
Fixed penalty notices (FPN's)	300.00	300.00	0%	-	300.00	Non-business
If paid within 14 days	180.00	180.00	0%	-	180.00	Non-business
Failure to produce authority to transport waste (Statutory fees)						
Fixed penalty notices (FPN's)	300.00	300.00	0%	-	300.00	Non-business
If paid within 14 days	180.00	180.00	0%	-	180.00	Non-business
Smoking in smoke free premises or work vehicles (Statutory fees)						
Fixed penalty notices (FPN's)	50.00	50.00	0%	-	50.00	Non-business



Environmental & Regulatory Services

Environmental Services	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %	VAT £	2022/2023 Total Charge £	VAT Status
If paid within 14 days Failure to display no smoking signs (Statutory fees)	30.00	30.00	0%	-	30.00	Non-business
Fixed penalty notices (FPN's) If paid within 14 days Unlawful deposit of waste (Statutory fees)	200.00	200.00	0%	-	200.00	Non-business
Fixed penalty notices (FPN's) If paid within 10 days Householder Duty of Care (Statutory fees)	150.00	150.00	0%	-	150.00	Non-business
Fixed penalty notices (FPN's) If paid within 10 days Smoke and Carbon Monoxide Regulations (Statutory fees)	400.00	400.00	0%	-	400.00	Non-business
Fixed penalty notices (FPN's) Household Act 2004 Charging for Notices	200.00	200.00	0%	-	200.00	Non-business
Fixed penalty notices (FPN's)	5,000.00	5,000.00	0%	-	5,000.00	Non-business
Charge for Notice served	355.00	355.00	0%	-	355.00	Non-business
Minimum Energy Performance Certificate (Statutory fees)						
The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015.	Penalt	5,000.00	5,000.00	0%	5,000.00	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

TABLE A – NEW DWELLINGS e.g. flats, houses with total floor area of less than 300m ²)		
Number 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 basis; please contact		
b) New dwellings over 300m ² in floor area – charges to be negotiated.		
c) No additional fees are payable for different associated garages built at the same time as the dwelling(s) concerned.		
d) Local Authority Building Control (LABC) can provide competitively priced 10 year Structural Warranties for new		

TABLE B – DOMESTIC AND COMMERCIAL EXTENSIONS TO A SINGLE BUILDING		
Description	Charge (excl. VAT)	Charge (incl. VAT)
Erection / Extension of a garage (30m ² to 60m ²)	319.00	382.80
Garage conversion to habitable accommodation	239.00	286.80
Loft conversion up to 100m ²	637.00	764.40
Loft conversion over 100m ²	Price on application	
Extension up to 20m ²	494.00	592.80
Extension 20m ² up to 60m ²	654.00	784.80
Extension 60m ² up to 100m ²	822.00	986.40
Extension over 100m ²	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 the total charge.		
c) Some alterations to buildings to improve facilities for disabled persons are exempt from charges. For details and advice please contact us.		

TABLE C – ALL OTHER WORK		
Description	Charge (excl. VAT)	Charge (incl. VAT)
Under £1,000	119.00	142.80
£1,001 to £5,000	239.00	286.80
£5,001 to £10,000	319.00	382.80
£10,001 to £20,000	439.00	526.80
£20,001 to £30,000	622.00	746.40
£30,001 to £40,000	759.00	910.80
£40,001 to £50,000	877.00	1,052.40
£50,001 to £60,000	1,076.00	1,291.20
£60,001 to £70,000	1,157.00	1,388.40
£70,001 to £80,000	1,275.00	1,530.00
Over £80,000	Price on application	
Electrical installations if not using a competent electrical engineer	£491.00	£589.20
New windows install by non FENSA opp – up to 8 windows	£119.00	£142.80
New windows install by non FENSA opp – over to 8 windows	Price on application	
Notes on additional services:		
a) Local Authority Building Control offer competitively priced 10 yr Structural Warranties for new commercial buildings.		
For more details and prices contact 0845 0540505 or www.labcwarranty.co.uk .		
b) SAP/EPC and SBEM calculations can be provided – price on application.		
c) Air pressure testing can be provided – price on application.		
For more information please contact the Building Control Team: 01993 861651 or email building.control@westoxon.gov.uk		
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		

ADDITIONAL SERVICES
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:
· Provision of Completion Certificates e.g. where requested more than six months after completion of the building work
· Advisory work in connection with i) demolition of buildings and ii) dangerous structures
· There is a charge of £146 to administer an application which has not been visited for 10 years.
Services will be charged on an hourly rate of £ 73.00 per hour (including VAT).

Environmental Services

	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %	VAT £	2022/2023 Total Charge £	VAT Status
Dog Control (Release of an impounded Stray Dog)						
Statutory Fee	25.00	25.00	0%	0.00	25.00	Non business
Kennelling (p/day)	20.00	22.00	10%	0.00	22.00	Non business
Administration Fee	33.20	36.50	10%	0.00	36.50	Non business
Delivery Charge (Optional return of dog to owner by the kennels)	49.00	53.90	10%	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 the delivery charge (if requested), plus any veterinary costs incurred. This only applies in respect of the first recorded stray. Thereafter, full charges apply.</i>						
Dog Chipping - Standard (subject to availability)	16.55	18.20	10%	3.64	21.84	Standard
Dog Chipping - Concessionary (subject to availability)	16.55	18.20	10%	3.64	21.83	Standard
Other Services						
Public Sewer Searches (statutory fees)	30.00	30.00	0%	-	30.00	Non business
Fairs						
Chipping Norton Mop Fair	5,000.00	5,250.00	5%	-	5,250.00	Exempt
Woodstock Fair	2,500.00	2,625.00	5%	-	2,625.00	Exempt
Home Improvement Agency:						
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

Street Naming and Numbering	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %	VAT £	2022/2023 Total Charge £	VAT Status
<i>Note: Charges include all necessary administration, site visits to, address checks, establishing any new street names required and publishing new addresses to relevant organisations.</i>						
Change of an existing property name	63.50	66.67	5%	0.00	66.67	Non Business
Allocating a name to a property or allocating a number to a named property	63.50	66.67	5%	0.00	66.67	Non Business
Change of a commercial building address	63.50	66.67	5%	0.00	66.67	Non Business
Change of street name at residents, developers or parish/town council request	380.40	399.42	5%	0.00	399.42	Non Business
Additional charge per property/unit where resident consultation is conducted by WODC	42.00	44.10	5%	0.00	44.10	Non Business
Naming and numbering of a block of flats	190.00	199.50	5%	0.00	199.50	Non Business
Naming and numbering of new properties including commercial buildings (per unit up to 5 plots):	63.50	66.67	5%	0.00	66.67	Non Business
6 - 25 plots	537.40	564.27	5%	0.00	564.27	Non Business
26 - 75 plots	835.80	877.59	5%	0.00	877.59	Non Business
76 - 150 plots	1,194.10	1,253.80	5%	0.00	1,253.80	Non Business
151 - 250 plots	1,492.60	1,567.23	5%	0.00	1,567.23	Non Business
251 - 350 plots	1,791.20	1,880.76	5%	0.00	1,880.76	Non Business
351 - 500 plots	2,089.70	2,194.18	5%	0.00	2,194.18	Non Business
501 or more plots	2,388.20	2,507.61	5%	0.00	2,507.61	Non Business
Additional charges where new street names are required:						
1 - 5 new street names	238.90	250.85	5%	0.00	250.85	Non Business
6 - 10 new street names	477.60	501.48	5%	0.00	501.48	Non Business
10 or more new street names	597.20	627.06	5%	0.00	627.06	Non Business
Charge for a developer amending plans after naming and numbering has commenced	127.00	133.35	5%	0.00	133.35	Non Business
Charges for preparing site location plans and supervising the installation of street nameplates						
1-4 Nameplates	199.90	209.90	5%	41.98	251.88	Standard Rate
5-8 Nameplates	257.00	269.80	5%	53.96	323.76	Standard Rate
9-12 Nameplates	314.10	329.80	5%	65.96	395.76	Standard Rate
13-16 Nameplates	371.20	389.80	5%	77.96	467.76	Standard Rate
17-20 Nameplates	428.40	449.80	5%	89.96	539.76	Standard Rate
21-24 Nameplates	485.40	509.70	5%	101.94	611.64	Standard Rate
25-28 Nameplates	542.50	569.60	5%	113.92	683.52	Standard Rate
29+ Nameplates	571.00	599.50	5%	119.90	719.40	Standard Rate



Environmental Services

Services Rendered or Performed	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %	VAT £	2022/2023 Total Charge £	VAT Status
Pest Control - Domestic						
Rats & Mice (per course of treatment)	56.10	58.90	5%	11.78	70.68	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>	18.60	19.50	5%	3.90	23.40	Standard
Wasps	53.90	56.60	5%	11.32	67.92	Standard
Second & Subsequent wasps nests treated during the same visit	26.80	28.10	5%	5.62	33.72	Standard
Other Insects	70.60	74.10	5%	14.82	88.92	Standard
Other Insects - all following visits	37.70	39.60	5%	7.92	47.52	Standard
Abortive Calls and Surveys	18.60	19.50	5%	3.90	23.40	Standard
Pest Control - Commercial						
All pests (except wasps)*	89.70	94.20	5%	18.84	113.04	Standard
Wasps**	89.70	94.20	5%	18.84	113.04	Standard
Abortive Calls and Surveys***	44.90	47.10	5%	9.42	56.52	Standard

*per hour (min 1 hour)

** (includes materials)

***per ½ hour (min ½ hour)



Environmental Services

Services Rendered or Performed	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %	VAT £	2022/2023 Total Charge £	VAT Status
Commercial & Schedule I Waste (Refuse - Cost per collection)						
<i>These charges are net of VAT as per a change in HMRC policy but may be subject to future review</i>						
180 Litre Bin (Schedule I only)	4.92	5.40	10%	-	5.40	Non Business
240 Litre Bin	6.59	7.20	9%	-	7.20	Non Business
360 Litre Bin	10.17	11.20	10%	-	11.20	Non Business
660 Litre Bin	13.25	14.60	10%	-	14.60	Non Business
1,100 Litre Bin	18.78	20.70	10%	-	20.70	Non Business
660 Litre Bin - Clinical	13.09	14.40	10%	-	14.40	Non Business
Annual once per week collection						
180 Litre Bin (Schedule I only)	255.84	280.80	10%	-	280.80	Non Business
240 Litre Bin	342.68	374.40	9%	-	374.40	Non Business
360 Litre Bin	528.84	582.40	10%	-	582.40	Non Business
660 Litre Bin	689.00	759.20	10%	-	759.20	Non Business
1,100 Litre Bin	976.56	1,076.40	10%	-	1,076.40	Non Business
660 Litre Bin - Clinical	680.68	748.80	10%	-	748.80	Non Business
Commercial & Schedule I Waste (Recycling - Cost per collection)						
180 Litre Bin (Schedule I only)	3.21	3.53	10%	-	3.53	Non Business
240 Litre Bin	4.31	4.74	10%	-	4.74	Non Business
360 Litre Bin	6.67	7.34	10%	-	7.34	Non Business
660 Litre Bin	9.23	10.15	10%	-	10.15	Non Business
1,100 Litre Bin	13.10	14.41	10%	-	14.41	Non Business



Environmental Services

Services Rendered or Performed	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %	VAT £	2022/2023 Total Charge £	VAT Status
Commercial & Schedule I Waste (Food)						
23 Litre Caddy	3.55	3.90	10%	-	3.90	Standard
140 Litre Bin	4.41	4.85	10%	-	4.85	Standard
240 Litre Bin	5.17	5.68	10%	-	5.68	Standard
360 Litre Bin	6.07	6.67	10%	-	6.67	Standard
660 Litre Bin	8.31	9.14	10%	-	9.14	Standard
*Pre paid plastic sacks - per sack (Refuse)	2.80	2.90	4%	0.00	2.90	Non Business
*Pre paid stickers - per sticker (Refuse)	2.80	2.90	4%	0.00	2.90	Non Business
*Pre paid plastic sacks - per sack (Recycling)	2.30	2.40	4%	0.00	2.40	Non Business
*Pre paid stickers - per sticker (Recycling)	2.30	2.40	4%	0.00	2.40	Non Business
<i>*Services to be available where wheeled bins are unsuitable</i>						
For Domestic use only:-						
Bulky household waste charges						
Contaminated bin	101.50	106.60	5%	0.00	106.60	Non Business
Waste collection from commercial establishments (See page 12.17 for chargeable items)						
Green Waste Collection	35.00	40.00	14%	0.00	40.00	Non-business
Recovery of Abandoned Trolleys (per trolley)	52.75	55.40	5%	11.08	66.48	Standard
Container Delivery						
Black Boxes & Food Caddies*	5.00	5.30	6%	0.00	5.30	Non Business
Household Waste Bin 240ltr*	10.00	10.50	5%	0.00	10.50	Non Business
Larger Waste Bins 100 & 660ltrs*	20.00	21.00	5%	0.00	21.00	Non Business

*Effective from 1st December 2021

Bulky Household Waste Collection Service

	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %	VAT £	2022/2023 Total Charge £	VAT Status
Normal Items						
Normal Household items*						
Up to 4 items	27.68	30.00	8%	-	30.00	Non business
Each additional item with a limit of up to two additional items	9.22	10.00	9%	-	10.00	Non business

*Please refer to www.Westoxon.gov.uk for the up to date list of collectable items.

Non - standard household items

Non - standard household items	27.68	30.00	8%	-	30.00	
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Please refer to 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

West Oxfordshire District Council Capital Programme 2021/22 to 2030/31

Annex E

Scheme	2021/22 Budget	2021/22 Forecast	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Developer Capital Contributions		104,020									
IT Provision - Systems & Strategy	112,244	54,932	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Deployment of High Speed Broadband	1,230,366	1,209,217									
Play Parks			100,000								
Council Buildings Maintenance Programme	325,000	0	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
IT Equipment - PCs, Copiers etc	40,000	15,308	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Improvement Grants/Disabled Facilities Grants	606,800	521,799	606,800	606,800	606,800	606,800	606,800	606,800	606,800	606,800	606,800
Flood Prevention Works											
Community Grants Fund	325,115	134,100	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Raleigh Crescent Play Area (s. 106)	75,000		75,000								
Carterton Leisure Centre Phase 2 (18/19 budget)											
Electric vehicle charging points	400,000		400,000								
Loan to Cottsway Housing Association											
Replacement dog and litter bins	52,701	40,396	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	
Replacement Street Sweepers	200,000	200,000					200,000	200,000	200,000	200,000	200,000
Ubico Fleet - Replace Vehicle Hire Costs	1,074,531	117,853	1,080,000		1,080,000						
IT Lab technology	140,000	136,889			40,000						
Shop Mobility - Replacement stock	10,000		10,000		10,000					10,000	
ICT TV upgrading	200,000		300,000								
Abbeycare Public Art		4,609									
Carterton Swinbrook Public Art	47,280	2,720	44,500								
Chipping Norton Creative Project	30,063	11,766	10,000								
Chipping Norton Sport Hall Floor											
Madley Park Playing Field project	6,165		6,165								
Southill Solar additional loan											
Affordable Housing in Witney (Heylo)	1,761,875	1,761,875									
Cottsway - Lavendar Place Affordable Housing	99,000	99,000									
Cottsway - Blenheim Court Growth Deal	170,500		170,500								
Developer Capital Contributions		62,939									
Old Court, Witney	1,452,750	1,274,471									
Carterton Industrial Estate Plot 1	2,400,462	2,400,462									
Carterton Leisure Centre Upgrade PSDS			1,300,000								
Provision for new capital investment											
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)											
Unicorn CPO purchase provision	700,000										
Town Centre Shop building renovation project	75,000	75,000									
Vehicle & Plant Renewal											
Investment Strategy for Recovery	12,599,538		10,000,000	25,000,000							
	24,134,390	8,227,356	14,667,965	31,171,800	6,826,800	1,171,800	1,358,800	1,358,800	1,358,800	1,393,800	1,358,800

Capital Financing	2021/22	2021/22 Forecast	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Revenue Contributions	802,359	204,340	540,000	540,000	540,000	540,000	540,000	540,000	540,000	540,000	540,000
Earmarked Reserves											
Council Priorities Reserve (RES062)											
High Speed Broadband Reserve (RES031)	1,230,366	1,209,217									
Environment service reserve (RES055)											
IP Improvement and Incentive Reserve (RES036)											
Capital Grants Unapplied											
S106 contributions to Aff. Hsg Heylo	254,875	-									
S106 contributions to Public Arts & Sports proj.	152,343	19,095	54,500								
S106 contributions to others		166,959									
S106 Raleigh Crescent Play area			75,000								
OCC Oxfordshire Growth - CGU271	170,500		170,500								
External Contributions:											
Environment Agency											
Broadband (50% external contribution)											
OCC Oxfordshire Growth fund for Aff. Hsg Heylo	1,507,000	1,761,875									
OCC Oxfordshire Growth	99,000	99,000									
External Funding to Madley Park Project / Carterton LC	6,165		6,165								
OCC Better Care Grant Funding (for DFGs)	606,800	521,799	606,800	606,800	606,800	606,800	606,800	606,800	606,800	606,800	606,800
Carterton Leisure Centre Upgrade PSDS			1,300,000								
Borrowing											
Internal Borrowing		3,623,321	1,605,000	5,025,000	5,670,000	25,000					
External Borrowing	18,319,982		10,000,000	25,000,000							
Capital Receipts											
Capital Receipts general fund	985,000	621,750	310,000		10,000		212,000	212,000	212,000	247,000	212,000
	24,134,390	8,227,356	14,667,965	31,171,800	6,826,800	1,171,800	1,358,800	1,358,800	1,358,800	1,393,800	1,358,800

The table above includes the forecast capital expenditure for 2021/22 of £8.2m which is significantly below the budgeted figure for the year. This is primarily because the ambitious target for recovery investment was not able to be achieved for reasons outlined in the Investment strategy paper.

In order to predict costs of borrowing and cash requirements, we need to project potential projects across the life of the MTFs but it is important to note the following:

- Inclusion in the Capital Programme does not mean that the expenditure is approved. Any projects that have not been previously approved need to be brought forward with business cases for review.
- Inclusion in the Capital Programme does not mean that the funding is available (unless we have noted that it is funded by an external grant. Funding will be considered as part of the business case review process.

The table above assumes some roll forward of previous capital projects that haven't yet been delivered but the formal approval of "slippage" from one year to the next will be presented for approval with the 2021/22 outturn report as usual.

Pay Policy Statement – West Oxfordshire District Council 2022/2023

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 2022/23 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 in relation to 2021/22 and 2022/23.

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 2021/22 and 2022/23.

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 all payments and benefits in kind) exceeds £100,000.

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 and April 2022.

- 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.

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 RLW rate currently is:

- £9.90 per hour across UK (except London - £11.05) 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>

Grade		NJC SCP	Payroll SYSTEM SCP	NEW 2020 SALARY	2020 Hourly	Service Managers	2020 Salary
	Living Wage	LW	LW	£18,328	£9.50		258 £52,770
	B	3	11	£18,562	£9.62	SMM	259 £53,902
		4	12		£0.00		260 £55,039
	C		13	£18,933	£9.81		261 £56,167
				14		£0.00	SMN
	D	5	15	£19,312	£10.01		432 £58,323
			6	16		£0.00	
	E		17	£19,698	£10.21		434 £61,099
			7	18	£20,092	£10.41	
	F	8	19	£20,493	£10.62	Service Business	
			9	20	£20,903	£10.83	Manager
	G	10	20/2	£21,322	£11.05	SBM	2020
			11	21	£21,748	£11.27	
	H		22	£22,183	£11.50	Deputy Chief	
			12	22/2	£22,627	£11.73	Executive/Chief
	I	13	23	£23,080	£11.96	Finance Officer	2020
			14	24	£23,541	£12.20	
	J	15	24/2	£24,012	£12.45		
			16	25	£24,491	£12.69	
	K	17	25/2	£24,982	£12.95	Chief Executive	
			18	26	£25,481	£13.21	
	L	19	27	£25,991	£13.47		2020
			20	27/2	£26,511	£13.74	
	M	21	28	£27,041	£14.02		
			22	29	£27,741	£14.38	
	N	23	30	£28,672	£14.86		
			24	31	£29,577	£15.33	
	O	25	32	£30,451	£15.78		
			26	33	£31,346	£16.25	Leased Car
	P	27	34	£32,234	£16.71	Allowances	
			28	35	£32,910	£17.06	Amount
	Q	29	36	£33,782	£17.51	£2,999	H
			30	37	£34,728	£18.00	£3,999
	R	31	38	£35,745	£18.53	£4,998	K
			32	39	£36,922	£19.14	£5,284
	S	33	40	£37,890	£19.64	£6,083	CO
			34	41	£38,890	£20.16	
	T	35	42	£39,880	£20.67		
			36	43	£40,876	£21.19	UPDATED NOVEMBER 2020 – SR
	U	37	44	£41,881	£21.71	& 2021 LW April 2021	
			38	45	£42,821	£22.20	
	V	39	46	£43,857	£22.73		
			40	47	£44,863	£23.25	
	W	41	48	£45,859	£23.77		
			42	49	£46,845	£24.28	

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Capital Strategy Report 2022/23

West Oxfordshire District Council

Summary

West Oxfordshire District Council's capital plans are both bold and cautious in equal measure. We have recognised as a Council that there is a need to find investments that will deliver long term support to our revenue budget in the context of government funding cuts. This ambitious strategy was laid out last year but to date we have not been able to find many suitable investments that meet the criteria set by the PWLB – which is a source of lending we are not currently in a position to forego our eligibility to and deliver a yield that makes the risk of investment worthwhile.

We continue to seek opportunities but the revised Medium Term Financial Strategy (MTFS) reflects a lower level of investment that we hope is more realistic over the coming years. We are also taking a more commercial approach to some of our other potential investments, ensuring that optional expenditure is at the very least cost neutral to the Council or, where possible, delivers ongoing revenue to support services.

Some capital expenditure is of course unavoidable in the delivery of statutory services and our other activities and investments need to deliver financial returns in order to support those. The lease on our waste depot is coming to an end in the next couple of years and a new location may either need to be found or created. Cabinet recently supported a request for additional consultancy support to investigate options around this so that action can be taken in a timely fashion. The cost of this though, along with the replacement of the bulk of the fleet which will be reaching the end of their serviceable lives in 2025, are large capital expenditures which far outweigh any income generating potential through chargeable services such as green waste. There is also likely to be a requirement over the coming years for repairs or replacement of some of our leisure facilities, a sector which has been particularly hard hit by the pandemic and has still not fully recovered.

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.

While the annual revenue budget can often feel like the main focus for the Council each year, the Capital Strategy affects not only the in year activity but the longer term elements in the MTFS.

While some elements of the capital programme are financed by revenue, some of the projects in it are plans that the Council has under its Investment Strategy and it will be financed in part by cash currently in pooled funds or by borrowing as discussed in the Treasury Strategy.

What is Capital Expenditure?

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 can include 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 2022/23, the Council is planning new capital expenditure of £16.44m:

Estimates of capital expenditure in £m

	2020/21 actual £m	2021/22 forecast £m	2022/23 budget £m	2023/24 forecast £m	2024/25 forecast £m
Estimated capital expenditure	13.40	6.39	16.44	31.17	6.83



Part of West Oxfordshire District Council's waste fleet

Governance: Service managers will typically update Finance, as part of the budget process, who 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 Annex D which holds the detail of the proposed capital programme.

Where future expenditure is estimated for the purpose of budgeting, individual projects require business cases to be presented to the S151 officer, Cabinet and Council as appropriate 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:

Sources of capital funding £m

	2020/21 actual £m	2021/22 forecast £m	2022/23 budget £m	2023/24 forecast £m	2024/25 forecast £m
External sources	3.33	0.62	3.42	0.61	0.61
Own resources	3.59	1.60	1.50	0.54	0.55
Internal & External Borrowing	6.48	4.17	11.52	30.03	5.67
	13.40	6.39	16.44	31.17	6.83

External funding could come in the form of:

- Govt grants – these have been used successfully to support the rollout of Gigaclear high speed broadband, ensuring that our rural district is well connected.
- Section 106 contributions from developers – these are used to provide additional infrastructure in communities where new homes increase the number of residents. They have funded play parks, community facilities, new affordable housing and public art amongst other things.
- The disabled facilities grant (DFG) which funds adaptations to residents' homes and other supporting activities.
- The Oxfordshire Growth Deal (now delivered through the Future Oxford Partnership) which has funded the provision of affordable housing in partnership with registered providers such as Cottsway Housing or Heylo.



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.

Borrowing, both internal and external, must be paid back and so every year the Council calculates how much has to be charged to the Revenue Budget to pay off the borrowing over the life of the asset – this is called the Minimum Revenue Provision – MRP.

It is in effect a replacement for the depreciation that you would expect to see within a company's accounts in the private sector. In local government accounting, depreciation is charged and then reversed out so it does not affect the level of Council Tax required to fund the Council's costs, however MRP is charged to the General Fund and therefore does affect the required level of funding.

For the purpose of the calculation we determine the useful life of each asset between as no less than 5 and no more than 50 years. The broad aim of the Policy is to ensure that MRP is charged over a period that is reasonably consistent 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.

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.

So if we borrowed £1m to buy an asset with a useful life of 40 years we would need to provide $(1,000,000/40) = £25,000$ per year for 40 years in our revenue budget. If the asset were only

expected to last for 7 years, like for example some of our vehicles, then the charge to the revenue budget would be $\text{£}1\text{m} / 7 = \text{£}142,857$ per year.

There are two main ways we could calculate MRP – the equal instalment method and the annuity method. The equal instalment method has been used in the example above while the annuity method has lower repayments in the early years which increase every year over the repayment period. MRP is only concerned with the repayment of the principal amount borrowed, so, if viewed like a repayment mortgage, the repayment of the principal under the annuity method is much lower in the early years.

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.

Where capital loans and finance leases made to third parties are repaid in annual or more frequent instalments of principal, these “capital receipts” arising from principal repayments reduce the capital financing requirement and thereby the need for MRP.

West Oxfordshire District Council has chosen to use the Equal Instalment Method in general but uses the Annuity Method where this most closely matches corresponding capital receipts, for example in the case of the loan to Cottsway housing which is being repaid in that profile. This avoids a mismatch between attributable MRP and the offsetting capital receipt.

If appropriate, shorter repayment periods (i.e. less than asset life) may be used for new investments.

Taking all available advice into account, the final decision on the determination of asset life rests with the Chief Finance officer.

