

Wednesday, 19 January 2022

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## ECONOMIC AND SOCIAL OVERVIEW AND SCRUTINY COMMITTEE

You are summoned to a meeting of the Economic and Social Overview and Scrutiny Committee which will be held in Committee Room 1, Woodgreen, Witney, OX28 1NB on **Thursday, 27 January 2022 at 6.30 pm.**



Giles Hughes  
Chief Executive

To: Members of the Economic and Social Overview and Scrutiny Committee

Councillors: Andrew Beaney (Chairman), Councillor Andy Graham (Vice-Chair), Jake Acock, Jill Bull, Laetisia Carter, Owen Collins, Maxine Crossland, Jeff Haine, Mark Johnson, Nick Leverton, Lysette Nicholls, Mathew Parkinson, Elizabeth Poskitt, Andrew Prosser and Alex Wilson.

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. **Minutes of Previous Meeting (Pages 5 - 10)**  
To approve the minutes of the meeting held on 25 November 2021.
2. **Apologies for Absence**  
To receive any 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. **Chairman's Announcements**  
Purpose:  
To receive any announcements from the Chairman of the Committee.
6. **Presentation from Thames Valley Police**  
Purpose:  
To receive a presentation from representatives of Thames Valley Police and to answer questions from the Committee.  
  
Recommendation:  
That the Committee notes the presentation, asks questions and provides comment where needed.
7. **Council Priorities and Service Performance Report 2020-21 - Quarter Two (Pages 11 - 42)**  
Purpose  
This report provides details of service performance during Q2.  
  
Recommendation  
That the Committee reviews, and challenges as appropriate, performance for 2021-22 Q2.
8. **Annual Monitoring Report (AMR) (Pages 43 - 86)**  
Purpose  
To note the Council's Local Plan Annual Monitoring Report for 2020-2021, agreed by Cabinet on 15 December 2021.  
  
Recommendation  
That the content of the Local Plan Annual Monitoring Report be noted.

9. **Committee Work Programme (Pages 87 - 94)**

Purpose:

To provide the Committee with an updated Work Programme for 2021/2022.

Recommendation:

That the Committee notes the work programme and provides comment where needed.

10. **Cabinet Work Programme (Pages 95 - 102)**

Purpose:

To give the Committee the opportunity to comment on the Cabinet Work Programme February - May 2022.

Recommendation:

That the Committee decides whether to express a view to the Cabinet on relevant issues in its Work Programme.

11. **Members Questions**

Purpose

To receive any questions from Members of the Committee.

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## WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the  
**Economic and Social Overview and Scrutiny Committee**  
Held in the Council Chamber at 6.30 pm on **Thursday, 25 November 2021**

### PRESENT

Councillors: Councillor Andrew Beaney (Chairman), Councillor Andy Graham (Vice-Chair), Councillor Jake Acock, Councillor Jill Bull, Councillor Laetisia Carter, Councillor Owen Collins, Councillor Gill Hill, Councillor Mark Johnson, Councillor Nick Leverton, Councillor Lysette Nicholls, Councillor Mathew Parkinson, Councillor Elizabeth Poskitt, Councillor Andrew Prosser and Councillor Alex Wilson

Officers: Mandy Fathers (Business Manager - Operations Support and Enabling), Giles Hughes (Chief Executive) and Phil Martin (Group Manager - Business Support) and Adrienne Frazer (Strategic Support Officer)

### **37 Minutes of Previous Meeting**

The minutes of the meeting held on 16 September 2021 were approved and signed by the Chairman as a correct record.

The Business Manager – Corporate Responsibility had provided the following update on the Member’s question about the Members’ Portal,

“Officers have recently met and acknowledged some of the concerns that Members have raised. The portal is there as a tool to help them so it’s important to us that it isn’t seen as a hindrance.

We will shortly be issuing a survey seeking feedback on the portal so that we can capture issues and take them forward. In the meantime, we note the points raised around logging on and have asked IT to produce a quick guide for members.

Moving forward we really want the portal to be something that members actively use for updating their register of interests, declaring and gifts/hospitality and making their expenses claims. It is pleasing to see from the data that some members are already doing this but we acknowledge that some may be unsure. With that in mind we will be rolling out a selection of bite sized training sessions in due course.”

Councillor Leverton reminded the Committee of his question about whether armed forces properties were classed as social housing. Officers agreed to respond to this question outside the meeting.

### **38 Apologies for Absence**

There were no apologies for absence and Councillor Hill substituted for Councillor Crossland.

### **39 Declarations of Interest**

Declarations of Interest were received as follows:

Councillor Beaney declared an interest in the agenda item on the Re-use of IT Equipment, as Oxford IT Bank had made donations to the school he worked at.

### **40 Participation of the Public**

There were no submissions from members of the public in accordance with the Council’s Rules of Procedure.

### **41 Chairman's Announcements**

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The Chairman noted that officer's weekly updates on the Afghan refugee resettlement programme were very helpful.

#### 42 Long Term Empty Homes Report

The Committee received and considered the report of the Customer Enabling Manager on the current status of Long Term Empty Homes in the District.

The Business Manager – Operations Support and Enabling highlighted the enforcement action available to the Council which included:

- Enforced Sale – Allows the council to force the sale of a property to recover debts owed to the council that are registered as a charge on the property
- Empty Dwelling Management Orders (EDMO) – Enables the council to secure occupation and responsible management of some privately owned house and flats that have been empty for two years or more
- Compulsory Purchase Orders (CPO) – Enables the council to purchase and sell an empty property for the purpose of providing housing accommodation or facilities connected to housing accommodation

She noted that both EDMOs and CPOs were time consuming to implement. She also noted that Council Tax premiums were put on properties that were empty for over two years. The officer advised the Committee that it was hoped to establish the Empty Homes Officer post as a permanent role.

Councillor Collins asked how many EDMOs and CPOs there are in place. The officer replied that there were none currently as officers worked with residents to get properties into use and there is a strategy in place to manage empty homes.

Councillor Prosser commented that this was a useful report and asked to see the figures split by urban areas and also by second homes. The officer agreed to respond to the questions outside the committee and added that second homes are not classed as long term empty homes as they are furnished.

Following a question from Councillor Poskitt, officers confirmed that individual flats are counted as one property and are included in the empty homes strategy.

Having received the report and discussed the details with officers, the Committee

**RESOLVED:** That the report be noted.

#### 43 Re-use of IT Equipment

The Committee received and considered the report of the Group Manager, Business Support Services on the re-use of IT equipment. He advised that the Oxford IT Bank provided a great service to Oxfordshire residents, particularly refugees.

Councillor Beaney expressed a preference for Option 2 in the report and agreed that Oxford IT Bank's work was good.

Councillor Graham thanked the officer for the report.

Having received the report and discussed the details with officers, it was

**RESOLVED:** That the Committee recommends Option 2 to Council that, "The Council donate their 'end of life' laptops, computers and phones for re-use to either the Oxford IT

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Bank or IT Schools Africa” and continue to use the existing arrangements for all other ICT Hardware.

#### 44 **Our House and Housing First Project Updates and Funding Extension Options**

The Committee received and considered the report of the Group Manager for Resident Services on the Our House and Housing First Project Updates and Funding Extension Options presented by the Chief Executive. He noted that the project’s focus was on younger people and included providing skills training as well as housing to the clients.

Councillor Bull asked about the funding for the scheme and whether West Oxfordshire’s funding would be spent on the young people of the District. The officer advised that the project is intended to address the needs of young people in West Oxfordshire. He acknowledged that some people with West Oxfordshire connections may present as homeless in Oxford City and therefore may be referred back to the District including into this project.

Questions were raised by Councillors Acock, Graham and Carter requesting further detail on the funding of the project as well as on tenancy failures. Members requested that the questions be responded to by officers before the Committee’s comments on the report are returned to Cabinet.

Councillor Poskitt noted that homeless people do not see District Council borders and do need a lot of officer input. She commented that the project seems to be very successful and hoped that this good work had been spread to other Districts.

The Chief Executive responded saying that West Oxfordshire works with all the other Oxfordshire Councils and a common approach was being developed across Oxfordshire. The Housing First approach recognises that people need a home before being able to tackle other issues they may have.

Councillor Wilson requested information on the type and condition of houses used for the project. The officer replied that Cottsway properties which are suitable for conversion were used.

Councillor Leverton stated that over the last three years this was the best initiative he had seen and that he supported the project one hundred percent, subject to the answers to the questions raised.

Having received the report and discussed the details with officers, the Committee noted the report and, subject to the responses to the Committee’s questions, it was

**RESOLVED:** That the Committee would send comments on the report to Cabinet and recommends that Cabinet:

- a) Agrees the recommendation to continue the projects for a further 18 months from April 2022
- b) That Cabinet agrees to outsource the Support element of both projects via waiver
- c) That the Council agrees to the exploration of external funding sources including bidding for Government and/or community grant funds in order to continue the projects
- d) That the Council agrees to use Housing Reserve / Housing Grant Underspend as set out in 2.35 to guarantee the continuation of the projects whilst alternative funding options are explored

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e) Approves the delegation of any amendments to these allocations to the Housing Manager in consultation with the Cabinet Member for Housing and Homelessness subject to compliance with funding allocation conditions.

#### 45 Committee Work Programme

The Committee received and considered the report which gave Members the opportunity to comment on the Work Programme for 2021/2022.

Following a discussion about the number of reports due to be considered in the January 2022 Committee. The Chairman proposed that a second, additional meeting be arranged in January 2022.

Having discussed the matter, it was:

**RESOLVED:** That the work programme be updated accordingly and that a second meeting be arranged in January to accommodate the volume of work.

#### 46 Cabinet Work Programme

The Committee received and considered the report of the Head of Democratic Services, which gave Members the opportunity to comment on the Cabinet Work Programme published on 12 October 2021.

**RESOLVED:** That the report be noted

#### 47 Members Questions

Councillor Hill asked about the recent information sent to Parish Councils on rural domestic abuse. Councillor Beaney advised that domestic abuse issues had arisen at this Committee regularly including the best way to communicate with rural areas in the District about it. He offered to discuss the matter with officers and update Councillor Hill outside the meeting.

Councillor Hill also asked about the information on terrorist threats recently received. Councillor Levertton advised that this had come from Oxfordshire County Council which was suggesting the setting up of an emergency committee in each parish for events such as floods, power failures, bombs etc.

Councillor Poskitt requested a poster containing emergency contact details that can be put up on web pages as well as hard copy on local notice boards. The Chief Executive agreed to discuss this with the Environment Overview and Scrutiny Committee and circulate their responses to Parish Clerks.

Councillor Doughty informed the Committee that there was an emergency helpline over last Christmas's floods and this will be introduced if flooding occurs again. She also noted that there is a rota in place for emergency support this winter.

Councillor Bull reminded Members that there was a flood day exhibition recently in Witney, organised by Councillor MacRae, where all relevant information was available.

Councillor Nicholls requested a follow up on the NHS Dental Services issue.

Councillor Bull updated the Committee saying that the Health Overview and Scrutiny Committee had raised this again this morning. She noted that it is a nationwide problem.

Economic and Social Overview and Scrutiny Committee

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The Meeting closed at 7.23 pm

CHAIRMAN

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# Agenda Item 7

 <p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>	<p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>
<p>Name and date of Committee</p>	<p><b>Economic and Social Overview and Scrutiny Committee - Thursday 27 January 2022</b></p>
<p>Report Number</p>	<p><b>Agenda Item No. 7</b></p>
<p>Subject</p>	<p><b>Service Performance Report 2021-22 Quarter Two</b></p>
<p>Wards affected</p>	<p>All</p>
<p>Accountable member</p>	<p>All relevant Cabinet Members</p>
<p>Accountable officer</p>	<p>Giles Hughes, Chief Executive Tel: (01993) 861658 Email: giles.hughes@westoxon.gov.uk</p>
<p>Summary/Purpose</p>	<p>This report provides details of service performance during Q2</p>
<p>Annexes</p>	<p>Annex A - Performance Indicator report</p>
<p>Recommendation</p>	<p>That the Committee reviews, and challenges as appropriate, performance for 2021-22 Q2</p>
<p>Corporate priorities</p>	<p>Climate Action: Leading the way in protecting and enhancing the environment by taking action locally on climate change and biodiversity Healthy Towns and Villages: Facilitating healthy lifestyles and better wellbeing for everyone A Vibrant District Economy: Securing future economic success through supporting existing local businesses and attracting new businesses to deliver the economic ambitions of the Local Industrial Strategy Strong Local Communities: Supporting and building prosperous and inclusive local communities Meeting the Housing Needs of our Changing Population: Securing the provision of market and affordable housing of a high quality for a wide range of householders making their home in West Oxfordshire</p>
<p>Key Decision</p>	<p>No</p>
<p>Exempt</p>	<p>No</p>

## I. BACKGROUND

- I.1. The Council monitors service performance each quarter, and a report on progress towards achieving the aim and priorities set out in the Corporate Plan is produced at the end of Q2 and Q4. The Q2 update on progress on the priorities will be encompassed within the Annual Monitoring Report and presented to Cabinet in December 2021 followed by the Overview and Scrutiny committees.
- I.2. A review of performance indicators is currently underway, and Portfolio Holders are having discussions with relevant managers about priority areas and finding metrics that would be most representative and provide assurance as to how the Council is performing.
- I.3. The Commissioning Framework sets out the relationship between Publica and the Council and their respective responsibilities. Publica must ensure that it provides the necessary information to the Council so it can assess whether the commissioned services are being delivered in accordance with the agreed quality and standard. The Council's Chief Executive is responsible for reviewing and approving the information provided in this report prior to its publication.
- I.4. The Council's Chief Executive has received a report on service performance, and he has assessed it in line with the high level Commissioning Statement. He has noted the capacity issues and high workloads in some services which have contributed to a reduced level of operational performance in those services over the last few months, as well as the actions that are being taken to improve performance. He has drawn particular attention to the following:
  - i. 19 July marked the lifting of all Covid-19 restrictions, and some staff have returned to the office while others are working in a hybrid style in line with Publica's Agile Working Strategy 2020. Whilst we need to ensure that staff are available to deliver services whether in the office or not, the change to more flexible working practices has presented an opportunity to review office space requirements and identify any space that can be repurposed. Draft office layouts have been developed for Woodgreen with proposals for desk layouts, meeting rooms, breakout areas and new tenanted areas. The Chief Executive will be consulting with Members on the proposals shortly;
  - ii. Leisure visits and gym memberships are operating at around 75% and 70% of previous levels respectively. Both Chipping Norton Leisure Centre and Carterton have good membership levels, while Windrush is facing competition from PureGym which is a self-serve 'no frills' gym offer. In response, GLL is revising its marketing and promotions for Witney;
  - iii. Customer satisfaction ratings for services delivered by phone have continued to remain high throughout the Covid-19 pandemic. West Oxfordshire ranked within the top 10 councils on the GovMetric Telephone Channel Satisfaction Index for August 2021. Face to face surveys which only restarted in July are also indicating that satisfaction is high with this channel, although the number surveyed was low due to low footfall;
  - iv. The website satisfaction indicator has been suspended while the service explores other methods for assessing the effectiveness of this communication channel. The Council recognises that it needs to focus on the ability to provide more options for accessing the Council's services including the potential for channel shift to quicker and more cost effective methods of communication where possible, such as the website. The Channel

Choice project has commenced, and processes are beginning to be reviewed in those service areas that receive high volumes of calls.

## 2. SERVICE PERFORMANCE

2.1. The services which relate to the work of this Committee are Housing Support, Planning and Strategic Housing, Land Charges, and Leisure and Communities; and the relevant indicators are listed at the front of the Performance Indicator report at **Annex A** with pages **11 to 19** of that Annex providing the further relevant information.

2.1. Performance for services that relate to the work of this Committee was mixed. Of the 10 targeted indicators, four indicators achieved their targets (Green), four indicators achieved their targets 'within tolerance' (Amber), and two indicators did not achieve their targets (Red).

2.2. Additional resources have been secured in particular over the last quarter to support services to reduce the backlog of work, and services are reporting that workloads have become more manageable, although it will take time for performance to improve. In the planning service, there has been a successful recruitment campaign with a total of 20 appointments made across the partnership, many of which are internal, encouraging the retention of a significant number of existing staff. A second round of recruitment has now commenced to complete the consequential vacancies created from the first round and bring the teams up to the new increased resource levels.

2.3. Concurrently, improvement work and programmes are on-going. The Planning service has an improvement programme in place which has already delivered significant improvements in the validation of applications, and a service re-designer has commenced work to improve processes in Land Charges.

2.4. The indicators that did not meet their targets (RED) are considered below together with rectifying actions:

- Overall, the percentage of 'Other' planning applications (mainly householder applications) determined within timescales has been falling since summer 2020 when the number of applications coming through started to increase in line with the national trend. The increase in demand coincided with a reduction in capacity due to a number of vacant posts which created a backlog of applications awaiting determination. During Q2, the service had four vacant posts.

Resolution: Given the anticipated ongoing nature of increased workloads, the Council agreed to fund an additional two posts to support the team and to provide an improved career structure to support the recruitment and retention of planning staff. In total, five career graded posts have been successfully recruited to, with the majority starting in Q3. The increased capacity over the next few weeks will help to restore performance to previous levels, however, new staff will need to undergo training and the backlog of applications will need to be cleared before this can happen. We expect to see an improvement in performance in Q4. Furthermore, an improvement action plan for the next 12 months is in place across the whole of the Development Management service which is being overseen by both the Group and Business Manager.

- The number of land charge searches increased by over 20% during the 'stamp duty holiday' compared to the five quarters prior to the 'stamp duty holiday', although numbers started to tail off over the last six months. In spite of the increase in searches, in addition to responding to customer queries, performance targets were achieved until the end of Q4 when there was a significant reduction in capacity in the service. An injection of additional resources to support the service and the recruitment of two new posts in Q1 resulted in improved performance in July which the service was unable to sustain as some aspects of the role are more complex and are dealt with by experienced staff.

Resolution: The new starters in the service completed further training in October on the more complex processes which will reduce delay; and the additional resources brought in to support the service in Q1 will remain in place as a temporary measure. Furthermore, a service re-designer has started to review the land charge search process to identify where improvements can be made especially around the way customers communicate with us.