The General Fund MRP charge using the above method is estimated at $\text{£}454,902$ for 2022/23

MRP

	2020/21 actual £m	2021/22 forecast £m	2022/23 budget £m	2023/24 forecast £m	2024/25 forecast £m
MRP on int & ext borrowing	0.94	1.07	1.18	1.65	2.64
Capital receipts (exc disposal)	(0.60)	(0.69)	(0.72)	(0.88)	(1.17)
MRP provision required	0.34	0.38	0.45	0.77	1.47

Capital Financing Requirement

The Council’s cumulative outstanding amount of debt finance is expressed as its Capital Financing Requirement (CFR). This increases with new debt-financed capital expenditure and is reduced by MRP and capital receipts used to replace debt. The CFR is expected to increase by $\text{£}10.34\text{m}$ during 2022/23. Based on the figures shown above for expenditure and financing, the Council’s estimated CFR is as follows:

Capital financing requirement (CFR)

	2020/21	2021/22	2022/23	2023/24	2024/25
	actual £m	forecast £m	budget £m	forecast £m	forecast £m
General Fund Services	9.25	9.34	10.04	14.04	18.32
Capital Investments	14.12	16.22	25.86	50.23	48.98
Total CFR	23.37	25.56	35.90	64.27	67.30

The main drivers of the increase in capital spend are large scale service requirements such as the imminent requirement to replace most of the waste fleet. The Council are working closely with Ubico to extend the timescales on this as much as possible without increasing the costs of repairs and maintenance too much as the vehicle lives are extended.



Extending the lives of the vehicles longer than seven years clearly has a budgetary benefit for the Council in the same way that you would benefit overall from running your car for longer before buying a new one or having appliances in your home that you delayed replacing and

The Council has sought to replace its diesel fleet with electric vehicles where possible (pictured) but this may not be practical for the heavy collection vehicles that make up the core of the fleet. The type of vehicle required not only costs around twice as much as the existing fleet but has practical issues

around time to charge, charging infrastructure required and operational range. Ubico are investigating alternative fuel vehicles such as hydrogen powered and the hope is, that with a little more time, that technology will have developed far enough to be more readily available and affordable and will offer a practical solution that can deliver at the scale required.

The increase in Capital Investments is mainly driven by the Council's investment strategy which was approved in October 2020. The Council approved the investment of £75m over the next few years but this has proven challenging in the context of both increasingly constraining PWLB lending criteria and a lack of suitable investment opportunities. On this basis, while there is still authorisation for investments of up to £75m, the financial forecasts have included a more modest £10m in 22/23 and £15m in 23/24.

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. In the current situation though, where PWLB guidance would not permit the Council to purchase replacement assets if it were to sell some of its current portfolio, it's unlikely that we would benefit in the long term from high levels of asset

disposal. As can be seen from the table below, the estimates of potential asset sale are very low and are estimated based on previous years.

The lease and loan repayments relate to vehicles purchased and then leased to Ubico and loan repayments from Cottsway Housing Association and Southill Solar.

Capital Receipts

	2020/21 actual £m	2021/22 forecast £m	2022/23 budget £m	2023/24 forecast £m	2024/25 forecast £m
Asset Disposal	0.08	0.1	0.1	0.1	0.1
Leases and Loans	0.60	0.69	0.72	0.88	1.17
	0.68	0.79	0.82	0.98	1.27



Southill Solar Farm

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 may be met by borrowing. Treasury management is discussed in more detail in the Treasury Management Strategy paper but in terms of Capital we will look at the impact that our capital plans have on projected borrowing requirements.

In spite of high levels in the past of internal borrowing, the Council expects in the coming year to be able to fund all operational expenditure from working capital but would expect to need to borrow

should £10m of suitable investments be found to invest in line with the longer term investment strategy.

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.

As part of the review of prudential indicators, the Council is asked to approve the following:

Authorised limit and operational boundary for external debt £m

	2020/21 revised £m	2021/22 forecast £m	2022/23 budget £m	2023/24 forecast £m	2024/25 forecast £m
CFR	23.37	25.56	35.90	64.27	67.30
Operational boundary	25.37	27.56	37.90	66.27	69.30
Authorised borrowing limit	30.37	32.56	42.90	71.27	74.30

Although capital expenditure is not charged directly to the revenue budget, as has been explained above, 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 and expressed as a percentage of that.

Estimates of financing costs to net revenue stream

	2020/21 actual £k	2021/22 forecast £k	2022/23 budget £k	2023/24 forecast £k	2024/25 forecast £k
Interest Payable	0	0	65	322	541
MRP	345	379	455	766	1,468
Total borrowing costs	345	379	520	1,088	2,010
Funding per MTFS	11,273	12,232	12,488	8,967	9,339
Proportion of Funding	3.06%	3.09%	4.16%	12.13%	21.52%

The Council makes investments to assist local public services, including the successful support of the Gigaclear broadband rollout across the district and the purchase of the waste vehicle fleet. Many of these are crucial to our statutory provision of services but where the expenditure is not mandatory, the Council is required to find the most efficient way of delivering this service and where possible, seek grants or external funding to provide additional investment. Proposals should be brought forward with an appropriate business case to protect the Council from risk around unforeseen costs and to ensure that wherever possible any opportunity to raise additional revenue to support service delivery for the Council is explored.

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.



Gigaclear engineers laying broadband cable

Current Projects



The Council has recently purchased and renovated The Old Court House, which was bought to house people in need of temporary emergency accommodation. It has also invested in warehousing facilities in Carterton, with plans to carry out restorative works to the property.

The Council has improved the efficiency of the waste fleet by installing new in-cab technology, reducing the number of bins missed on collection rounds.

In the coming year we plan to invest in more solar on the rooftops of our commercial properties, providing green energy to the tenants and generating additional income for the Council. We are also working with grant funding to reassess the heating systems in Carterton Leisure Centre, reducing our reliance on fossil fuels on that site.

The agile work project currently underway gives us the opportunity to reduce our carbon footprint by reducing the office space required and freeing up office space for local businesses or even perhaps hot desking individuals to utilise.

The development of new Exacom system holding the details of all S106 monies received and available for use in the community along with community engagement webinars has improved our connection to local town and parish councils and helped facilitate the continued rollout of development funded infrastructure projects across the district. We are also looking at sites with development potential within West Oxfordshire.

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.

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 such as the Chartered Institute of Public Finance and Accountancy (CIPFA).

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
- CIMA cert BA

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 2022/23

West Oxfordshire District Council

Summary

West Oxfordshire District Council invests for a variety of reasons. We invest in the delivery of our services. We are the custodians of third party monies such as external grants and developer contributions through S106. We also have a portfolio of commercial investments which further Council priorities while providing crucial support to our revenue budget and therefore the delivery of our services.

In the last year alone, the Council has made loans to local registered providers to enable the development of affordable housing, has used S106 monies to facilitate play parks, repair local village halls, deliver community projects and work in collaboration with developers to deliver further affordable housing. It has used government grant funding to assist the rollout of high speed broadband to rural areas on the district and has invested in cab technology in the waste service to improve efficiency and reduce missed collections. It has bought and renovated a local building to provide emergency accommodation (pictured below) and invested in a new database and resource to work more closely with parish and town Councils to deliver community projects funded by housing developments.

The Council also invests constantly in its waste and cleansing fleet to enable the delivery of its waste and recycling service. The next large scale investments required in this area are the replacement of the bulk of the fleet in 2024/25 and the sourcing of a new depot when the lease on the current location runs out. These both present challenges with the fleet replacement of particular significance as, while our ambition is to move away from diesel vehicles, electric vehicles of that size present challenges in

terms of purchase cost which is circa double the current budget, range achievable on one charge (given the rural nature of the district) and the operational infrastructure and time required to charge them. Other alternative fuels are being investigated.



Expected funding cuts have placed new pressures on the Council's budget and in response to that, the Council endorsed a framework recovery investment strategy in October 2020 which laid out the criteria, in terms of yield and alignment with priorities, that any potential investment would be judged on. These projects 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 be primarily for service purposes but the importance of the revenue they will generate 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.

While increasing restrictions on what the Council is allowed to invest in (discussed in more detail below) have made the recovery strategy very difficult to deliver, it's importance remains and the Council continues to search for investment opportunities that align with its service priorities and deliver much needed support to our budget over the medium term.

In line with the aspirations of this strategy, we are taking a commercial view to all potential projects to ensure that revenue is generated where possible. This does not mean that we are seeking to charge for services where we would not have otherwise, rather it means that opportunities to generate income should not be ignored and that where income is able to be generated in a situation, the Council seeks to retain an appropriate proportion of it.



Affordable housing in Blenheim Park View

Introduction

The Council invests its money for three broad purposes:

- to generate additional revenue from surplus cash as a result of timing differences 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. Given the current rates of interest on offer, expectation of the level of return on these funds is usually linked to the length of time that the funds can be invested for.

- to support local public services by lending to other organisations or purchasing assets which generate no return but are used solely for the delivery of services (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 – although that may not be the primary purpose.

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

The Council's Capital Strategy is concerned with its future plans for investments in a broad range of projects, the funding for these is underpinned by the Treasury Management Strategy while the Investment Strategy considers the type of investments the Council might make in the context of the risk profile and return of those it already holds.

In October 2020, the Council approved a recovery investment strategy. While everything the Council does relates to serving the residents of the district by furthering the Council's stated priorities, the investment strategy was also designed to generate new revenue streams for the Council.

Large scale funding cuts have been expected for several years now and in each government spending review for the last couple of years, the message has been that these have been deferred because of the situation Councils have found themselves in on the frontline, assisting and protecting residents through the pandemic. The amount that central government has spent in the last couple of years on grants and support mean that it's all the more likely that the anticipated funding cuts will finally materialise. A move towards more self reliant sources of income gives the Council the opportunity to plan more easily beyond the horizon of a one year settlement and makes us more robust and less affected by large swings in funding from central government.

The Council has a good track record of investments, having purchased a portfolio of commercial property in the past from existing capital receipts that provides a healthy net revenue stream that is crucial to supporting our budget today.

There has been however, a move in recent years by HM Treasury's PWLB lending facility (PWLB) – formerly the Public Work Loans Board to drastically restrict what Councils are allowed to invest in. This is in response to a very small number of Councils investing large sums and apparently destabilising their finances as a result. Since the PWLB is a vital source of relatively low cost loans for the Council, it would be unwise to contravene its requirements unless we could be absolutely sure that we did not need to call on it. The requirements are so stringent however that the very act of "investing primarily for yield" is enough to render the Council ineligible to access their funds, even if the investment in question was not made using their money.

It is permissible to purchase property for the purpose of regeneration or housing, and property purchased should be within the boundaries of the Council's area but any asset bought primarily for yield will preclude the authority from accessing PWLB funds.

Whilst the previous prudential code stated that authorities must not "borrow more than or in advance of need" this new tightening of restrictions is much more prescriptive. There is some allowance for financing capital expenditure primarily related to the delivery of the authority's functions, temporary cashflow management or the refinance of current borrowing (including internal borrowing). This would allow us to borrow for example to replace the waste fleet – but that only helps with the timing of cashflow. There is no return on those vehicles and they do not repay the money spent on them.

They are a cost that is paid for annually from our budget as part of our delivery of services. The more we spend on the vehicles, the higher the cost of service delivery.

The PWLB supports investment in Housing which includes spending on delivering new homes, improving existing homes and purchasing built homes to deliver housing services. While housing is an area we remain interested in and are seeking opportunities, the Council transferred its housing stock to an affordable housing provider decades ago so the skill sets required to build and manage housing no longer exist in the Council and would be expensive to buy in for small scale development. For this reason, any projects we are considering need to be in conjunction with an experienced partner to reduce the risk inherent in the construction process.

The other category of investment we are exploring is regeneration which is defined as direct investments into assets to generate additional social or economic benefits. It does however caveat that it should fall into one or more of the following categories:

- The project addresses an economic or social market failure by providing services, facilities, or other amenities that are of value to local people and would not otherwise be provided by the private sector
- That the authority is making a significant investment in the asset beyond the purchase price, developing them to improve them and / or change their use, or otherwise making a significant financial investment
- That the project involves or generates significant additional activity that would not otherwise happen without the local authority's intervention, creating jobs and/or social or economic value



Gigaclear engineers installing a cabinet

All of these are worthy objectives that align with the Council's plan but it is proving difficult to find projects that meet these criteria and are also cash generating. It's very easy to find additional things to simply spend money on but very difficult to find income generating projects to actually invest in.

The Prudential Code does not require us to sell existing assets to fund new investments but does require us to consider that as an option when pursuing new opportunities.

It also required the S151 officer to confirm that the Council has no intention, either now, or in the next three years, to invest primarily for financial return.

In accordance with this, we can confirm that West Oxfordshire District Council has complied with paragraphs 51 to 53 of the Prudential Code in relation to investments for commercial purposes, in particular the requirement that an authority must not borrow to invest for the primary purpose of financial return and that our capital programme includes no such plans.

The Council is currently considering the possibility of new business parks in the District to attract more employers to the area, equipping our commercial properties with rooftop solar, investment in ground mount solar farms, local regeneration and small scale housing.

Treasury management investments

In general, the Council receives the bulk of its funding (for example, from taxes and grants) before it pays for its expenditure (for example, 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 will typically lead to a natural cash surplus at various points of the year which is invested in accordance with guidance from the Chartered Institute of Public Finance and Accountancy.

These investments contribute to the objectives of the Council by providing income to fund operational activity in support of the Council's priorities.

Details of the Council's policies and its 2022/23 plans for treasury management are covered in the Treasury Management Strategy in Annex I.

Service investments: loans

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.

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:

Loans for service purposes in £

Category of Borrower	Actual at 31st March 2021			31st Dec 2021	
	Balance owing	Loss allowance	Net figure in	Balance owing	Approved
	£	£	accounts	£	limit
Local Businesses	2,844,647	0	2,844,647	2,743,924	2,865,000
Town/Parish Councils	145,933	0	145,933	142,533	153,931
Housing Associations	7,821,039	0	7,821,039	7,739,829	10,000,000
Local Residents (Equity Loans)	232,114	0	232,114	232,114	232,114
Employees (Car loans)	5,059	0	5,059	998	16,157
Total	11,048,792	0	11,048,792	10,859,398	13,267,202

Accounting standards require the Council to set aside a 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. 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.

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.



A Cottsway Housing development in Lavender Place, Bampton

Service investments: shares

The Council has a £1 shareholding in Ubico Ltd. Ubico Ltd is wholly-owned by eight 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.

One of the risks of investing in shares is that they potentially could fall in value meaning that the initial outlay may not be recovered. This is not relevant with the share held in Ubico for the reasons discussed below. The Council has no other shareholdings. The Council also owns Publica along with Cotswold District Council, Forest of Dean District Council and Cheltenham Borough Council but it is limited by guarantee and has no share capital. The same potential for upside or loss exists as with Ubico.

Shares held for service purposes

Category of Company	31st March 2021 actual			2022/23
	Amount Invested	Gains or losses	Value in Accounts	Approved Limit
Local Authority owned company	£1	£	£1	£1



Delivering waste and cleansing services in West Oxfordshire

The Council has not invested into Ubico to generate a financial return. It has invested purely to support service provision. Ubico is a cost sharing company and any surplus generated within Ubico Ltd is returned to the partner Councils (shareholders) but any deficit would also be 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 who are happy to give complete transparency. We are also working with them collaboratively on a service transformation programme to find new efficiencies and more cost effective ways of working.

The shareholding in Ubico does not appreciate in value due to the cost sharing nature of the company, it merely gives a shareholders stake in the control of the company. The Council has no intention to sell its investment in the foreseeable future.

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 in 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, for capital appreciation, or both. The Council holds a number of assets which it classifies as Investment Properties.

The Council has historically invested in Investment Property both within West Oxfordshire and outside of the district, funded through capital receipts, with the intention of generating ongoing 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.

With the tightening of PWLB's restrictions on allowable investments, the existing property portfolio is extremely valuable to the Council. Were we to sell any of it we would realise an immediate cash gain in the form of capital receipts but would not be able to use that to support our revenue budget and, for all the reasons outlined above, would find it difficult to find another replacement investment that would deliver ongoing revenue budget support in the way that the existing portfolio does.

Properties held for investment purposes in £m

Type of Property	Inside District	Outside District	Inside County	Outside County
Investment	12.63	27.96	37.26	3.33
Industrial Estates	11.37	0.00	11.37	0.00
Subtotal	24.00	27.96	48.63	3.33
Total Held	51.96		51.96	

The table above shows the value of the properties held by the Council at 31st of March 2021. The valuations at 31st March 2022 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.

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 dropped due to the impact of the pandemic and was less than the purchase price of the assets in a number of cases. No valuation has yet been undertaken for March 2022 but we do anticipate a recovery. 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.

In order to maximise returns, 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 aims wherever possible to secure its ongoing revenue streams by letting to tenants on long leases. The return available from Treasury investments is also subject to change as interest rates rise and fall.

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. We currently have a strong Treasury Management Investment portfolio with good short term access to liquidity so we anticipate no circumstance where the Council would be required to sell Investment Property to raise money quickly.

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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 eighth) 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, transparency of reporting to the Council mitigates the risk that additional sums will be required without adequate notice.

The Council has made the following commitment in terms of cash flow cover to both Publica and Ubico and the expectation is that these will continue for 2022/23

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

The Council needs investment generated income to fund its revenue budget. The table 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 (MTFS). The Council is already forecasting shortfalls in funding and is hoping to generate further investment income to reduce the gap. 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 includes the hoped for return generated by the investment strategy outlined above and in the MTFS, albeit that this is a reduced and hopefully more attainable level than that projected previously.

Proportionality of investments

	2020/21 actual £m	2021/22 forecast £m	2022/23 budget £m	2023/24 forecast £m	2024/25 forecast £m
Gross Service Expenditure*	35.40	26.04	27.94	29.05	29.93
Treasury investment income	0.79	0.79	1.14	1.01	0.92
Loan income		0.18	0.19	0.19	0.20
Share dividends	0.00	0.00	0.00	0.00	0.00
Investment property income	3.74	3.96	4.24	4.26	4.28
Investment strategy income				0.69	2.40
Total	4.53	4.93	5.56	6.15	7.79
Investment income as a proportion of expenditure	12.80%	18.92%	19.91%	21.16%	26.04%

* Excluding housing benefit payments

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 22/23 to finance its investment strategy but there are no plans to borrow in advance of need.

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 Overview and Scrutiny Committee and to Cabinet. This includes 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.

The table below shows the Council's total exposure to potential investment losses. This would include amounts the Council is contractually committed to lend but have yet to be drawn down, but no such obligations exist at this point in time.

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

Total investment exposure £m

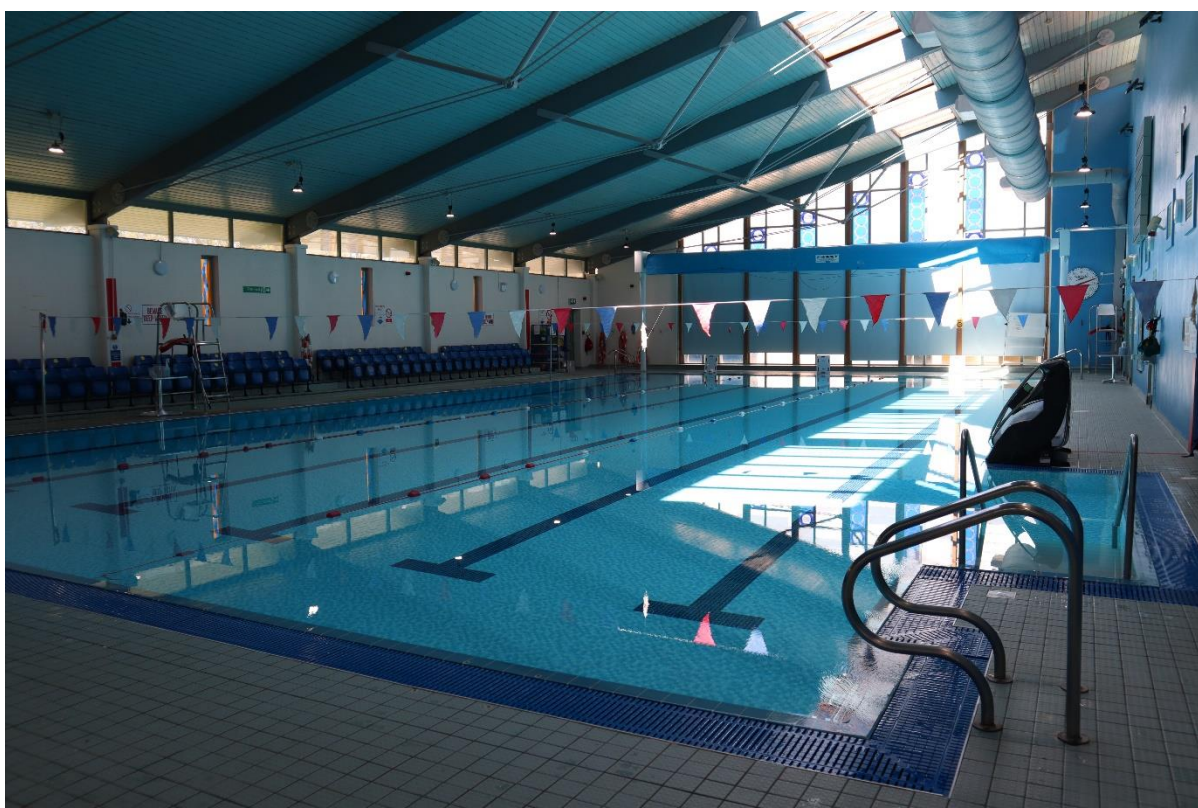
	2020/21 actual	2021/22 forecast	2022/23 budget
	£m	£m	£m
Treasury Management investments	30.45	31.60	31.60
Service Investments: Loans	11.05	10.87	10.68
Service Investments: Shares (£1)	0.00	0.00	0.00
Commercial Investments: Property	51.96	51.96	51.96
Total Investments / exposure	93.46	94.43	94.24

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 and has not yet engaged in external borrowing, this guidance is difficult to comply with. The capital financing requirement (CFR) gives an indication of how much internal borrowing the Council has undertaken so far and also shows how that internal borrowing is expected to result in external borrowing over time.

Currently, all of the Council's investments have been funded by usable reserves, capital receipts and cash balances.

Forecast borrowing requirement

	2020/21 actual £m	2021/22 forecast £m	2022/23 budget £m	2023/24 forecast £m	2024/25 forecast £m
CFR	23.37	25.56	35.90	64.27	67.30
Less external borrowing	0.00	0.00	(10.00)	(35.00)	(35.00)
Internal borrowing	23.37	25.56	25.90	29.27	32.30
Usable reserves	(46.10)	(38.01)	(37.07)	(34.74)	(33.17)
Average working capital	(7.72)	(19.15)	(20.43)	(19.03)	(17.63)
Investments	30.45	31.60	31.60	24.50	18.50



Carterton swimming pool

The table below 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 new investments may have to be financed by external borrowing and some current investments may also have to be refinanced with external borrowing and the interest rate associated with that will reduce their return accordingly.

Net rate of return on investments

	2020/21	2021/22	2022/23
Treasury Management	1.77%	2.12%	2.56%
Service investments: Loans			
Local Businesses	3.85%	3.85%	3.85%
Town & Parish Councils	1.40%	1.40%	1.40%
Housing Associations	2.58%	2.45%	2.52%
Local Residents (equity loans)	0.00%	0.00%	0.00%
Employees (car loans)	2.00%	2.00%	0.00%
Service investments: Shares	0.00%	0.00%	0.00%
Commercial investments	6.38%	6.38%	6.38%

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

The Treasury Management return is diluted by the relatively large amount of cash held as short term, highly liquid funds. For returns on higher interest earning pooled funds, please see the Treasury Strategy paper.

The table above shows the importance to the support of the Council's revenue budget of the current commercial investment portfolio.

Summary of knowledge and skills available to the Council:

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 such as the Chartered Institute of Public Finance and Accountancy (CIPFA).

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
- CIMA cert BA

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.

WEST OXFORDSHIRE DISTRICT COUNCIL

TREASURY MANAGEMENT STRATEGY 2022/2023

Summary

The Council is currently operating with a cash surplus which is invested in various funds, delivering a healthy and important revenue stream to support the Council's revenue budget. While there is an expectation that for the Council to realise its Investment Strategy ambitions, it would look to borrow externally, there is a balance to be struck between recalling the current invested sums and drawing down loans.

Treasury investments that earn less than the cost of external debt 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 current high levels of Treasury Investment are made up not only of the Council's general reserves but also capital receipts, unspent earmarked reserves and capital grants unapplied. The expectation is that these will be used up over time as they have designated purposes and in some cases we are merely the custodians of them. This is reflected in the reducing forecast for treasury investment income.



While achieving high returns from invested treasury funds is less important to the Council than the need to limit the risk of loss, the size of the portfolio means that changes in fund allocation and strategy have a significant impact on income. The Council is reviewing the level of advice it currently contracts along with the investment decision making processes and protocols and in conjunction with the Finance and Management Overview and Scrutiny Committee will be drafting a revised Treasury Investment Strategy.

Introduction

Treasury Management is the management of the Authority's cash flows, borrowing and treasury investments, and the associated risks. The Authority has invested significant 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.

Non treasury investments, are considered in the Council's Investment Strategy paper but the approach to borrowing outlined here and the availability of cash will underpin both that paper and the Capital Strategy paper.

Treasury Management is important to both the short and long term plans of the Council. On a day to day basis it ensures that there is sufficient immediately available cash to settle all payments the Council needs to make, that surplus cash is earning money where possible and that everywhere that cash is held has been assessed for current risk.

In the longer term it provides an important source of income for the Council and underpins the availability of cash and selection of sources of borrowing for capital spend and investments. The revenue budget is set out at the start of the year and monitored quarterly to ensure that we stay within plan but the



management of cash is a daily function that facilitates every transaction the Council undertakes. We regularly receive cash on behalf of third parties such as council tax, business rates, grant funding and S106 monies and the Treasury function must deal appropriately with those monies and forecast when they will need to be "spent" in order to determine the best way to do that.

Balances

On 31st December 2021, the Authority held £31.6m of investments as shown in the tables below.

Investments	WODC Treasury investments - one year return			
	31/12/2021	31.12.20 to 31.12.21		
	£	Capital Return	Income Return	Total Return
Money Market Funds	12,000,000	0.00%	0.50%	0.50%
Call Accounts	4,000,267	0.00%	0.01%	0.01%
Corporate Bonds	2,548,222	0.00%	4.75%	4.75%
Internal Investments	18,548,489			
Cash Plus and Short Bond Fund	2,040,091	0.00%	0.44%	0.44%
Strategic Pooled Funds:				
Aegon Diversified Monthly Income Fund	1,033,052	4.57%	4.82%	9.39%
CCLA Diversified Income Fund	1,073,222	7.73%	2.57%	10.29%
M & G Strategic Corporate Bond	2,071,474	-2.88%	2.41%	-0.47%
Royal London Short Dated Credit Fund	1,969,107	-2.47%	2.19%	-0.28%
Schroder Income Maximiser Fund	911,817	18.50%	7.70%	26.20%
Threadneedle UK Equity Income Fund	1,083,931	15.72%	3.56%	19.28%
UBS Multi Asset Income Fund	1,841,173	-0.70%	3.47%	2.78%
Fundamentum Social Housing REIT	1,030,000	4.57%	2.23%	6.80%
	11,013,776	3.11%	3.26%	6.37%
Total Investment	31,602,356	Annualised Income Return 2.56%		
Pooled funds	11,013,776	Annualised Income Return 3.26%		

You can see from the table above that there is a spread of holdings both of shorter term more liquid holdings with lower returns and of longer term holdings where the return is higher and has an element of both capital appreciation (or depreciation) and income.

The cash position over the last two years has fluctuated in an unprecedented fashion with huge influxes of monies for Section 31 support and Covid grants, often with large uncertainty over when the residual monies would need to be paid back to the government. The Council now has a much improved cashflow forecast giving us more certainty of the cash requirements and accordingly has recently moved £8m from the short term lower return holdings to the longer dated higher return funds. The money can still be brought back with roughly a week's notice and indeed, if the cashflow requirements were fairly short term in nature then there is an active lending market between local authorities with borrowing rates currently at less than a percentage making it preferable to leave money in higher return funds and supplement a fluctuation in working capital requirements with short term borrowing.

WODC Treasury investments - five year return		31.12.16 to 31.12.21		
Investments	31/12/2021	Capital Return	Income Return	Total Return
	£			
Strategic Pooled Funds:				
Aegon Diversified Monthly Income Fund	1,033,052	3.31%	11.74%	15.05%
CCLA Diversified Income Fund	1,073,222	7.35%	10.81%	18.16%
M & G Strategic Corporate Bond	2,071,474	2.30%	14.35%	16.65%
Royal London Short Dated Credit Fund	1,969,107	-0.69%	6.38%	5.69%
Schroder Income Maximiser Fund	911,817	-15.58%	32.80%	17.21%
Threadneedle UK Equity Income Fund	1,083,931	8.39%	13.58%	21.97%
UBS Multi Asset Income Fund	1,841,173	-5.79%	21.82%	16.03%
Fundamentum Social Housing REIT	1,030,000	3.00%	3.35%	6.35%
	11,013,776	0.43%	12.47%	12.90%
Pooled funds	11,013,776	Annualised Income Return 3.57%		



Borrowing requirement

The forecast borrowing requirement tracks the transition from internal borrowing to external borrowing showing our Capital Financing Requirement (CFR) - which currently shows only internal borrowing - and how increasing borrowing requirements will affect the amount of capital available for investment. The balance between retained treasury investments and external borrowing will be dictated by both the PWLB restrictions in place at the time of borrowing and the relative interest rates for both borrowing and investment.

In the table below, the underlying need to borrow for capital purposes is measured by the 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.

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. The table below shows the use of borrowing expected to change the Council's debt free position in 22/23, should sufficient investment opportunities be found.

Forecast borrowing requirement

	2020/21	2021/22	2022/23	2023/24	2024/25
	actual £m	forecast £m	budget £m	forecast £m	forecast £m
CFR	23.37	25.56	35.90	64.27	67.30
Less external borrowing	0.00	0.00	(10.00)	(35.00)	(35.00)
Internal borrowing	23.37	25.56	25.90	29.27	32.30
Usable reserves	(46.10)	(38.01)	(38.74)	(36.41)	(34.83)
Average working capital	(7.72)	(19.15)	(18.76)	(17.36)	(15.97)
Investments	30.45	31.60	31.60	24.50	18.50

The authorised limit for external debt uses the calculated CFR to set limits for agreement on the amount of external debt that it would be prudent for the authority to stay within. Above the CFR there is an operational boundary which should provide an early warning system that we are close to our limits, followed by the Council approved Authorised limit, which should never be exceeded.

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.

The Council is asked to approve the following authorised limit:

Authorised limit and operational boundary for external debt £m

	2020/21	2021/22	2022/23	2023/24	2024/25
	revised £m	forecast £m	budget £m	forecast £m	forecast £m
CFR	23.37	25.56	35.90	64.27	67.30
Operational boundary	25.37	27.56	37.90	66.27	69.30
Authorised borrowing limit	30.37	32.56	42.90	71.27	74.30

The final prudential indicator in this set is the liability benchmark. It tracks the projected situation were we to use up all of our available funds ahead of borrowing. It shows the point in 2023/24 where the authority would be forced to borrow externally, even if it used up all its available reserves, the bulk of which are currently held as treasury investments. There is an approximate liquidity allowance of £13m which is £10m of investments held in order to qualify as a professional investor under MiFiD 2 plus a small working capital buffer of £3m. In reality, if we were to use all of our reserves ahead of borrowing we would consider carefully whether maintaining £10m of investments was of huge benefit and we may decide that in the absence of readily liquid funds, the working capital threshold needed to be higher than £3m. Regardless of whether we would change that balance, the £13m liquidity allowance is overly prudent and our access to reserves and treasury investments shows that our minimum level of borrowing is well within the limits suggested by the CFR.

Liability Benchmark

	2020/21	2021/22	2022/23	2023/24	2024/25
	actual £m	forecast £m	budget £m	forecast £m	forecast £m
CFR	23.37	25.56	35.90	64.27	67.30
Less usable reserves	(46.10)	(38.01)	(38.74)	(36.41)	(34.83)
Less working capital	(7.72)	(19.15)	(18.76)	(17.36)	(15.97)
Net loans requirement	(30.45)	(31.60)	(21.60)	10.50	16.50
Plus liquidity allowance	13.00	13.00	13.00	13.00	13.00
Liability benchmark	(17.45)	(18.60)	(8.60)	23.50	29.50



Borrowing Strategy

The Authority currently does not hold any debt, but the expectation is that debt will be required in the short term to implement the investment strategy. Even without this, we are unlikely to be able to fund the replacement of the waste vehicle fleet and the purchase or construction of a new waste depot out of working capital.

The Authority may, to avoid borrowing at higher interest rates in the future, convert some of its current internal borrowing into external borrowing, providing this does not exceed the authorised limit but there are no current plans to borrow in advance of need.

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 service activity. This will involve both the organisation of the cash flow and, where capital plans require, the organisation of appropriate borrowing facilities.

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.

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.

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. There is a potential scenario where the Council would be advised to refinance some of its previous internal borrowing at long-term fixed rates in 2022/23 with a view to keeping future interest costs low, even if this causes additional cost in the short-term.

While very short term requirements may involve 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 investment strategy aims to find investments within the local area that deliver the Council's priorities.

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
- Community bonds

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.

If we were to borrow the full £10m we are forecasting in 22/23, the impact of a 1% rise or fall in variable interest rates would be as follows:

Interest rate exposures	Limit £k
Upper limit on one year revenue impact of a 1% rise in interest rates	(100)
Upper limit on one year revenue impact of a 1% fall in interest rates	100

We are also required to set upper and lower limits for the maturity structure of any borrowing. The reality is that the period of the loan will be determined by the optimum affordability based on the cashflows delivered by the project but should not exceed the life of the underlying asset it is funding.

Maturity structure of borrowing	Upper Limit	Lower Limit
Under 12 months	100%	0%
12 months and within 24 months	100%	0%
24 months and within 5 years	100%	0%
5 years and within 10 years	100%	0%
10 years and within 30 years	100%	0%
30 years and above	100%	0%



Treasury Investment Strategy

The Council holds invested funds, representing income received in advance of expenditure plus balances and reserves held.

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.

Strategy

Given the increasing risk and very low returns from short-term unsecured bank investments, the Council has diversified into more secure and/or higher yielding asset classes and this strategy has been maintained through 2021/22. The majority of the Council's surplus cash is currently invested in money market funds and pooled funds. 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.

Treasury investment counterparties and limits

Sector	Time Limit	Counterparty Limit	Sector Limit
The UK Government	50 years	Unlimited	n/a
Local Authorities	25 years	£4m	Unlimited
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	£5m	£25m
Strategic pooled funds	n/a	£5m	£25m
Real estate investment trusts	n/a	£3m	£5m
Other investments*	5 years	£1m-£12.5m	£12.5m

*Treasury Management investments will only be made with entities whose lowest published long term rating is no lower than A-

While some short term funds were loaned to another local authority in 21/22, the level of return currently available for this type of lending makes the risk / reward ratio disproportionate. The current very low level of interest available for Council to Council lending works in our favour should we need to borrow short term.

Clearly also some Government entities such as Transport For London, who were previously viewed as a very secure counterparty are currently experiencing financial difficulties. While the ability to lend to them has not been restricted in the table above, this is because the limits are set by sector. This should however be considered with a suitable level of due diligence. Lending appraisal and approval processes are being reviewed and revised under the new treasury investment strategy which will restrict the authority to approve these to the Section 151 Officer, within the limits of the table above.

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. This is reflected in the lower time and sector limits. Additional due diligence and monitoring would be required in these instances.

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 2022/23:-

- 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, avoided completely if possible, 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 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. 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 £22.7 million on 31st March 2022. 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 and registered providers) will not exceed £5.67 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.

In reality most investments will fall well below this threshold but we do currently have just under £7.75m invested with Cottsway Housing Association secured on the houses being built.

Investment limits	Cash limit
Any single organisation, except the UK Central Govt	£5m each
UK Central Government	unlimited
Any group of organisations under the same ownership	£5m per group
Any group of pooled funds under the same mgmt	£5m per manager
Real Estate Investment Trusts (REITS)	£3m max per REIT
Foreign countries	£3m per country
Registered providers	£15m in total
Unsecured investments with building societies	£2m in total per BS
Money Market Funds	£5m per MMF

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.

Credit Risk Indicator	Rating
Portfolio credit rating target	A
Portfolio credit rating actual (as at 31st Dec 2021)	A+

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:

Interest rate exposures

	2022/23	2023/24	2024/25
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. The table above reflects the fact that we have no current borrowing and that any future borrowing would be recommended on its merit and suitability as the need arose. The Councils preference is not to undertake variable rate borrowing over long periods of time.

Principal sums invested for periods longer than 364 days: The purpose of this indicator is to quantify and control cash tied up for longer than the current financial year. Penalties may be incurred for money withdrawn early but in the context of current investment opportunities, longer term holdings represent returns of around 4% with shorter term holdings returning virtually nothing. Although removing funds early potentially risks a variation in capital value, in most cases the money can be withdrawn in around a week and the returns that can be earned in the meantime are significant. Where funds are known to be needed they would not be placed in long term funds but in the absence of firm timescales, it is beneficial to the Council to earn as much on the available funding as possible, within the constraints in the tables above.

The limits on the long-term principal sum invested to final maturities beyond the period end will be:

Principal sums invested for periods longer than a year

	2022/23	2023/24	2024/25
Limit on principal invested > year	£35m	£35m	£35m
Treasury invested with no fixed maturity date	£35m	£35m	£35m

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

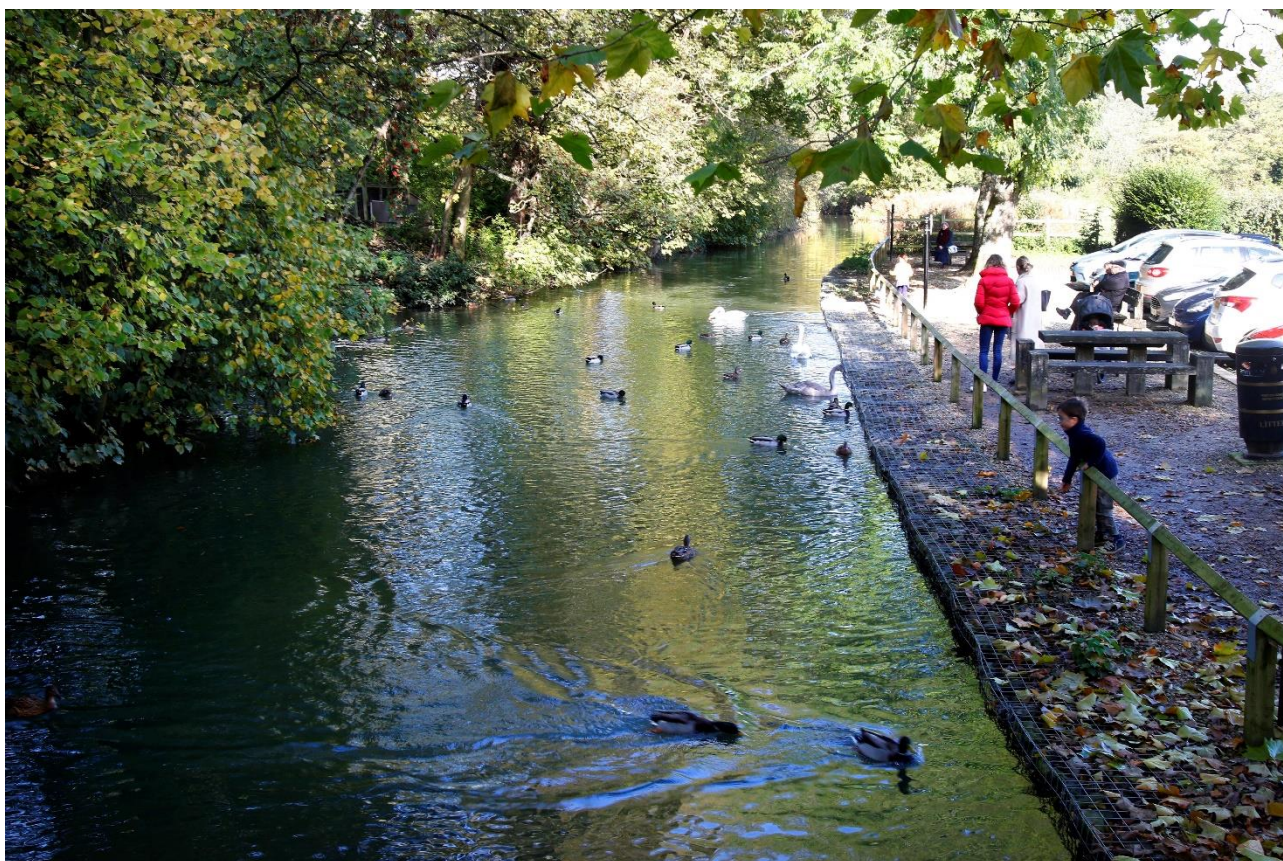
taken into account when determining the overall level of risk. Embedded derivatives, including those present in pooled funds and forward starting transactions, will not be subject to this policy, although the risks they present will be managed in line with the overall treasury risk management strategy.

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 after a joint tender with Cotswold District Council. The contract will end in 2022 and the investment policy review will also recommend the appropriate level of support that the contract should give to the Council.



Appendix I

Arlingclose Limited Economic Forecast December 2021

Economic background:

The ongoing impact on the UK from coronavirus, together with higher inflation, higher interest rates, and the country's trade position post-Brexit, will be major influences on the Authority's treasury management strategy for 2022/23.

The Bank of England (BoE) increased Bank Rate to 0.25% in December 2021 while maintaining its Quantitative Easing programme at £895 billion. The Monetary Policy Committee (MPC) voted 8-1 in favour of raising rates, and unanimously to maintain the asset purchase programme.

Within the announcement the MPC noted that the pace of the global recovery was broadly in line with its November Monetary Policy Report. Prior to the emergence of the Omicron coronavirus variant, the Bank also considered the UK economy to be evolving in line with expectations, however the increased uncertainty and risk to activity the new variant presents, the Bank revised down its estimates for Q4 GDP growth to 0.6% from 1.0%. Inflation was projected to be higher than previously forecast, with CPI likely to remain above 5% throughout the winter and peak at 6% in April 2022. The labour market was generally performing better than previously forecast and the BoE now expects the unemployment rate to fall to 4% compared to 4.5% forecast previously, but notes that Omicron could weaken the demand for labour.

UK CPI for November 2021 registered 5.1% year on year, up from 4.2% in the previous month. Core inflation, which excludes the more volatile components, rose to 4.0% y/y from 3.4%. The most recent labour market data for the three months to October 2021 showed the unemployment rate fell to 4.2% while the employment rate rose to 75.5%.

In October 2021, the headline 3-month average annual growth rate for wages were 4.9% for total pay and 4.3% for regular pay. In real terms, after adjusting for inflation, total pay growth was up 1.7% while regular pay was up 1.0%. The change in pay growth has been affected by a change in composition of employee jobs, where there has been a fall in the number and proportion of lower paid jobs.

Gross domestic product (GDP) grew by 1.3% in the third calendar quarter of 2021 according to the initial estimate, compared to a gain of 5.5% q/q in the previous quarter, with the annual rate slowing to 6.6% from 23.6%. The Q3 gain was modestly below the consensus forecast of a 1.5% q/q rise. During the quarter activity measures were boosted by sectors that reopened following pandemic restrictions, suggesting that wider spending was flat. Looking ahead, while monthly GDP readings suggest there had been some increase in momentum in the latter part of Q3, Q4 growth is expected to be soft.

GDP growth in the euro zone increased by 2.2% in calendar Q3 2021 following a gain of 2.1% in the second quarter and a decline of -0.3% in the first. Headline inflation has been strong, with CPI registering 4.9% year-on-year in November, the fifth successive month of inflation. Core CPI inflation was 2.6% y/y in November, the fourth month of successive increases from July's 0.7% y/y. At these levels, inflation is above the European Central Bank's target of 'below, but close to 2%', putting some pressure on its long-term stance of holding its main interest rate of 0%.

The US economy expanded at an annualised rate of 2.1% in Q3 2021, slowing sharply from gains of 6.7% and 6.3% in the previous two quarters. In its December 2021 interest rate announcement, the Federal

Reserve continue to maintain the Fed Funds rate at between 0% and 0.25% but outlined its plan to reduce its asset purchase programme earlier than previously stated and signalled they are in favour of tightening interest rates at a faster pace in 2022, with three 0.25% movements now expected.

Credit outlook:

Since the start of 2021, relatively benign credit conditions have led to credit default swap (CDS) prices for the larger UK banks to remain low and had steadily edged down throughout the year up until mid-November when the emergence of Omicron has caused them to rise modestly. However, the generally improved economic outlook during 2021 helped bank profitability and reduced the level of impairments many had made as provisions for bad loans. However, the relatively recent removal of coronavirus-related business support measures by the government means the full impact on bank balance sheets may not be known for some time.

The improved economic picture during 2021 led the credit rating agencies to reflect this in their assessment of the outlook for the UK sovereign as well as several financial institutions, revising them from negative to stable and even making a handful of rating upgrades.

Looking ahead, while there is still the chance of bank losses from bad loans as government and central bank support is removed, general credit conditions across the sector are expected to remain benign. Duration limits for counterparties on the Authority's lending list are under regular review and will continue to reflect economic conditions and the credit outlook.

Interest rate forecast:

The Authority's treasury management adviser Arlingclose is forecasting that Bank Rate will continue to rise in calendar Q1 2022 to subdue inflationary pressures and the perceived desire by the BoE to move away from emergency levels of interest rates.

Investors continue to price in multiple rises in Bank Rate over the next forecast horizon, and Arlingclose believes that although interest rates will rise again, the increases will not be to the extent predicted by financial markets. In the near-term, the risks around Arlingclose's central case are to the upside while over the medium-term the risks become more balanced.

Yields are expected to remain broadly at current levels over the medium-term, with the 5, 10 and 20 year gilt yields expected to average around 0.65%, 0.90%, and 1.15% respectively. The risks around for short and medium-term yields are initially to the upside but shifts lower later, while for long-term yields the risk is to the upside. However, as ever there will almost certainly be short-term volatility due to economic and political uncertainty and events.

Arlingclose Limited underlying assumptions as at December 2021

The global recovery from the pandemic has entered a more challenging phase. The resurgence in demand has led to the expected rise in inflationary pressure, but disrupted factors of supply are amplifying the effects, increasing the likelihood of lower growth rates ahead. The advent of the Omicron variant of coronavirus is affecting activity and is also a reminder of the potential downside risks.

Despite relatively buoyant activity survey data, official GDP data indicates that growth was weakening into Q4 2021. Other data, however, suggested continued momentum, particularly for November. Retail sales volumes rose 1.4%, PMIs increased, and the labour market continued to strengthen. The end of furlough did not appear to have had a significant impact on unemployment. Wage growth is elevated.

The CPI inflation rate rose to 5.1% for November and will rise higher in the near term. While the transitory factors affecting inflation are expected to unwind over time, policymakers' concern is persistent medium term price pressure.

These factors prompted the MPC to raise Bank Rate to 0.25% at the December meeting. Short term interest rate expectations remain elevated.

The outlook, however, appears weaker. Household spending faces pressures from a combination of higher prices and tax rises. In the immediate term, the Omicron variant has already affected growth – Q4 and Q1 activity could be weak at best.

Longer-term government bond yields remain relatively low despite the more hawkish signals from the BoE and the Federal Reserve. Investors are concerned that significant policy tightening in the near term will slow growth and prompt the need for looser policy later. Geo-political and coronavirus risks are also driving safe haven buying. The result is a much flatter yield curve, as short-term yields rise even as long-term yields fall.

The rise in Bank Rate despite the Omicron variant signals that the MPC will act to bring inflation down whatever the environment. It has also made clear its intentions to tighten policy further. While the economic outlook will be challenging, the signals from policymakers suggest their preference is to tighten policy unless data indicates a more severe slowdown.

Update to the economic and interest rate forecast – February 2022

The post Covid global economy has entered a higher inflationary phase, driven by a combination of resurgent demand and supply bottlenecks in goods and energy markets. Geopolitics are also playing a role, driving energy prices upwards which are being passed on to consumers. Tighter labour markets due to reduced participation rates have prompted concerns about wage-driven inflation, leading central banks to tighten policy to ensure inflation expectations remain anchored.

While some indicators suggest supply bottlenecks in goods markets are easing, oil and gas prices have risen significantly and threaten a more sustained level of uncomfortably high inflation than previously expected. In the UK, Ofgem has confirmed a significant rise in retail energy prices, which will maintain relatively high CPI rates throughout 2022.

The lower severity of Omicron means that the economic impact should be limited. The UK economy had a weak Q4 2021 due to the virus, but growth is likely to bounce back in Q1 2022.

However, higher inflation will dampen demand. In the UK, households face a difficult outlook. Fiscal and monetary headwinds alongside a sharp reduction in real income growth will weigh on disposable income, ultimately leading to slower growth. •

Arlingclose believe that The Bank of England will tighten policy further over the next few months to ensure that aggregate demand slows to reduce business pricing power and labour wage bargaining power. Markets have priced in a significant rise in Bank Rate, but they believe the MPC will be more cautious given the medium term outlook, assessing the impact of the first round of rises rather than following the market higher.

Bond yields have risen sharply to accommodate tighter monetary policy, including the run off of central bank bond portfolios. The interplay between slowing growth and falling inflation, and tightening policy, will likely keep yields relatively flat.

The MPC will raise Bank rate further to dampen aggregate demand and reduce the risk of sustained higher inflation.

Arlingclose therefore expects Bank Rate to rise to 0.75% in March and 1.0% in May. Despite this expectation, risks to the forecast remain weighted to the upside for 2022, becoming more balanced over time. The Arlingclose central forecast remains below the market forward curve.

Gilt yields will remain broadly flat from current levels, which have risen sharply since mid-December 2021. Significant volatility is, however, likely which should offer tactical opportunities for borrowing and investment. The risks around the gilt yield forecasts are broadly balanced. While gilt yields may face downward pressure as Bank Rate expectations ease from current levels, the run off of the Bank's corporate bond portfolio, and later the gilt portfolio, as it reverses QE, could impact some upward pressure on yields.

	Current	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24
Official Bank Rate													
Upside risk	0.00	0.00	0.25	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Arlingclose Central Case	0.50	0.75	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Downside risk	0.00	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.50	-0.50	-0.50	-0.50	-0.50	-0.50
3-month money market rate													
Upside risk	0.00	0.05	0.20	0.35	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Arlingclose Central Case	0.50	0.85	1.20	1.25	1.15	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10
Downside risk	0.00	-0.25	-0.25	-0.30	-0.30	-0.30	-0.35	-0.45	-0.50	-0.50	-0.50	-0.50	-0.50
5yr gilt yield													
Upside risk	0.00	0.35	0.45	0.55	0.55	0.55	0.55	0.55	0.55	0.55	0.55	0.55	0.55
Arlingclose Central Case	1.22	1.20	1.20	1.20	1.20	1.20	1.20	1.15	1.15	1.15	1.15	1.15	1.15
Downside risk	0.00	-0.20	-0.25	-0.25	-0.30	-0.35	-0.40	-0.50	-0.50	-0.50	-0.50	-0.50	-0.50
10yr gilt yield													
Upside risk	0.00	0.40	0.45	0.55	0.60	0.65	0.65	0.70	0.70	0.70	0.70	0.70	0.70
Arlingclose Central Case	1.37	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35
Downside risk	0.00	-0.20	-0.30	-0.35	-0.40	-0.45	-0.50	-0.55	-0.55	-0.55	-0.60	-0.60	-0.60
20yr gilt yield													
Upside risk	0.00	0.40	0.45	0.50	0.55	0.60	0.60	0.65	0.65	0.65	0.65	0.65	0.65
Arlingclose Central Case	1.54	1.55	1.55	1.55	1.55	1.55	1.55	1.55	1.55	1.55	1.55	1.55	1.55
Downside risk	0.00	-0.30	-0.35	-0.40	-0.40	-0.45	-0.45	-0.50	-0.50	-0.50	-0.50	-0.50	-0.50
50yr gilt yield													
Upside risk	0.00	0.40	0.45	0.50	0.55	0.60	0.60	0.65	0.65	0.65	0.65	0.65	0.65
Arlingclose Central Case	1.22	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20
Downside risk	0.00	-0.30	-0.35	-0.40	-0.40	-0.45	-0.45	-0.50	-0.50	-0.50	-0.50	-0.50	-0.50

PWLB Standard Rate (Maturity Loans) = Gilt yield + 1.00%

PWLB Certainty Rate (Maturity Loans) = Gilt yield + 0.80%

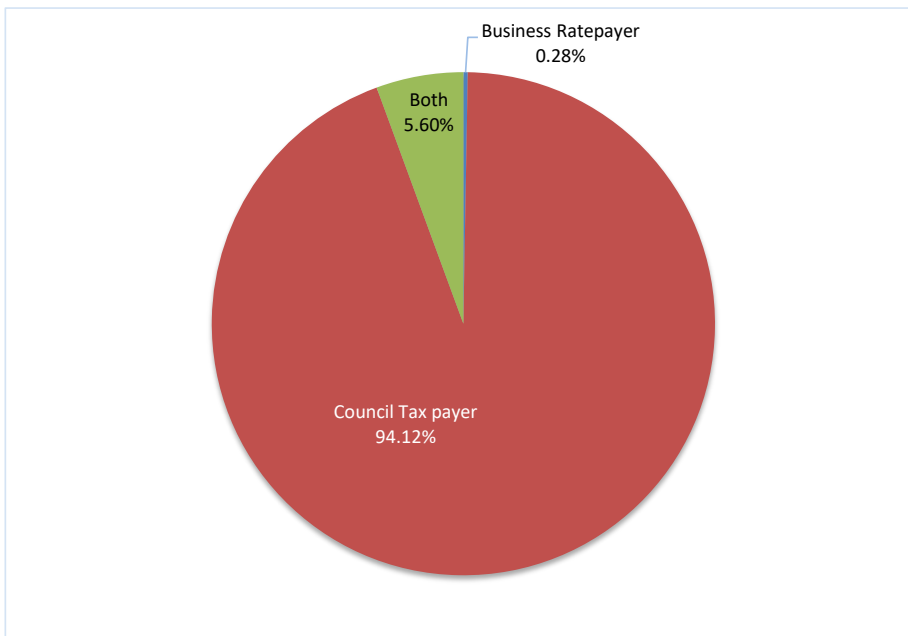
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West Oxfordshire District Council Budget consultation 2022/23

Q1 Business Rate payers and Council Tax payers in West Oxfordshire are being asked for their views on the District Council's budget setting strategy.