2.5. A full report is attached at **Annex A**.

### **3. LEGAL IMPLICATIONS**

3.1. None

### **4. RISK ASSESSMENT**

4.1. None

### **5. ALTERNATIVE OPTIONS**

5.1. None

### **6. BACKGROUND PAPERS**

6.1. None



WEST OXFORDSHIRE  
DISTRICT COUNCIL

Delivering great services locally

PERFORMANCE REPORT:  
**July 2021 - September 2021**

## KEY PERFORMANCE METRICS LIST

Finance and Management O & S Committee	Economic and Social O & S Committee	Environment O & S Committee
Customer satisfaction – face to face	(Snapshot) Number of households in emergency accommodation under 28 days	Number of fly tips collected
Customer satisfaction – web	(Snapshot) Number of households in emergency accommodation over 28 days	Percentage of fly tips that result in an enforcement action taking place
Customer satisfaction – telephone	Number of Long Term Empty properties	Percentage of high risk notifications risk assessed within one working day
Customer satisfaction - email	Percentage of major planning applications determined within timescales	Percentage of high risk food premises inspected within target timescales
Percentage of telephone calls answered within 20 seconds	Percentage of minor planning applications determined within timescales	Residual household waste per household (kg)
Telephone abandon rate	Percentage of other planning applications determined within timescales	(Cumulative) Percentage of household waste recycled
(Cumulative) Percentage of council tax collected	Percentage of planning appeals allowed	(Cumulative) Percentage of household waste by waste streams
(Cumulative) Percentage of business rates collected	(Cumulative) Number of affordable homes delivered	Number of missed bin per 100,000 scheduled collections
(Cumulative) Average number of days taken to process Council Tax Support new claims	Percentage of land charge searches dispatched within 10 working days	Total hours spent undertaking on and off-street parking enforcement visits
(Cumulative) Average number of days taken to process Council Tax Support change events	Number of visits to leisure centres	
(Cumulative) Average number of days taken to process housing benefit changes of circumstances	Number of gym memberships	
(Cumulative) Percentage of housing benefit overpayment due to LA error/Admin delay		

## A note on performance benchmarking

Benchmarking can be a useful tool for driving improvement; by comparing our performance with other similar organisations, we can start a discussion about what good performance might look like, and why there might be variations, as well as learning from other organisations about how they operate (process benchmarking).

A selection of readily available benchmarking data for the most recent period (2019-20) was included in the 2020-21 Q4 performance report on a trial basis. The 2020-21 benchmarking data has started to be released and will continue over the year until around December 2021. An annual exercise will be undertaken to update the CIPFA benchmarking charts and the Shire Districts' median /top quartile lines.

Two comparator groups that are commonly used to benchmark Councils' performance are: all shire district councils and CIPFA Nearest Neighbours (NN). The CIPFA NN Model is based on family groups; it adopts a scientific approach to measuring the similarity between councils taking into account a range of demographic and socio-economic characteristics. The standard model provides the 15 nearest neighbours to each council. In contrast, the all shire districts comparator group is a much larger dataset of 192 councils, and there will inevitably be a much greater variation between the councils in this group.

When we embark on performance benchmarking, it is important to understand that we are often looking at one aspect of performance i.e. the level of performance achieved. Although the CIPFA NN Model groups councils on the basis of similarity, these factors are external and based on 'place'. The model does not take into account how services are resourced or compare in terms of quality or level of service delivered, for example, how satisfied are residents and customers? Furthermore, each council is unique with its own vision, aim and priorities, and services operate within this context.

Therefore, benchmarking data should be viewed as a 'guide' and as a starting point for discussion. It is important to understand performance within context, and there will be a variety of internal factors that determine performance including costs, workloads and quality.

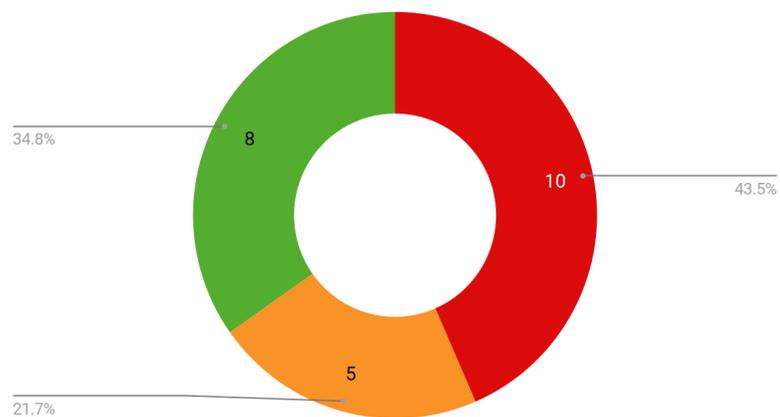
### Note

The data benchmarks have been extracted from LG Inform, a benchmarking tool, which contains a range of routinely published data. The median and top (best 25%) quartile lines are based on annual outturns but applied to the quarterly data.

# KEY PERFORMANCE METRICS

## At a glance...

Summary of Performance



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### OVERALL PERFORMANCE

Performance continues to be mixed for a third consecutive quarter. The main issue has been lack of capacity due to both high workloads as a result of both internal (improvement work /new systems) and external factors (Covid-19 related, economic, 'stamp duty holiday') and vacant posts in some services.

Additional resources have been secured in particular over the last quarter to support services to reduce the backlog of work, and services are reporting that workloads have become more manageable, although it will take time for performance to improve. In addition, some services have been successful in the recruitment to vacant posts.

The Planning service has an improvement programme in place which has already delivered significant improvements in the validation of applications, and a service re-designer has commenced work to improve processes in Land Charges. Although it is difficult to resolve the resilience issues in Customer services, the switch in focus to improving digital take up is expected to reduce call volumes and improve performance

Indicators with targets	Status
Customer satisfaction - phones	Green
Customer satisfaction - F2F	Green
% of calls responded to within 20 seconds	Red
Abandoned call rate	Red
CT collection rate	Green
NNDR collection rate	Red
Average days to process CTS new claims	Red
Average days to process CTS change events	Red
Average days to process HB change events	Red
% HB overpayment	Red
Households in emergency accommodation under 28 days	Orange
Households in emergency accommodation over 28 days	Orange
% major planning applications determined within time	Green
% minor planning applications determined within time	Orange
% other planning applications determined within time	Red
% planning appeals allowed	Green
Affordable homes delivered	Green
% land charge searches dispatched within time	Red
Leisure visits	Green
Gym memberships	Orange
% high risk notifications assessed within time	Green
% high risk food premises inspected within time	n/a
Residual waste per household (kg)	No data
% overall recycling rate	No data
Missed bins per 100,000	Red
Parking enforcement	Orange

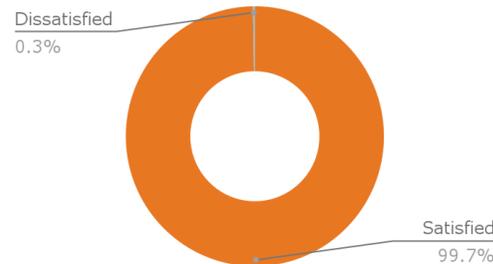
# CUSTOMER SERVICE

## Customer satisfaction

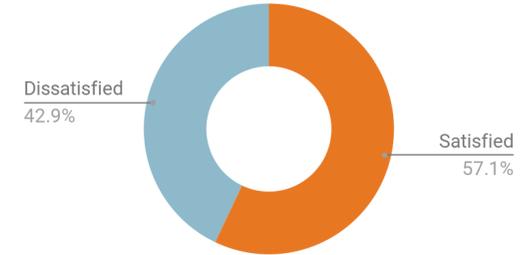
Face to face - 12 respondents



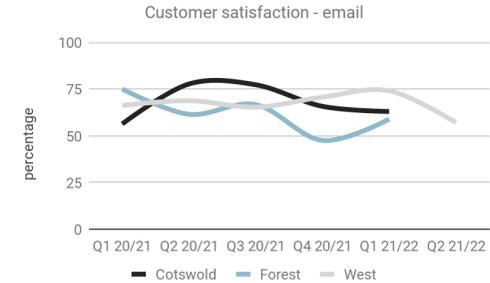
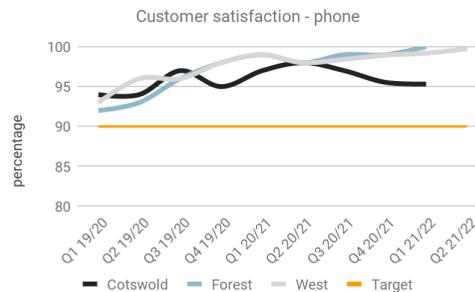
Phone - 377 respondents



Email - 177 respondents



### What's the trend?



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### OBSERVATION

Council offices and the Town Centre shop re-opened to customers from 12 April 2021, and although footfall continues to be relatively low, face to face surveys re-commenced at the end of July.

Overall, satisfaction ratings for services delivered via the phone continue to be high; this Council ranked within the top 10 councils on the GovMetric Telephone Channel Satisfaction Index for August 2021.

Satisfaction ratings for services delivered via email is indicating a slight downward trend. There were just 25 comments left by the 76 dissatisfied customers, 18 of which related to the waste and recycling service, and eight of these referred to missed collections or waiting for containers (see Missed bins per 100,000 commentary). In addition, if the case is transferred to the back office, the case is closed by the Advisor, and this will generally be before the case has been resolved by the back office which can cause confusion. Some improvements are expected as In Cab technology will address this issue for waste and recycling cases as Ubico will close the case once it has been resolved.

Reporting of website satisfaction has been suspended while the service looks into other methods for reporting on web based services and the website itself. It has been agreed that this indicator is not a good measure of satisfaction for services delivered via the website due to the extremely low number of responses, a large proportion of which is not accompanied by qualitative data to understand the nature of the dissatisfaction

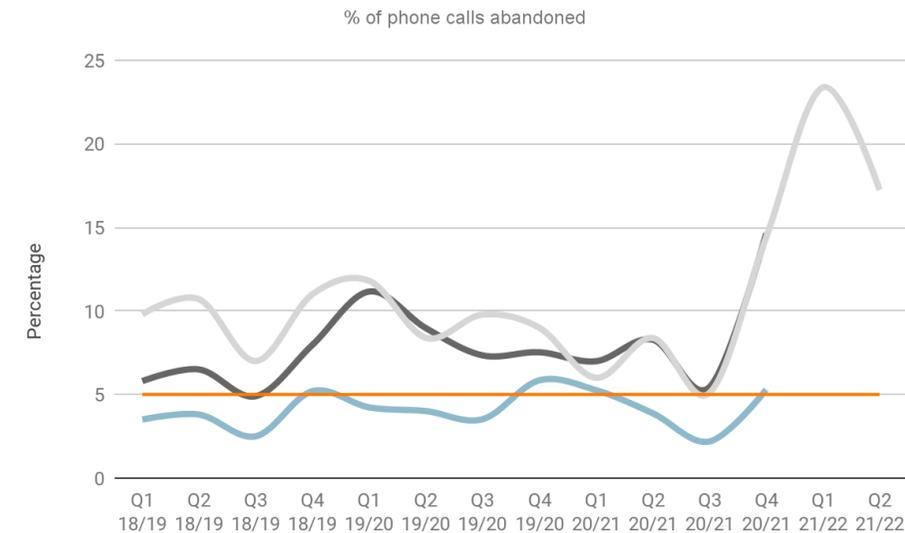
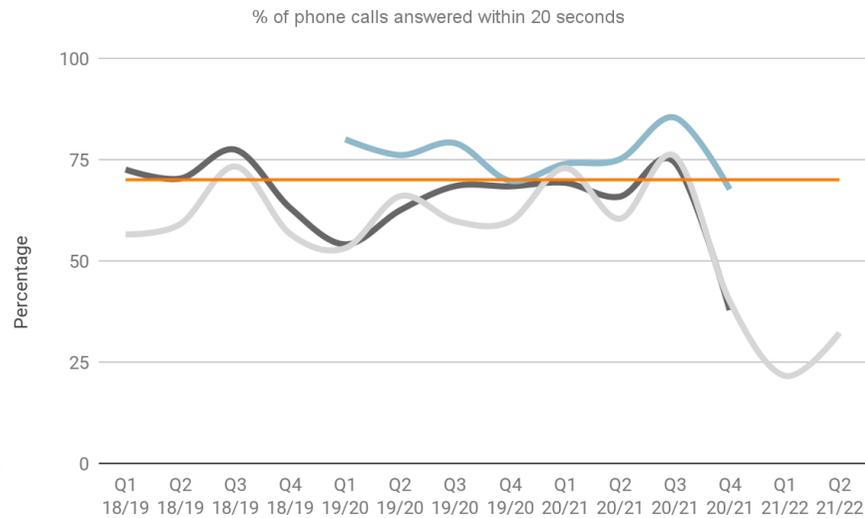
## Telephone calls - response and abandonment

Target

Cotswold

Forest of Dean

West Oxfordshire



### OBSERVATION

There was a small improvement in performance in Q2.

Many staff in this service take opportunities to progress in the organisation, and recruitment is ongoing to ensure that there is sufficient capacity to deliver the service, however, we need to be mindful that it takes up to six months to train new staff.

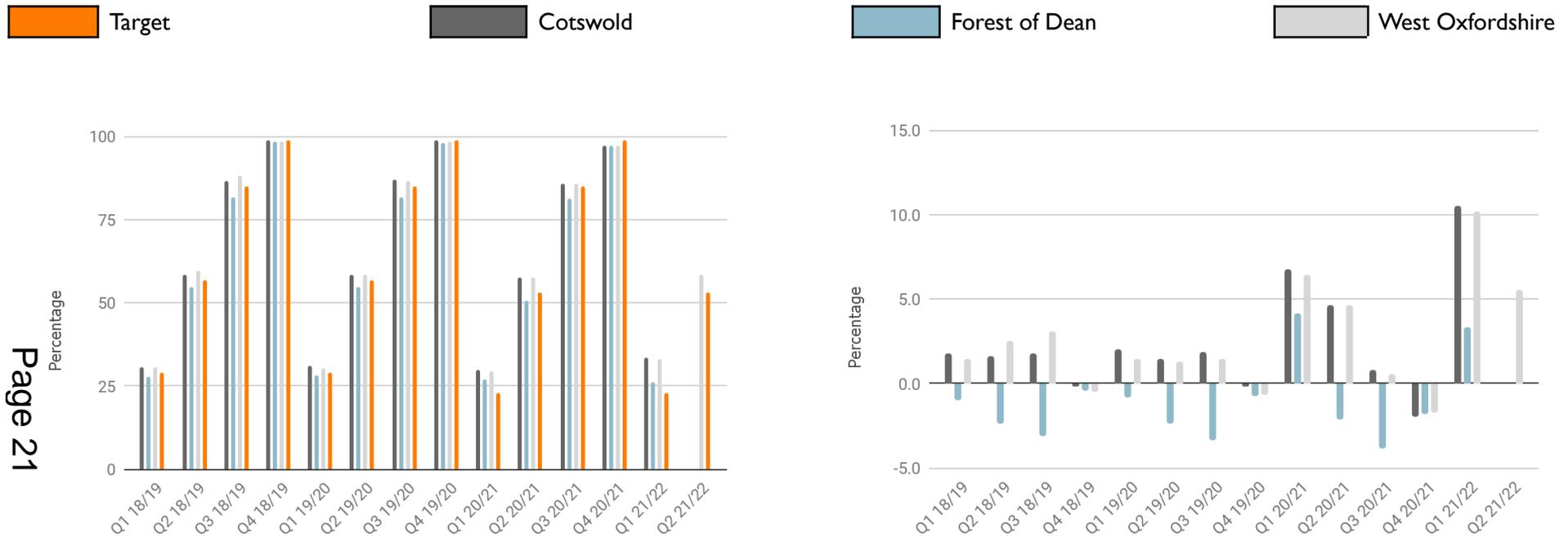
Although the service is continuing to collect this type of metric, the focus has switched to ensuring that satisfaction for our services remains high, and developing a framework for measuring digital take-up so that we can understand better the impact of digitisation on demand for customer services. The Channel Choice project has commenced, and the processes will be reviewed in services with high call volumes in order to reduce call length time as well as the need for customer contact.

The service is also identifying 'quick wins' to reduce call waiting time, for example, improvements to call waiting messages have been implemented. The caller now receives a tailored message for the service s/he is calling about that signposts to easier ways to complete the transaction, which will be digital/online in most cases.

Note: Following a review of performance indicators at the end of 2020-21, these indicators are no longer collected and reported for Cotswold and Forest

## Revenues and Benefit

(Cumulative) Percentage of council tax collected & the difference between the percentage of council tax collected and the target



Page 21

**OBSERVATION:**

The collection rate appears to be returning to more normal levels, and is up on the same period of the previous year. However, the end of furlough, the removal of the Universal Credit uplift, and higher utility costs could potentially affect the collection rate. The service continues to support residents, contacting customers by phone and email, as well as including a letter with reminders to encourage customers to contact the Council if they are experiencing problems with council tax payments.

Recovery action re-commenced at the beginning of Q1; and Magistrates Courts are open for liability order hearings

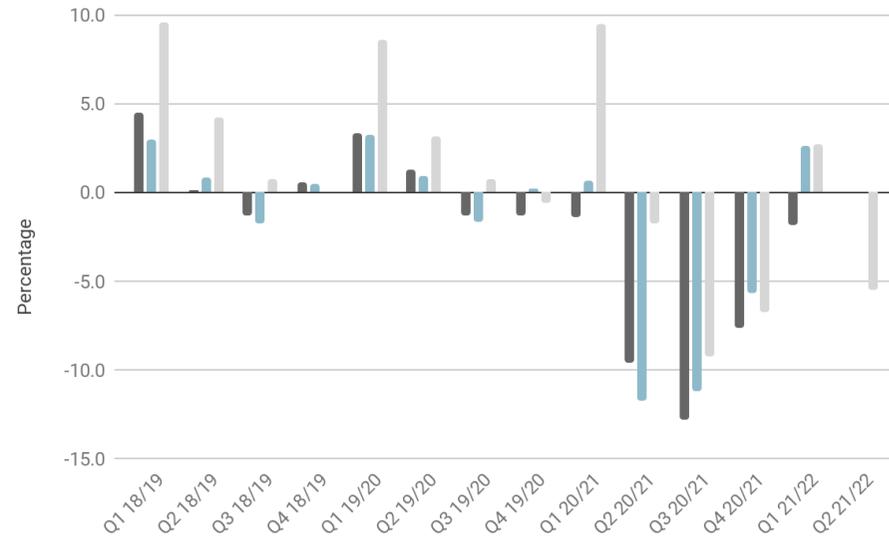
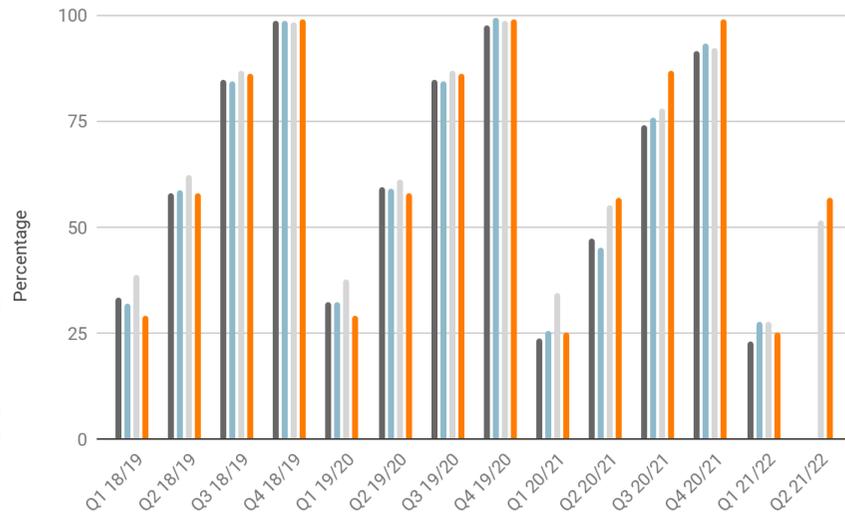
**(Cumulative) Percentage of business rates collected & the difference between the percentage of business rates collected and the target**

Target

Cotswold

Forest of Dean

West Oxfordshire



Page 22

**OBSERVATION:**

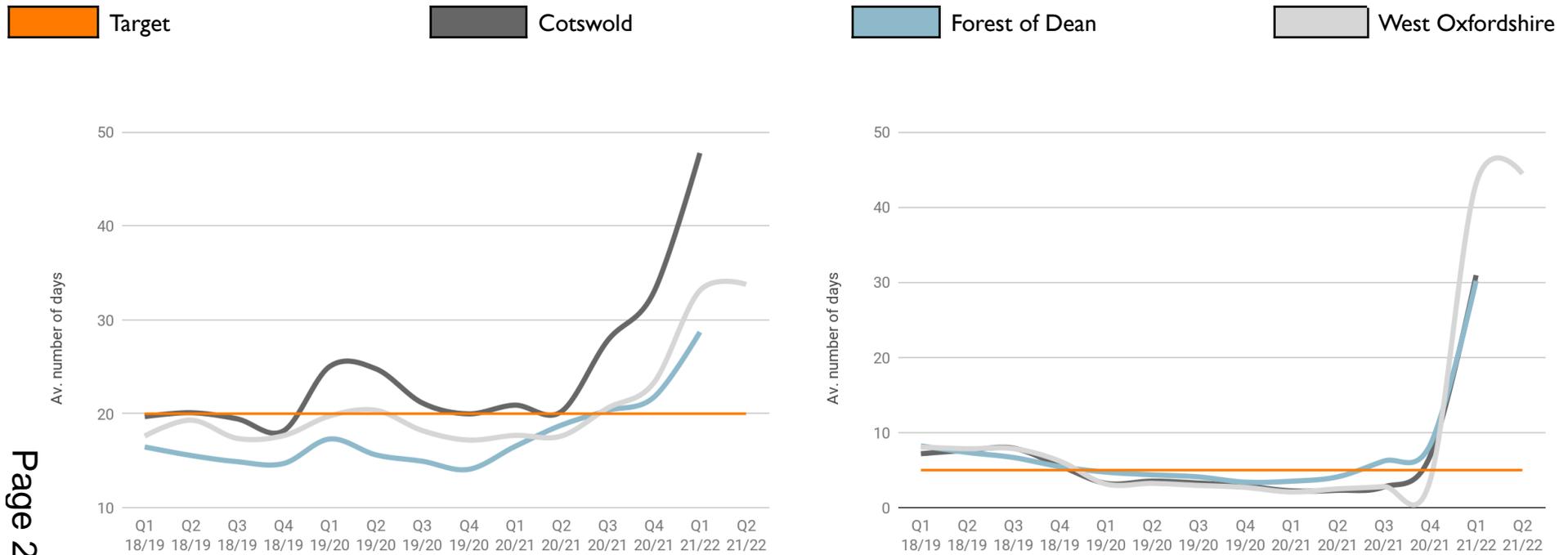
At the end of Q2, the collection of business rates continues to be lower than pre-Covid times. There is a backlog of business rates work due to the implementation of the revenues and benefits system, and reduced capacity within the team due to 50% of resource being allocated to processing business grants. The team is now almost back at capacity, and backlogs are improving, with a plan in place to bring backlogs down across the service.

The collection rate is expected to remain depressed as the Council has had to make some refunds due to changes in rateable value, as well as businesses struggling financially.

The service is continuing to support businesses; sending out reminders, phoning and emailing businesses to encourage them to contact the Council so that we can support them via manageable repayment plans. The Magistrates Courts are open for liability order hearings which will mean the Council can take formal recovery action and enforce debts that are owed.

During the pandemic, the Government helped certain businesses with 100% business rate relief; which was reduced to 66% at the end of June 2021 and will be in place for the remainder of the financial year

**(Cumulative) Average number of days taken to process Council Tax Support new claims and change events**



**OBSERVATION:**

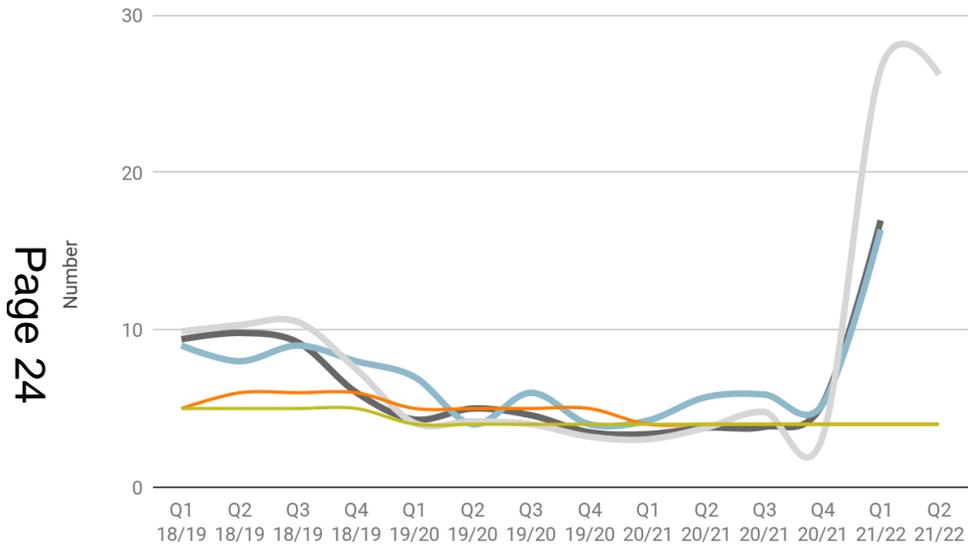
With the injection of additional resources during the quarter, the backlog of work is being managed and is reducing. In addition, three experienced temporary staff have either taken up their positions or will do shortly, and will work across the partnership.

The backlog was created following the implementation of the new benefits system, which was exacerbated by a software failure that prevented the automatic upload of changes of circumstances. Although a partial fix was applied nationally, all councils are awaiting a further fix which is expected to be released in November. In the interim, some cases are being processed manually. A recovery plan is in place which should result in an improvement in performance although this will not be notable this year, aided by the soft launch of the open portal in November; this facility will allow clients to self-serve, and therefore reduce the burden in the back office.

The team is still involved in systems work related to the new benefits system, processing 'Test and Trace' claims (until the end of March 2022) and supporting the administration of discretionary housing grants to the most vulnerable residents in the District

**(Cumulative) Average number of days taken to process housing benefit changes of circumstances**

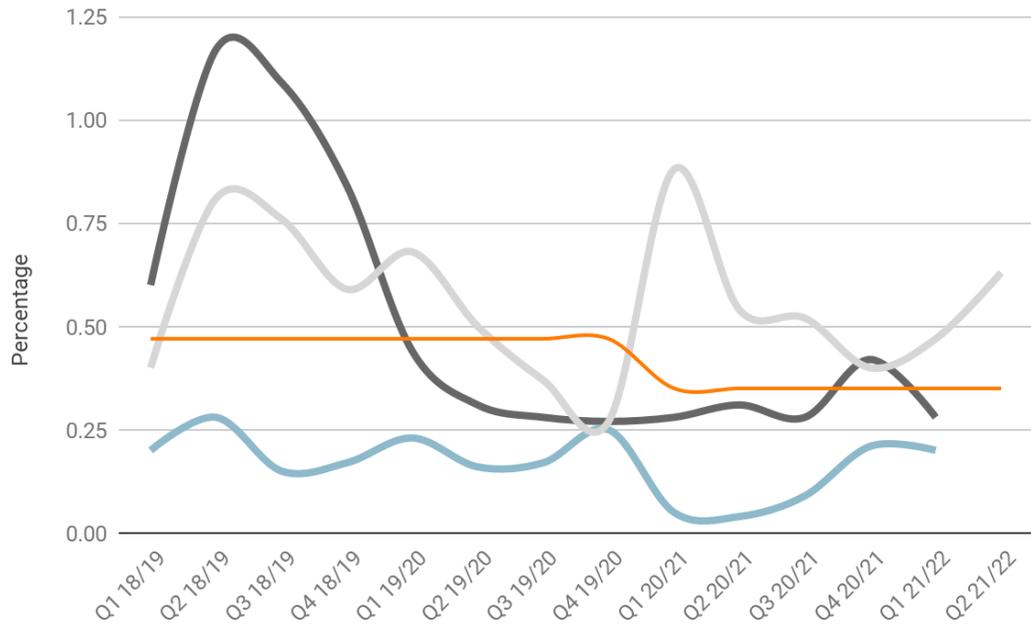
Target
  Cotswold
  Forest of Dean
  West Oxfordshire
  Shire Districts' Median



**OBSERVATION:**  
Please see commentary for Council Tax new claims and changes

**(Cumulative) Percentage of housing benefit overpayment due to LA error/Admin delay**

Target
  Cotswold
  Forest of Dean
  West Oxfordshire



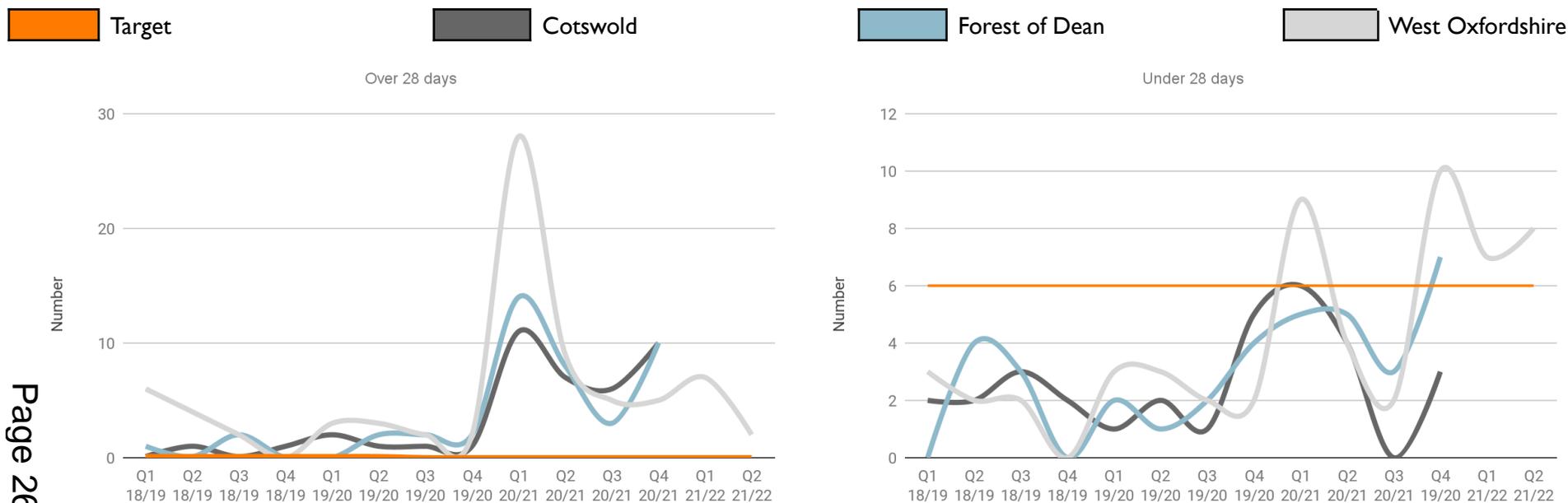
**OBSERVATION:**

Performance has fallen due to an increase in workload which has resulted in 'admin delay'. A backlog of work was created by the implementation of the new benefits system as well as the increase in benefit changes related to Universal Credit claims during Covid-19. The majority of changes are being assessed manually while all councils await a further system release in November. Once fixed, the majority of changes will be automated and processed the same day which will improve performance.

Note: the national target is 0.47%. In 2020-21, the service set a more stringent target of 0.35%

## Housing Support

### (Snapshot) Number of households living in emergency accommodation for under 28 days & over 28 days



#### OBSERVATION:

During the national lockdowns, the number of households in emergency accommodation increased as councils were required to place all clients who were rough sleeping or at risk of imminent homelessness into emergency accommodation, regardless of priority need, and who had approached the Council. At the end of each lockdown, the numbers decreased, as exit plans were created to move households into more secure tenancies including housing association, supported accommodation, and private rented accommodation. Local Authorities are still being asked by the Government to ensure that anyone confirmed to be rough sleeping receives a swift offer of accommodation, however these numbers have now very much declined into a more manageable amount.

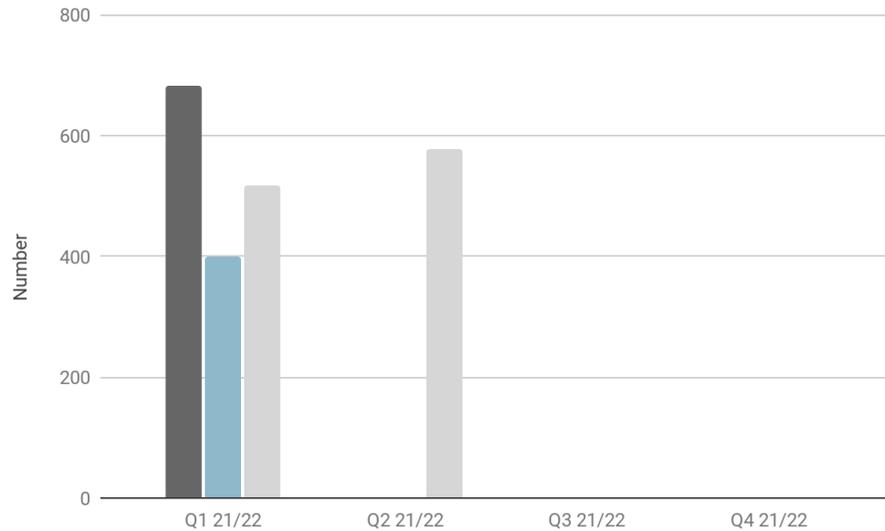
The numbers in emergency accommodation are reducing due to a focus on prevention in line with the Homelessness Reduction Act; and the use of specialist temporary accommodation officers who are able to offer dedicated support and bespoke solutions for helping clients move on successfully from emergency accommodation. However, the availability of social housing stock is low due to low turnover and households not moving as much due to the Eviction ban; and it is often difficult to place clients in private rented accommodation as these properties are usually not affordable and have rents over and above allowable benefits, and require a guarantor.

The Eviction ban was lifted on 1 October 2021 so numbers may rise with more families and domestic abuse cases coming through for re-housing. Going into the winter, the Council will need to make provision for rough sleepers as part of its Severe Weather Emergency Protocol response.

The Old Court House, a property with 15 self-contained units is expected to become available in December 2021 and will help to reduce the numbers in emergency accommodation further.

Note: Following a review of performance indicators at the end of 2020-21, these indicators are no longer collected and reported for Cotswold and Forest

**(Snapshot) Number of Long Term Empty properties**



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**OBSERVATION:**

Following the transition of the new Revenues and Benefits system from Northgate to Civica, inconsistencies in historical reporting were identified, and work to both cleanse and de-duplicate the data was undertaken, as well as improvements to the system to enable detailed analysis of the data. Therefore, reporting commences from Q1.

The relatively high numbers may be a result of delayed renovation works, sales and lets caused by Covid-19, and the retirement property market, in particular, was affected as this sector of the market was self-isolating. It is also likely that the Council is not always informed when new builds have sold (80 new build properties owned by Sage were recently removed from the list as they were found to be occupied) and there are some Housing Association properties that are awaiting demolition.

A range of proactive work is being undertaken to both reduce the number of LTE properties in the District as well as ensuring that the Council's data is up to date. The LTE officer contacts landlords, homeowners and builders to offer advice e.g. to explain discounts and the options available to them, and eligibility for reduced VAT on renovations. Those with properties empty for over two years have been specifically targeted with letters asking them to make contact with the Council.

The use of GIS mapping has helped to identify clusters and understand the broader picture, enabling more effective tackling of the issue. However, it is difficult to keep the numbers down as those properties that are removed from the LTE list, are quickly replaced with properties that have just moved into the LTE category. The Economic and Social Overview and Scrutiny received a report on LTE properties on 18 October

## Planning and Strategic Housing

### (Cumulative) Percentage of major planning applications determined

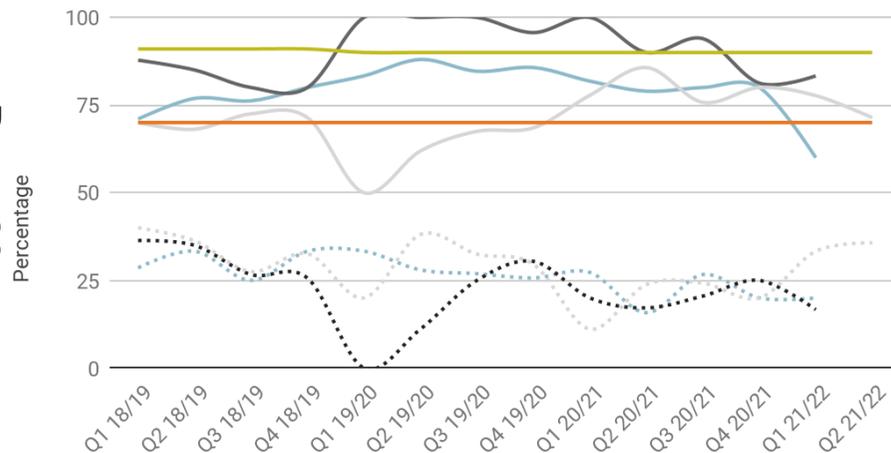
% of all applications completed within an agreed timeframe



% of all application completed within 13 weeks



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#### Note

The charts for the planning performance measures have been separated to demonstrate the number of applications that are completed within the set time frames and the number that are completed as a result of an agreed extension of time.

Extensions of times are often a result of consultees requesting changes to the scheme or because the consultee response is essential but has not been received within the timetable. They are also used where officers are working proactively with applicants to improve schemes and make developments acceptable

#### OBSERVATION:

Five major applications were determined in Q2 compared to 12 in Q2 in the previous year.

Due to a high level of applications, capacity and vacant posts, performance has reduced.

During Q2, the service had four vacant posts, in addition, the Council agreed to fund an additional two posts to meet resourcing requirements to deal with the higher caseload, and to provide an improved career structure to support the recruitment and retention of planning staff. Five career graded posts have been recruited to, with the majority starting in Q3.

Site visits are taking place and while infection rates remain high, staff are taking extra precautions.

The increased capacity over the next few weeks will help to restore performance to previous levels, however; new staff will need to undergo training and the backlog of applications will need to be cleared before this can happen. We expect to see an improvement in performance in Q4.