Are you are a ...

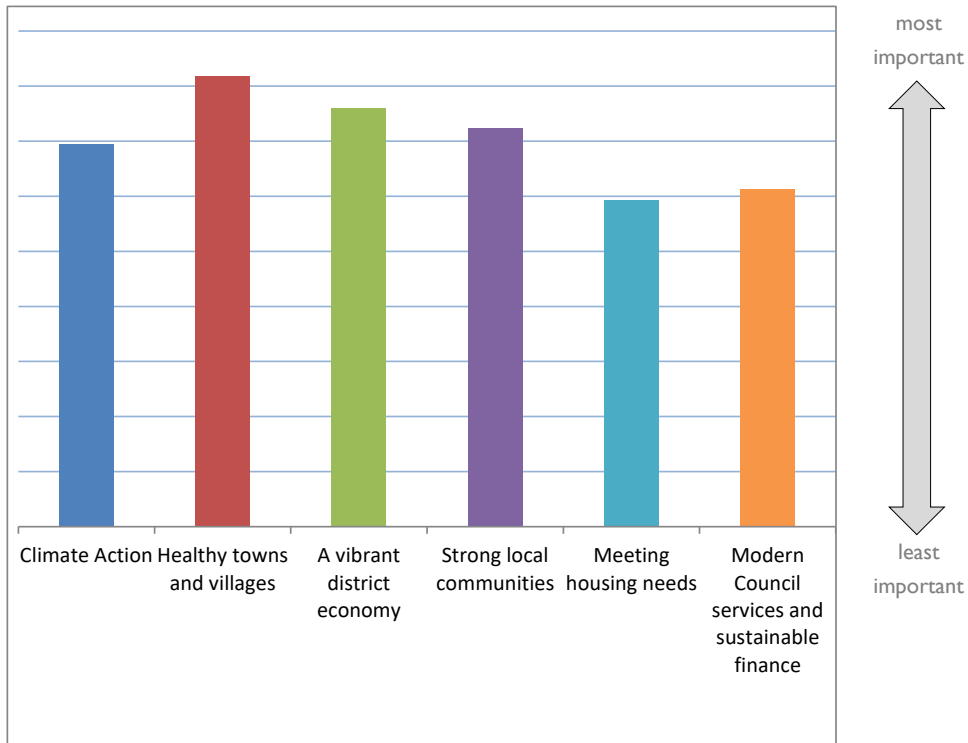
Answered 357 Skipped 0



Although we had 357 responses to our survey, 46 people did not go beyond the first question. To prevent skewing the results, the remainder of the survey has been analysed out of a possible total of 311.

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

Answered 311 Skipped 0

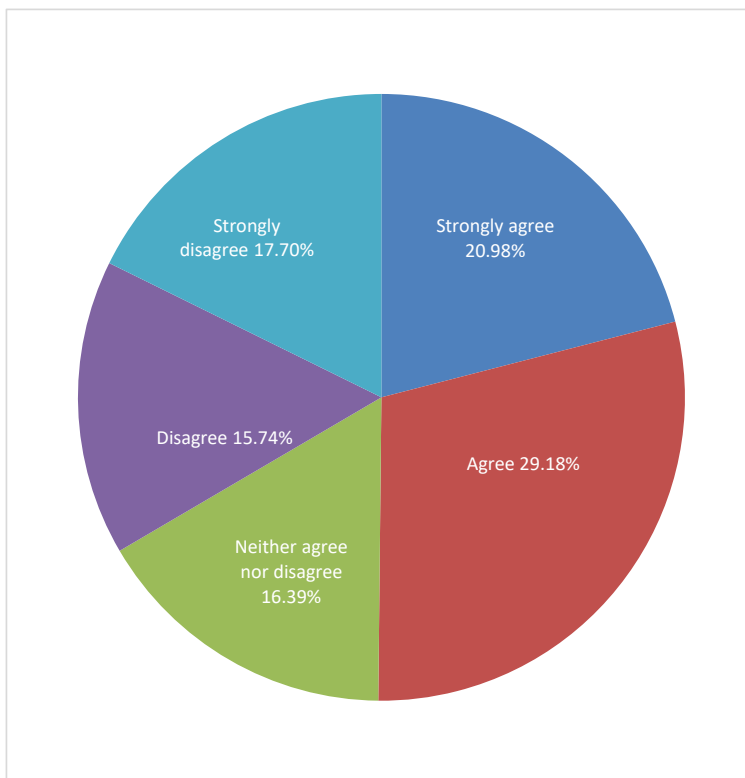


Please rank the priorities in order of importance from 1 to 6, with 1 being the most important.

ANSWER CHOICES	AVERAGE RANKING
Climate action: Protecting and enhancing the environment by taking action locally on climate change and biodiversity	3.5
Healthy towns and villages: Facilitating healthy lifestyles and better wellbeing for everyone	2.9
A vibrant district economy: Securing future economic success by supporting existing local businesses and attracting new businesses	3.2
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	4.0
Modern Council services and sustainable finance: Delivering excellent modern services whilst ensuring the financial sustainability of the Council.	3.9

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 40p per month or approximately 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 to help us maintain the services we currently deliver and also the other proposals in our plan?

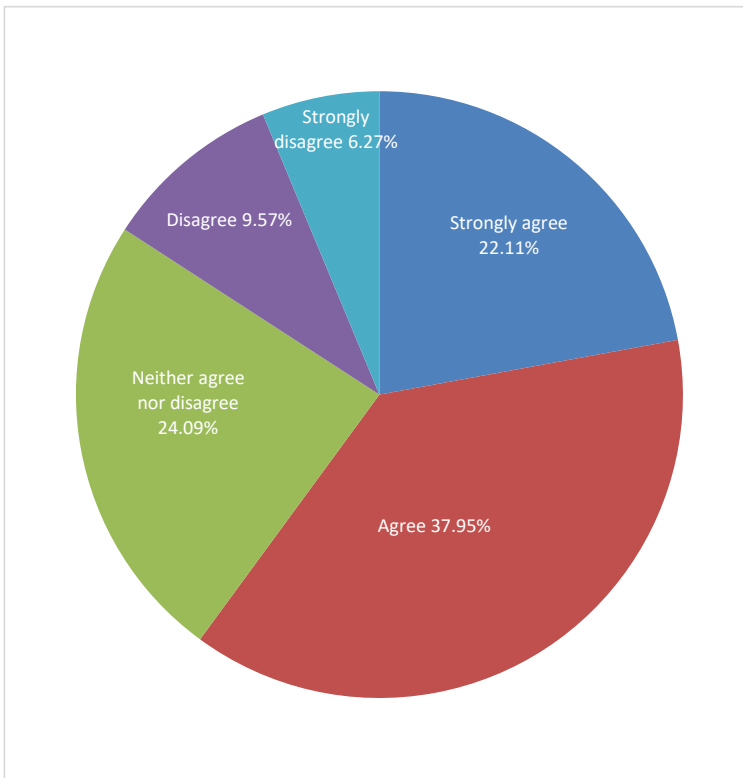
Answered 305 Skipped 6



ANSWER CHOICES	RESPONSES	
Strongly agree	20.98%	64
Agree	29.18%	89
Neither agree nor disagree	16.39%	50
Disagree	15.74%	48
Strongly disagree	17.70%	54
TOTAL		305

Q4 Voluntary Bodies: The Council is not proposing any changes to the budget allocation of £200K of grants to the voluntary sector in 2022/23. The grants help local communities to deliver local projects and access funding they would otherwise struggle to raise.

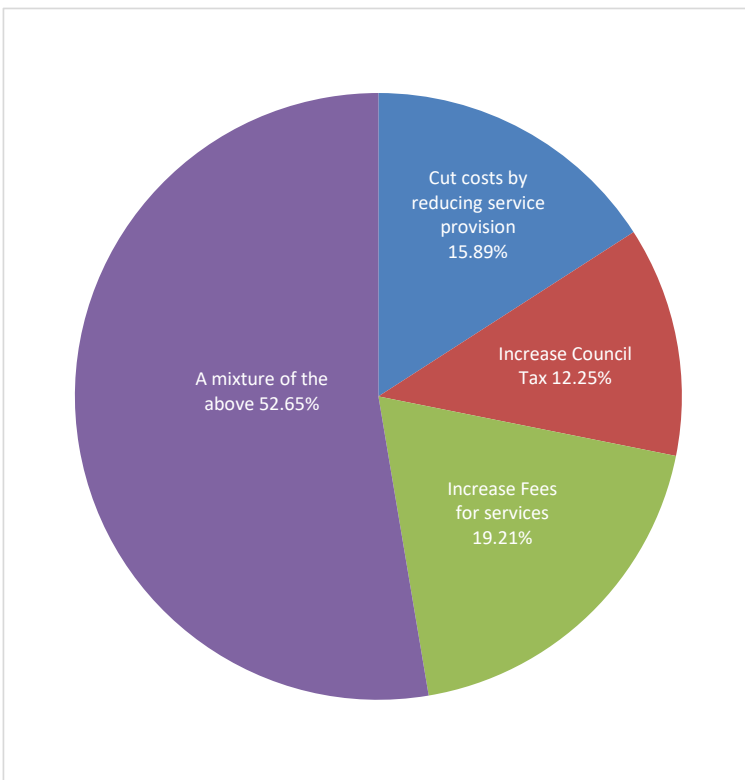
Answered 303 Skipped 8



ANSWER CHOICES	RESPONSES	
Strongly agree	22.11%	67
Agree	37.95%	115
Neither agree nor disagree	24.09%	73
Disagree	9.57%	29
Strongly disagree	6.27%	19
TOTAL		303

Q5 Future funding: The Government funding for local councils has been steadily decreasing for the past decade. Looking to the future, all Councils are anticipating more changes to Government funding which are likely to leave us with less money to deliver local services. If this were to happen, should West Oxfordshire District Council:

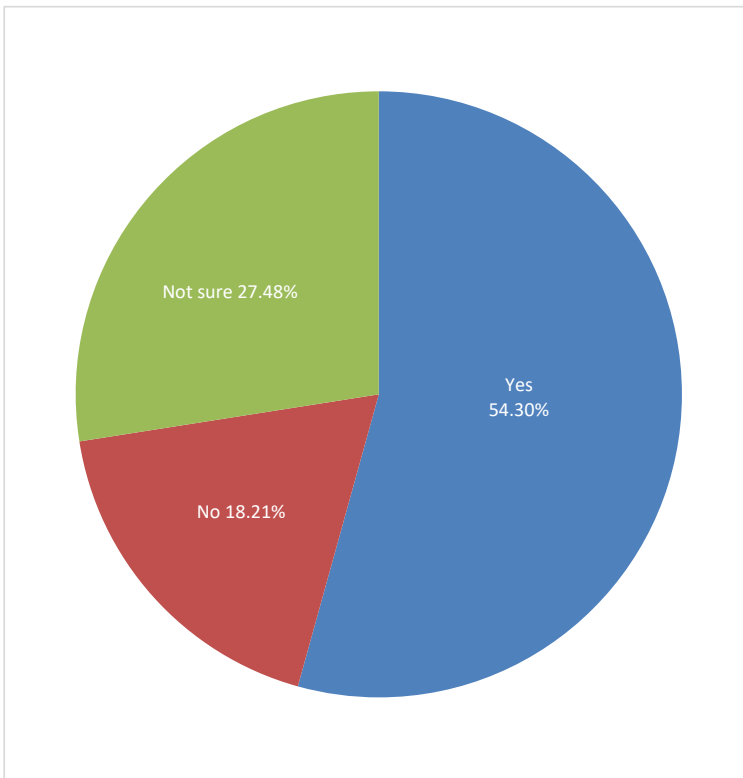
Answered 302 Skipped 9



ANSWER CHOICES	RESPONSES	
Cut costs by reducing service	15.89%	48
Increase Council Tax	12.25%	37
Increase Fees for services	19.21%	58
A mixture of the above	52.65%	159
TOTAL		302

Q6 Leisure Centres: As part of our work to tackle the climate emergency, we are looking to reduce our carbon footprint, including at the council owned leisure centres across the district. Would you support a change in service practice to meet industry guidelines to reduce energy consumption?

Answered 302 Skipped 9



ANSWER CHOICES	RESPONSES	
Yes	54.30%	164
No	18.21%	55
Not sure	27.48%	83
TOTAL		302

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 I feel the council offers poor value for money in regards to the services available to partake in and lack of policing.
- 2 The priorities of west Oxfordshire district council are all wrong - wasting money on stupid cycle lanes on corn street, the closing of Witney high street, the council should focus on care services for the elderly, council housing for tenants in genuine need and also sorting the hideous roads out in the area instead of wasting money on things that aren't needed.
- 3 If taxes are to be raised, I'd want to make sure that they go towards frontline services rather than bureaucratic head count
- 4 allow people who want to recycle more to have a larger bin, I would be happy to pay a small amount for this. The rule that there must be 6 people in the household is ridiculous - you are supposed to be promoting recycling? Spend less money on employing people to blow leaves around. Make people in affordable housing do their own gardening. Fix the potholes.
- 5 A lot of these issues are related. Housing continues to be increased, but: Are the houses well enough insulated to be heating fuel efficient? Other than gas what are the legally permitted and viable energy sources? What infrastructure is in existence or being developed to ensure Thames Water does not pollute local rivers with sewage. Are the houses for people living locally or are they holiday and weekend homes? Are the houses and parking facilities, including garages, viable for families? Can delivery vehicles and refuse vehicles negotiate the housing estate streets? Are the school and medical facilities adequate for the increased population? Should residents choose to use bicycles are there adequate safe bicycle tracks? Increased runoff will increase the risk of flooding. What measures are being developed to stop the Windrush and Evenlode and tributaries from flooding? This includes increasing the flow capacity under the Witney Bridge. A link road from Hailey Road/West End to Woodford Way will only increase congestion and pollution, adding to "climate change". Will a link road further up the valley be built to provide better access to the A40?
- 6 Any cuts need to be balanced by need - for example where bus services have been cut to villages, school buses cannot also be cut.
- 7 Transport for secondary school children must be addressed.
- 8 The communities team at the council need to consider reviewing where they spend their money, they give a ridiculously large amount each year to the local CAB and appear to also allow them to direct community needs!!! There should be more parity across community sectors. Our community is made up of a cross section of different people with different needs, each of which are entitled to support from the council!!
- 9 I would like to see more independence from elected councillors to vote for proposals presented in the interests of West Oxfordshire rather than blindly following the Conservative Party line.
- 10 Community should be at the heart of the council's decisions. But this must be reflected across the whole of the community, including those with disabilities etc, not just the general public.

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RESPONSES

- 11 Please stop subsidising well-off motorists through free parking. It is unconscionable that you subsidise free parking but not the overpriced, infrequent buses that poorer people rely on to get to work. There is a climate emergency - the time for subsidising motoring has long passed.
- 12 School bus services from Middle Barton to Chipping Norton School should be free. Regardless of "as the crow" flies measurements and free schools with limited capacity (and possibly quality) this is our local secondary school and our community for secondary school students revolves around this, not to mention the village primary school working with all the other schools in the CNS catchment area
- 13 More effort should be given to supporting local bus services e.g. by encouraging the creation of day tickets that can be used across a range of bus operators, as is possible in Oxford. Get on with constructing a second river crossing to reduce traffic congestion & associated pollution
- 14 Parking for motorbikes in Chipping Norton and signs to say where it is - not the current bad joke which makes me shop in Banbury.
- 15 Healthier towns and villages need to have fees for parking to increase the use of buses, walking, better bike sheds. To improve health gyms need to be cheaper more accessible with better bike sheds and on bus routes. Need running and walking routes and less driving in towns and villages. Buses don't need to drive through all of Eynsham and other villages. We need safer biking routes not along the a40. It is too easy to drive and park in west ox. Need to learn more from the city.
- 16 Improved efficiency would give you the ability to deliver better services for less money, The services are inefficient poorly managed and bad value for money The planning department for example is ludicrously slow, inefficient, and generally not fit for purpose, this causes a knock on effect of time wasting and applicants having to spend money on unnecessary fees and surveys whilst having to wait for months for poorly considered responses which demand more time and money to sort out
- 17 Road quality improvement unless potholes are part of a plan to decrease the carbon footprint
- 18 I feel £200,000 for the voluntary sector is extremely low in comparison to neighbouring districts considering the amount of work local charities are doing more should be causing them at this time
- 19 what Witney could do with is Police in the area, there are never any about so this is why violence and crime is so high. There is no respect for the elders or the services. i dont agree with rises in council tax, we pay enough and we only get our bins emptied and free parking, i dont see anything else this council give us. You need to let the shop premises be open, stop charging such high ratee, if you keep uping the prices the town will have no shops and everyone will travel out of town, through covid the only good thing you have done is shut off the town, this has now been made permanent, yet since this has happened, the street is still full of cars because so many small minded people can not be bothered to walk, so now park in the street
- 20 WODC should join other councils in protesting if there are further cuts to funding from the national level. I don't know how this can be done, but the Council should do everything it can to halt the closure of so many local shops in Witney - we do NOT need any more coffee shops, we DO need shops that cater for people on a low budget

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- 21 The priorities are too vague to prioritise meaningfully. What does "a vibrant local economy" mean? What does "strong communities" mean? You would gather more useful comments if you developed a range of alternative budget options, detailing the expected outcomes and costs, and then asked for comments on those.
- 22 Priority should be given to funding regular maintenance of the river Windrush and its tributaries to help protect Witney from flooding. I don't feel the flood threat to Witney is taken seriously. In 2007 it affected many houses and businesses with the centre of Witney being cut off to most areas north of Bridge Street. You should not underestimate the significance of financial loss to householder and businesses, the disruption in terms of moving to rental properties for many months and the mental anguish this causes every time we have heavy rainfall. Our property was badly flooded in 2007, had a near miss in 2014 and an even closer near miss (water in the garage and less than an inch before it entered our house) at Christmas 2020.
- 23 infrastructure in Chipping Norton to support a sustainable fast growing town needs far more funding from WODC and all sources priorities Parking facilities modernised, upgraded leisure centre sewerage (all those sewage discharges etc
- 24 I think a realistic increase, say minimum 10% on band D (pro rata) in Council Tax is required to ensure that the services are given a chance to improve, rather than simply maintain them.
- 25 End gold plated pension scheme for staff. Focus on core responsibilities.
- 26 Not once do you suggest increasing efficiency or cutting costs to help this budget. Why not? Question 5 in particular should have given this option. Yet again the average family will suffer with another increased council tax bill, on top of increasing energy and food costs, Yet saving money seems to off the agenda at WODC.
- 27 Just to say thankyou to you all for your work and efforts. I am now retired but when young wanted to work in our local council but life took over and I ended up working for companies which involved my having to do a great deal of foreign travel.
- 28 It doesn't matter what you say in a Survey the final decision is made by a group of Councillors sat around a Table who have a good Salary from the Taxpayers. The questions in the Survey do not give enough details as to what services you would cut or increase.
- 29 Reduce Executive pay? why on earth does a chief executive of a provincial council get paid more than a leader of the country its preposterous and absurd. if the executive pay was reduced, services could be paid for, reducing on the ground staff by making efficiencies, adversely effects the lowest skilled, adversely effecting their life chances, the cuts have to take place at the top.
- 30 I believe we pay way too much for our services.. increasing council tax is just an easy way out.. the waste of monies I believe that goes on is unbelievable..too many Managers earning too much money...too much emphasis on social care and looking after druggies etc..I have complained so many times for non collection of waste/recycling bins..ordered numerous replacements due to the contractors smashing and breaking bins etc..been waiting for ages only to find you now charge for replacements..laughable..
- 31 lack of car parking too much bus lanes council waste money allowing developers to build bad housing
- 32 Stop building new houses until we have infrastructure in place to deal with the waste created.

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- 33 It would be nice to see you listen to your customers. High streets dying and witney looks awful with amount of shops closed. Park in town which is usually full of young families is derelict because nothings been done to it just closed off. I get climate change is an issue but surely other things matter too. Most people driving in to witney could walk but free parking encourages them to drive in. If paying an extra 10p a week as well as whatever everyone else wants let's see decent changes to save our town
- 34 Future Funding.... There was no option for better accountability and less waste in the duplicating So many services and associated HR and administration. It is a very disjointed council and could be far better administered with cooperation and less departments fighting for their individual budgets.
- 35 Introduce residents parking on Woodgreen and New Yatt Road and charge for it
- 36 More safe cycling routes
- 37 Notice free car parking will continue in Council owned car parks. Is it fair to require non car owners who are council tax payers to subsidise car owners. Car fuel duty has been frozen for many years and the cost of running a car has reduced in real terms over the years. Quite rightly you charge for garden waste so no subsidy from non garden owners. For the record, we have two cars in this household that are regularly used and will subscribe to the garden waste service as we benefit from a garden.
- 38 Clean the road in villages
- 39 The methods that you use to calibrate Council Tax needs to be completely looked into and recalibrated again. My home falls within the D band, it faces one of the main roads in Witney, the nearest place I can park a car is the carpark on Woodford way. There are no bus stops along this stretch of road, not even the local community one. Therefore perhaps some of you budget could be spent bringing the tax bands up to date.
- 40 The sports facilities in Witney are poor and need to be updated. We are falling behind the rest of the country especially with tennis facilities and other outside sports.
- 41 I would happily pay more council tax for adequate services. You seem to think that you are already providing adequate services, which you are not. However, if that is really your view, then I would not wish to provide additional funds to facilitate further maladministration.
- 42 The council should become more transparent in all its actions. At this time most rate payer feel like the long standing mushroom, kept in the dark and fed s**t. Concerns never seem addressed, many actions taken without consultation and basically once elected the councillors seem to sit in the ivory tower without a care for the people who put them there and pay their exorbitant salaries.
- 43 Improving footpaths in Carterton and hedges to be cut back to edge of footpaths so that the relevant footpaths can be improved so that those with mobility issues can use the footpaths. Also the roads are also in a poor state and very noticeable, in particular driving a wheelchair accessible vehicle. It should not be up to me to notify this but the Town Council. Having already notified Oxfordshire County Council of a number of overgrown hedges narrowing or blocking footpaths, nothing was ever done so the Town Council should resolve this as they are not doing anything else it seems.
- 44 Stop all council pensions and replace with private sector ones Then we would have to make no cuts Can we see figure published for all pension payments made I know people who have been payed more in pensions than they actual were payed in there working life why does the taxpayer pay for this when most of us get nothing ! Make councils private companies with pensions in line with small companies

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#	RESPONSES
45	Better facilities for safe cycling.
46	The bridges over Langel common have been broken for months ! It's a disgrace considering the amount of people who walk in and out of town hence cutting car emissions. Something needs to be done
47	Maintaining free parking in West Oxon and the car park in Woodford way is critical to keeping the town vibrant. Maintaining pressure on county council to maintain roads in West Oxon also vital.
48	Reduce garden waste collection cost.
49	The beginning of this year and being pensioners you put our council tax up by 14 pounds and garden waste up 5 pounds a total of 19 pounds .it's time these boxes in the street were taken away as far as I am concerned they are an eyesore
50	Local Housing: I reported a possible case of fraud (a tenant having given false information on a housing application). This has also been reported to Places for People who manage the property. No action has been taken and I have heard nothing regarding this from the council. Myself and neighbours are extremely unhappy about this situation.
51	Carterton pavilion is a vital leisure facility for children and young adults, playing for Carterton town football club. The pitches are totally neglected by the council and simple measures could be put in place to improve this. Throughout covid, mental health has been very much in the spotlight, sporting activities are proven to help greatly. Please look at the allocation given to this vital environment for our children
52	Could we improve the bus service please
53	Once again you have consulted at the very last minute. You do not listen to the people, you decide then pretend to listen before implementing your own way. You make so many excuses and continue to operate in a 'old school' environment I suspect you need to allow the more efficient and customer focused staff to lead the provision you offer and get rid of any dead wood indecisive middle management. Being a district councillor I am sure is a thankless task at times, but be bold and stand up for the people you represent. Break a few eggs and make an omelette we can all be happy with. Difficult decisions may need to be made but don't be scared to do them and be open and honest with us that you have no money in the coffers because you must managed it's spending previously. Honestly Is truly the best policy.
54	1. Considering we never see a police presence it's hard to justify the current expenditure. 2 We are not getting much education for our money. It's apart time industry and we pay full time money 3 We need to spend more on maintaining our highways as they are the lifeblood of modern society 4 Spend less money eco projects of dubious benefit.Green credentials will not feed anyone or put a roof over thir heads.
55	Keep costs low, collect the bins, do not pedestrianise the high street
56	Your questions are too biased and do not reflect the majority consensus opinion
57	The roads are falling apart and you waste money on bike lanes and 20mph signs on roads you can't get over 10mph on. Stop wasting money putting bike lanes on roads there are plenty off the main roads and the number of people who use bikes are tiny compared to cars. I walk most of the time if I go into witney but if I need to get anything it's not possible to carry home again if it's heavy so a car is a must.