An improvement action plan for the next 12 months is in place across the whole of the DM service which will be overseen by both the Group and Business Manager

## (Cumulative) Percentage of minor planning applications determined

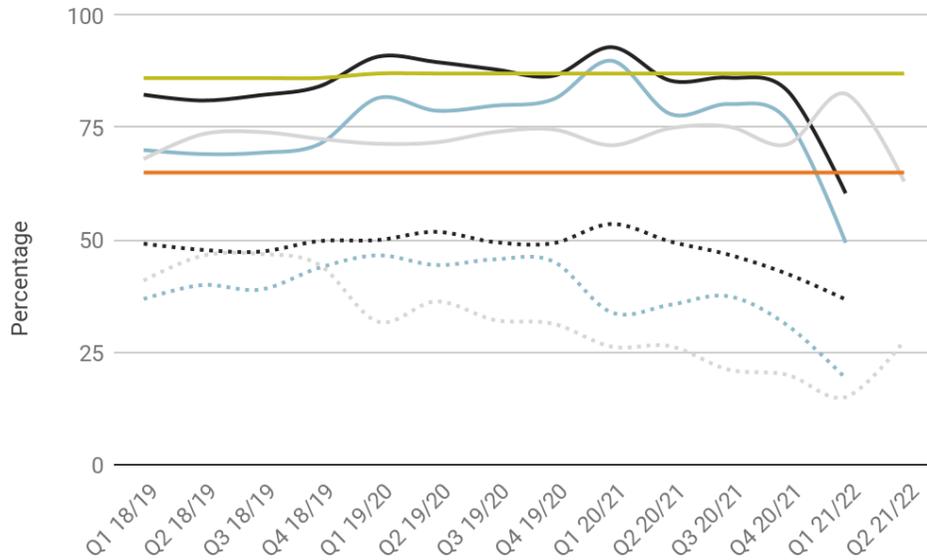
% of all applications completed within agreed timescales



% of all applications completed within 8 weeks



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### OBSERVATION:

106 minor applications were determined in Q2 compared to 83 in Q2 of the previous year.

Due to a high level of applications, capacity and vacant posts, performance has reduced. Successful appointments during the quarter will increase capacity over the next few months but the backlog will need to be cleared before we see improvements.

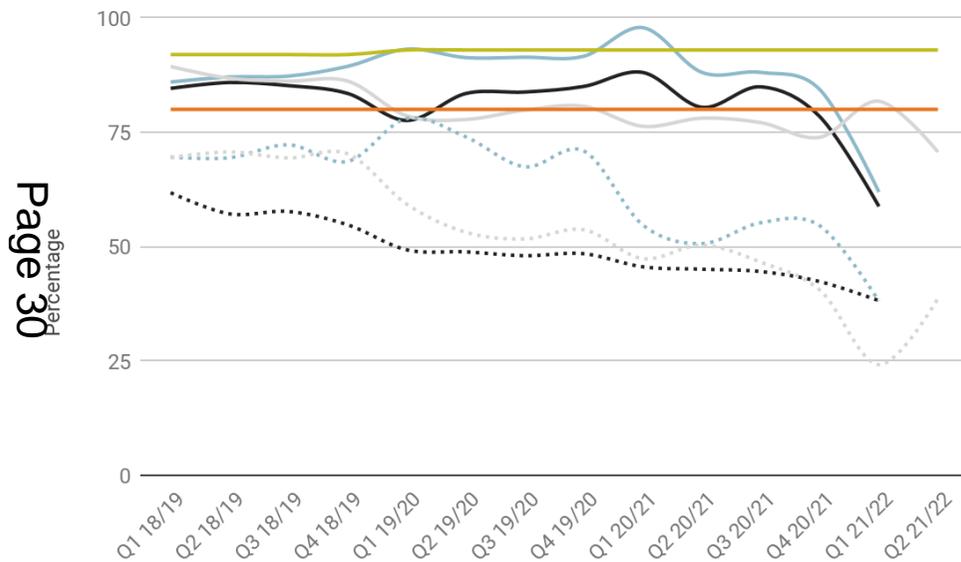
See Observation for Major applications for further explanation

## (Cumulative) Percentage of other planning applications determined

% of all applications completed within agreed timescales



% of all applications completed within 8 weeks



### OBSERVATION:

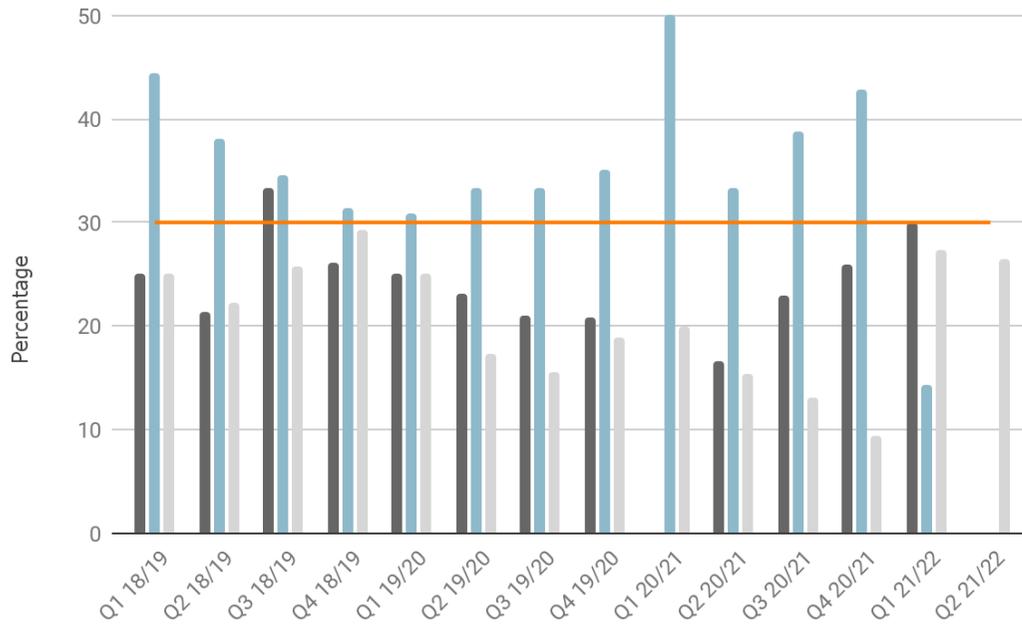
361 other applications were determined in the quarter compared to 247 in Q2 of the previous year.

These applications are mostly householder applications including garage conversions, loft conversions, extensions and garden rooms.

Due to a high level of applications, capacity and vacant posts, performance has reduced. Successful appointments during the quarter will increase capacity over the next few months but the backlog will need to be cleared before we see improvements.

See Observation for Major applications for further explanation

**(Cumulative) Percentage of planning appeals allowed**



**OBSERVATION:**

This indicator seeks to ensure that no more than 30% of initial planning decisions are overturned at appeal.

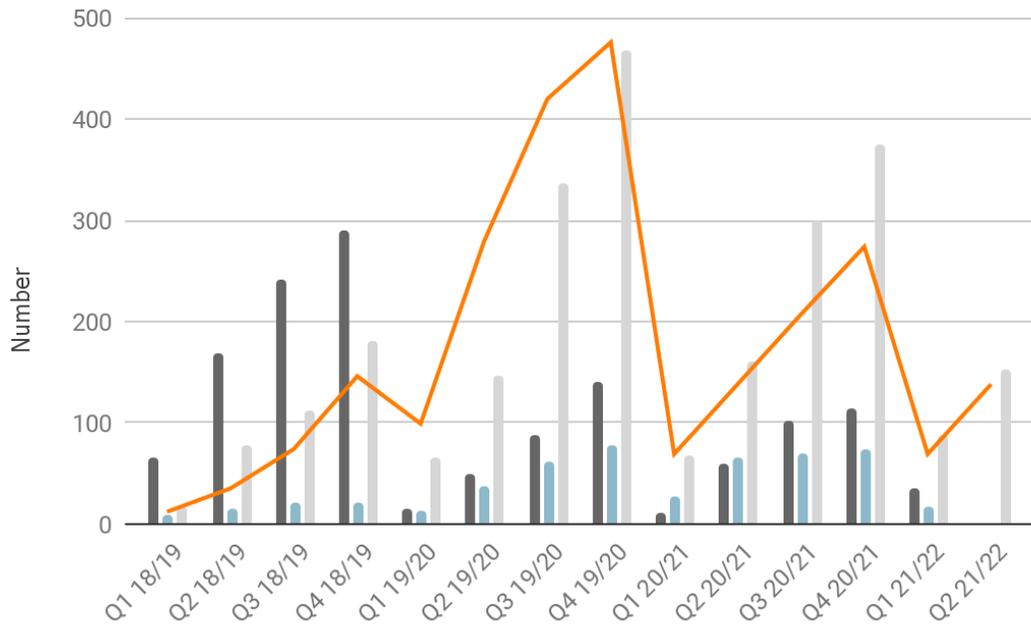
Six appeals were determined in Q2; one appeal was allowed and one appeal was a split decision.

Cumulatively, 12.5 out of 17 determined appeals were supported, and 4.5 appeals were allowed for the first six months of 2021-22

**(Cumulative) Number of affordable homes delivered**



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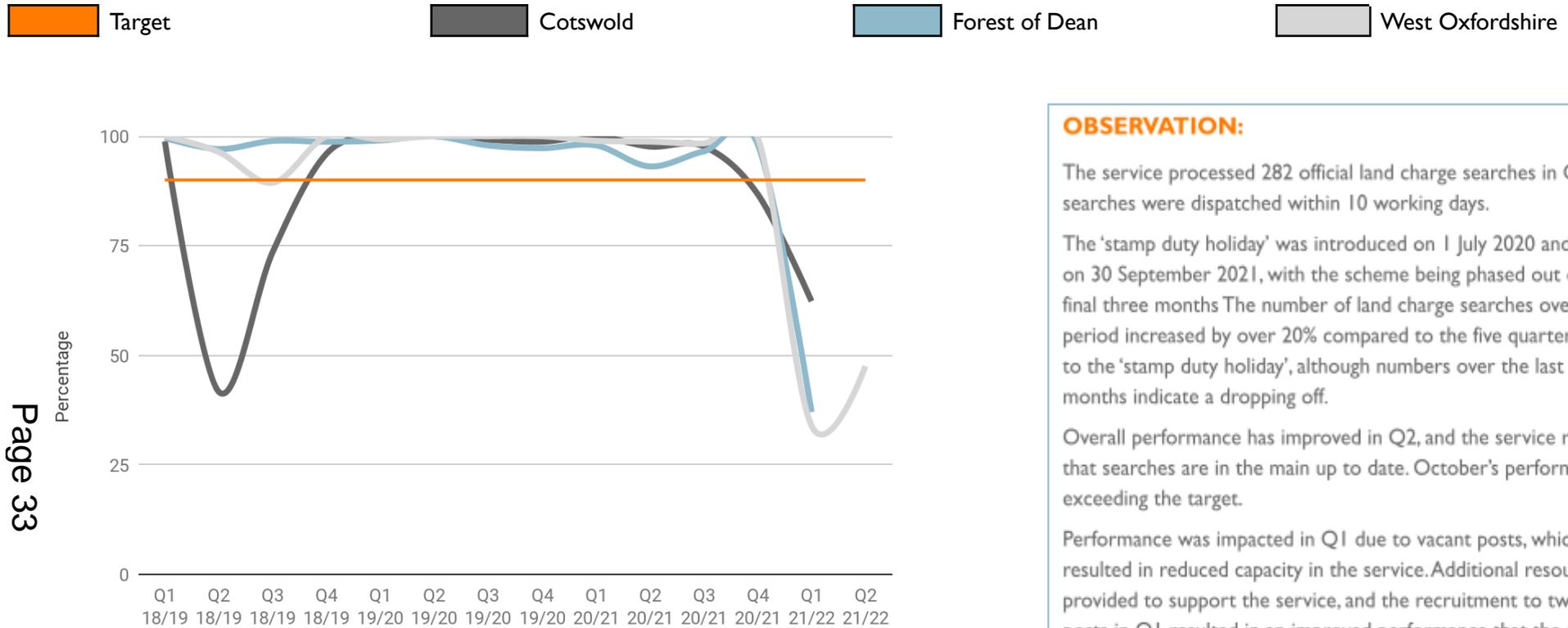
**OBSERVATION:**

Sixty-five affordable homes were completed in Q2; 44 affordable rent and 21 shared ownership. The completions included 14 at Bampton, 10 at Downs Rd, Witney; and nine each at E Carterton and Shilton Road, Buford.

The total completions for the first six months of the year was 153 affordable homes against a target of 138.

Developers are still experiencing delays in obtaining materials (concrete, roof tiles, plasterboard, kitchens, windows, and doors) which had a slight effect on the number of completed homes in Q2

## Percentage of land charge searches dispatched within 10 working days



### OBSERVATION:

The service processed 282 official land charge searches in Q2; 134 searches were dispatched within 10 working days.

The 'stamp duty holiday' was introduced on 1 July 2020 and ended on 30 September 2021, with the scheme being phased out over the final three months. The number of land charge searches over this period increased by over 20% compared to the five quarters prior to the 'stamp duty holiday', although numbers over the last six months indicate a dropping off.

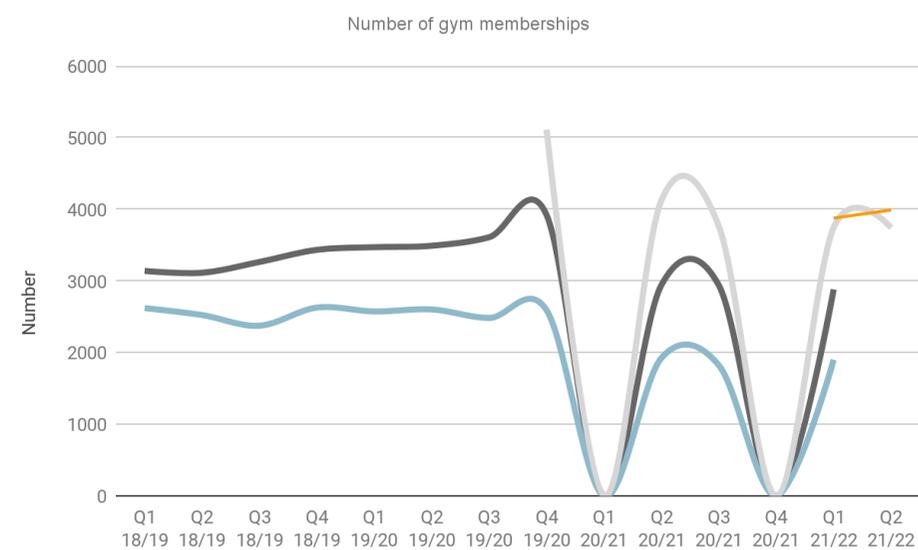
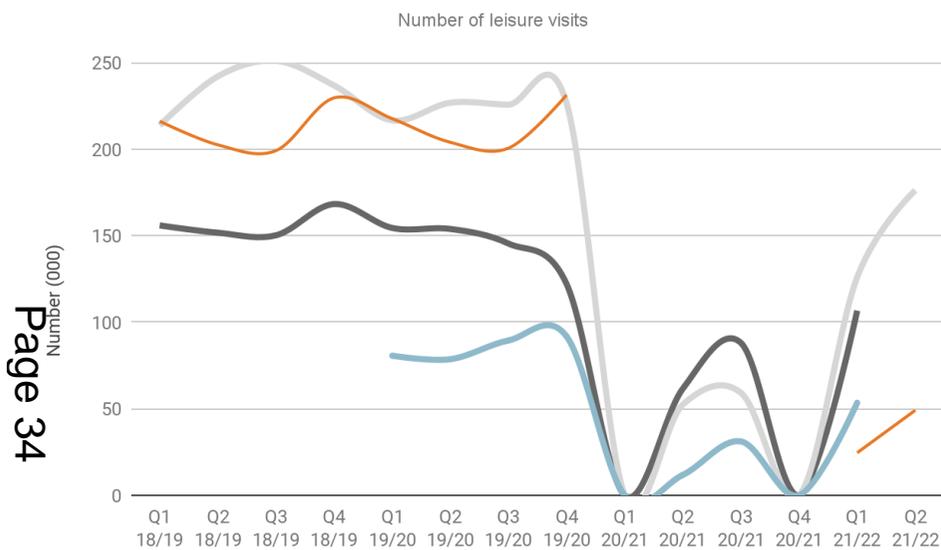
Overall performance has improved in Q2, and the service reports that searches are in the main up to date. October's performance is exceeding the target.

Performance was impacted in Q1 due to vacant posts, which resulted in reduced capacity in the service. Additional resources provided to support the service, and the recruitment to two vacant posts in Q1 resulted in an improved performance that the service was unable to sustain as some of the more complex tasks required more experienced staff. In addition, the service was responding to a growing number of enquiries from the public.

The new starters will undergo further training in October, and the additional resources to support the service will remain in place as a temporary measure. A service re-designer has started to review the land charge search process to identify where improvements can be made especially around the way customers communicate with us.

## Leisure

### Number of visits to leisure centres & (Snapshot) Number of gym memberships



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**OBSERVATION:**

Leisure Centre usage for the facilities in West Oxfordshire has been consistent this quarter, and is tracking at around 75% of the same quarter in 2019/20. The total number of active Gym Memberships fell by approximately 3% following a slight rise in Q1; and the total membership numbers are still down to approximately 70% when compared to this time in 2019/20.

The Windrush is continuing to face a challenge with membership sales due to competition from PureGym, and Witney Lakes Resort has recently invested in a range of leisure facilities including new exercise studios. In comparison, Chipping Norton Leisure Centre has high membership levels, while Carterton has shown growth in usage and has maintained the level of gym members. GLL is revising its marketing and promotions for Witney with consideration to the new local provision of PureGym, which is a self-serve 'no frills' gym offer, and Witney Lakes Resort.

Some Covid protocols are still in place in the centres such as sanitising stations and nightly 'fogging' of areas, and mask wearing has become an advisory measure. Casual swimming continues to be operated in bookable sessions to prevent crowding in the changing rooms and this system seems to be preferable to a lot of swimmers as it makes visits more predictable (guaranteed lane space, changing/showering space etc.).