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- 58 Please join up with the WTC or OCC regarding grass cutting. For an instance, the cutting of grass on entrance to Burwell Meadow, off Thorney Leys Witney, is done by two different contractors and at different times and makes the whole road look very wonky...i.e short grass and long grass and visa versa How about joining up and one council doing it all the mowing one week, then the other doing all in two/ threes weeks later? Would be much more environmentally friendly and will look much better. Seems a simple win...one of many I could mention! Kindest regards
- 59 1) Keep Parking Free in West Oxfordshire 2) Actively promote local businesses and services. 3) Get pollution under control, Thames Water, Lack or Road provision etc. 4) Create an alternative to Oxford Centric Policy.
- 60 Adequately resource strategic planning. Revise the local plan ASAP and work more effectively with local communities. Too many years of low council tax.
- 61 Replace street bins when they are damaged etc. Don't just remove them leaving us with piles of crap to deal with. I don't pay my council tax for Carterton to be a second class town!
- 62 Make road repairs a priority. Stop funding pc items that don't support 90% of taxpayers Remove cycle lanes that cannot be justified ie, less use than cars slowly moving pumping out fumes. Dual carriageway the A40 throughout Oxfordshire, bypass Oxford City the "very anti car owners" Park & ride is not practical for shopping, I have driven to Swindon a far car friendly Town.
- 63 Please keep environmental issues a priority.
- 64 Grassroots are important. Get the basics right within the community such as refuse, street cleaning, hedge maintainable services rights sort out the high street and crime. Reduce pointless traffic wardens who do nothing (especially if you are a friend of theirs) Maintain the green spaces
- 65 Fix the roads. If you're increasing taxes then I shouldn't have to worry about spending another £1300 on cracked suspensions and shock absorbers
- 66 Cut out waste of finances and manage correctly. Don't kill off the high st,the stores need help at this time. perhaps link store rates to turnover or a fairer system.
- 67 Please do everything you can to prompt OCC Highways Dept to renew the white linings on all WODC roads and to repair (properly) the potholes that are getting deeper every day
- 68 With the urgency of fuel price increases ,climate changes, air quality. Planning must include more hedges on housing and industrial development proven to help combat pollution more than trees. Planning must include solar or wind technology and outside space near homes something covid has taught us.
- 69 Ensure you're getting the agreed level of service from external contracts - Windrush LC seems to have hardly any staff working on any given day leading to a decline in standard of service being provided yet I bet they are still getting the full contact payment from you
- 70 You should concentrate on local people local issues stop wasting money on things like cycle lanes and cycle markings on the roads which will have little if any effect. Sort out local football facilities as participation is increasing

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#	RESPONSES
71	If the council only receive 7p from every £1 in council tax, how do you either ensure any rises in CT will result in the entire 'rise' going directly to WODC, or do you only get a 7% cut of any increases. We should be getting more from the £1 first, then raising taxes second, there shouldn't be any reduction in services. Efficiencies, digitisation and better prioritisation of outputs should be clearer, not broad-brush 'priorities'. Take it down to the base-layer and show your workings and prioritisation/decisions taken.
72	The council could start to think outside the box more, for example there are many older people in the community who are still fit and would be more than willing to help maintain some of the local green spaces if the council could provide the removal of green waste etc. Engagement with the population to support money saving projects is key but there must be a benefit to those involved, such as supporting environmental targets.
73	1. The infrastructure needs to be addressed to meet modern requirements. It needs to be more fluid across town and have separated bicycle/bus lanes for safety. 2. There needs to be less funding spent on projects that only benefit a minority i.e. a childrens park or white line paint on a small road for bicycles. 3. Lower business rates may attract more businesses to the town and increase tourism. By introducing a low parking payment money can be raised and local traffic can be reduced.
74	To be honest this questionnaire is a waste of time as the answers are what you want as are written by you and not a true opinion of what people think or want. You have built a vast amount of new properties which like you say bring in 7p per household however what extra has been done with this money. Sorry couldn't hear you that's right nothing.
75	Make planning smoother and achieve reasonable timescales.
76	It is vital that free parking is retained in order to attract people to West Oxon towns and villages. However, this needs to be supported by reasons to come such as a variety of shops and leisure facilities.
77	Please continue to deliver the current services you offer to a high standard. You do a good job The alternative is oxford city council where you try and be all things to all people and result in offering poor services to everyone, strapped for cash despite charging more then the districts in council tax
78	With climate change and such wet winters, council should prioritise drain and ditch clearance and road sweeping.
79	Keep the free car parking. Keep the excellent refuse and recycling service Support more youth services to enable positive mental health in our young people Ensure any housing developments do not add to traffic on the A40 or Toll bridge and ensure the voice of local people is heard in terms of integrated transport solutions to where we actually work for example the JR, Oxford Brookes, BMW and all the science and technology parks around Oxford, Abingdon and Harrell.
80	Who is responsible for foot bridges in Witney? As there is need for repair on the bridge from Langel Common to Witney.
81	I very strongly support a move to deliver strong healthy life styles and leisure opportunities to deliver strong healthy communities, community engagement and support.
82	If you want to build more houses in Caterton we are desperate for doctor provision, its virtually impossible for them to cover the housing we have now, let alone the ones being built in Carterton. It is already putting lives at risk

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RESPONSES

- 83 1. Strictly limit the number of new homes on greenfield lands, allowing only genuinely affordable homes (£250-300k). 2. Begin work on a rapid public transport system linking Carterton, Witney and Oxford. 3. Purchase key empty high street properties and re-configure them to allow for small, independent traders to set up on low cost, flexible contracts. Prioritise artisan and locally sourced product retailing.
- 84 Perhaps in doing a survey you should ask for the public's personal point of view instead of only providing your own box answers which only give the answers you want instead of what the public actually thinks!, by doing this you have not given me any real choice at all. Perhaps stop allowing the public to control the public's money by sending it to districts outside of our borough of West Oxfordshire, stop allowing the bosses/managers within WODC to own and give contracts to their own businesses like the waste management and gardening etc where they are lining their own pockets with overpriced and diabolically bad service this would save a pretty penny, also stop sending money to and our resources to Cirencester, the people in West Oxon are fed up of lack of face to face service and rude can't be bothered staff on the end of a telephone when they need to discuss paying their council tax or seeing someone face to face about housing and benefits. Gone are the friendly helpful faces, the ability to house vulnerable people around their own families in towns they have known their whole lives, instead shipping them off far away to other districts which causes untold mental health issues that this council already has no idea how to handle. No doubt my opinion will go unheard and in noticed and WODC will do what they want and make more locals more miserable and financially worse off while still managing to supply even less quality services. Start listening to your public, stop mispending our money on rubbish companies, silly road closures killing our towns, dangerous cycle lanes and the extremely overpriced flower boxes on chains used to block the town center!.
- 85 I believe that the council should reduce the amount of new house building, especially on green sites in West Oxfordshire. Any new developments should be created with the maximum available environmental sustainability. Gas should not be part of new developments but perhaps community energy generation should. Improved infrastructure and community provision are essential. The amount of new housing across Oxfordshire in recent years has been ridiculous and should be consolidated to allow communities to settle. Perhaps consideration should be given to additional restrictions on housing to only make available for people already living in the area - very effectively used elsewhere. The council should be prioritising making itself and the area sustainable for the future.
- 86 WODC is proposing an increase in taxation, public sector workers have received a 0% cost of living increase. How do you justify a decrease in the standard of living of those you require in order for the district to be a viable place for people to reside and visit?
- 87 Would like to see better litter picking up from streets and rural roadside verges. Not sure if this is in your remit...
- 88 If housing developers build shoddy houses without sufficient parking, they should be fined. More importantly, if they build 2000 houses the supporting infrastructure needs to be improved accordingly.
- 89 Whenever I see your staff like last week standing around chatting I think it could definitely be more efficient. In the private sector you would be unable to stand around chatting for an hour

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RESPONSES

- 90 West Oxfordshire has increased its council tax steadily for the past three years. I think a council tax increase for higher earners would help but for people such as nurses, teachers and other public sector workers who live and work in West Oxfordshire this is crippling to their finances.
- 91 Roads around Carterton and surrounding areas are absolutely shocking, with pot holes. Pavements cracked and raised - those around Shilldeane Drive area horrendous. We have had THREE elderly neighbours trip and fall, I very very badly in the last 4 months!!!! Yet you have more than enough money for idiotic traffic calming measures in Brize village that you have placed ON A BLIND CORNER with no lighting!!!!
- 92 Stop wasting money on stupidly badly planned road calming measures that cause more problems than they solve! For example..... cycle lanes in Witney that cause serious accidents.... where hardly anyone cycles..... Stupidly dangerously positioned slabs at entrance roads to villages that cause road rage, and noise nuisance and terrible air quality for people living next to them!
- 93 Concentrate on providing the services that the customer is paying for and do not throw funding at projects and schemes that merely appear good in the eyes of the electorate. People are aware that services cost money and that costs must increase over time. People however do not appreciate having their costs raised (often in the most difficult of circumstances) to fund so-called 'popular' schemes and trends that materialise on the tails of the zeitgeist. Our tax contributions must be used for essential spending and not supporting those sectors that only serve a minority and should be funding themselves.
- 94 There needs to be more investment in sports centres in Witney & Woodstock. Currently the swimming pool facilities do not meet the needs of the growing towns. There is pressure on swimming lessons and there are not as many public sessions as there could be. Further improvements to making village communities more connected to the council needed.
- 95 Where I appreciate being given the opportunity to comment. Feedback is meaningless without the details of how budgets have been managed so far i.e. you ask how much we agree to keeping the budget of £200k for local grants, yet how can one realistically provide feedback without knowing how the budget was utilised in previous years and whether it was sufficient or not. You will receive a meaningless vote from people, which you plan to use to support your decision. Not very well thought through in my opinion.
- 96 AS THE SECOND LARGEST TOWN IN WEST OXFORDSHIRE CARTERTON NEEDS MORE SUPPORT
- 97 The questions are leading. For example, you ask if I agree to not changing funding for local projects. I don't agree with cutting funding or maintaining funding: funding should be increased. In the question about leisure centres you don't explain what changes are planned: how am I supposed to agree or disagree? With regard to meeting housing needs, the level of priority I would assign depends on how the need is to be met. At the moment most housing being built is of the very expensive and profitable type and does not address the needs of less affluent local people who want to stay in the area. It feels a bit like you are trying to trick us into agreeing to things that aren't quite what they seem, so that the statistics can be wheeled out to counter opposition to things such as new housing developments, LTNs, reduced opening hours for leisure centres and such like.

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- 98 The current provision is good. Free parking, waste collection and recycling, parks and outdoor facilities are good. Investing for the future is important BUT high energy prices and the pandemic have really damaged people financially. Any additional spend seems extravagant and needs to be carefully considered. Flooding the area with too many affordable homes will change the character of where we live and reduce house prices for those who have saved and invested. expensive investment in trying to be carbon neutral needs to Demonstrate that is IS value for money and not just a lot of work that actually damages the environment in the change process....
- 99 Housing is a major problem in Witney. New developments go up everywhere, all the time, and yet a tiny minority of people get them. I am a single person, who has worked her whole life, never taken benefits, and then when I DID hit an extraordinary period of trouble in my personal and financial life, I was told that unless I got pregnant, I would basically be homeless within 2 weeks. In the current climate, I worry about others like me who aren't blessed enough to have family/friend support - if I had not had those, I have no idea what would have happened to me. The other service that infuriates me is the roads (which I appreciate are not controlled directly by you). I pay the highest rate of road tax, and I pay Council Tax, and the roads where I live are ATROCIOUS. Because we are a very rural village, we don't get gritted when it gets cold, the roads are NEVER repaired and in place are now on the verge of causing accidents because the edges near the verge are not safe to be driven on.
- 100 Contract management to deliver saving through your the life of contracts Put contract in place with relevant kpi Stop wasting tax payer money with poor contacts and poor contract management Get qualified staff that are commercial and strategic - that most definitely included senior/top management
- 101 Totally applaud your commitment to the provision of free parking. For me, this differentiates us from so many other areas of the country and is a huge enabler to businesses.
- 102 There needs to be more accountability for the services provided by the housing companies that profit from the new housing. Where are the promised playgrounds, sports facilities,community services and amenities that enable the building work to be pushed through?
- 103 Invest more in public libraries
- 104 Very glad that free parking is being retained. Generally think that WODC do a really good job and the waste collect service is excellent.
- 105 It is interesting that despite WODC declaring a climate and ecological emergency there is little direct expenditure related to these issues. It is great that Witney cricket club now is able to fund an electronic score board, village halls get a grant and play areas are being refurbished but compare these grants with the amount of money given to local nature conservation projects and organisations such as TVERC, Wild Oxfordshire, BBOWT and Wychwood Trust. NB It's an emergency.
- 106 Free parking in Witney should be eliminated. This would raise more money and avoid yet another significant increase in Council Tax. Council Tax payers current fund the provision of this parking: cost of the land, maintenance, lighting, someone to go around and check that maximum times are not exceeded. At minimum, car park users should meet these costs, they should not expect to be subsidised by Council Tax payers.

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#	RESPONSES
107	Encouraging and enabling the public to remain local will help the economy and the environment at the same time. Free parking is a big help in this, improving efficiency and cutting waste is a must in modern day society but not at the cost of people's ability to go about day to day living. Hundreds of new houses have and are being built in and around Witney which will bring in new revenues but they also bring the need for more infrastructure, what plans are there for this? I think the council tax increase is fair, but as a single pensioner, will zi see an increase in my state pension to cover it. Generally I feel that you do a pretty good job, so credit where it is due.
108	Thanks to all at Council you do a great job. But Council tax is too high and needs to come down. With thousands of new houses you must be getting millions of extra pounds each year. We are being totally ripped off.
109	The approval of all developments along the A40 serves to work severely against current community and it's physical and mental health, Things this budget appears to want focus on. What a shame our perspectives have been walked all over in the past. I hope those who don't use social media or any internet have been able access this consultation
110	Resources should go towards supporting travel via public footpaths and cycle routes, together with 20mph speed limits on roads where people live and walkers snd motor traffic share space. Air quality monitoring should be restored in villages with main roads through.
111	Climate should not be a priority at all well not with my tax anyway. There's nothing money can do to help the climate cause mother nature will do what it will do so stop wasting money on climate change c**p. We should have services and our town top priority rest is not that important. Business are suffering due to council deciding closing the roads. Waste of money in lot's of areas. Start by cutting top earners wages in council they can earn same wage as other people do.
112	Stop allowing building on farmland and woodland. Stop allowing solar farms to destroy the vegetation beneath the panels and insist on dual use of the land for free range farm animals. Trees, grass, and vegetation holds carbon which is much more relevant and actually effective than going vegan, for example.
113	Reduce number of administrative (including managerial) staff as far as practically possible.
114	Avoid waste Focus on essentials
115	I would suggest wage reductions for senior council workers before any increases in costs to the tax payers or decreases in services.
116	Look into how social services do their returns. It seems they do not follow any standard practices. From what I have witnessed first hand there is a lot of lazy bad practices going on and they make it impossible to audit anything accurately.
117	I have always found it odd that I can park my car for nothing, but I am charged if I want to use a public lavatory.
118	I want to see local people having priority on local housing and not preference being given to those who enter into the country legally or illegally and have not made any contribution. I also want to see the council be robust in pursuing and attempting to gain convictions on fly tippers. Less funding should be given to the travelling community as they do not contribute to the local economy and simply take. Non of the monies they earn through tree topping and driveway building comes back into the economy. They also do not abide by usual employment laws but nothing is done about this

West Oxfordshire District Council Budget consultation 2022/23

RESPONSES

- 119 Allow no more big housing developments; the destruction of communities in Hanborough, Woodstock, Witney, Chipping Norton and Eynsham is heart-breaking and ineradicable. Instead, take measures to counter second-home ownership and holiday lets. A train line from Witney to Oxford should be a priority. We need to do everything we can to phase out car use except for the very few who need them. Electric vehicles are not good for the environment; batteries require huge amounts of scarce resources - like diesel was it's simply a ploy by car manufacturers to maintain their businesses.
- 120 I've no idea what change in service practices means and I work in leisure.
- 121 The roads have not been reasonably maintained for a number of years, their condition is such that they cause danger to cyclists and vehicles, so people in fact. They need proper maintenance not the ad hoc poor quality hole filling when enough people complain about a specific hole, which seems to be the current modus operandi. I think this is short term and ultimately an expensive repair regimen. West Oxfordshire has some of the worst road surfaces in the country, an embarrassment for such an affluent area.
- 122 Supporting the elderly who are not computer literate. Councils are pushing everything online and seem to forget we still have a generation that is not computer literate. In order to save money authorities are acting a generation to early.
- 123 1) Would be happy to support short term increases for items such as Bio waste heating for swimming pools, where there would be long term savings and ongoing carbon reduction. 2) Increase the efficiency and effectiveness of the council, cut out bureaucracy and red tape to reduce the overall spend. 3) Penalize departments who don't spend all year and spend in March so they can maintain the previous years budget.
- 124 Would be nice if we could be offered more competitive leisure facility prices at our local leisure centres, which are run in partnership with WODC. This helps promote healthy communities and healthy people. Better Leisure Memberships costs in WODC vary in price from £34.20 for pay as you go up to £60.00 for everything, whereas other areas of the country or other leisure companies operating, cost far less. Free parking in Witney is the only thing that keeps me going back to shop in local shops and I believe keep the local high street active. If parking costs were introduced, the inconvenience alone would make me question is the visit worth it when everything is so readily available online.
- 125 As part of our work to tackle the climate emergency, we are looking to reduce our carbon footprint, including at the Council owned leisure centres across the District. 6. Would you support a change in service practice to meet industry guidelines to reduce energy consumption? What service practices? Cannot answer without an explanation of the proposals.
- 126 A need to modernise the Leisure facilities with a variety of equipment such as Pilates and Yoga and the related rooms for these would be appreciated.
- 127 Return the Town Centre shop to a first point of contact hub for the District. There are a lot of elderly and less able members of the community that can not use the internet or do not have mobile devices and at the moment we discriminate against them in the name of progress. The District Council services all not just those that can afford to access its facilities.
- 128 Invest in youth services- young people have suffered the most during this pandemic, and with the reduction in youth work and support for young people, this will have increased the risks to young peoples mental well-being, risk of exploitation. They are the future and need to be looked after to prevent long term impact on society

West Oxfordshire District Council Budget consultation 2022/23

RESPONSES

- 129 Too many vanity projects undertaken such as cycling lane nonsense and community grant funding.
- 130 Outsourcing of contracts needs to be better managed and monitored. One example is.....
Madeley Park Teenzone has now had 2 sets of hedge saplings and trees planted but no one seems to have bothered to check that the work was done properly (saplings and stakes were not deep enough into the ground) and no watering was done in the hot weather. Very few of the plants have survived so there has been a lot of money wasted. Also, if the council is serious about climate change, why are the lights on the Teenzone always on till 10pm even though there is often no one there. A complete waste of money and electricity. Why can they not be changed to PIR lights?
- 131 Stop increasing council tax. Make SOD higher 30-40%. Make additional services such as pest control full charge for all. Concentrate more on climate change. Stop building so much when the highway infrastructure in Witney is so poor. The pollution on Bridge Street etc must be terrible. Increase planning and building control fees especially for large developments. Leave more land for wildlife and natural sources for environmental reasons.
- 132 Councillors need to fully consider the impact that any rise in Council tax has on those paying it. Increases by the County, Police and Parishes also need to be taken in to account when determining affordability. Service provision, in terms of quality has fallen since the Council engaged with Publica... a faceless body seemingly intent on financial cuts at the expense of service standards. For example Waste collection, litter bin provision and the removal of "bring sites" across the district, a retrograde step necessitating travel to Dix Pit with the associated environmental impact of car miles and emissions. Short sighted at best but really undertaken because of the inability of Council staff managing the contract service standards with Ubico..i.e an excuse. Climate concerns are being vastly over played and need to be better targeted at achievable targets... not just words which are costly when arriving via a consultant as well as impractical. A return to traditional service is paramount for hard pressed (financially) residents.
- 133 There should be less councillors and paid office management and greater transparency as to what other initiatives are being funded by council tax levees.
- 134 I noted that question 5 options no longer ask if the council should look to close funding gaps by becoming more efficient and better value for money. Have you reached the end of that program
- 135 You say you want to play your part in climate change and want to support biodiversity, and yet you cling to the outdated policy of free carparking. Time surely to stop encouraging car drivers and start helping them to contribute towards the environmental damage that every car journey causes.

West Oxfordshire District Council Budget consultation 2022/23

RESPONSES

- 136 **PARKING** I have a particular interest in parking provision for tourists with motorhomes and campervans. I would like to see the District make provision for short term overnight parking (often known as Aires) that can be used by these visitors. I know that there are formal campsites within the District but these generally do not cater for the nomadic nature of motorhome and campervan usage that often requires just a single night stay in order to visit local attractions, businesses, and hospitality such as cafes, pubs and restaurants. Easy access to these destinations could be achieved by allocating dedicated motorhome and campervan parking spaces in existing town and village car parks. Motorhome and campervan holidays are increasingly popular, particularly so with the staycation boom, and it appears to me that there is a lack of awareness of the potential revenue that could be generated for local businesses by the relatively inexpensive provision of some dedicated parking in or close to town and village centres. For further information on the subject can I recommend <https://campra.org.uk/business-hub/> I would be happy to discuss this
- 137 I'm very pleased with the way WODC runs services in the District, despite the squeeze on budgets. I am however surprised none or very few of the many housing developments across the District are required to install heat pumps (far more easily and efficiently done in highly insulated new builds) rather than gas central heating. This may be more of a central government responsibility but it does seem very odd that new houses are being fitted with gas central heating, given the recently stated government objective regarding heat pumps, etc. I am also keen that the District remains independent and is not swallowed up into one large unitary authority.
- 138 It is vital that we keep free parking. However, to encourage bus use we should have a flat fee of £1 per journey for all users, including pensioners. Highest band houses should bear the brunt of council tax increases. Independent retailers should have their council tax held low, while national chains should pay more. All children should have access to free swimming
- 139 Road and pathways in Eynsham are disgusting with grass growing out of the curbs, have reported this many times but nothing done .,
- 140 There should be more support for our local leisure service Charlbury Community Centre
- 141 Stop being fixated on the green agenda. Of course act responsibly but be realistic. The UK input to global warming is tiny. one percent.
- 142 This is a fixed consultation. For years WODC has kept unsustainable amounts of reserves, basically squirrelling away our money for no good reason. The survey did not set out the use of reserves as an option - yet the spending of reserves on futureproof projects would be a win-win. You talk about spending money on play parks. Here in Charlbury we look forward to receiving our share of this money, and the EV chargers you are putting in place everywhere else but here.
- 143 Switch rubbish collection to monthly. Easy way to save money, and most households imo would have no trouble adapting to this.
- 144 **THE CLIMATE AND NATURE EMERGENCY MUST BE A PRIORITY ACROSS ALL SECTORS OF THE COUNCIL'S WORK. TACKLING INEQUALITIES THROUGHOUT OUR SOCIETY MUST ALSO BE TOWARDS THE TOP OF THE COUNCIL'S AGENDA..**
- 145 Is street cleaning really necessary? Is it effective? Shouldn't resources target the litter problem?

West Oxfordshire District Council Budget consultation 2022/23

#	RESPONSES
146	Do away with Free parking & Start charging for parking like other council's do. Why should people who rarely use the free parking have to pay Extra in council tax so others can park for Free . If you use it you pay .
147	Our local villages have been severely left behind where road maintenance and maintenance is concerned. Roads between villages are appalling with far too many potholes and are more akin to farm tracks. Signage along so many of our rural roads and villages desperately needs clearing of overgrown trees and bushes. Quite frankly services in West Oxfordshire District Council are desperately lacking and appalling.
148	If you raise council tax you just give more payments to those who cannot afford it and penalise those who don't qualify for benefits. So again the working person pays more . Try recruiting refuse collectors instead of paying exorbitant fees for workers through agency, offer a decent wage and benefits and you can afford to pay higher rates than the agency pay and still save money. Give rates on business a break it's the main reason companies leave Witney and insentive companies to come to Witney , we need local and independent shops as well as chains, it works in other towns so look at their business plan and change Witney.
149	It appears to us that WODC is very efficient and provides excellent services whereas OCC is wasteful, top heavy with management and provides poor services/value for money particularly in West Oxon.
150	Suggest council considers doubling council tax on properties where owner is resident less than 11 months per calendar year. Cutting all non-legally required services. Cutting the communications budget to essential information only. e.g. 'Our West Oxfordshire'. Focus on supplying core services and cutting admin staff accordingly. Checking sub-contracted services and applying penalty clauses rigorously.
151	I have disagreed with the standstill on grants to the voluntary sector for a number of reasons. I believe that our voluntary and community organisations offer outstanding value for money, and deliver many immeasurable positive outcomes that contribute significantly to the health and wellbeing of the district. Without this fragile infrastructure, much essential support would be lost. For a long time, there have been very rare increases to grants, despite the costs of rents, fuel, employment costs etc all continuing to rise. I believe that there should be an increase to the overall amount of money made available and that inflation increases should be applied where appropriate to ensure that this valuable part of our thriving communities are valued and sustained.
152	Much of West Oxfordshire is rural and isolated. As the Witney Parish Transport Representative I would like to see WODC take a more proactive role in supporting and restoring local bus services. This does not just combat isolation but helps to support the local economy and improve mental wellbeing.
153	It might be an idea to add where the remaining 93% of our council tax bill goes - I had no idea that so little ends up in the hands of West Oxfordshire District Council and am now curious to know what this ever increasing chunk of money from our household is being spent on.