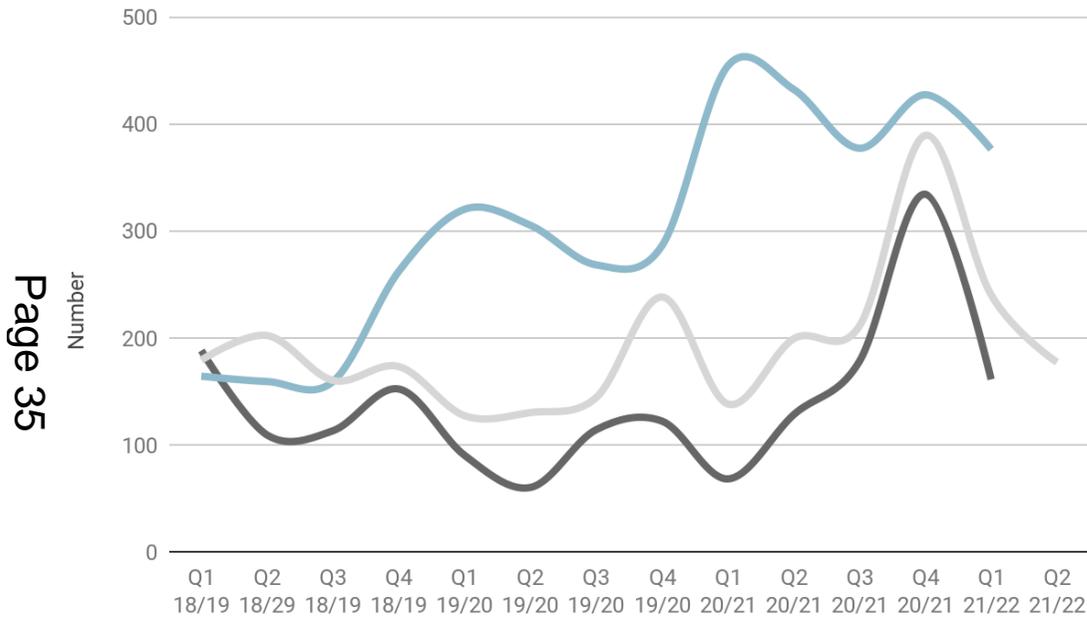
Preparations are being made for any potential Covid issues in the coming months. GLL has advised that it is revising its recovery forecasts as the sector is facing multiple challenges (utility price increases, low staff levels, reduced usage, uncertainty around winter closures, etc.).

Note: Gym memberships were frozen during the first and third lockdowns. No targets were set for 2020-21

## Environmental and Regulatory

### Number of fly tips collected

Cotswold      Forest of Dean      West Oxfordshire



#### OBSERVATION:

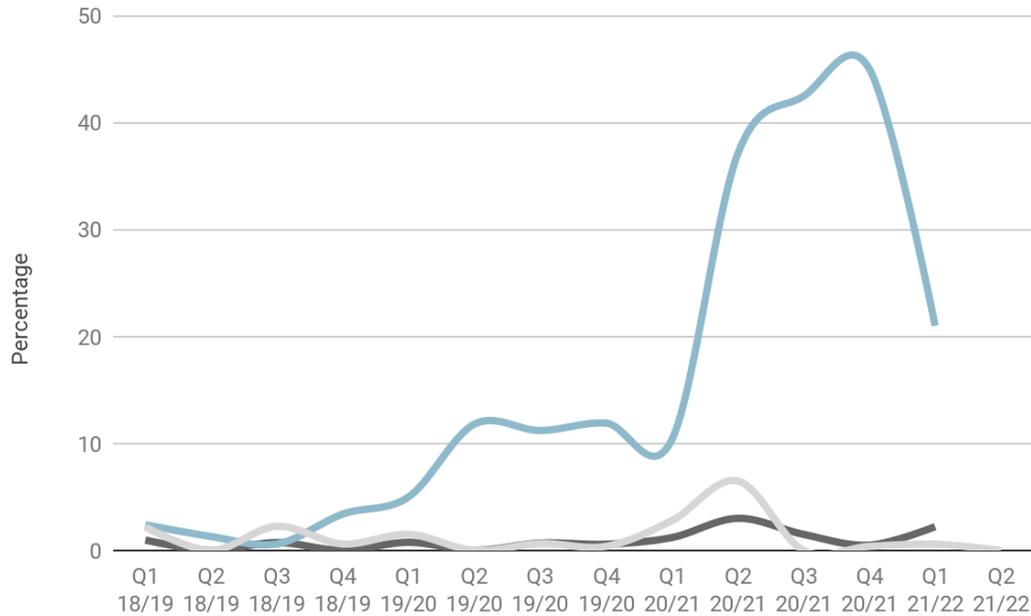
An increase in fly tips was reported nationally which coincided with the start of Covid-19, and this appeared to be reflected locally.

Over the last six months, the number of fly tip collected by Ubico has decreased which may reflect the lifting of restrictions.

Note: This data source does not contain all types of fly tips e.g. asbestos, at all locations e.g. bring sites. Forest of Dean appears to collect a higher number of fly tips than Cotswold and West as it counts fly tips at bring sites

**Percentage of fly tips that result in an enforcement action taking place (defined as a warning letter, fixed penalty notice, simple caution or prosecution)**

Cotswold
  Forest of Dean
  West Oxfordshire



**OBSERVATION:**

The number of notifications increased during 2020-21 and reached 521 in Q4, but has since reduced and was 398 in the most recent quarter.

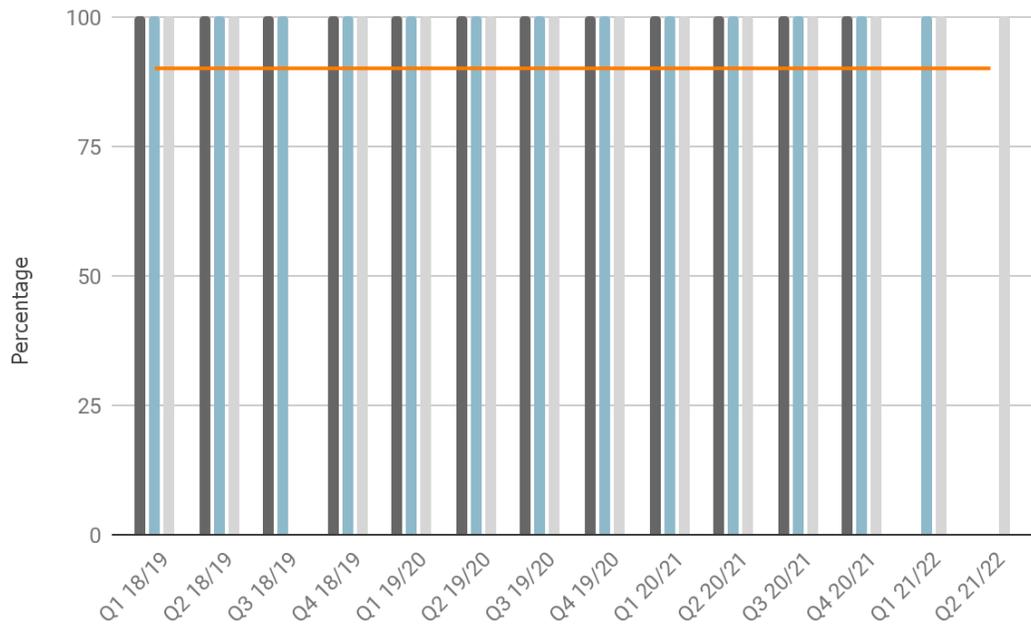
No enforcement action was taken in Q2. This was due to reported fly tips not having evidence present for investigation, as well as resourcing levels within the service. Officers have been prioritising anti-social behaviour and private sector housing cases, as these cases can often have a significant impact on those affected.

The service takes a risk based approach to fly tipping, and will only investigate fly tips where there might be evidence present. These numbers tend to be low, and the fly tips where evidence is found is a small proportion of this low number.

Instead, the Council prioritises the removal of fly tips, and targeted work is carried out when necessary e.g. bring sites.

Cotswold and West operate a small multidisciplinary team, although Cotswold will shortly have a dedicated enviro-crime team. Forest of Dean has operated a dedicated Community Warden team for some time

**Percentage of high risk notifications (including food poisoning outbreaks, anti-social behaviour, contaminated private water supplies, workplace fatalities or multiple serious injuries) risk assessed within 1 working day**

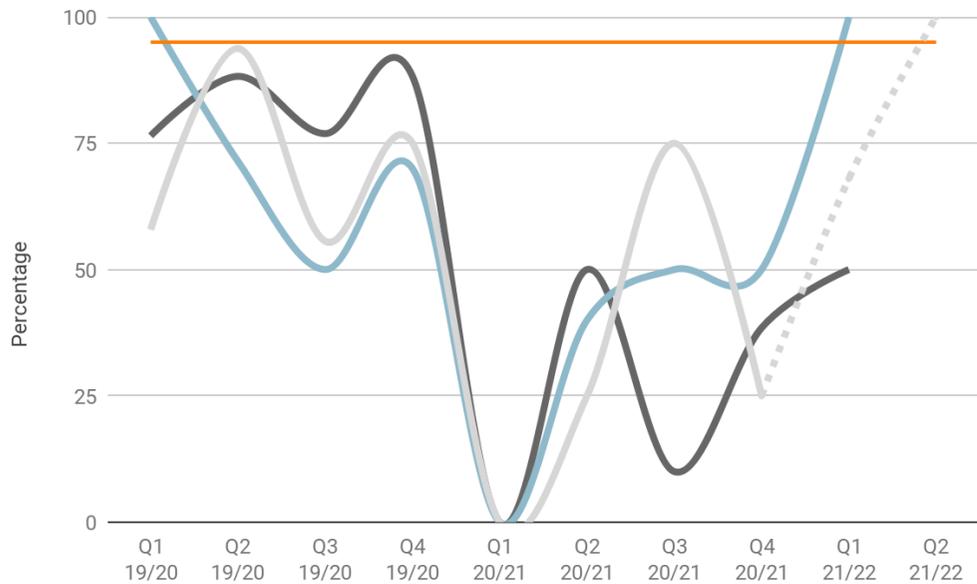


**OBSERVATION:**  
 Two notifications of a potential illegal eviction and no water to a Private Water Supply. Both were assessed within one day

## Percentage of high risk food premises inspected within target timescales



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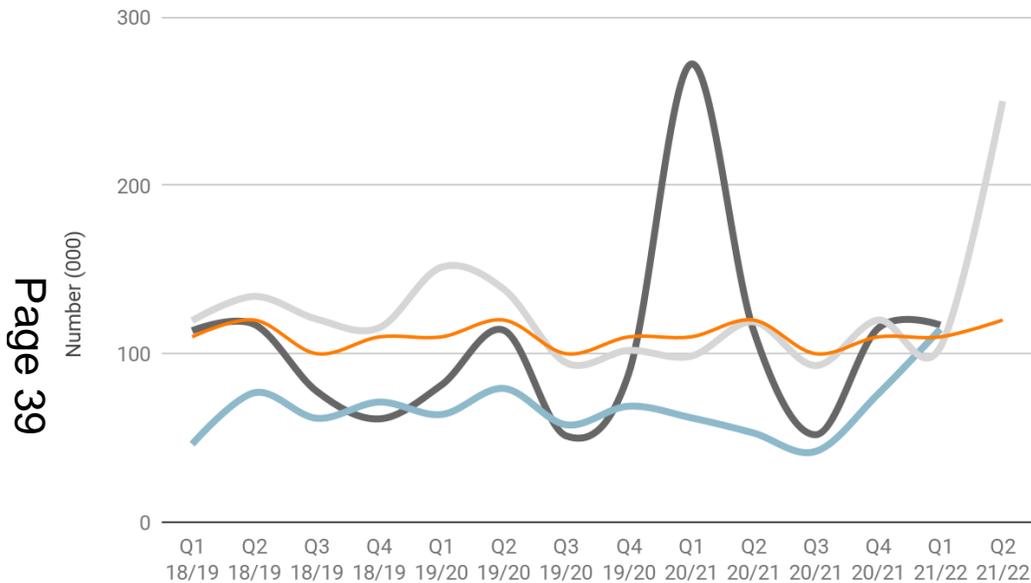
### OBSERVATION:

No high risk premises were due a food inspection in Q1 or Q2.

The service is prioritising inspections for high risk premises and new businesses in line with the FSA recovery plan. The small backlog of high risk premises inspections that had built up during the Covid-19 lock downs has been cleared and all new ones are being completed within the 28 day timescale.

Previously, the service had been unsuccessful in recruiting to permanent senior posts, so as an interim measure, two contractors have been appointed to help reduce the backlog of medium risk inspections across the partnership whilst the service is in the process of recruiting to two career graded posts

## Number of missed bin per 100,000 scheduled collections



### OBSERVATION:

Over the last two years, the number of missed bins per 100,000 collections has broadly remained within the target.

There was a steep increase in missed bins this quarter due to a combination of reasons including positive Covid-19 cases and a shortage of HGV drivers, and the fuel shortage.

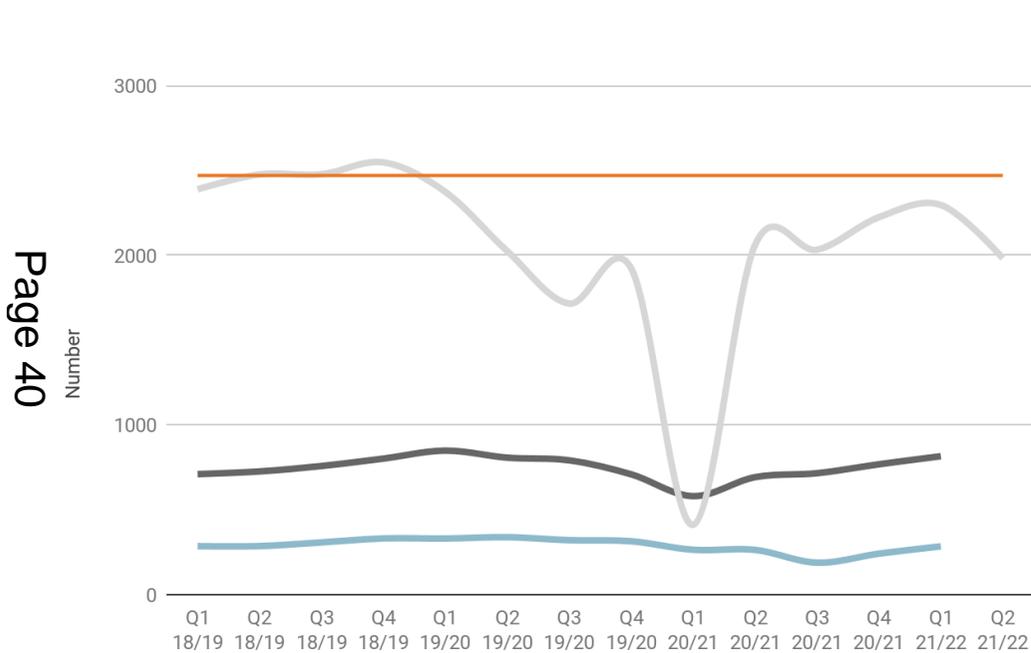
The fuel shortage had a major impact on waste and recycling collections. In addition to fuel refilling limits, Ubico had to use smaller vehicles as there are only three BP (contracted) garages in the District that can be accessed by full size waste vehicles. The smaller vehicles have less capacity and required multiple trips to be made which created a delay in collections, and therefore repeat reports of missed bins.

The use of agency staff and crew members who are unfamiliar with the allocated rounds will also have contributed to the increase in the number of misses.

The service reports that improvements are already evident. The introduction of In-Cab technology on 29 September is expected to improve efficiency in service delivery including reducing the number of misses by providing crew members with assistance to find all of the properties on their particular round.

## Parking

### Total hours spent undertaking on and off-street parking enforcement visits



#### OBSERVATION:

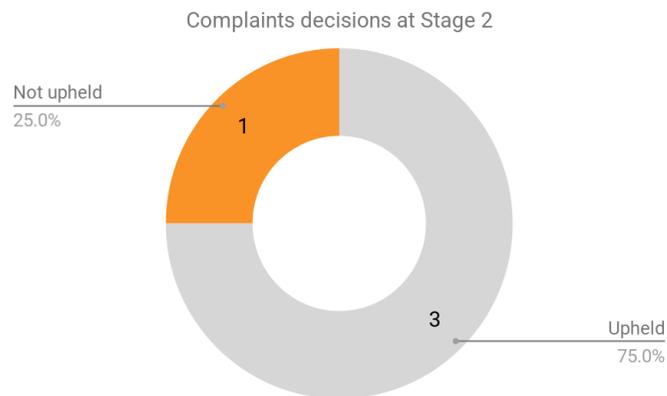
The Team returned to full enforcement activities in April.

Although usage levels have increased since the lifting of restrictions, they have not yet returned to pre-Covid levels. Therefore, the number of enforcement hours undertaken is lower.

The number of enforcement hours reduced further in Q2 due to a vacant post which is in the process of being recruited to.

This indicator has been set to 'Amber' to recognise that car park usage levels are lower than pre-Covid times, and therefore the corresponding enforcement hours will be lower

## COMPLAINTS - ARE WE DOING THE 'DAY JOB' REALLY WELL FOR OUR COUNCILS?



### OBSERVATION:

A new Customer Feedback Procedure went live on the 1st July 2020. The Corporate Responsibility team is managing all complaints allowing services to focus on delivery.

The new process has the following stages:

Stage 1: Acknowledgement and Assessment

Stage 2: Investigation

Stage 3: Appeal

The complaints shown below only include upheld or partially upheld complaints

Service area	Description	Outcome/learning	Stage	Decision	Response time (days)
Development Management	Complaint regarding lack of response to emails	It was found that the Council had failed to respond to emails from the complainant on three occasions, and an apology was offered	2	Upheld	10
Parking	Complainant unhappy with conduct of a Civil Enforcement Officer (CEO), and unhappy with lack of response to email communications about the alleged conduct	Upon investigation, it was concluded that the conduct of the CEO had been unacceptable and an apology was offered. An apology was also offered for the lack of response.	2	Upheld	9
Development Management	Complaint regarding delay to planning application, and subsequent lack of response to requests for updates	It was found that there had been a delay in processing the application due to a backlog of applications, as well as a lack of response to requests for updates. An apology was offered, and the service lead is now working with the complainant to rectify the situation.	2	Upheld	10



 <p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>	<p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>
<p>Name and date of Committee</p>	<p><b>Economic &amp; Social Overview &amp; Scrutiny Committee</b> <b>Thursday 27 January 2022</b></p>
<p>Report Number</p>	<p><b>Agenda Item No. 8</b></p>
<p>Subject</p>	<p><b>Local Plan Annual Monitoring Report 2020-2021</b></p>
<p>Wards affected</p>	<p>ALL</p>
<p>Accountable member</p>	<p>Councillor Jeff Haine, Cabinet Member for Strategic Planning Email: <a href="mailto:jeff.haine@westoxon.gov.uk">jeff.haine@westoxon.gov.uk</a></p>
<p>Accountable officer</p>	<p>Chris Hargraves, Planning Policy Manager Tel: 01993 861686 Email: <a href="mailto:Chris.Hargraves@westoxon.gov.uk">Chris.Hargraves@westoxon.gov.uk</a></p>
<p>Summary/Purpose</p>	<p>To note the Council's Local Plan Annual Monitoring Report for 2020-2021, agreed by Cabinet on 15 December 2021.</p>
<p>Annex</p>	<p>Annex A – Local Plan Annual Monitoring Report 2020-2021</p>
<p>Recommendation</p>	<p>That the content of the Local Plan Annual Monitoring Report be noted.</p>
<p>Corporate priorities</p>	<p>The Annual Monitoring Report is purposefully structured around the six main themes of the Council Plan (2020 – 2024).</p>
<p>Key Decision</p>	<p>No</p>
<p>Exempt</p>	<p>No</p>
<p>Consultees/ Consultation</p>	<p>None.</p>

## **I. BACKGROUND**

- 1.1. Members will be aware that under current legislation, the Council is required to prepare a monitoring report which provides an update on the following matters:
  - Progress of the Local Plan and any other related documents against agreed timetables;
  - Implementation of Local Plan policies;
  - Neighbourhood Planning;
  - Community Infrastructure Levy (CIL) where this has been introduced; and
  - How the Council has fulfilled its obligations under the Duty to Co-Operate.
- 1.2. The monitoring report must be made available on the Council's website, at its main offices and any other appropriate locations.
- 1.3. Attached at Annex A is a copy of the Council's Annual Monitoring Report (AMR) which covers the period 1 April 2020 – 31 March 2021. A brief overview of the main points arising is provided below.

## **2. AMR 2020-2021 - OVERVIEW**

- 2.1. The AMR is structured in line with the six main themes of the West Oxfordshire Council Plan (2020 – 2024).
- 2.2. Under each theme, the AMR provides relevant contextual/background information before reporting what has happened during the monitoring period 2020-2021.
- 2.3. The AMR is intended to complement the Annual Statement on the West Oxfordshire Council Plan.
- 2.4. Set out below is a brief summary overview for each theme.  
**Climate Action**
- 2.5. The AMR demonstrates the results of the Council's carbon emission calculations, reporting that carbon dioxide equivalent (CO<sub>2</sub>e) emissions have decreased by 24% between 2019-20 and 2020-2021.
- 2.6. It should be noted that the decrease in carbon emissions can be attributed in part to the Covid-19 pandemic. The significant shift in the number of staff working from home is considered to be the reason for electricity usage in Council offices falling by 22% and business travel falling by 68%. The reduced activity of the District Council's leisure centres has also contributed to a significant reduction in gas and electricity consumption at these sites.
- 2.7. There has been a small decrease in the number of priority species but an increase in overall priority habitat.
- 2.8. A notable decrease in average levels of Nitrogen dioxide at both the Bridge Street, Witney AQMA and Horsefair, Chipping Norton AQMA is considered a consequence of reduced travel patterns arising from the pandemic Lockdowns. Nitrogen dioxide levels in Bridge Street, Witney continue to exceed the national air quality objective.
- 2.9. A Biodiversity Net Gain (BNG) mechanism was put into operation from April 2020, requiring major (and some minor) applications to demonstrate development proposals secure a positive contribution to biodiversity. In the first year of operation 15 applications were submitted with BNG calculations. Of these applications 3 secured BNG onsite and 2 offsite. The other 10 are either pending or were refused.

### **Healthy Towns and Villages**

- 2.10. The AMR includes a range of contextual information demonstrating that on the whole, West Oxfordshire performs better than, or similar to the national average on most indicators for health and wellbeing.
- 2.11. During 2020/21 the leisure centres were opened only for approximately 5 months (under Covid-19 protocols with increased space, reduced numbers, bubbles etc.) due to the 3 National Lockdowns in April, November, and January. This led to a total attendance at the District's main leisure centres (Windrush, Chipping Norton, Carterton, and Bartholomew) of 111,622 visits which equates to 12% of the number of centre visits when compared to 2019/20.
- 2.12. Consultants were appointed to develop a Built Leisure Facilities Strategy / Accessing Need and Opportunities Guide (ANOG) in March 2020 and significant progress towards this has been made during this AMR period. It is anticipated that the Strategy will be adopted by the Council in early 2022.

### **A Vibrant District Economy**

- 2.13. The AMR demonstrates that West Oxfordshire has a strong and diverse economy and lower than average unemployment rates. Nevertheless, the Covid-19 pandemic and the actions taken to contain it had a significant impact on the local economy, businesses, households and outlook of the district's towns and villages.
- 2.14. In June 2019, the unemployment claimant count was 730 and exactly a year later, the unemployment claimant count peaked at 2,500.
- 2.15. In October 2020, the council published the West Oxfordshire Covid-19 Recovery Plan with aims to guide resource investment across four themes; Economy, Climate and Council, Service Delivery and Finance.
- 2.16. In 2019, there were 57,200 employees, 6,100 more than in 2018, with the Oxfordshire Local Industrial Strategy (LIS) identifying specific opportunities for new strategic employment growth at the Garden Village and at Carterton.
- 2.17. During the monitoring year, 8,320m<sup>2</sup> (6,625m<sup>2</sup> net) employment floorspace was permitted. 466m<sup>2</sup> employment floorspace was lost as a result of permitted changes of use to residential.
- 2.18. The Council's contract with Gigaclear to bring fibre access to 4,788 of properties across West Oxfordshire was successfully fulfilled shortly after the AMR period in June 2021.
- 2.19. In response to the Coronavirus pandemic, the District Council has paid a total of £39,595,446 in grants to local businesses.
- 2.20. The Council worked to implement measures to support the safe reopening of the district's high streets. These included pavement widening, pedestrianisation, and changes to licensing, helping businesses to operate in compliance with Government directives.

### **Strong Local Communities**

- 2.21. The AMR identifies that the proportion of people 'satisfied with their neighbourhood' (90.2%) is higher than the Oxfordshire average (86.5%) and that on the whole, the District remains largely within the least deprived local authority areas in the country.
- 2.22. In the year 2020/21, four further assets were added to the West Oxfordshire List of Assets of Community Value (ACV). These are: Public open space adjacent to Riely Close, Long Hanborough; Rose & Crown Public House, Shilton; The White Horse Public House, Stonesfield; and Cassington Allotments, Cassington.

- 2.23. In addition, nearly £1m was collected by West Oxfordshire District Council through Section 106 planning obligations in 2020/21, the majority (c. £600k) was collected towards sports, recreation and play facilities.
- 2.24. The Council awarded a total of £363,793.53 in grant funding in 2020/21, roughly half and half awarded by way of Community Revenue Grants and Community Facilities Grants respectively.

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

- 2.25. The AMR shows that there are around 49,000 households in West Oxfordshire, with around 2,375 households on the affordable housing waiting list as of 31 March 2021.
- 2.26. Since 2011, there have been 5,305 new homes completed, an average of just over 500 per year.
- 2.27. During the monitoring year, 868 new homes were completed, of which 352 were on allocated sites with the total number of affordable homes completed being 335.
- 2.28. 223 dwellings were granted planning permission. The breakdown of residential permissions by property size revealed a higher proportion of 1, 2 and 4+ bedroom properties compared to the Local Plan's indicative housing mix guidelines.

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

- 2.29. The AMR demonstrates that the Council remains committed to delivering excellent services to its local communities with just under 80% of planning applications having been determined within target timescales over the last 5 years and over 1,000 building control applications processed each year.
- 2.30. Within the monitoring year, good progress has been made in respect of the Salt Cross Garden Village AAP along with a Developer Contributions supplementary planning document (SPD) and an Affordable Housing SPD.
- 2.31. In respect of the Duty to Co-Operate, the District Council has continued to actively engage with the other Oxfordshire Authorities and the Oxfordshire Local Enterprise Partnership (LEP) on various spatial planning and infrastructure matters including the preparation of the Oxfordshire Plan 2050 and delivery of all other components of the Oxfordshire Housing and Growth Deal.

### **3. FINANCIAL IMPLICATIONS**

- 3.1. The AMR raises no specific financial implications.

### **4. LEGAL IMPLICATIONS**

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

### **5. RISK ASSESSMENT**

- 5.1. The AMR raises no significant risks.

### **6. CLIMATE CHANGE IMPLICATIONS**

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

### **7. ALTERNATIVE OPTIONS**

- 7.1. None.

**8. BACKGROUND PAPERS**

8.1. None.

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WEST OXFORDSHIRE  
DISTRICT COUNCIL

# Annual Monitoring Report

## 2020 - 2021

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## Introduction

This is the West Oxfordshire District Council Annual Monitoring Report (AMR) for the year 1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021.

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

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

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

- 1. Climate Action** - Leading the way in protecting and enhancing the environment by taking action locally on climate change and biodiversity.
- 2. Healthy Towns and Villages** - Facilitating healthy lifestyles and better wellbeing for everyone.
- 3. A Vibrant District Economy** - Securing future economic success through supporting existing local businesses and attracting new businesses to deliver the economic ambitions of the Oxfordshire Local Industrial Strategy.
- 4. Strong Local Communities** - Supporting and building prosperous and inclusive local communities.
- 5. Meeting the Housing Needs of our Changing Population** – Securing the provision of market and affordable housing of a high quality for the wide range of householders making their home in West Oxfordshire.
- 6. Modern Council Services and Sustainable Finance** – Delivering excellent modern services whilst ensuring the financial sustainability of the Council.

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

The AMR sets out for each theme an outline of the current district context in terms of background/contextual information, before considering what has happened during the monitoring period 2020/21.

The AMR is complemented by the [Annual Statement on the West Oxfordshire Council Plan](#) which provides a narrative on progress against the actions specified under each of the

Council Plan priorities. The set of actions specified in the Council Plan, together with the Local Plan as the spatial expression of these, highlights the extent of the ambition that West Oxfordshire District Council has for the area, its environment and its resident and business communities.

## I. Climate Action

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

### Background Context

- In recognition of the urgency needed to face the challenge of climate change, West Oxfordshire District Council has declared a climate and ecological emergency, committing to taking local action and leading the district to become carbon neutral by 2030.
- West Oxfordshire is a largely rural district with 34% of its land covered by the Cotswolds Area of Outstanding Natural Beauty (AONB). The ONS 2020 mid-year estimate of the district's population is 111,758<sup>1</sup> an increase of 1,958 people from the previous year. On the whole, the population is relatively sparse at approximately 155 persons per square kilometre.
- Climate action is needed to be taken by all who live, work and visit West Oxfordshire and therefore, although this monitoring report section focuses in the main on the District Council's actions and achievements, it also includes some facts and figures on the important work led by others working towards the same goal, at the district / county or more local geographies.
- Previous annual reports have shown a positive, yet gradual, decline in CO<sub>2</sub> emissions across the district. Between 2005 and 2019 total carbon emissions have fallen from 785.6 to 536.4 (kt CO<sub>2</sub>), as broken down by source of emission in figure 1. Industry and commercial emissions saw the biggest decrease in 2019, falling 16% from the previous year.

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<sup>1</sup> [ONS mid-2020 population estimates release](#)

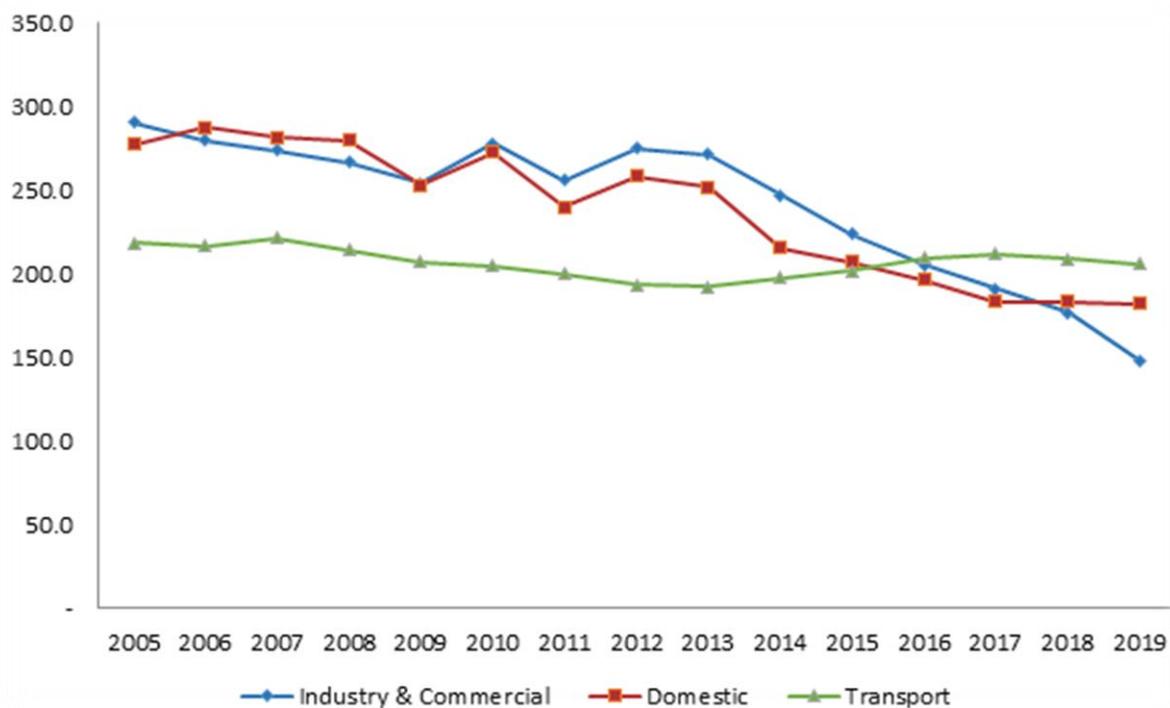


Figure 1: West Oxfordshire's Total kt CO2 Emissions within LA Scope of Influence, By Sector (BEIS)

- Renewable energy generation is becoming increasingly commonplace in the effort to reduce dependency on fossil fuels. As of 2019, there were 2,894 renewable energy sites in the District, 99% of which were Photovoltaics.
- As of October 2021, DfT [data](#) confirms that there were 20 public electric vehicle charging devices available in West Oxfordshire, the District being within the 20<sup>th</sup> to 40<sup>th</sup> percentile of UK local authority areas in terms of total provision.
- West Oxfordshire is covered by 6,584.4 hectares of woodland, which is 9.22% of the total land mass of the District. Woodland cover is defined as being areas of trees that are of at least 0.5ha, wider than 20 metres with a minimum of 20% canopy cover or the ability to achieve it, as presented by [Office of National Statistics Woodland Mapping](#).
- **West Oxfordshire's ecological network** is made up of sites designated for their international, national and local importance, including:

- One international site: a small area of the Oxford Meadows Special Area of Conservation (SAC)
- Two National Nature Reserves (Wychwood NNR and Chimney Meadows NNR)<sup>2</sup>

<sup>2</sup> The state of NNRs are measured by Bucks, Berks and Oxon Wildlife Trust (BBOWT)

- 28 SSSIs wholly or partly in West Oxfordshire, representing approximately 0.02% of the land area. 28.2% of the total SSSI area within the district is in favourable condition. The method used to assess SSSI's has changed in the monitoring year. SSSI's are now split into 'units' of which there are 54 in the District.<sup>3</sup>
- 104 Local Wildlife Sites (LWS), totalling 1,601 hectares. The area of these LWS has increased by 30 hectares since the last monitoring year with the new designation of Rushey Common and Tar Lakes as a new Local Wildlife Site.
- 16 Geological Sites, the combined area of which is 333.32 hectares
- 14 Conservation Target Areas (CTAs)
- Part the Cotswolds Valleys Nature Improvement Area (NIA) extends into West Oxfordshire, largely covering the valley areas of the Evenlode and Windrush rivers.

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

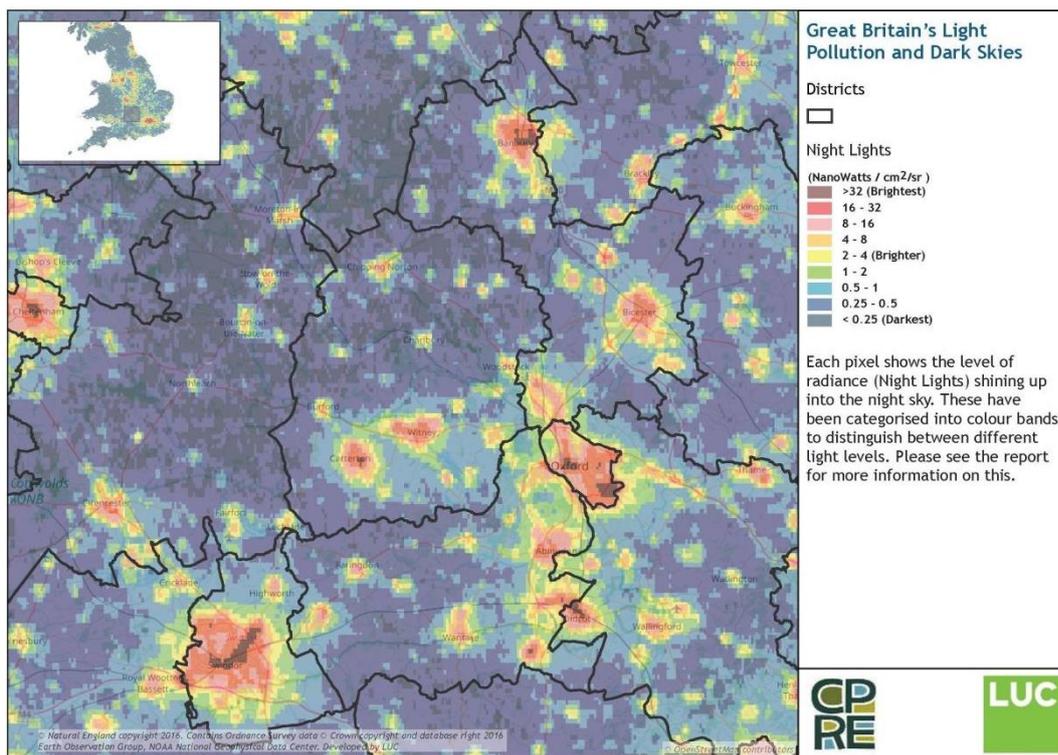


Figure 2: Light pollution and Dark Skies in West Oxfordshire

- The map shows that while high light pollution levels are recorded in Witney and Carterton and in particular the skies above RAF Brize Norton are among the

<sup>3</sup> Thames Valley Environment Records Centre (TVERC) Biodiversity Annual Monitoring Report 2019-2020

brightest in the country, a large proportion of the most rural areas in the District have some of the darkest skies and lowest levels of light pollution.

- There is one Dark Sky Discovery Site in the district, located at the Rollright Stones Ancient Monument near Chipping Norton.
- There are two Air Quality Management Areas (AQMAs) in the district, at Bridge Street in Witney and at Horsefair in Chipping Norton, both AQMAs having been declared in 2005 and both having high levels of Nitrogen dioxide (NO<sub>2</sub>) pollutants derived from vehicular traffic.
- Several rivers flow through West Oxfordshire providing important corridors for biodiversity, opportunities for recreation and forming part of the setting of many towns and villages. However they also present a flood risk, particularly:
  - High risk flood zone of the River Windrush, intersected by several developed areas in Witney. Much of the land adjacent to the Windrush is, however, rural agricultural.
  - Significant areas of functional flood plain in the south of the Eynsham-Woodstock sub-area associated with the confluence of the River Windrush and the River Thames
  - Large areas of River Thames functional flood plain in the south of the Carterton Sub-area, however again this land is largely rural and agricultural in nature.
  - Functional Floodplain associated with the River Evenlode at Shipton-under-Wychwood and its tributaries flowing from Milton-under-Wychwood.
- Flood defences in West Oxfordshire offer a standard of protection ranging from 2 to 100 years. Defences designed to a 100 year standard are found along the Upper Thames and are maintained by the Environment Agency, such defences include flood walls, embankments and stone revetments. Many of the other fluvial defences across the District have a design standard less than 50 years. Flood defences are mapped in Appendix B, figures 2A-F of the [West Oxfordshire Level 1 SFRA Update Report](#), Nov 2016.
- Water quality is measured on a river catchment scale and West Oxfordshire falls within two catchment areas: the Evenlode and the Windrush. The September 2020 Catchment Reports present data for both:
  - Evenlode Catchment: All 18 water bodies in this catchment failed their chemical status. In terms of ecological quality 6 were rated poor and 12 were rated moderate.
  - Windrush Catchment: All 19 water bodies in this catchment failed their chemical status. In terms of ecological quality 2 were good, 9 were moderate, 6 were poor and 2 were bad.
- There are currently 9 “At Risk” sites in West Oxfordshire included in Historic England’s Heritage at Risk Register, including 2 places of worship and 7 archaeological sites. Although there was no change in the last year in the overall number of “At Risk” sites, the number of sites in the district has declined over the last eight years.