West Oxfordshire District Council Budget consultation 2022/23

RESPONSES

- 154 Your use of the money is wasteful and that is what needs to be addressed. I appreciate that the last decade has seen conservatives take money from your budget but what is left us often wasted on unnecessary work, poor planning and project management and also a failure to prioritise the things that matter most to the residents who pay Council Tax. Roads being painted weeks before being resurfaced? What on earth is that about? That kind of incompetence sees all involved sacker in any private sector business. And whilst the health stuff creates a nice soundbite, its not down to the council to make people live healthier lifestyles.
- 155 Please help to support those of us trying to keep our county clean by deploying services along verge sides full of litter between community boundaries; or incentives for landowners to cut and follow up/clear up perhaps? Please consider future planning applications in rural villages with a special understanding of the increased vehicle use and parking impact (business and domestic). Local businesses in rural communities may enable better resilience but blights the life of residents without sufficient (or any possible room for additional) infrastructure in place. Housing developers building homes for families of 4 or more in rural locations, eventually facilitate 4 or more cars per household on local roads as young children grow into young drivers. Thank you as always, to everyone at WODC for the amazing service you deliver on our behalf.
- 156 Noise and exhaust pollution from the A40 needs looking into for all those residents that live near to it. It is being expanded/improved which will no doubt lead to more noise/particle pollution and I would like a programme of noise/pollution barriers erected along the A40 where they do not currently exist to help aid with your points 1 and 2 of you priorities. Please spend as much time and resource as you can afford in keeping existing infrastructure up to standard so it does not degrade. Pavements, pathways, hedges and trees seem to have been left to wild and this only accelerated the need for servicing and replacement.
- 157 Responding to the climate and ecological emergencies should be a priority, as these go beyond West Ox and far into future

West Oxfordshire Retained Business Rates 2022/23

Annex L

	21/22	22/23
Rateable Value	101,560,630	101,585,259
	£'000	£'000
Estimated Rates Income (Part I Line 13 NNDR1)	40,636	36,452
WODC Share 40%	16,254	14,581
Plus : S31 Grant	1,844	4,278
Less: Tariff Charge	(12,035)	(12,035)
Sub Total: Equals Pre-Levy Income	6,063	6,824
Less: Levy to Central Government	(1,706)	(2,037)
Plus : Renewables Income	209	211
Plus/(Less) Collection Fund Surplus/(Deficit)	(6,877)	(4,578)
S31 grant transferred from reserves	7,101	3,953
TOTAL: Revenue Budget Business Rates	4,790	4,373

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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 **2022-23** 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	Column 2	Column 3	Column 4	Column 5
Central Government	West Oxfordshire	Oxfordshire County Council		Total

	£	£	£	£	£
Retained NNDR shares					
12. % of non-domestic rating income to be allocated to each authority in 2022-23	50%	40%	10%	0%	100%
Non-Domestic Rating Income for 2022-23					
13. Non-domestic rating income from rates retention scheme	18,225,958	14,580,766	3,645,192	0	36,451,916
14. (less) deductions from central share	0				0
15. TOTAL:	18,225,958	14,580,766	3,645,192	0	36,451,916
Other Income for 2022-23					
16. add: cost of collection allowance		171,669			171,669
17. add: amounts retained in respect of Designated Areas		0			0
18. add: amounts retained in respect of renewable energy schemes		211,745	0		211,745
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
Estimated Surplus/Deficit on Collection Fund					
23. Surplus/Deficit at end of 2021-22 (+ive = surplus, -ive = deficit) (including adjustment for three year spread)	-5,722,789	-4,578,231	-1,144,558	0	-11,445,578
TOTAL FOR THE YEAR					
24. Total amount due to authorities	12,503,169	10,385,949	2,500,634	0	25,389,752

Local Authority : West Oxfordshire

Ver 1.0

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 and 2021 spending reviews, and 2017 (March and November), 2018 (October) and 2021 (October) Budgets

Adjustment Factor: 1.1

Column 2	Column 3	Column 4	Column 5
West Oxfordshire	Oxfordshire County Council		Total

Multiplier Cap

25. Cost of cap on 2014-15, 2015-16 and post-2018-19 and freezing of 2021-22 and 2022-23 small business rates multipliers

£
1,511,860£
372,555£
0£
1,884,415**Small Business Rate Relief**

26. Cost of doubling SBRR & threshold changes for 2022-23

1,441,234

360,309

0

1,801,543

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

0

0

0

0

Rural Rate Relief

28. Cost to authorities of providing 100% rural rate relief

13,504

3,376

0

16,880

2022/23 Transitional Relief and Supporting Small Business Scheme

29. Cost to authorities of providing relief

42,902

10,726

0

53,628

Designated Areas qualifying relief in 100% business rates retention areas

30. Cost to authorities of providing relief

0

0

0

0

Local newspaper relief

31. Cost to authorities of providing relief

0

0

0

0

Public lavatories relief

32. Cost to authorities of providing relief

5,875

1,469

0

7,344

Retail, Hospitality and Leisure relief

33. Cost to authorities of providing relief

2,391,950

597,988

0

2,989,938

Freeports relief

34. Cost to authorities of providing relief

0

0

0

0

TOTAL FOR THE YEAR

35. Amount of Section 31 grant due to authorities to compensate for reliefs

£
5,508,601£
1,371,742£
0£
6,880,343

NB To determine the amount of S31 grant due to it, the authority will have to add / deduct from the amount shown in line 35, a sum to reflect the adjustment to tariffs / top-ups in respect of the multiplier cap (See notes for Line 35)

PARISH PRECEPTS AND TAXBASE 2021/22 & 2022/23

PARISH	← TAXBASE →			← PRECEPT →			← BAND D COUNCIL TAX →		
	2021/2022	2022/2023	%	2021/2022	2022/2023	%	2021/2022	2022/2023	%
	No.	No.	CHANGE	£	£	CHANGE	£	£	CHANGE
ALVESCOT	202.67	205.72	1.50	14,500	14,500	0.00	71.54	70.48	(1.48)
ASCOTT-UNDER-WYCHWOOD	252.68	256.05	1.33	20,000	20,000	0.00	79.15	78.11	(1.31)
ASTHAL	154.32	157.19	1.86	3,700	3,700	0.00	23.98	23.54	(1.83)
ASTON,COTE,SHIFFORD & CHIMNEY	589.42	597.45	1.36	29,319	29,715	1.35	49.74	49.74	0.00
BAMPTON	1,231.20	1,240.76	0.78	141,000	142,750	1.24	114.52	115.05	0.46
BLACK BOURTON	122.21	125.40	2.61	13,411	13,490	0.59	109.74	107.58	(1.97)
BLADON	388.08	396.90	2.27	40,287	45,000	11.70	103.81	113.38	9.22
BLENHEIM	24.68	24.95	1.09	0	0	0.00	0.00	0.00	0.00
BRIZE NORTON	468.06	494.52	5.65	31,256	34,510	10.41	66.78	69.78	4.49
BROADWELL	67.75	71.58	5.65	500	600	20.00	7.38	8.38	13.55
BRUERN	37.07	36.83	(0.65)	0	0	0.00	0.00	0.00	0.00
BURFORD	758.23	801.85	5.75	75,396	80,736	7.08	99.44	100.69	1.26
CARTERTON	5,347.73	5,498.57	2.82	396,279	411,042	3.73	74.10	74.75	0.88
CASSINGTON	327.54	330.62	0.94	22,050	22,919	3.94	67.32	69.32	2.97
CHADLINGTON	380.56	381.74	0.31	14,916	14,980	0.43	39.19	39.24	0.13
CHARLBURY	1,339.02	1,352.69	1.02	106,096	127,446	20.12	79.23	94.22	18.92
CHASTLETON	63.81	70.51	10.50	0	0	0.00	0.00	0.00	0.00
CHILSON	57.46	56.97	(0.85)	300	300	0.00	5.22	5.27	0.96
CHIPPING NORTON	2,737.46	2,820.59	3.04	315,055	340,840	8.18	115.09	120.84	5.00
CHURCHILL & SARSDEN	341.72	347.77	1.77	31,810	35,803	12.55	93.09	102.95	10.59
CLANFIELD	358.70	360.00	0.36	20,000	21,140	5.70	55.76	58.72	5.31
COMBE	335.65	338.67	0.90	13,686	14,029	2.51	40.77	41.42	1.59
CORNBURY & WYCHWOOD	27.58	27.85	0.98	0	0	0.00	0.00	0.00	0.00
CORNWELL	27.96	27.72	(0.86)	0	0	0.00	0.00	0.00	0.00
CRAWLEY	80.83	80.67	(0.20)	2,100	2,400	14.29	25.98	29.75	14.51
CURBRIDGE & LEW	309.69	377.54	21.91	17,500	22,500	28.57	56.51	59.60	5.47
DUCKLINGTON	635.01	642.05	1.11	35,701	37,130	4.00	56.22	57.83	2.86
ENSTONE	579.54	569.45	(1.74)	33,214	33,530	0.95	57.31	58.88	2.74
EYNHAM	2,039.58	2,146.05	5.22	146,200	167,053	14.26	71.68	77.84	8.59

PARISH PRECEPTS AND TAXBASE 2021/22 & 2022/23

PARISH	← TAXBASE →			PRECEPT 2021/2022	PRECEPT 2022/2023	← → % CHANGE	← BAND D COUNCIL TAX →		
	2021/2022	2022/2023	%				2021/2022	2022/2023	%
	No.	No.	CHANGE				£	£	CHANGE
FAWLER	45.19	48.54	7.41	0	0	0.00	0.00	0.00	0.00
FIFIELD	107.28	104.41	(2.68)	6,000	6,000	0.00	55.93	57.47	2.75
FILKINS & BROUGHTON POGGS	215.14	218.99	1.79	18,500	18,500	0.00	85.99	84.48	(1.76)
FINSTOCK	293.39	293.52	0.04	23,287	23,727	1.89	79.37	80.84	1.85
FREELAND	693.37	707.63	2.06	66,005	68,331	3.52	95.19	96.56	1.44
FULBROOK	241.97	244.94	1.23	4,692	6,192	31.97	19.39	25.28	30.38
GLYMPTON	42.48	42.77	0.68	0	0	0.00	0.00	0.00	0.00
GRAFTON & RADCOT	31.25	31.68	1.38	0	0	0.00	0.00	0.00	0.00
GREAT TEW	89.94	92.08	2.38	149	0	(100.00)	1.66	0.00	(100.00)
HAILEY	499.88	500.94	0.21	35,266	36,100	2.36	70.55	72.06	2.14
HANBOROUGH	1,352.42	1,377.89	1.88	94,481	96,259	1.88	69.86	69.86	0.00
HARDWICK WITH YELFORD	52.35	52.13	(0.42)	0	0	0.00	0.00	0.00	0.00
HEYTHROP	65.49	66.62	1.73	1,200	1,200	0.00	18.32	18.01	(1.69)
HOLWELL	25.31	26.13	3.24	0	0	0.00	0.00	0.00	0.00
IDBURY	74.79	73.13	(2.22)	700	0	0.00	9.36	0.00	0.00
KELMSCOTT	40.81	42.59	4.36	0	0	0.00	0.00	0.00	0.00
KENCOT	63.34	63.86	0.82	0	0	0.00	0.00	0.00	0.00
KIDDINGTON WITH ASTERLEIGH	54.95	51.05	(7.10)	0	0	0.00	0.00	0.00	0.00
KINGHAM	390.32	387.79	(0.65)	29,288	29,463	0.60	75.04	75.98	1.25
LANGFORD	155.62	157.58	1.26	8,000	10,500	31.25	51.41	66.63	29.61
LEAFIELD	372.79	374.93	0.57	61,945	63,686	2.81	166.17	169.86	2.22
LITTLE FARINGDON	41.68	41.61	(0.17)	0	0	0.00	0.00	0.00	0.00
LITTLE TEW	104.62	101.42	(3.06)	1,300	1,500	15.38	12.43	14.79	18.99
LYNEHAM	88.89	87.51	(1.55)	0	0	0.00	0.00	0.00	0.00
MILTON-UNDER-WYCHWOOD	766.01	792.45	3.45	50,000	54,000	8.00	65.27	68.14	4.40
MINSTER LOVELL	636.22	685.51	7.75	42,691	45,541	6.68	67.10	66.43	(1.00)
NORTH LEIGH	891.59	933.06	4.65	30,000	50,000	66.67	33.65	53.59	59.26
NORTHMOOR	185.68	186.63	0.51	4,000	4,483	12.08	21.54	24.02	11.51
OVER NORTON	196.69	197.81	0.57	20,805	21,715	4.37	105.78	109.78	3.78

PARISH PRECEPTS AND TAXBASE 2021/22 & 2022/23

PARISH	← TAXBASE →			← PRECEPT →			← BAND D COUNCIL TAX →		
	2021/2022	2022/2023	%	2021/2022	2022/2023	%	2021/2022	2022/2023	%
	No.	No.	CHANGE	£	£	CHANGE	£	£	CHANGE
RAMSDEN	182.04	182.16	0.07	20,275	20,289	0.07	111.38	111.38	0.00
ROLLRIGHT	244.73	245.00	0.11	12,006	12,307	2.51	49.06	50.23	2.38
ROUSHAM	25.91	25.72	(0.73)	0	0	0.00	0.00	0.00	0.00
SALFORD	125.01	128.18	2.54	6,750	6,811	0.90	54.00	53.14	(1.59)
SANDFORD ST MARTIN	144.97	141.57	(2.35)	6,790	7,107	4.67	46.84	50.20	7.17
SHILTON	287.62	286.40	(0.42)	6,600	6,600	0.00	22.95	23.04	0.39
SHIPTON-UNDER-WYCHWOOD	675.69	694.15	2.73	36,332	38,450	5.83	53.77	55.39	3.01
SOUTH LEIGH	167.11	166.44	(0.40)	7,766	8,543	10.01	46.47	51.33	10.46
SPELSBURY	149.84	150.88	0.69	7,833	7,833	0.00	52.28	51.92	(0.69)
STANDLAKE	665.66	673.44	1.17	25,000	25,000	0.00	37.56	37.12	(1.17)
STANTON HARCOURT	447.71	469.85	4.95	25,000	35,062	40.25	55.84	74.62	33.63
STEEPLE BARTON	592.59	605.76	2.22	21,560	21,560	0.00	36.38	35.59	(2.17)
STONESFIELD	688.86	712.48	3.43	33,993	36,251	6.64	49.35	50.88	3.10
SWERFORD	89.30	89.73	0.48	3,200	3,360	5.00	35.83	37.45	4.52
SWINBROOK & WIDFORD	91.47	96.29	5.27	1,500	1,750	16.67	16.40	18.17	10.79
TACKLEY	480.03	495.87	3.30	27,122	28,017	3.30	56.50	56.50	0.00
TAYNTON	78.53	79.84	1.67	4,000	4,000	0.00	50.94	50.10	(1.65)
WESTCOT BARTON	82.68	85.04	2.85	1,000	1,000	0.00	12.09	11.76	(2.73)
WESTWELL	47.47	47.80	0.70	0	0	0.00	0.00	0.00	0.00
WITNEY	10,638.06	10,965.64	3.08	1,691,877	1,829,398	8.13	159.04	166.83	4.90
WOODSTOCK	1,563.18	1,657.26	6.02	122,800	149,073	21.39	78.56	89.95	14.50
WOOTTON	295.45	299.93	1.52	8,801	8,932	1.49	29.79	29.78	(0.03)
WORTON	48.38	49.12	1.53	0	0	0.00	0.00	0.00	0.00
TOTAL TAXBASE (No.)	44,917.96	46,172.41	2.79						
TOTAL PRECEPT (£)				4,092,790	4,424,653	8.11			
AVERAGE 'BAND D' COUNCIL TAX (£)							91.12	95.83	5.17

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Summary of Prudential Indicators

The Council is requested to approve the following Prudential Indicators for 2022/23 which are discussed in detail in the Capital Strategy (annex G), the Treasury Management Strategy (annex H) and the Investment Strategy (annex I).

Indicators contained within the Capital Strategy

Estimates of capital expenditure in £millions

	2020/21 actual £m	2021/22 forecast £m	2022/23 budget £m	2023/24 forecast £m	2024/25 forecast £m
Estimated capital expenditure	13.40	6.39	16.44	31.17	6.83

Sources of Capital Funding in £millions

	2020/21 actual £m	2021/22 forecast £m	2022/23 budget £m	2023/24 forecast £m	2024/25 forecast £m
External sources	3.33	0.62	3.42	0.61	0.61
Own resources	3.59	1.60	1.50	0.54	0.55
Internal & External Borrowing	6.48	4.17	11.52	30.03	5.67
	13.40	6.39	16.44	31.17	6.83

Capital financing requirement (CFR)

	2020/21 actual £m	2021/22 forecast £m	2022/23 budget £m	2023/24 forecast £m	2024/25 forecast £m
General Fund Services	9.25	9.34	10.04	14.04	18.32
Capital Investments	14.12	16.22	25.86	50.23	48.98
Total CFR	23.37	25.56	35.90	64.27	67.30

MRP

	2020/21 actual £m	2021/22 forecast £m	2022/23 budget £m	2023/24 forecast £m	2024/25 forecast £m
MRP on int & ext borrowing	0.94	1.07	1.18	1.65	2.64
Capital receipts (exc disposal)	(0.60)	(0.69)	(0.72)	(0.88)	(1.17)
MRP provision required	0.34	0.38	0.45	0.77	1.47

Estimates of financing costs to net revenue stream

	2020/21	2021/22	2022/23	2023/24	2024/25
	actual £k	forecast £k	budget £k	forecast £k	forecast £k
Interest Payable	0	0	65	322	541
MRP	345	379	455	766	1,468
Total borrowing costs	345	379	520	1,088	2,010
Funding per MTFS	11,273	12,232	12,488	8,967	9,339
Proportion of Funding	3.06%	3.09%	4.16%	12.13%	21.52%

Forecast borrowing requirement

	2020/21	2021/22	2022/23	2023/24	2024/25
	actual £m	forecast £m	budget £m	forecast £m	forecast
CFR	23.37	25.56	35.90	64.27	67.30
Less external borrowing	0.00	0.00	(10.00)	(35.00)	(35.00)
Internal borrowing	23.37	25.56	25.90	29.27	32.30
Usable reserves	(46.10)	(38.01)	(38.74)	(36.41)	(34.83)
Average working capital	(7.72)	(19.15)	(18.76)	(17.36)	(15.97)
Investments	30.45	31.60	31.60	24.50	18.50

Authorised limit and operational boundary for external debt £m

	2020/21	forecast	2022/23	2023/24	2024/25
	revised £m	£m	budget £m	forecast £m	forecast £m
CFR	23.37	25.56	35.90	64.27	67.30
Operational boundary	25.37	27.56	37.90	66.27	69.30
Authorised borrowing limit	30.37	32.56	42.90	71.27	74.30

Estimates of net income from commercial and service investments to net revenue stream

	2020/21	2021/22	2022/23	2023/24	2024/25
	revised £m	forecast £m	budget £m	forecast £m	forecast £m
Net income	3.74	3.96	4.24	4.94	6.67
Net revenue stream	11.27	12.23	12.49	8.97	9.34
Proportion of net revenue stream	33.16%	32.33%	33.91%	55.09%	71.45%

Indicators contained in the Treasury Management Strategy

Liability Benchmark

	2020/21	2021/22	2022/23	2023/24	2024/25
	actual £m	forecast £m	budget £m	forecast £m	forecast
CFR	23.37	25.56	35.90	64.27	67.30
Less usable reserves	(46.10)	(38.01)	(38.74)	(36.41)	(34.83)
Less working capital	(7.72)	(19.15)	(18.76)	(17.36)	(15.97)
Net loans requirement	(30.45)	(31.60)	(21.60)	10.50	16.50
Plus liquidity allowance	13.00	13.00	13.00	13.00	13.00
Liability benchmark	(17.45)	(18.60)	(8.60)	23.50	29.50

Interest rate exposures

	2022/23	2023/24	2024/25
Upper limit on fixed interest rate exposure	100%	100%	100%
Upper limit on variable interest rate exposure	100%	100%	100%

Treasury investment counterparties and limits

Sector	Time Limit	Counterparty Limit	Sector Limit
The UK Government	50 years	Unlimited	n/a
Local Authorities	25 years	£4m	Unlimited
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	£5m	£25m
Strategic pooled funds	n/a	£5m	£25m
Real estate investment trusts	n/a	£3m	£5m
Other investments*	5 years	£1m-£12.5m	£12.5m

*Treasury Management investments will only be made with entities whose lowest published long term rating is no lower than A-

Investment limits	Cash limit
Any single organisation, except the UK Central Govt	£5m each
UK Central Government	unlimited
Any group of organisations under the same ownership	£5m per group
Any group of pooled funds under the same mgmt	£5m per manager
Real Estate Investment Trusts (REITS)	£3m max per REIT
Foreign countries	£3m per country
Registered providers	£15m in total
Unsecured investments with building societies	£2m in total per BS
Money Market Funds	£5m per MMF

Principal sums invested for periods longer than a year

	2022/23	2023/24	2024/25
Limit on principal invested > year	£35m	£35m	£35m
Treasury invested with no fixed maturity date	£35m	£35m	£35m

Credit Risk Indicator	Rating
Portfolio credit rating target	A
Portfolio credit rating actual (as at 31st Dec 2021)	A+

Forecast borrowing requirement

	2020/21 actual £m	2021/22 forecast £m	2022/23 budget £m	2023/24 forecast £m	2024/25 forecast
CFR	23.37	25.56	35.90	64.27	67.30
Less external borrowing	0.00	0.00	(10.00)	(35.00)	(35.00)
Internal borrowing	23.37	25.56	25.90	29.27	32.30
Usable reserves	(46.10)	(38.01)	(38.74)	(36.41)	(34.83)
Average working capital	(7.72)	(19.15)	(18.76)	(17.36)	(15.97)
Investments	30.45	31.60	31.60	24.50	18.50

Indicators contained within the Investment Strategy

Loans for service purposes in £

Category of Borrower	Actual at 31st March 2021			31st Dec 2021	
	Balance owing	Loss allowance	Net figure in	Balance owing	Approved
	£	£	accounts	£	limit
Local Businesses	2,844,647	0	2,844,647	2,743,924	2,865,000
Town/Parish Councils	145,933	0	145,933	142,533	153,931
Housing Associations	7,821,039	0	7,821,039	7,739,829	10,000,000
Local Residents (Equity Loans)	232,114	0	232,114	232,114	232,114
Employees (Car loans)	5,059	0	5,059	998	16,157
Total	11,048,792	0	11,048,792	10,859,398	13,267,202

Shares held for service purposes

Category of Company	31st March 2021 actual			2022/23
	Amount Invested	Gains or losses	Value in Accounts	Approved Limit
Local Authority owned company	£1	£	£1	£1

Properties held for investment purposes in £m

Type of Property	Inside District	Outside District	Inside County	Outside County
Investment	12.63	27.96	37.26	3.33
Industrial Estates	11.37	0	11.37	0
Subtotal	24.00	27.96	48.63	3.33
Total Held	51.96		51.96	

Proportionality of investments

	2020/21 actual £m	2021/22 forecast £m	2022/23 budget £m	2023/24 forecast £m	2024/25 forecast £m
Gross Service Expenditure*	35.40	26.04	27.94	29.05	29.93
Treasury investment income	0.79	0.79	1.14	1.01	0.92
Loan income		0.18	0.19	0.19	0.20
Share dividends	0.00	0.00	0.00	0.00	0.00
Investment property income	3.74	3.96	4.24	4.26	4.28
Investment strategy income				0.69	2.40
Total	4.53	4.93	5.56	6.15	7.79
Investment income as a proportion of expenditure	12.80%	18.92%	19.91%	21.16%	26.04%

Total investment exposure £m

	2020/21 actual £m	2021/22 forecast £m	2022/23 budget £m
Treasury Management investments	30.45	31.60	31.60
Service Investments: Loans	11.05	10.87	10.68
Service Investments: Shares (£1)	0.00	0.00	0.00
Commercial Investments: Property	51.96	51.96	51.96
Total Investments / exposure	93.46	94.43	94.24

Agenda Item 7



Council name	WEST OXFORDSHIRE DISTRICT COUNCIL
Name and date of Committee	CABINET – 16 FEBRUARY 2022
Report Number	AGENDA ITEM 7
Subject	COVID19 ADDITIONAL RELIEF FUND (CARF)
Wards affected	All
Accountable member	<p>CIlr Suzi Coul – Cabinet Member with responsibility for Finance</p> <p>Email: suzi.coul@westoxon.gov.uk</p>
Accountable officer	<p>Mandy Fathers – Business Manager for Operations and Enabling</p> <p>Email: mandy.fathers@publicagroup.uk</p>
Summary/Purpose	To seek approval for the Council’s Covid19 Additional Relief Fund (CARF) Discretionary Relief to local business ratepayers guidelines
Annexes	Annex A – Local Guidance
Recommendation(s)	<p>That Cabinet approves the :-</p> <p>a) scheme that awards 15% relief to all eligible businesses in respect of Covid 19 Additional Relief Funding;</p> <p>b) requests that the Group Manager for Resident Services implements the scheme.</p>
Corporate priorities	<ul style="list-style-type: none"> Delivering excellent modern services whilst ensuring the financial sustainability of the Council
Key Decision	NO
Exempt	NO
Consultees/ Consultation	Chief Executive, Chief Finance Officer, Portfolio Holder, Monitoring Officer, Interim Head of Legal Services, Finance Business Partner, Group Manager, Director of Finance (Publica)

1. BACKGROUND

- 1.1** On 15th December 2021, the Government announced details of a £1.5bn scheme first announced in the March 2021 budget that it would provide Local Authorities with additional funding to help businesses with their business rates liabilities to further offset the impact of the ongoing COVID-19 pandemic.
- 1.2** Government guidance for the scheme was also issued on 15th December 2021. The £1.5 billion was allocated to local authorities based upon the estimated rateable value in each local authority rating list which falls within the scope of the fund, weighted for the Gross Value Added (GVA) impacts of COVID-19 per sector
- 1.3** Billing authorities will be responsible for designing the discretionary relief scheme that is to operate in their areas. However, in developing and implementing their schemes local authorities based on the Government guidelines:
- a) Must not award relief to ratepayers who for the same period of the relief (e.g. for the period from 1 April 2021 to 31 March 2022) either are or would have been eligible for the Extended Retail Discount (covering Retail, Hospitality and Leisure), the Nursery Discount or the Airport and Ground Operations Support scheme (AGOSS);
 - b) Must not award relief to a hereditament for a period when it is unoccupied (other than hereditaments which have become unoccupied temporarily due to the government's advice on COVID-19); and,
 - c) Should direct their support towards ratepayers who have been adversely affected by the pandemic (in a way that prevents success or development harmfully or unfavourably) and have been unable to adequately adapt to the impact.
- 1.4** In line with the legal restrictions in section 47(8A) of the Local Government Finance Act 1988, billing authorities may not grant the discount to themselves, to a precepting authority, or to a functional body within the meaning of the Greater London Authority Act 1999.

2. MAIN POINTS

- 2.1** Relief will be made to qualifying businesses based on a percentage calculation of its net rate liability (after any mandatory/discretionary reliefs have been awarded).
- 2.2** In addition to Government Guidelines, Car Parks, Schools and Colleges and Army Barracks are ineligible for this additional relief.