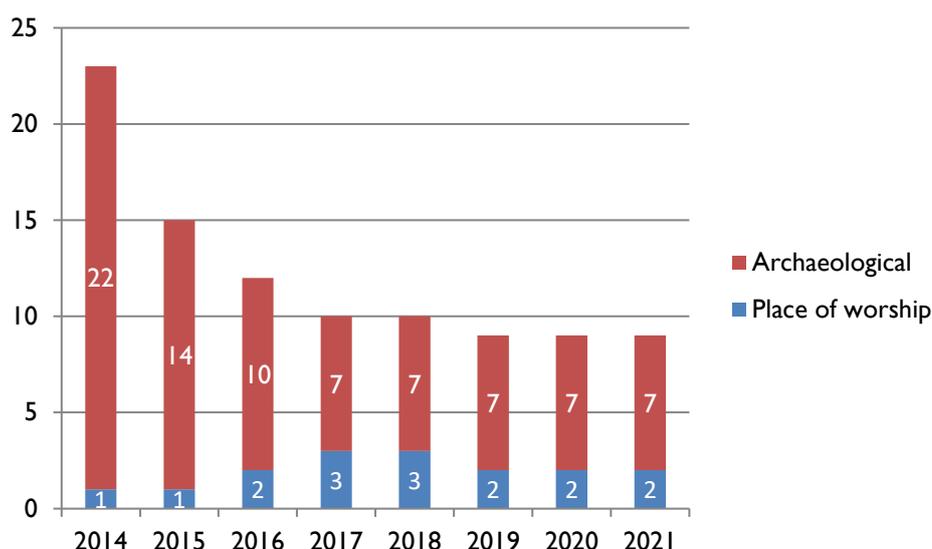


Figure 3: No. of sites on the Heritage at Risk Register from 2014 to 2021

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

<b>CO14</b>	Conserve and enhance the character and significance of West Oxfordshire’s high quality natural, historic and cultural environment – including its geodiversity, landscape, biodiversity, heritage and arts – recognising and promoting their wider contribution to people’s quality of life and social and economic well-being both within the District and beyond.
<b>CO15</b>	Contribute to reducing the causes and adverse impacts of climate change, especially flood risk.
<b>CO16</b>	Enable improvements in water and air quality.
<b>CO17</b>	Minimise the use of non-renewable natural resources and promote more widespread use of renewable energy solutions.

### What’s happened in 2020/21?

- The District Council has calculated and audited its own carbon emissions for the 2020/21 period using the BEIS UK Government carbon emissions conversion factors (June 2021). The total reported CO<sub>2</sub>e (carbon dioxide equivalent emissions) have decreased between 2019/20 to 2020/21 by 712 tonnes, which is a percentage decrease of 24%.
- The fall in CO<sub>2</sub>e between 2019/20 and 2020/21 can be attributed in part to the COVID-19 pandemic. The significant shift in the number of staff working from home is considered to be the reason for electricity usage in Council offices falling by 22% and business travel falling by 68%. The reduced activity of the District Council’s

leisure centres has also contributed to a significant reduction in gas and electricity consumption at these sites.

- A breakdown of the Carbon Account, by Scope and Location respectively, is provided at appendix I.
- No assessments of the condition of Sites of Special Scientific Interest (SSSI) were undertaken by Natural England in the monitoring year 2020/2021.
- As reported by Thames Valley Environmental Record Centre (TVERC), in West Oxfordshire from 2020 to 2021, there was:
  - A small decrease in the number of priority species from 101 (2020) to 100 (2021)
  - A small increase in overall priority habitat from 4986ha (2020) to 4993ha (2021)<sup>4</sup>
  - 301 water vole surveys were undertaken in 2020 with 22 recording positive signs. This is a higher proportion of positive recordings than last year.
- Oxfordshire's Nature Recovery Network will need a doubling of land managed for wildlife by 2050. Nature continues to face an uncertain future, with many birds, butterflies, flowers and other wildlife disappearing from Oxfordshire's countryside at an alarming rate. The District Council has teamed up with experts from around the county to develop a [Nature Recovery Strategy for Oxfordshire](#). A first draft of a Nature Recovery Network Map has been produced to identify places where wildlife can be helped to return. The Oxfordshire Plan 2050 provides an opportunity to use the Nature Recovery Network Map to help plan for nature's recovery at a county-wide level and to set the framework for future Local Plans, including the emerging West Oxfordshire Local Plan 2040.
- A Biodiversity Net Gain (BNG) mechanism was put into operation from April 2020, requiring major (and some minor) applications to demonstrate development proposals secure a positive contribution to biodiversity. In the first year of operation, 15 applications were submitted with BNG calculations. Of these applications 3 secured BNG onsite and 2 offsite. The other 10 are either pending or were refused.
- No Electric Vehicle Charging Points were installed on Council owned land in 2020/21.
- One standalone renewable energy scheme was permitted in 2020/21, an installation of a Net Zero Carbon project comprising Photo Voltaic solar array (PV Array), Battery Electrical Storage System (BESS), connecting cables, substation, heat pump, water source heat collector pipework, connecting pipes, removal of substation in Palace undercroft and associated works at Land Between Woodstock Sewage Works And B4027, Woodstock. It should be noted however that the majority of small scale energy schemes, especially solar PV schemes, benefit from permitted

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<sup>4</sup> changes most attributable to new information such as confirmation of boundaries or habitat types rather than the creation or loss of habitat

development rights and do not require planning permission. It is not possible to identify and record these installations.

- The latest report on air quality in the District (June 2021) indicates concentrations of airborne pollution is above the national objective levels at both of the District's statutory Air Quality Management Areas. This year annual average levels of Nitrogen dioxide (NO<sub>2</sub>) are 37.9 ug/m<sup>3</sup> at Horsefair, Chipping Norton and 36.8 ug/m<sup>3</sup> at Bridge Street Witney, compared to last years recordings of just under 42 ug/m<sup>3</sup> this year at the Horsefair monitoring point, and 47 ug/m<sup>3</sup> experienced during 2018. Nitrogen dioxide levels in Bridge Street, Witney continue to exceed the national air quality objective. Although this represents a notable decrease in comparison to previous years (see Figure 4 for 2019 - 2020 comparative NO<sub>2</sub> concentrations at Witney, Bridge Street) this is a consequence of reduced travel patterns arising from the pandemic Lockdowns. A comparison of the 2020 data with that of 2019 (our last full year before Covid-19) shows that recovery in NO<sub>2</sub> levels mirrors the relaxation of Covid restrictions and consequent increasing travel patterns. The 2020 data must not be taken as evidence of a significant and sustained emissions reduction in either Witney or Chipping Norton Air Quality Management Areas.
- Areas within West Oxfordshire which don't meet National Air Quality Standards have been declared Air Quality Management Areas (AQMAs). Current Air Quality Action plans for Bridge Street, Witney and Horsefair and High Street, Chipping Norton are currently being updated and will identify the Nitrogen Dioxide source how to reduce concentrations of air pollutants to below National Air Quality Standards.

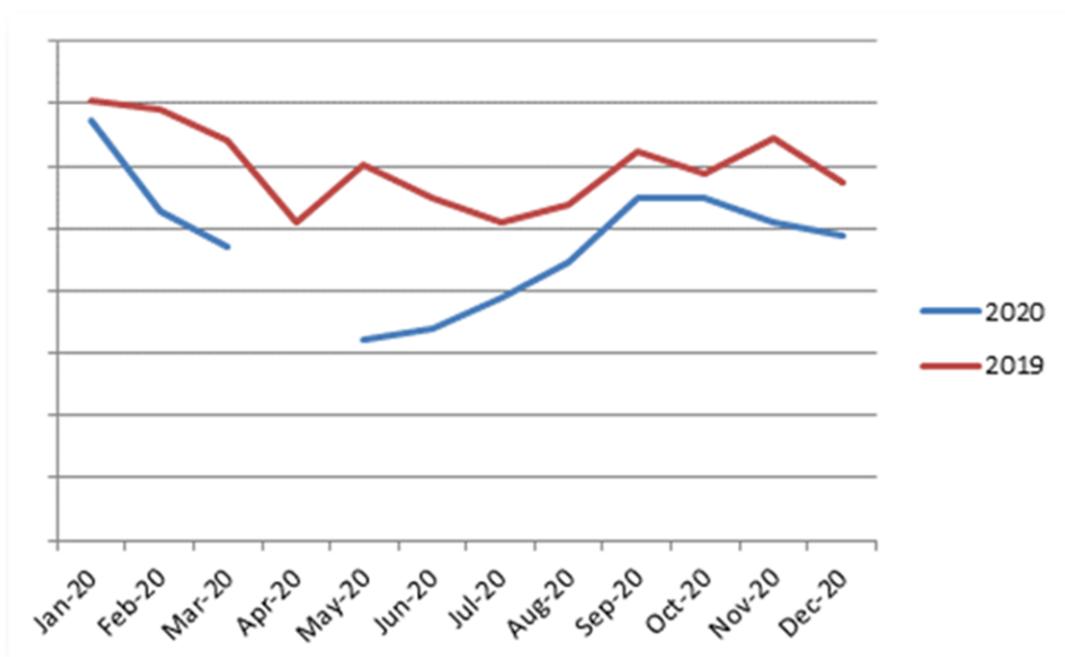


Figure 4: Bridge St, Witney Relative NO<sub>2</sub> concentrations 2019 and 2020

- No Conservation Area Appraisals were carried out in 2020/21 but there remains one appraisal in progress, Woodstock, work on which has paused.

- There were no heritage assets added to / removed from the “at risk” register in 2020/21.

## 2. Healthy Towns and Villages

*Facilitating healthy lifestyles and better wellbeing for everyone*

### Background Context

- When assessed against the indicators for health and wellbeing from the Oxfordshire-wide Joint Strategic Needs Assessment (2020)<sup>5</sup>, West Oxfordshire on the whole, performs better than, or similar to the national average on most indicators.
- The Coronavirus pandemic started immediately prior to this AMR period in late March 2020. Oxfordshire County Council's Covid-19 Dashboard recorded a weekly rate of Covid-19 cases per 100,000 of:
  - 36 on 1st April 2020
  - a peak of 483 on 4th January 2021
  - 41 on 31st March 2021
- One of the key indicators for health and wellbeing is life expectancy. Both female life expectancy in West Oxfordshire (84.9) and male life expectancy in the district (81.9) is higher than life expectancy nationally (83.5 and 79.6 respectively).
- Primary and Secondary healthcare provided across some 16 local GP practices in addition to the Witney Community Hospital and the War Memorial Community Hospital in Chipping Norton.
- The annual [Sport England Active Lives Survey](#) reported that 65-69% of the District's population are physically active, meaning they undertake 150 minutes weekly exercise.
- The updated (May 2020) [Loughborough University and End Child Poverty survey](#) presents the total number of children under 16 in households with incomes on net housing costs that are below 60% of the median (based on DWP/HMRC local indicators combined with information about housing costs at the local level to estimate poverty rates after housing costs), as a metric of poverty. It indicates that 20% (4058) of children in West Oxfordshire are therefore deemed to be living in poverty.
- Using a [single index for measuring levels of mental health need](#), the district's population has a poorer level of mental health than across Oxfordshire, however, national averages for need of mental health treatment remain higher than district and county levels.

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<sup>5</sup>9 Provided by Oxfordshire County Council, available at: <https://insight.oxfordshire.gov.uk/cms/joint-strategic-needs-assessment>

- The Local Plan Core Objectives for strong market towns and villages are as follows:

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

### What's happened in 2020/21?

- 191m<sup>2</sup> additional floor space for healthcare was permitted in the 2020/21 period, relating to changes of use to dental practices in Carterton and Curbridge.
- At least 192m<sup>2</sup> additional leisure floor space was permitted in the 2020/21 period as set out below. The loss of 91m<sup>2</sup> gym floor space was permitted as part of a change of use scheme at Wesley Walk, Witney.

Parish	Description	Area (m <sup>2</sup> )
Filkins and Broughton Poggs	Change of use of land from agricultural to class D2 use (Assembly and Leisure) and erection of building for outdoor wedding ceremonies together with associated landscaping.	16
Curbridge	Alterations to include erection of single and two storey extensions to provide enlarged spa, changing room and gym facilities.	176
Shilton	Conversion of agricultural barn to model aviation clubhouse - reception and rest/tea room, model aircraft workshop and storage area. (Retrospective)	Area unknown

- Consultants were appointed to develop a Built Leisure Facilities Strategy / Accessing Need and Opportunities Guide (ANOG) in March 2020 and significant progress towards this has been made during this AMR period. It is anticipated that the Strategy will be adopted by Council in early 2022.

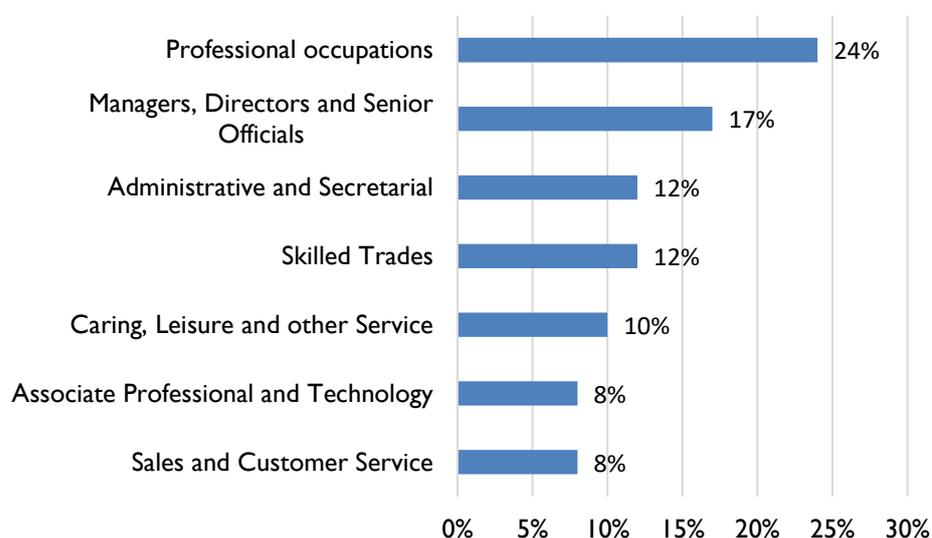
- During 2020/21 the leisure centres were opened only for approximately 5 months (under Covid-19 protocols with increased space, reduced numbers, bubbles etc.) due to the 3 National Lockdowns in April, November, and January. This led to a total attendance at the District's main leisure centres (Windrush, Chipping Norton, Carterton, and Bartholomew) of 111,622 visits which equates to 12% of the number of centre visits when compared to 2019/20.
- Since re-opening in April 2021 a total of 126,039 visits were recorded in Q1 of 2021/22 which whilst indicating a strong return in usage rates in comparison to the previous year, is still approximately 40% behind the usage figures of Q1 2019 - 2020.

### 3. A Vibrant District Economy

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

#### Background Context

- West Oxfordshire has a strong and diverse economy and one of the lowest unemployment rates in the country.
- According to the latest ONS experimental estimates of balanced regional gross value added (GVA), GVA in West Oxfordshire totalled 3.2bn (£29,269 per head) in 2016.
- In 2020, West Oxfordshire had approximately 52,600 employees a decrease of around 8% from 2019.
- According to the ONS, in 2019/20, 82.3% of individuals aged 16-64 in West Oxfordshire were economically active, lower than across the south east (86.9%) but higher when compared to the national figure (79.1%).
- As of 2019, of those who were in employment, almost a quarter were in professional occupations (see figure 5).



*Figure 5: West Oxfordshire workforce by occupation*

- Between 2018 and 2020, median earnings in West Oxfordshire decreased from £653.8 a week to £626 a week, previously having been higher than the south east average of £614.90 in 2018 and nationally (£570.50 in 2018), but becoming lower than the average across the region (£629 in 2020) yet still higher than national average (£587.40 in 2020).

- In terms of job growth potential, [the Oxfordshire Cotswolds Garden Village employment study](#) suggests that between 2018 and 2031 West Oxfordshire will see an increase of approximately 10,600 jobs. The projections assume that most of the growth will be driven by sectors such as Residential Care & Social Work, Financial and Business Services as well as Computing and ICT industries (see Figure 6). It is important to acknowledge that these projections provide only one view on how the District may grow in the future.



Figure 6: West Oxfordshire Job Growth Forecasts by Sector (2018 to 2031)

- Launched in September 2019, the [Oxfordshire Local Industrial Strategy \(OxLIS\)](#)<sup>6</sup> responds to the UK Industrial Strategy which aims to increase growth and productivity across the country and create more prosperous communities. The OxLIS presents a long-term framework against which private and public sector investment decisions can be assessed and there are a number of specific opportunities for West Oxfordshire, including:
  - The West Oxfordshire Science Park (part of the proposed Garden Village) and the Carterton & RAF Brize Norton Industrial Hub identified within a proposed network of global hubs and international clusters.
  - Involvement in the establishment of a Data and Mobility Living Lab

<sup>6</sup> Available at: <https://www.oxfordshirelep.com/lis>

- Figure 7 provides an overview of the businesses by employment size in West Oxfordshire. As it can be seen, approximately 86% are micro businesses, and this figure is slightly higher when compared to county and nation. In contrast, West Oxfordshire has roughly 7% of businesses employing 20 or more people, a lower proportion than nationally and county-wide. In 2019, there were 20 businesses employing over 250 people, including Owen Mumford, Siemens and Renault FI.