- 2.3** All awards are subject to a subsidy allowance, which replaced State Aid, which gives a maximum of financial support that businesses can receive.
- 2.4** CARF will be awarded to eligible business rate accounts before the Council starts its annual billing processes for 2022/2023. The relief is to be automatically awarded to business rate accounts for the financial year 2021/2022 according to Government guidelines.
- 2.5** A financial modelling exercise has been undertaken on identified eligible businesses. The details of this modelling exercise are set out in the financial implications section of this report.
- 2.6** Businesses that have been missed from the modelling and are eligible can apply for this funding up until 30 September 2022. It is therefore prudent that the Council's full funding allowance is not utilised to ensure it is able to address any future claims.
- 2.7** Letters will be sent to individual businesses following the CARF award explaining that if the business exceeds subsidy limits, or the business has not been adversely affected by COVID-19, the ratepayer should respond as such and any relief applied to the account will be removed. This has worked well with previous schemes, such as the Revaluation Scheme, and means that the majority of funding the Council has to spend can be awarded in a timely manner.
- 2.8** Where businesses have already paid their liability for 2021/2022 financial year, credits will be rolled over to the businesses 2022/2023 liability, unless a business specifically requests a refund.
- 2.9** To date the Expanded Relief Discount that was extended to help the Leisure, Hospitality and Retail sectors awarded £17,690,273 of relief from business rates relief in 2020/2021 and £9,726,510 to date in 2021/2022. The Council has also awarded Nursery Discount business rates relief of £234,865 in 2020/2021 and £140,986 to date for 2021/2022.
- 2.10** This means that the Council has over the last two years awarded COVID related discretionary relief of £27,792,634 prior to the CARF being applied and on top of the £48,370,387 distributed through the various COVID-19 grant schemes making a total of over £75m of support for West Oxfordshire businesses.

3. FINANCIAL IMPLICATIONS

- 3.1 For West Oxfordshire District Council the allocation made by the government is £2,277,757. The government will fully reimburse the Council for discretionary awards that comply with the guidance up to the maximum level of its funding allocation.
- 3.2 The Council will also receive New Burdens Funding from Government for administering the scheme. This amount is still to be decided and Chief Finance Officers will be notified of the settlement.
- 3.3 To enable the Council to allocate this funding a modelling exercise has been carried out using the base information within the rating lists to establish excluding those businesses ineligible from claiming. The modelling seeks to allocate out the funding in proportion to their net liability so that relief is obtained on a proportionate basis across the list.
- 3.4 The results of the modelling show that the impact of the funding is to provide relief against the net liability based upon options of 15%, 16% or 17%.

Model Option	No of Businesses	Amount of Net Liability	Relief Amount	Funding Remaining
15%	992	£13,728,448	£2,059,267	£218,490
16%	992	£13,728,448	£2,196,552	£81,205
17%	992	£13,728,448	£2,333,836	(£56,079)

- 3.5 It is recommended that the option providing 15% relief is chosen to provide capacity to award relief to any businesses that are not identified within the modelling but whom might be eligible. The funding remaining for future allocation on the recommended option is £218,490 which amounts to just under 10% of the allocation.

4. LEGAL IMPLICATIONS

- 4.1 The administration and application of CARF will be carried out under Section 47 of the Local Government Finance Act 1988. It is for the Council to adopt a local scheme and determine each individual case; having regard to the Department for Levelling Up, Housing and Communities Guidance.

5. RISK ASSESSMENT

- 5.1 There is a potential risk that some eligible businesses have been missed from the initial modelling exercise, which could potentially harm the Council's reputation. To mitigate this risk and ensure a fair process for all eligible businesses the Council will retain £218,490 of

its funding allocation to address future claims. Businesses will have until 30 September 2022 to apply for this relief.

6. EQUALITIES IMPACT

- 6.1** There are no unacceptable adverse effects on the protected characteristics covered by the Equalities Act 2010 that have been identified.

7. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

- 7.1** None

8. ALTERNATIVE OPTIONS

- 8.1** The Council could consider an alternative percentage rate of award to that recommended within this report.

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ANNEX A

1. On 15 December 2021 the Government announced a new Covid-19 Additional Relief Fund (CARF) of £1.5 billion.
 - 1.1 Billing Authorities have to devise their own scheme with reference to Government guidance.
 - 1.2 The guidance is intended to support business rates in 2021/2022 and only those businesses occupied and liable for business rates on or after 1 April 2021 and up to 31 March 2022.
 - 1.3 Any relief must be applied for by 30 September 2022.
 - 1.4 The Government wants Local Authorities to exercise their local knowledge and discretion and recognises that economic need will vary across the country so Government has set some national criteria for the relief but allowing Local Authorities to determine which businesses to support within this stated criteria.
2. **Scope and Eligibility**
 - 2.1 Local Authorities will be responsible for designing the discretionary reliefs that are to operate in their areas. However, in developing and implementing their scheme Local Authorities:
 - a) Must not award relief to ratepayers who for the same period (1 April 2021 to 31 March 2022) either are or would have been eligible for the Expanded Retail Discount (covering Retail, Hospitality and Leisure) the Nursery Discount or the Airport and Grounds Operation Support (AGOSS);
 - b) Must not award relief to a hereditament for a period when it is unoccupied (other than those which have become unoccupied temporarily due to the Government's advice on Covid-19); and,
 - c) Should direct the support towards ratepayers who have been adversely affected by the pandemic (in a way that prevents success of development harmfully or unfavourably) and have been unable to adequately adapt to that impact.
 - 2.2 In line with the legal restrictions in Section 47(8A) of the Local Government Finance Act 1988, billing authorities may not grant the discounts to themselves or to a precepting authority, such as a Town or Parish Council.
 - 2.3 Telephone masts, car parks and advertising rights within the District will be ineligible for the relief as will be:
 - Financial services such as: banks, Building Societies, cashpoints, bureaux de change, short-term loan providers;
 - Medical services such as: vets, dentists, doctors, osteopaths, chiropractors;
 - Professional services such as: solicitors, accountants, insurance agents, financial advisors
 - Post office sorting offices

2.4 To be eligible for relief the person must be a ratepayer liable and occupying a property within the District during the financial year 2021/2022 and for a period of one day or more.

3. Award

3.1 Relief will be awarded automatically to those businesses identified as eligible by the Council. Letters will be sent to eligible businesses advising that by accepting the relief they:

- I. Do not exceed subsidy allowances;
- II. Are a qualifying business; and,
- III. Have been impacted by the pandemic

3.2 Businesses who do not meet the eligibility criteria will be required to return the letter notifying the Council of their ineligibility. Any relief awarded will then be removed from the business rate account.

3.3 For those businesses that have not been automatically awarded CARF and consider they are eligible, those businesses will have the opportunity to contact the Council for it to consider the awarding of relief. Businesses will have until 30 September 2022 to do this.

3.4 By applying the CARF businesses will, in most cases, find their business rate account in credit. Any credits will be rolled into the following financial year (2022/2023) and will reduce their liability for the financial year. However, should a business request the amount be refunded, a refund will be raised and the amount repaid.

4. Managing the risk of Fraud

4.1 The Council will not accept deliberate manipulation and fraud. Any business caught falsifying their records to gain relief awarded will face prosecution and any relief awarded will be subject to claw back, as may any relief awarded in error.

4.2 All information is subject to internal and external audit check, as well as Government body checks

5. Sharing of Information

5.1 By accepting a COVID19 additional relief all applicants give authority to the Council to share data for efficient system administration and to protect the Public Purse, subject to the GDPR.

5.2. The Council will be required to share data with Government Departments for monitoring and other reasons. By accepting a COVID19 additional relief all applicants give authority for this.

Agenda Item 8



WEST OXFORDSHIRE
DISTRICT COUNCIL

Council name	WEST OXFORDSHIRE DISTRICT COUNCIL
Name and date of Committee	CABINET – 16 FEBRUARY 2022
Report Number	AGENDA ITEM 8
Subject	DISCRETIONARY RATE RELIEF – BUSINESS RATES (EXPANDED RETAIL DISCOUNT)
Wards affected	All
Accountable member	Cllr Suzi Coul - Cabinet Member with responsibility for Finance Email: suzi.coul@westoxon.gov.uk
Accountable officer	Mandy Fathers – Business Manager for Operations and Enabling Email: mandy.fathers@publicagroup.uk
Summary/Purpose	To consider a scheme of rate relief for retail premises as outlined in by Government in the Autumn Statement 2021
Annexes	Annex A – Expand Retail Discount Criteria
Recommendation(s)	That Cabinet approves the :- <ul style="list-style-type: none"> a) Expanded Retail Discount scheme granting 50% relief to eligible businesses as set out in Annex A (up to a £110,000 cap); b) Requests that the Group Manager for Resident Services implements the scheme as part of the annual billing processes.
Corporate priorities	<ul style="list-style-type: none"> • Delivering excellent modern services whilst ensuring the financial sustainability of the Council
Key Decision	NO
Exempt	NO
Consultees/ Consultation	Cabinet Member with Responsibility for Finance, Chief Executive Officer, Chief Finance Officer, Monitoring Officer, Interim Head of Legal Services, Finance Business Partner, Group Manager, Director of Finance (Publica)

1. BACKGROUND

- 1.1 Although the economy has now reopened, the government recognises that ongoing difficulties as well as longer-term challenges continue to face the retail, leisure and hospitality sectors.
- 1.2 High streets are currently recovering from the impacts on Covid-19 whilst also going through a period of transition and evolving in response to changing consumer preferences. Some of these trends, such as the shift to online sales, have been accelerated by the pandemic.
- 1.3 The government is therefore providing a new temporary relief for eligible retail, hospitality and leisure businesses in England to support local high street as they adapt and recover for 2022/23.

2. MAIN POINTS

- 2.1 The Chancellor announced in his Autumn Budget that eligible hereditaments will receive 50% business rate relief up to a cash cap of £110,000 per business.
- 2.2 Local authorities are expected to use their discretionary relief powers (under section 47 of the Local Government Finance Act 1988, as amended) to grant these discounts in line with the relevant edibility criteria as detailed within Annex A (attached).
- 2.3 The Council will be compensated for the cost of granting these discounts through a section 31 grant from government.
- 2.4 Properties that will benefit from the discount will be occupied hereditaments that are wholly or mainly being used:
 - a) As shops, restaurants, cafes, drinking establishments, cinemas and live music venues;
 - b) For assembly and leisure; or
 - c) As hotels, guest and boarding premises and self-catering accommodation.
- 2.5 The annex attached to this document will form part of the policy.
- 2.6 These changes will take effect from 1 April 2022.
- 2.7 Those businesses eligible for this relief will have the relief applied to their 2022/2023 liability and will see the reduction on their annual business rate demand notice issued next month.

3. FINANCIAL IMPLICATIONS

- 3.1** Central government will fully reimburse local authorities for the local share of discretionary relief awarded to those qualifying businesses entitled to this relief using a grant under section 31 of the Local Government Finance Act 2003 providing the council adopts the recommended approach when granting relief.
- 3.2** The anticipated value of the reliefs under this scheme will be in the order of £9m.

4. LEGAL IMPLICATIONS

- 4.1** The government is not changing the legislation around the relief available to businesses and expects councils to grant the relief under section 47 of the Local Government Finance Act, 1988, as amended.
- 4.2** In line with legal restrictions in section 47(8A) of the Local Government Finance Act 1988, billing authorities may not grant the discount to themselves or a precepting authority.

5. RISK ASSESSMENT

- 5.1** There are no risks associated with this report as the Council will be following central government guidance.

6. EQUALITIES IMPACT

None

7. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

There are none associated with this report.

8. ALTERNATIVE OPTIONS

None

(END)

Annex A

Expanded Retail Discount Criteria

This discount will apply to occupied retail, leisure and hospitality properties in the year 2022/23. There will be no rateable value limit on the discount

Properties that will benefit from the discount will be occupied hereditaments that are wholly or mainly being used:

- d) As shops, restaurants, cafes, drinking establishments, cinemas and live music venues;
- e) For assembly and leisure; or
- f) As hotels, guest and boarding premises and self-catering accommodation.

The Government has issued guidance relating to which types of establishments should be considered in (a) as follows:

- i. **Hereditaments that are being used for the sale of goods to visiting members of the public:**
 - Shops (such as florists, bakers, butchers, grocers, greengrocers, jewellers, stationers, off licence, chemists, newsagents, hardware stores, supermarkets, etc.)
 - Charity shops
 - Opticians
 - Post offices
 - Furnishing shops / display rooms (such as carpet shops, double glazing, garage doors)
 - Car/caravan showrooms
 - Second-hand car lots
 - Markets
 - Petrol stations
 - Garden centres
 - Art galleries (where art is for sale/hire)
- ii. **Hereditaments that are being used for the provision of the following services to visiting members of the public:**

- Hair and beauty services (such as hairdressers, nail bars, beauty salons, tanning shops etc.)
 - Shoes repairs/key cutting
 - Travel agents
 - Ticket officers e.g. for theatre
 - Dry cleaners
 - Launderettes
 - PC/TV/domestic appliance repair
 - Funeral directors
 - Photo processing
 - Tool hire
 - Car hire
 - Employment agencies
 - Estate agents and letting agents
 - Betting shops
- iii. **Hereditaments that are being used for the sale of food and/or drink to visiting members of the public:**
- Restaurants
 - Takeaways
 - Sandwich shops
 - Coffee shops
 - Pubs
 - Bars
- iv. **Hereditaments that are being used as cinemas**
- v. **Hereditaments that are being used as live music venues:**
- Live music venues are hereditaments wholly or mainly used for the performance of live music for the purpose of entertaining an audience. Hereditaments cannot be considered a live music venue for the purpose of business rates relief where a venue is wholly or mainly used as a nightclub or a theatre, for the purposes of the Town and County Planning (Use Classes) Order 1987 (as amended).
 - Hereditaments can be a live music venues if used for other activities, but only if those activities (i) are merely ancillary or incidental to the performance of live music (e.g. the sale/supply of alcohol to audience members) or (ii) do not affect the fact that the primary activity for the premises is the performance of live music (e.g. because those

other activities are insufficiently regular or frequent, such as a polling station or a fortnightly community event).

The Government has issued guidance relating to which types of establishments should be considered in (b) as follows:

i. Hereditaments that are being used for the provision of sport, leisure and facilities to visiting members of the public (including for the viewing of such activities)

- Sports grounds and clubs
- Museums and art galleries
- Nightclubs
- Sport and leisure facilities
- Stately homes and historic houses
- Theatres
- Tourist attractions
- Gyms
- Wellness centres, spa, massage parlours
- Casinos, gambling clubs and bingo halls

ii. Hereditaments that are being used for the assembly of visiting members of the public

- Public halls
- Clubhouses, clubs and institutions

The Government has issued guidance relating to which types of establishments should be considered in (c) as follows:

i. Hereditaments where the non-domestic part is being used for the provision of living accommodation as a business:

- Hotels, Guest and Boarding Houses
- Holiday homes
- Caravan parks and sites

The list below sets out the types of uses that the government does not consider to be an eligible use for the purpose of relief:

i. Hereditaments that are being used for the provision of the following services to visiting members of the public:

- Financial services (e.g. banks, building societies, cash points, bureaux de change, short term loan providers)
- Medical services (e.g. vets, dentists, doctors, osteopaths, chiropractors)
- Professional services (e.g. solicitors, accountants, insurance agents/financial advisers)
- Post office sorting offices


ii. **Hereditaments that are reasonably accessible to visiting members of the public**

In line with legal restrictions in section 47(8A) of the Local Government Finance Act 1988, billing authorities many not grant the discount to themselves or a precepting authority.

State Aid

The business rates expanded retail, leisure and hospitality discount 2022/2023 is not a state aid.

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 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and date of Committee</p>	<p>Cabinet – 16 February 2022</p>
<p>Report Number</p>	<p>AGENDA ITEM NO. 9</p>
<p>Subject</p>	<p>Planned Expenditure of the Homelessness Prevention Grant 2022/23</p>
<p>Wards affected</p>	<p>ALL</p>
<p>Accountable member</p>	<p>Councillor Merilyn Davies, Cabinet Member for Housing and Homelessness Email: merilyn.davies@westoxon.gov.uk</p>
<p>Accountable officer</p>	<p>Jon Dearing – Group Manager for Resident Services Tel: 01993 861221 Email: jon.dearing@publicagroup.uk</p>
<p>Author</p>	<p>Caroline Clissold – Housing Manager Tel: 01594 812309 Email: caroline.clissold@publicagroup.uk</p>
<p>Summary/Purpose</p>	<p>To consider the planned expenditure of the Homelessness Prevention Grant for 2022/23</p>
<p>Annexes</p>	<p>Annex A – Department of Levelling Up, Housing and Local Communities Allocation of Homelessness Prevention Grant Letter, December 2021 Annex B – Equalities Impact Assessment</p>
<p>Recommendation/s</p>	<p>It is recommended that Cabinet:</p> <ul style="list-style-type: none"> a) <i>Approves the expenditure detailed within paragraphs 2.1 to 2.10 of this report</i> b) <i>Approves the delegation of any amendments to these allocations to the Housing Manager in consultation with the Cabinet Member for Housing and Homelessness and the Chief Finance Officer subject to compliance with the ring fenced grant conditions</i> c) <i>Approves the delegation of any other uplifts or grants that may be given over the financial year to contain Covid outbreaks or address increased demands on the Housing Service be given to the Housing Manager in consultation with the Cabinet Member for Housing and Homelessness and Chief Finance Officer subject to compliance with the ring fenced grant conditions as set out in 3.1 to 3.5</i>
<p>Corporate priorities</p>	<p>Supporting and building prosperous and inclusive local communities Meeting the Housing Needs of our Changing Population</p>

	Delivering excellent modern services whilst ensuring the financial sustainability of the Council
Key Decision	YES
Exempt	NO
Consultees/ Consultation	Cabinet Member with Responsibility for Housing Chief Executive, Chief Finance Officer Monitoring Officer Deputy Chief Executive Head of Legal Services

1. BACKGROUND

- 1.1. From 1st April 2017 the Government removed the Temporary Accommodation Management Fee from the Housing Benefit system and replaced this with a Flexible Homelessness Grant.
- 1.2. The Council had very minimal expenditure in this area of Housing Benefit and therefore has benefited from this additional Flexible Homelessness Grant funding; which is ring-fenced to activities that will prevent or relieve homelessness. Funding has been provided since 2017/18. Further grants were also provided via the Homelessness Reduction Grant however both grants were combined in 2021/22 to create the Homelessness Prevention Grant.
- 1.3. The Department of Levelling Up, Housing and Local Communities (DLUHC) increased the level of funding allocated to homelessness services in 2021/22 to ensure that local authorities have the resources needed to tackle homelessness and rough sleeping.
- 1.4. This level of funding has continued into 2022/23 with an additional small uplift to ensure that local authorities are able to meet any new burdens following the implementation of the Domestic Abuse Act 2021.
- 1.5. The funding allocated to West Oxfordshire District Council for 2022/23 is £253,328 plus the Domestic Abuse New Burdens uplift of £6,828 giving a total of £260,156.
- 1.6. The DLUHC set out its expectations on how this fund is to be spent in the letter to Chief Executives dated 21st December 2021. This letter is detailed within Annex A.

2. MAIN POINTS

- 2.1. The DLUHC has set out the following delivery expectations from the fund:
 - To fully embed the Homelessness Reduction Act and contribute to ending rough sleeping by increasing activity to prevent single homelessness
 - Reduce the number of families in temporary accommodation numbers through maximising family homelessness prevention,
 - To reduce the use of Bed and Breakfast accommodation for families and eliminate family B&B placements beyond the statutory six-week limit
- 2.2. It is therefore proposed that in order for the Council to meet the expectation set by the DLUHC, the Homelessness Prevention Grant is allocated as following:

Flexible Prevention Fund	£60,000
Private Rented Deposit Fund	£20,000
Continuation of 2 x Shared Temporary Accommodation Move On Officer Posts – additional 1 year fixed term to be given	£24,000
Families First Officer 1 year contract extension	£34,000
Personalisation Budgets & B&B Move On (Families First / Complex singles/ B&B Move On / Cold Weather funding)	£30,000
Continuation of the contract for the Specialist Domestic Abuse and Rough Sleeper post (until 31/03/2023) – initially funded in part for year 1 through the Domestic Abuse New Burdens grant	£13,250

Continuation of the Complex Needs Project Officer role – currently contracted out to Aspire	£37,000 (to include management costs with Aspire)
Flexible Homelessness Pandemic Response – see 3.	£41,906
Total:	£260,156

- 2.3 The Flexible Prevention Fund** will allow the Housing Team to assist clients with bespoke solutions (such as addressing arrears, moving costs and providing mediation) to prevent homelessness from occurring at the earliest possible stage, reducing the need for expensive and unsuitable Bed & Breakfast use and provide our clients with the best possible outcomes. This fund will work alongside Discretionary Housing Benefits, benefit signposting, and financial management assistance from in house Client Support and 3rd party agencies. The Flexible Prevention Fund will assist with and bespoke interventions depending on the specific client’s needs.
- 2.4 Private Rented Sector Fund.** There will be a modest budget to fund provision of cash deposits, fees and payments of rent in advance; as well as payments to help households make their new accommodation livable. This Fund will be managed by the Homelessness Lead officer.
- 2.5 Temporary Accommodation Move On Officers.** It is proposed that a proportion of the fund is pooled with Forest of Dean (FODDC) and Cotswold (CDC) to continue the employment of two shared Temporary Accommodation Move On Officers. These roles are dedicated to ensuring that the client is moved on from any form of temporary accommodation swiftly and into permanent accommodation that is right for the client. The Temporary Accommodation Move On officers maximise the options available to us in terms of emergency, temporary and longer-term private rented or social rented accommodation. The need for this approach is illustrated by the increasing length of time clients are spending in emergency accommodation during the current pandemic. Both fixed term contracts will be extended for a further 1 year on a fixed term contract, to be reviewed in December 2022 in line with the Grant allocations for 2023/24.
- 2.6 Families First.** The Families First Officer post has proved to be a success over the past two years with a decrease in families presenting as homeless. Funding for the post to be extended was included in the 2021/22 allocation therefore the 2022/23 allocation will be used to fund this for a further year.
- 2.7 Personalisation Budgets & B&B Move On Fund.** Personalisation budgets will allow the Project Officer’s (Domestic Abuse Specialist, Families First and Complex Needs) to provide fully flexible solutions to suit the individual situation or need. This can include addressing fuel poverty, minor adaptations to properties (for example providing temporary bedroom divides for older children who need to share). B&B Move On will allow the Temporary Accommodation Move On Officer’s access to funds to ensure the clients who are in B&B have access to items such as furniture, bedding, and white goods
- 2.9 Continuation of the contract for the Specialist Domestic Abuse and Rough Sleeper post –** Initial funding for the 1st year of the post was provided by the Domestic Abuse Act New Burdens grant allocation. The post was created to ensure that all of the new Housing duties of the Domestic Abuse Act 2021 are fully adhered to and all Rough Sleepers receive an appropriate offer of accommodation. The role includes ensuring that West Oxfordshire Housing Team is fully represented at countywide meetings for both Domestic Abuse and

Rough Sleepers. The role will manage a Domestic Abuse Sanctuary Scheme whereby properties are made secure or sanctuary rooms are created avoiding the need for victims to move away from their home and support network.

- 2.10 Continuation of the Complex Needs Project Officer role – currently contracted out to Aspire** – This role is currently providing invaluable ‘upstream’ Housing advice to those clients who are threatened with homelessness at an early stage with the aim of preventing Homelessness where ever possible. The post holder has been in place for 18 months and has so far prevented around 50 applicants from becoming homeless.

3. FLEXIBLE HOMELESSNESS PANDEMIC RESPONSE:

- 3.1.** Currently there are numerous countywide projects being discussed at any one time around the provision of accommodation for rough sleepers and those at risk of rough sleeping (i.e. ‘sofa surfers’). During the height of the pandemic West Oxfordshire District Council worked with our county partners to procure specific hotel accommodation and security.
- 3.2.** Although this was needed initially to address the increase in homeless clients following the ‘Everyone In’ directive in 2020 and into 2021, with ongoing pressure on services following the development of Covid variants (such as Omicron), a further call from DLUHC in December 2021 has been issued to provide accommodation to all known rough sleepers.
- 3.3.** Costs in 2020 and into 2021 were partially met from the COVID-19 Government grants given to the Council, alongside adhoc Homelessness Uplifts specifically for providing accommodation therefore further unplanned payments or uplifts could be made in 2022/23.
- 3.4.** Therefore it is proposed that a portion of the funds be used flexibly to meet the changing demands on the service as the pandemic continues and government guidance changes. This could include working with partner agencies to source temporary accommodation, long term accommodation with support or both, in district or by contributing to countywide projects as opportunities arise.
- 3.5.** It is further proposed that should DLUHC issue any further uplifts or Housing and Homeless specific funds over the financial year to contain Covid outbreaks or address increased demands on the Housing Service, delegation of the spending of these be considered in consultation with the Cabinet Member for Housing and Homelessness subject to compliance with the ring fenced grant conditions

4. FINANCIAL IMPLICATIONS

- 4.1.** There are multiple complex funding streams supporting the work of the housing team particularly with regard to homeless prevention. Some of these funding streams are subject to bids and some are allocations. Often these come through at short notice and require officers to investigate options and put together work packages in short time frames.
- 4.2.** The proposals set out in section 2 are aimed at addressing the expectations set out by the DLUHC and available accommodation in the West Oxfordshire district. There are limited options and significant costs associated with the provision of emergency accommodation within the District, as well as a shortage of longer-term accommodation.
- 4.3.** The proposal is therefore aimed at reducing the use and time spent in expensive short term, emergency accommodation benefiting both the Council and the client.
- 4.4.** A contingency fund for prevention of homeless activities is also proposed to be set aside.

4.5. All these spending plans are supported by ring fenced government grant so will have no impact upon the Councils net approved budget or financial strategy.

4.6. Any staffing related costs will require appropriate contract variations to the Publica Contract.

5. LEGAL IMPLICATIONS

5.1. Spending allocations need to follow the ring fenced grant schemes.

6. RISK ASSESSMENT

6.1. There is a reputational risk to the Council if it does not effectively use this grant funding for the specific purposes set out in the DLUHC letter to Chief Executive's on the 21st December 2021.

7. EQUALITIES IMPACT (IF REQUIRED)

7.1. Please see attached Equalities Impact Assessment – Annex B

8. CLIMATE CHANGE IMPLICATIONS (IF REQUIRED)

8.1. None

9. ALTERNATIVE OPTIONS

9.1. None considered as the allocation is ring fenced to specific outcomes however members may want to consider other options that have not been referred to within the report

10. BACKGROUND PAPERS

10.1. None



Department for Levelling Up,
Housing & Communities

Department for Levelling Up, Housing & Communities
Fry Building
2 Marsham Street
London
SW1P 4DF

To Local Authority Chief Executives,

21 December 2021

Allocations of Homelessness Prevention Grant for 2022/23

Thank you for your continuing work to support homeless households throughout the pandemic. I know that these continue to be challenging times, and that you and your staff are going above and beyond to help vulnerable people. I am writing today to inform you of allocations for the £315.8 million Homelessness Prevention Grant next year, as I know you need certainty to plan services and support your staff and service users.

The Government is committed to ending rough sleeping in this parliament and to fully enforcing the Homelessness Reduction Act. We are making excellent progress to date, with rough sleeping levels falling 37% between 2019 and 2020, and I am grateful for your efforts in helping to deliver that. To build on this progress we will be spending more than £2 billion over the next three years to tackle homelessness and rough sleeping. Today we have announced the allocation of a critical element of this overall investment: £315.8 million in funding through the Homelessness Prevention Grant that will be made available to local authorities in 2022/23 to support you to deliver services to prevent and tackle homelessness.

Homelessness Prevention Grant 2022/23 allocations

The details of allocations to local authorities are attached at Annex A. This grant maintains the significant investment of £310m that was provided in 2021/22. We have provided an additional £5.8m of funding for next year to meet the new burdens following the expansion of priority need to those who are homeless as a result of domestic abuse, which came into force in July 2021 following the landmark Domestic Abuse Act 2021. We have assessed £5.8m as the total cost of meeting the new burdens associated with this change in 2022/23.

This grant will be ringfenced to ensure local authorities are fully resourced to take action to prevent homelessness and to continue to embed the changes required through implementation of the Homelessness Reduction Act.

The purpose of the Homelessness Prevention Grant is to give local authorities control and flexibility in managing homelessness pressures and supporting those who are at risk of homelessness. We expect local authorities to use it to deliver the following priorities:

- To fully embed the Homelessness Reduction Act and contribute to ending rough sleeping by increasing activity to prevent single homelessness.
- Reduce the number of families in temporary accommodation by maximising family homelessness prevention.
- To reduce the use of bed and breakfast accommodation for families and eliminate family B&B placements beyond the statutory six-week limit.

Future plans

We are keen to maximise the benefits a multi-year spending review period brings. We have announced the 2022/23 grant allocations now, in order to provide certainty of funding to local authorities and avoid disruption to services. In 2022, we plan to review the Homelessness Prevention Grant allocation methodology, with the aim to better align grant determinations to performance and delivery outcomes. We will consult on any proposals and work with you on any reforms in the new year.

Funding for 2022/23 will be provided upfront in April and can be used flexibly as part of councils' resourcing to contribute to the costs of statutory duties, including implementing the Homelessness Reduction Act and supporting with the costs of temporary accommodation.

DLUHC will continue to provide support to local authorities through our Homelessness Advice and Support Team. Advisers will be in contact with local authorities to discuss how you plan to use this funding, including how you plan to use it to support homelessness prevention and align with your ending rough sleeping plans.

The funding has been allocated on the same basis as funding allocated in 2021/22 using a formula which focuses on local homelessness pressures, the methodology for which can be found on the gov.uk announcement page: <https://www.gov.uk/government/publications/homelessness-prevention-grant-2022-to-2023>

The Homelessness Prevention Grant announced today is additional to the funding local authorities draw from the Settlement to deliver their homelessness and rough sleeping services.

This investment builds on the Government's £800 million spending on rough sleeping and homelessness in 2021/22. It follows the Government's one-off £65 million top-up to the Homelessness Prevention Grant for 2021/22 as announced in October 2021, which will enable local authorities to help vulnerable households with rent arrears and reduce the risk of them being evicted and becoming homeless. I wrote to you yesterday about the additional £28 million we are providing to protect and vaccinate rough sleepers in light of the new Omicron variant.

This announcement underlines the Government's commitment to tackling homelessness and rough sleeping and helps to make sure you are given the resources you need to make this a reality in your local area.



Penny Hobman
Director of Homelessness and Rough Sleeping

Department for Levelling Up, Housing & Communities

Annex A: Allocations

Local Authority	Homelessness Prevention Grant	Domestic Abuse new burdens	Total allocation
Adur	£254,734	£5,088	£259,822
Allerdale	£140,776	£6,611	£147,387
Amber Valley	£265,329	£7,953	£273,282
Arun	£810,548	£12,961	£823,509
Ashfield	£266,498	£8,097	£274,595
Ashford	£533,901	£11,240	£545,141
Babergh	£221,002	£5,413	£226,415
Barking and Dagenham	£4,324,336	£39,172	£4,363,508
Barnet	£5,666,770	£66,118	£5,732,888
Barnsley	£366,774	£18,161	£384,935
Barrow-in-Furness	£200,948	£5,047	£205,995
Basildon	£970,647	£19,636	£990,283
Basingstoke and Deane	£703,504	£13,116	£716,620
Bassetlaw	£231,592	£6,624	£238,216
Bath and North East Somerset	£472,112	£14,197	£486,309
Bedford	£848,737	£15,747	£864,484
Bexley	£2,595,323	£24,886	£2,620,209
Birmingham	£7,171,359	£136,035	£7,307,394
Blaby	£132,378	£4,583	£136,961
Blackburn with Darwen	£306,002	£14,187	£320,189
Blackpool	£577,273	£21,598	£598,871
Bolsover	£142,262	£4,394	£146,656
Bolton	£674,618	£25,921	£700,539
Boston	£131,427	£4,860	£136,287
Bournemouth, Christchurch and Poole	£1,817,645	£44,536	£1,862,181
Bracknell Forest	£538,306	£9,885	£548,191
Bradford	£1,494,965	£43,606	£1,538,571
Braintree	£411,824	£11,313	£423,137
Breckland	£363,894	£9,081	£372,975
Brent	£7,004,186	£76,520	£7,080,706
Brentwood	£203,031	£4,663	£207,694
Brighton and Hove	£6,240,090	£44,196	£6,284,286
Bristol, City of	£2,912,288	£56,050	£2,968,338
Broadland	£296,502	£5,966	£302,468
Bromley	£3,678,364	£33,316	£3,711,680
Bromsgrove	£158,594	£4,754	£163,348
Broxbourne	£748,146	£10,634	£758,780
Broxtowe	£218,526	£5,977	£224,503
Buckinghamshire Council	£1,646,281	£35,600	£1,681,881
Burnley	£200,642	£8,573	£209,215

Bury	£463,255	£14,350	£477,605
Calderdale	£388,408	£16,438	£404,846
Cambridge	£676,841	£14,556	£691,397
Camden	£2,641,758	£71,843	£2,713,601
Cannock Chase	£254,496	£6,076	£260,572
Canterbury	£630,961	£14,732	£645,693
Carlisle	£198,863	£7,568	£206,431
Castle Point	£357,522	£5,677	£363,199
Central Bedfordshire	£650,368	£16,971	£667,339
Charnwood	£288,892	£8,396	£297,288
Chelmsford	£876,897	£13,047	£889,944
Cheltenham	£362,115	£9,633	£371,748
Cherwell	£489,933	£10,083	£500,016
Cheshire East	£559,547	£22,218	£581,765
Cheshire West and Chester	£817,346	£26,473	£843,819
Chesterfield	£219,393	£9,847	£229,240
Chichester	£375,423	£9,184	£384,607
Chorley	£160,288	£7,908	£168,196
City of London	£134,165	£1,289	£135,454
Colchester	£910,361	£14,712	£925,073
Copeland	£125,282	£5,427	£130,709
Cornwall	£1,735,718	£48,235	£1,783,953
Cotswold	£133,271	£5,564	£138,835
County Durham	£753,013	£44,134	£797,147
Coventry	£1,299,565	£32,020	£1,331,585
Craven	£79,153	£2,640	£81,793
Crawley	£869,571	£14,491	£884,062
Croydon	£7,233,440	£71,282	£7,304,722
Dacorum	£598,416	£14,233	£612,649
Darlington	£197,129	£10,585	£207,714
Dartford	£574,814	£9,235	£584,049
Derby	£986,280	£29,544	£1,015,824
Derbyshire Dales	£119,421	£3,588	£123,009
Doncaster	£739,351	£24,864	£764,215
Dorset	£889,493	£27,260	£916,753
Dover	£489,374	£10,495	£499,869
Dudley	£673,439	£27,076	£700,515
Ealing	£5,666,784	£74,308	£5,741,092
East Cambridgeshire	£323,632	£5,660	£329,292
East Devon	£261,374	£9,824	£271,198
East Hampshire	£396,892	£6,276	£403,168
East Hertfordshire	£312,013	£10,323	£322,336
East Lindsey	£404,479	£11,215	£415,694
East Riding of Yorkshire	£477,494	£14,104	£491,598

East Staffordshire	£269,527	£6,780	£276,307
East Suffolk	£590,880	£19,126	£610,006
Eastbourne	£675,701	£14,874	£690,575
Eastleigh	£344,770	£8,173	£352,943
Eden	£77,860	£2,424	£80,284
Elmbridge	£519,717	£10,140	£529,857
Enfield	£8,927,796	£71,386	£8,999,182
Epping Forest	£562,234	£11,866	£574,100
Epsom and Ewell	£472,041	£5,900	£477,941
Erewash	£198,734	£7,334	£206,068
Exeter	£595,274	£15,905	£611,179
Fareham	£279,229	£5,520	£284,749
Fenland	£327,938	£7,812	£335,750
Folkestone and Hythe	£513,977	£9,499	£523,476
Forest of Dean	£142,640	£5,323	£147,963
Fylde	£107,457	£4,684	£112,141
Gateshead	£520,117	£23,810	£543,927
Gedling	£258,352	£6,250	£264,602
Gloucester	£687,526	£13,936	£701,462
Gosport	£556,267	£7,558	£563,825
Gravesham	£341,931	£10,539	£352,470
Great Yarmouth	£388,892	£12,746	£401,638
Greenwich	£3,609,515	£53,019	£3,662,534
Guildford	£417,687	£10,028	£427,715
Hackney	£5,660,366	£95,024	£5,755,390
Halton	£344,829	£11,338	£356,167
Hambleton	£125,406	£4,623	£130,029
Hammersmith and Fulham	£3,773,683	£49,247	£3,822,930
Harborough	£94,004	£3,672	£97,676
Haringey	£8,393,896	£77,224	£8,471,120
Harlow	£554,403	£11,514	£565,917
Harrogate	£405,234	£8,474	£413,708
Harrow	£2,246,458	£30,884	£2,277,342
Hart	£260,505	£4,286	£264,791
Hartlepool	£189,991	£10,339	£200,330
Hastings	£1,078,160	£14,948	£1,093,108
Havant	£582,431	£11,590	£594,021
Havering	£2,344,362	£28,757	£2,373,119
Herefordshire, County of	£368,377	£12,850	£381,227
Hertsmere	£443,557	£11,341	£454,898
High Peak	£177,564	£6,406	£183,970
Hillingdon	£2,470,928	£40,437	£2,511,365
Hinckley and Bosworth	£225,548	£6,019	£231,567
Horsham	£376,511	£9,438	£385,949

Hounslow	£2,916,805	£48,390	£2,965,195
Huntingdonshire	£662,384	£11,702	£674,086
Hyndburn	£145,503	£5,800	£151,303
Ipswich	£713,348	£19,141	£732,489
Isle of Wight	£764,486	£12,120	£776,606
Isles of Scilly	£1,179	£19	£1,198
Islington	£3,666,513	£76,200	£3,742,713
Kensington and Chelsea	£4,678,546	£53,714	£4,732,260
King's Lynn and West Norfolk	£469,977	£9,610	£479,587
Kingston upon Hull, City of	£961,576	£34,526	£996,102
Kingston upon Thames	£1,599,319	£19,706	£1,619,025
Kirklees	£1,013,352	£32,097	£1,045,449
Knowsley	£456,373	£17,149	£473,522
Lambeth	£5,812,888	£83,837	£5,896,725
Lancaster	£478,898	£9,902	£488,800
Leeds	£2,344,705	£84,766	£2,429,471
Leicester	£948,658	£36,994	£985,652
Lewes	£520,141	£9,463	£529,604
Lewisham	£4,834,271	£71,805	£4,906,076
Lichfield	£203,459	£5,366	£208,825
Lincoln	£366,671	£11,290	£377,961
Liverpool	£1,597,341	£51,650	£1,648,991
Luton	£3,842,815	£24,380	£3,867,195
Maidstone	£782,206	£15,434	£797,640
Maldon	£142,320	£3,690	£146,010
Malvern Hills	£135,876	£4,706	£140,582
Manchester	£3,285,784	£89,061	£3,374,845
Mansfield	£310,273	£7,741	£318,014
Medway	£1,554,151	£26,768	£1,580,919
Melton	£103,865	£3,073	£106,938
Mendip	£284,787	£9,221	£294,008
Merton	£1,359,687	£28,097	£1,387,784
Mid Devon	£197,431	£5,280	£202,711
Mid Suffolk	£189,786	£4,796	£194,582
Mid Sussex	£432,728	£9,203	£441,931
Middlesbrough	£318,144	£19,022	£337,166
Milton Keynes	£1,990,412	£32,702	£2,023,114
Mole Valley	£282,794	£6,570	£289,364
New Forest	£619,724	£12,294	£632,018
Newark and Sherwood	£226,279	£6,264	£232,543
Newcastle upon Tyne	£620,514	£32,488	£653,002
Newcastle-under-Lyme	£183,537	£8,005	£191,542
Newham	£11,361,339	£70,718	£11,432,057
North Devon	£396,361	£9,997	£406,358

North East Derbyshire	£141,473	£5,428	£146,901
North East Lincolnshire	£383,867	£15,534	£399,401
North Hertfordshire	£339,826	£10,154	£349,980
North Kesteven	£229,746	£5,673	£235,419
North Lincolnshire	£344,077	£9,711	£353,788
North Norfolk	£310,183	£6,826	£317,009
North Northamptonshire	£994,797	£23,973	£1,018,770
North Somerset	£562,472	£16,375	£578,847
North Tyneside	£369,779	£16,605	£386,384
North Warwickshire	£162,681	£3,872	£166,553
North West Leicestershire	£132,386	£5,399	£137,785
Northumberland	£491,405	£18,333	£509,738
Norwich	£595,625	£18,067	£613,692
Nottingham	£1,296,452	£40,319	£1,336,771
Nuneaton and Bedworth	£347,692	£11,176	£358,868
Oadby and Wigston	£139,559	£2,825	£142,384
Oldham	£531,774	£21,403	£553,177
Oxford	£1,067,016	£17,210	£1,084,226
Pendle	£172,887	£5,518	£178,405
Peterborough	£1,337,188	£18,677	£1,355,865
Plymouth	£1,003,894	£29,049	£1,032,943
Portsmouth	£1,415,103	£26,369	£1,441,472
Preston	£315,745	£14,652	£330,397
Reading	£1,534,598	£21,608	£1,556,206
Redbridge	£5,257,937	£40,754	£5,298,691
Redcar and Cleveland	£215,396	£11,074	£226,470
Redditch	£314,926	£7,457	£322,383
Reigate and Banstead	£668,236	£10,780	£679,016
Ribble Valley	£67,912	£1,788	£69,700
Richmond upon Thames	£1,415,283	£22,232	£1,437,515
Richmondshire	£131,260	£2,444	£133,704
Rochdale	£680,771	£20,621	£701,392
Rochford	£279,925	£4,816	£284,741
Rossendale	£137,361	£5,091	£142,452
Rother	£462,228	£7,498	£469,726
Rotherham	£555,216	£23,598	£578,814
Rugby	£304,521	£7,730	£312,251
Runnymede	£346,706	£6,641	£353,347
Rushcliffe	£162,183	£4,575	£166,758
Rushmoor	£472,992	£10,527	£483,519
Rutland	£64,128	£1,635	£65,763
Ryedale	£85,298	£2,990	£88,288
Salford	£955,100	£36,615	£991,715
Sandwell	£1,171,668	£29,021	£1,200,689

Scarborough	£418,400	£10,682	£429,082
Sedgemoor	£367,227	£9,732	£376,959
Sefton	£536,488	£21,406	£557,894
Selby	£127,745	£4,309	£132,054
Sevenoaks	£434,897	£8,725	£443,622
Sheffield	£1,349,759	£58,269	£1,408,028
Shropshire	£678,402	£17,609	£696,011
Slough	£979,619	£19,644	£999,263
Solihull	£872,993	£17,667	£890,660
Somerset West and Taunton	£443,031	£11,381	£454,412
South Cambridgeshire	£508,937	£8,950	£517,887
South Derbyshire	£206,310	£4,740	£211,050
South Gloucestershire	£662,217	£17,270	£679,487
South Hams	£169,191	£6,046	£175,237
South Holland	£166,618	£5,636	£172,254
South Kesteven	£335,840	£9,255	£345,095
South Lakeland	£153,936	£5,425	£159,361
South Norfolk	£222,450	£6,587	£229,037
South Oxfordshire	£352,124	£8,558	£360,682
South Ribble	£151,426	£6,400	£157,826
South Somerset	£453,478	£10,928	£464,406
South Staffordshire	£130,862	£4,999	£135,861
South Tyneside	£366,157	£18,859	£385,016
Southampton	£1,289,270	£29,077	£1,318,347
Southend-on-Sea	£663,337	£21,318	£684,655
Southwark	£5,447,541	£86,787	£5,534,328
Spelthorne	£604,513	£9,501	£614,014
St Albans	£487,905	£10,328	£498,233
St. Helens	£325,745	£14,845	£340,590
Stafford	£207,437	£6,349	£213,786
Staffordshire Moorlands	£145,057	£3,673	£148,730
Stevenage	£500,831	£11,578	£512,409
Stockport	£697,744	£21,378	£719,122
Stockton-on-Tees	£416,498	£22,748	£439,246
Stoke-on-Trent	£785,801	£24,212	£810,013
Stratford-on-Avon	£366,216	£8,855	£375,071
Stroud	£209,536	£6,819	£216,355
Sunderland	£470,216	£30,046	£500,262
Surrey Heath	£318,378	£5,042	£323,420
Sutton	£1,756,536	£23,777	£1,780,313
Swale	£662,077	£14,120	£676,197
Swindon	£1,923,088	£19,194	£1,942,282
Tameside	£656,372	£22,127	£678,499
Tamworth	£245,757	£5,931	£251,688

Tandridge	£306,995	£6,268	£313,263
Teignbridge	£438,644	£11,332	£449,976
Telford and Wrekin	£374,448	£13,669	£388,117
Tendring	£780,942	£14,131	£795,073
Test Valley	£371,626	£8,745	£380,371
Tewkesbury	£210,890	£5,085	£215,975
Thanet	£862,362	£18,672	£881,034
Three Rivers	£282,037	£7,161	£289,198
Thurrock	£858,550	£18,503	£877,053
Tonbridge and Malling	£382,715	£9,588	£392,303
Torbay	£745,580	£16,329	£761,909
Torridge	£246,535	£5,231	£251,766
Tower Hamlets	£5,851,743	£91,895	£5,943,638
Trafford	£652,793	£19,965	£672,758
Tunbridge Wells	£421,501	£10,640	£432,141
Uttlesford	£187,932	£4,655	£192,587
Vale of White Horse	£254,099	£8,169	£262,268
Wakefield	£770,758	£25,910	£796,668
Walsall	£828,540	£24,192	£852,732
Waltham Forest	£5,493,727	£46,219	£5,539,946
Wandsworth	£4,469,976	£63,074	£4,533,050
Warrington	£550,806	£18,459	£569,265
Warwick	£360,256	£9,533	£369,789
Watford	£625,936	£10,873	£636,809
Waverley	£603,670	£7,536	£611,206
Wealden	£545,888	£9,283	£555,171
Welwyn Hatfield	£491,055	£14,292	£505,347
West Berkshire	£262,534	£10,851	£273,385
West Devon	£174,628	£3,442	£178,070
West Lancashire	£135,368	£6,237	£141,605
West Lindsey	£179,542	£6,248	£185,790
West Northamptonshire	£1,358,938	£28,973	£1,387,911
West Oxfordshire	£253,328	£6,828	£260,156
West Suffolk	£656,214	£13,176	£669,390
Westminster	£6,842,411	£75,973	£6,918,384
Wigan	£702,413	£20,560	£722,973
Wiltshire	£1,005,075	£30,518	£1,035,593
Winchester	£300,095	£8,152	£308,247
Windsor and Maidenhead	£1,483,229	£10,377	£1,493,606
Wirral	£513,579	£26,058	£539,637
Woking	£395,492	£8,072	£403,564
Wokingham	£464,280	£7,508	£471,788
Wolverhampton	£886,353	£28,767	£915,120
Worcester	£464,362	£9,735	£474,097

Worthing	£361,732	£10,521	£372,253
Wychavon	£354,237	£8,287	£362,524
Wyre	£258,512	£7,936	£266,448
Wyre Forest	£344,305	£7,593	£351,898
York	£378,290	£13,855	£392,145

Equality and Rurality Impact Assessment Form

When completing this form you will need to provide evidence that you have considered how the ‘protected characteristics’ may be impacted upon by this decision. In line with the General Equality Duty the Council must, in the exercise of its functions, have due regard for the need to:

- a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

This form should be completed in conjunction with the guidance document available on the Intranet

Once completed a copy should be emailed to claire.hughes@publicagroup.uk to be signed off by an equalities officer before being published.

1. Persons responsible for this assessment:

Names: Caroline Clissold	
Date of assessment: 18 th January 2022	Telephone: 01594 812309 Email: caroline.clissold@publicagroup.uk

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2. Name of the policy, service, strategy, procedure or function:

Planned Expenditure of the Homelessness Prevention Grant 2022-23
Is this a new or existing one? Existing – Funding is allocated annually

3. Briefly describe it aims and objectives

The Homelessness Prevention Grant is allocated each year to local authorities to provide funds to assist with the prevention of homelessness and to limit the use of Bed and Breakfast type accommodation. Expectations of how the Grant should be spent is set out by the Department of Levelling Up, Housing and Local Communities in a grant letter sent to Chief Executive’s – see below.

4. Are there any external considerations? (e.g. Legislation/government directives)

The fund is ring fenced to Housing and Delivery expectations are set out in the Department of Levelling Up, Housing and Local Communities Allocation of Homelessness Prevention Grant Letter, December 2021 (Annex A):

- To fully embed the Homelessness Reduction Act and contribute to ending rough sleeping by increasing activity to prevent single homelessness
- Reduce the number of families in temporary accommodation numbers through maximising family homelessness prevention,
- To reduce the use of Bed and Breakfast accommodation for families and eliminate family Bed and Breakfast placements beyond the statutory six-week limit

The Homelessness Reduction Act 2017 (along with various other Housing Legislation) provides the statutory framework against how the Housing Team provide advice and assistance to households who are threatened with homelessness.

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5. What evidence has helped to inform this assessment?

Source	<input checked="" type="checkbox"/>	If ticked please explain what
Demographic data and other statistics, including census findings	<input checked="" type="checkbox"/>	Regular monitoring of local housing trends and data obtained from HomeseekerPlus which is reported to central government via our H-CLIC reporting requirements
Recent research findings including studies of deprivation	<input type="checkbox"/>	
Results of recent consultations and surveys	<input type="checkbox"/>	
Results of ethnic monitoring data and any equalities data	<input type="checkbox"/>	
Anecdotal information from groups and agencies within Gloucestershire	<input type="checkbox"/>	
Comparisons between similar functions / policies elsewhere	<input type="checkbox"/>	
Analysis of audit reports and reviews	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	

6. Please specify how intend to gather evidence to fill any gaps identified above:

No gaps identified

7. Has any consultation been carried out?

No

NA

If NO please outline any planned activities

8. What level of impact either directly or indirectly will the proposal have upon the general public / staff? (Please quantify where possible)

Level of impact	Response
NO IMPACT – The proposal has no impact upon the general public/staff	<input type="checkbox"/>
LOW – Few members of the general public/staff will be affected by this proposal	<input checked="" type="checkbox"/>
MEDIUM – A large group of the general public/staff will be affected by this proposal	<input type="checkbox"/>
HIGH – The proposal will have an impact upon the whole community/all staff	<input type="checkbox"/>
Comments: e.g. Who will this specifically impact?	

9. Considering the available evidence, what type of impact could this function have on any of the protected characteristics?

Negative – it could disadvantage and therefore potentially not meet the General Equality duty;

Positive – it could benefit and help meet the General Equality duty;

Neutral – neither positive nor negative impact / Not sure

	Potential Negative	Potential Positive	Neutral	Reasons	Options for mitigating adverse impacts
Age – Young People			✓	The proposal is inclusive to people of different age groups, but it is not specific to age	
Age – Old People			✓	The proposal is inclusive to people of different age groups, but it is not specific to age	
Disability			✓	The proposal is inclusive to people with disabilities but is not specific to disability	
Sex – Male			✓	The proposal is inclusive to all gender groups, but it is not specific to gender	
Sex – Female			✓	The proposal is inclusive to all gender groups, but it is not specific to gender	
Race including Gypsy and Travellers			✓	The proposal is inclusive to people of all races, but it is not specific to race	
Religion or Belief			✓	The proposal is inclusive to people of all religions, but it is not specific to religion	
Sexual Orientation			✓	This proposal is inclusive to all types of sexual orientation, but it is not specific to sexual orientation	
Gender Reassignment			✓	The proposal is inclusive to all gender groups, but it is not specific to gender	
Pregnancy and maternity			✓	The proposal is inclusive to people who are pregnant and/or on maternity, but it is not specific to this group	
Geographical impacts on one area			✓	The proposal is inclusive to the whole of West Oxfordshire district	
Other Groups			✓	This proposal is inclusive to all other groups that are not mentioned	

Rural considerations: ie Access to services; leisure facilities, transport; education; employment; broadband.			✓	The proposal is inclusive to the whole of West Oxfordshire district	
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10. Action plan (add additional lines if necessary)

Action(s)	Lead Officer	Resource	Timescale
NA			

11. Is there is anything else that you wish to add?

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Declaration

I/We are satisfied that an equality impact assessment has been carried out on this policy, service, strategy, procedure or function and where an negative impact has been identified actions have been developed to lessen or negate this impact. We understand that the Equality Impact Assessment is required by the District Council and that we take responsibility for the completion and quality of this assessment.

Completed By:	Caroline Clissold	Date:	18 th January 2022
Line Manager:	Mandy Fathers	Date:	18 th January 2022
Reviewed by Corporate Equality Officer:	Claire Hughes	Date:	20 th January 2022