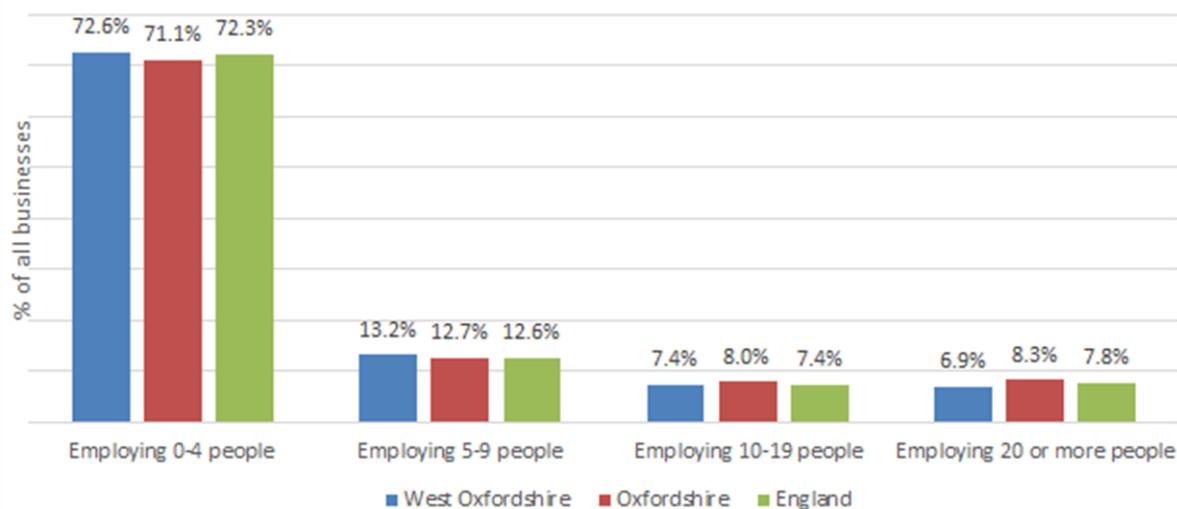


Figure 7: Business size by employees in West Oxfordshire (ONS 2020)

- In West Oxfordshire, enterprises have an average of 1.1 local units, lower than the national average.
- The 2015 [West Oxfordshire Economic Snapshot](#) provides the most up to date detailed account of the **key employment locations** across the district. A high-level assessment of these key sites was undertaken in terms of their location, utility and quality (see figure 8). Sites in Carterton, Witney and Eynsham scored particularly well. Further, at the time of the last Census (2011), 18% of employed residents in West Oxfordshire worked mainly at or from home, which had seen an upward trend. The coronavirus pandemic has increased levels of homeworking, however locally specific data is not yet available.

Centre	Sites	Location	Utility	Quality	Total
Carterton	Carterton South Industrial Estate	0	-1	-1	-2
	Ventura Park	1	1	1	3
	West Oxfordshire Business Park	1	1	1	3
Chipping Norton	Elmsfield Industrial Estate, Primsdown Industrial Estate, Station Road Industrial Estate, Worcester Road Industrial Estate	0	1	0	1
	Cromwell Park	1	1	1	3
	Oasis Business Park	1	1	1	3
Eynsham	Elm Place	1	1	1	3
	Oakfields Industrial Estate	1	1	1	3
	Old Station Way	1	1	1	3

<b>Long Hanborough</b>	Hanborough Business Park	1	0	0	1
	Blenheim Office Park	1	1	1	3
<b>Stanton Harcourt</b>	Lakeside Industrial Estate	1	1	1	3
	Stanton Harcourt Industrial Estate	1	1	1	3
<b>Witney</b>	Bromag Industrial Park	0	1	0	1
	De Havilland Way	1	1	1	3
	Eagle Industrial Estate	-1	1	0	0
	Newland Industrial Estate	-1	0	0	-1
	Range Road	1	1	1	3
	Station Lane	0	1	0	1
	Windrush Industrial Park	1	1	1	3
	Network Point	1	1	1	3
	Compton Hay, Des Roches Square, Meadow Court, Spinners Yard, Thorney Leys, Waterside Court, Witney Office Village	1	1	1	3
<b>Remote</b>	Blenheim Palace Sawmill, Clanfield Workshops, Crawley Mill	1	1	1	3
	Enstone Business Park	1	1	0	2
	Langston Priory, Threshers Yard, Mount Manor	1	1	1	3
	Southill Business Park	0	1	1	2
	Groves Timber Yard	-1	-1	-1	-3
	Minster Lovell	-1	-1	-1	-3
	Wroslyn Road	-1	-1	-1	-3

*Figure 8: Key employment site assessment (2015 West Oxfordshire Economic Snapshot)*

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

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

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

### What's happened in 2020/21?

- The Covid-19 pandemic and the actions taken to contain it had a significant impact on the local economy, businesses, households and outlook of the district's towns and villages.
- To see the impact of Covid-19 on the workforce, unemployment claimant provides a different perspective. In June 2019, the unemployment claimant count was 730 and exactly a year later, the unemployment claimant count peaked at 2,500 (see figure 8).

Although it is important to note that these figures will have been influenced by the furlough scheme.



*Figure 9: Unemployment claimant pre and during Covid-19 in West Oxfordshire (ONS 2020)*

- In October 2020, the council published the West Oxfordshire Covid-19 Recovery Plan. This local strategy guides resource investment for four Covid-19 recovery themes, Economy, Community, Climate and Council, Service Delivery and Finance. The Economy Covid-19 Recovery aims include:
  - To support the recovery of the visitor economy – including, repurposing the sector for the domestic market and driving delivery of attractions including The Mullin Automotive Park and redevelopment of Eynsham Hall.
  - To work in partnership with others (including the Oxfordshire Local Enterprise Partnership) ensure that business support is available to all stages and sectors of business, and that to provide skills training opportunities which match the requirements of the local job market.
  - To support the recovery and longer-term vitality and viability of the market towns.
  - To pursue opportunities to deliver on the Oxfordshire Local Industrial Strategy, particularly in relation to the Garden Village Science Park and potential Carterton Technology Hub.
  
- In February 2021 the OxLEP published The Oxfordshire’s Economic Recovery Plan. This County level strategy provides a well-supported and flexible economic route map for recovery from the COVID-19 pandemic, and builds on the Oxfordshire Local Industrial Strategy. Covering the period Spring 2021 until Spring 2023, specific proposals beneficial to West Oxfordshire are identified:
  - Enhanced reskilling opportunities, targeting specific set of skills required by the local jobs market

- The development and implementation of an active travel project aimed improved infrastructure for increased rates of walking and cycling as a means of town centre regeneration, improved air quality and reduced car congestion.
- To provide financial business support including business rate relief and discretionary grants
- A total of 8,320m<sup>2</sup> (6,625m<sup>2</sup> net) employment land (B use classes) was permitted in 2020/21, the majority of which (4,947m<sup>2</sup>) is located within the Witney sub-area.

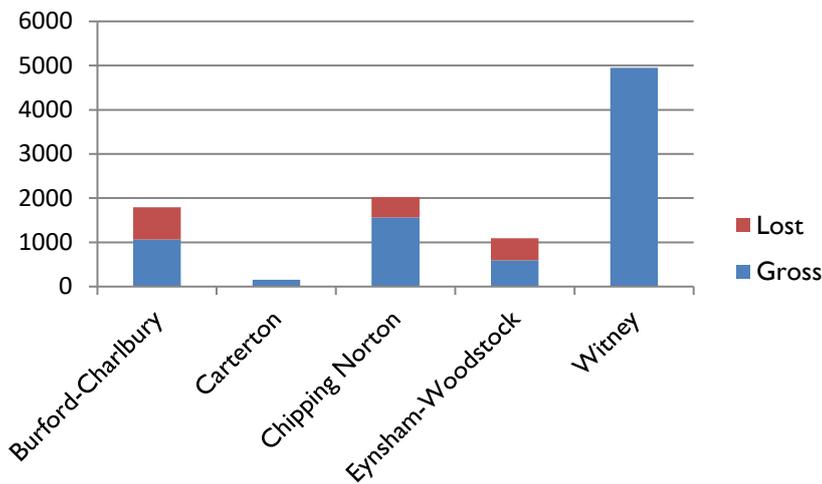


Figure 10: B use class floorspace permitted (m<sup>2</sup>) by sub-area

- A total of 2,139m<sup>2</sup> (net) of permitted employment floorspace was completed, the majority (1,472m<sup>2</sup> net) being in the Witney sub-area.

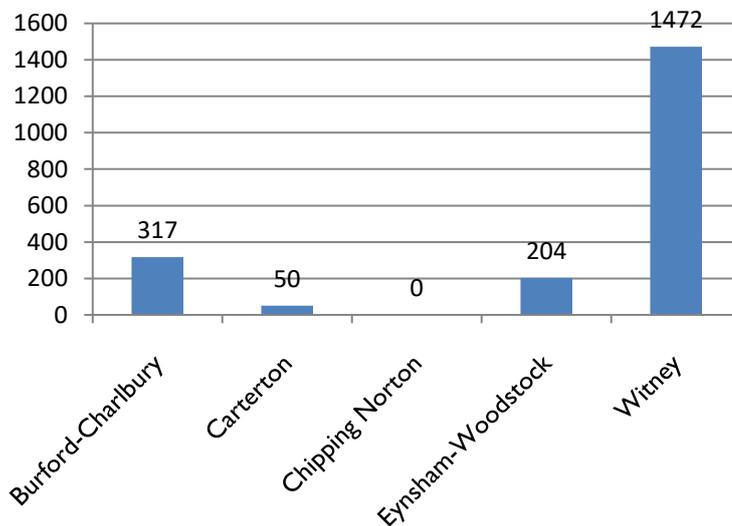


Figure 11: B use class floorspace completed (m<sup>2</sup>) by sub-area

- A total of two change of use schemes from employment to residential completed in the monitoring period resulting in a loss of 466m<sup>2</sup> employment floorspace (both B1a office uses in Kingham and Witney).
- Permitted changes of use to residential in 2020-21 would result in a loss of 418m<sup>2</sup>

employment floorspace, including a scheme to convert four commercial (B1a) units.

- Policy EI sets out the quantum of land available for business development at Witney, Carterton, Chipping Norton and Eynsham. The following status of land detailed in Policy EI can be updated, as at 31 March 2021, as follows:

Sub Area	Location	Site Type	Site Area (Ha)	Updated Planning Status/Development Progress 2020/21
Witney	West of Downs Road, Witney	Industrial	2.10	Planning permission on part of previous Local Plan allocation for construction of B8 warehouse (planning reference 20/01338/FUL)
Witney	Land at Witney Football Club	Office	0.40	Residential element of permission under construction. Permitted employment development not yet implemented.
Witney	East of Downs Road, South of Burford Road	Commercial	1.81	Development completed
Witney	Land east of De Havilland Way	Business Park	0.47	Planning permission for new purpose-built facility comprising B1, B2 and B8 class uses (planning reference 20/02391/FUL)
Witney	West Witney SDA	Mixed use	10.00	Residential and phase 1 of employment development (planning permission 19/02011/RES) under construction. Planning permission for phase 2a of employment area (planning reference 20/01729/RES) under construction.
Witney	Former Supergas site, west of Downs Road	Industrial	1.15	No current planning status
Witney	Land Adjacent to Stewart Milne Timber, West of Downs Road	Storage and distribution	0.85	Development completed
Carterton	West Oxfordshire Business Park	Business Park	1.87	Partly completed
Carterton	West Oxfordshire Business Park	Business Park	0.58	Development completed
Carterton	Ventura Park, Carterton	Business Park	0.43	Development completed
Carterton	Land east of Carterton	Mixed use	1.50	Permission granted
Chipping Norton	Cromwell Park, Chipping Norton	Office	0.13	Permission granted
Chipping Norton	Land north of London Road, Chipping Norton	Business Park	9.00	Part of WOLP 2031 allocation (CN1)
Eynsham	Land north of the A40	Science Park	40.00	Allocated in WOLP 2031

- In the main towns of West Oxfordshire (Witney, Carterton, Chipping Norton, Burford and Woodstock), 340m<sup>2</sup> of retail floorspace was permitted. Conversions and changes of use permitted in the main towns would mean that there would be an overall net loss of -633m<sup>2</sup>.
- Outside of the main towns, 35m<sup>2</sup> (-145m<sup>2</sup> net) of A1 retail floorspace was permitted.

- A handful of schemes which would likely result in a net change in town centre development could not be included in the above figures as the relevant data had not been supplied on submission of the planning application.

	<b>A1 shops</b>	<b>A2 Financial and professional services</b>	<b>A3 Restaurants and cafes</b>	<b>A4 drinking establishments</b>	<b>A5 Hot food takeaways</b>	<b>TOTAL</b>
<b>2020-2021</b>						
Witney	0 (-430 net)	0 (-116 net)	0 (-108 net)	26	0 (-69 net)	<b>26 (-697 net)</b>
Carterton	325	-190	0	0	125 (27 net)	<b>450 (162 net)</b>
Chipping Norton	15 (-182 net)	0 (-464 net)	105	0	0	<b>120 (-526 net)</b>
Burford	0 (-21 net)	0	21	0	0	<b>21 (0 net)</b>
Woodstock	0	0	0	0	0	<b>0</b>
<b>Other settlements</b>	<b>35 (-145 net)</b>	<b>0</b>	<b>108</b>	<b>0</b>	<b>68</b>	<b>211 (66 net)</b>
<b>TOTAL</b>	<b>375 (-403 net)</b>	<b>0 (-770 net)</b>	<b>234 (-126 net)</b>	<b>26</b>	<b>193 (-42 net)</b>	<b>828 (-1339 net)</b>

- A total of 22 schemes were granted permission during the monitoring period for tourism related developments. This included approval of construction of the Mullin Automotive Museum at Enstone Airfield. Most of the remaining tourism related approvals involved the provision of holiday accommodation.
- The Council's contract with Gigaclear to bring fibre access to 4,788 of properties across West Oxfordshire was successfully fulfilled shortly after the AMR period in June 2021.
- In response to the Coronavirus pandemic, the District Council has paid a total of £39,595,446 in grants to local businesses.
- The Council worked to implement measures to support the safe reopening of the district's high streets. These included pavement widening, pedestrianisation, and changes to licensing, helping businesses to operate in compliance with Government directives.

## 4. Strong Local Communities

### *Supporting and building prosperous and inclusive communities*

#### Background Context

- There are roughly 130 separate towns, villages and hamlets scattered across the district with 83 parishes.
- The proportion of people '**satisfied** with their neighbourhood' (90.2%) is higher than the Oxfordshire average (86.5%)
- **Council tax** in West Oxfordshire is within the lowest five shire districts nationally.
- Since being introduced through the Localism Act 2011, there have been five Neighbourhood Plans 'made' (adopted) in West Oxfordshire. These are Eynsham, South Leigh, Hailey, Shilton, Chipping Norton and Charlbury. As of 31 March 2021, a further five Neighbourhood Planning areas are designated for the purposes of producing a Neighbourhood Plan (Brize Norton, Cassington, Ascott under Wychwood, Milton under Wychwood and Woodstock)
- There are 21 community transport schemes operating throughout West Oxfordshire<sup>7</sup>.
- Based on the MHCLG [Index of Deprivation](#), a greater percentage of Lower Super Output Areas in West Oxfordshire were within the 40% most deprived in 2019 (see figure 14) than in 2015. However, on the whole, the district remains largely within the least deprived local authority areas in the country.
- The Local Plan Core Objectives for sustainable communities with access to services and facilities are as follows:

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

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

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

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

**CO13** Plan for enhanced access to services and facilities without unacceptably impacting upon the character and resources of West Oxfordshire.

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<sup>7</sup> 2020/21 Oxfordshire Community Transport Directory

## What's happened in 2020/21?

- The Localism Act 2011 introduced a new Community Right referred to as the Community Right to Bid which allows Town and Parish Councils and defined community groups to ask the Council to list certain assets as being of community value. In the year 2020/21, four further assets were added to the West Oxfordshire List of Assets of Community Value (ACV)<sup>8</sup>. These are:
  - Long Hanborough - public open space adjacent to Riely Close
  - Rose & Crown Public House, Shilton
  - The White Horse Public House, Stonesfield
  - Cassington Allotments, Cassington
- Five ACV's were removed from the West Oxfordshire List of Assets of Community Value during the 2020/21 period due to the expiry of their 5 year listing period:
  - The Bull Inn, Charlbury
  - The Hand and Shears, Church Hanborough
  - Fulbrook Play Park, Fulbrook
  - The White Horse, Stonesfield
  - The Falkland Arms, Great Tew
- In the AMR period for 2020/21, no Neighbourhood Plans were 'made' (adopted). This was because no referendums were permitted to be held during this period due to the pandemic. Charlbury Neighbourhood Plan however was recommended at Independent Examination to progress to referendum subject to a series of modifications and a referendum was duly held in June 2021 once restrictions were lifted. The referendum voted in favour of Charlbury Neighbourhood Plan and this was 'made' on 14th June 2021.
- A total of £986,491.41 was collected by West Oxfordshire District Council through Section 106 planning obligations in 2020/21.
- Of this total, the majority was collected towards sports, recreation and play facilities (£622,936.45) affordable housing (£164,563) public art (£61,652) and Kilkenny Country Park (£58,478).
- Consultation on a revised draft CIL charging schedule took place from 10 July – 21 August 2020. Just over 170 responses were received and these can be viewed [online](#).
- The Council awarded a total of £363,793.53 in grant funding in 2020/21 which comprised:
  - £186,949 in Community Revenue Grants
  - £176,844.53 in Community Facilities Grant
- 349m<sup>2</sup> community use floorspace was permitted from three schemes (an extension to St Michaels And All Angels Church, Great Tew, creation of a woodland retreat

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<sup>8</sup> Full listing available at: <https://www.westoxon.gov.uk/residents/communities/community-rights/>

and community building at Kencot Hill Farm and part change of use of a business premises on Mill Street, Eynsham to an art gallery. No floorspace for community use was lost resulting from planning approvals in 2020-2021.

- 1,874m<sup>2</sup> additional floorspace for educational uses was permitted, including construction of new classrooms at Bladon Church of England Primary School and Stanton Harcourt Church of England Primary School and construction of a new science building and replacement changing room building at Cokethorpe School.
- During the 2020/21 monitoring year, the Coronavirus pandemic shifted the District Council's focus towards supporting its residents, businesses and the community and voluntary sector, to mitigate the impact of the national lockdown. A detailed summary of this effort can be found in the [Council Plan Annual Statement April 2020 - March 2021](#).

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

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

### Background Context

- There are approximately 49,000 **households** in West Oxfordshire, with around 900 Ministry of Defence dwellings (estimation based on a combination of Council Tax and Electoral roll data).
- As of 31 March 2021 there were 2,375 households on the **housing waiting list**, with 59% of these requiring a 1 bedroom property. A further 25% of households on the register required a 2 bed property. 11% required 3 bedrooms, 4% required 4 bedrooms and only 1% required 5 or more bedrooms.
- In 2020, full-time workers could expect to pay 10.8 times their annual work-place based earnings on purchasing a home in West Oxfordshire ([ONS, 2020](#)), an increase from 2019, where the property price to earnings ratio was 10.5, 2011 where the ratio was 9.1, and 1997 which saw a ratio of 5.1.
- The most recent assessment of **housing need** in West Oxfordshire identifies an objectively assessed need (OAN) for 660 homes per year from 2011 to 2031. Within this, there is a need for 274 affordable homes each year (excluding existing commitments).
- The West Oxfordshire Local Plan sets out that provision will be made for at least 15,950 new homes in the period 2011 - 2031, phased as follows:

	West Oxon's needs	Oxford City's needs	Combined annual requirement
2011 - 17	550 per annum		550 per annum
2017 - 18	550		550
2018 - 19	550		550
2019 - 20	550		550
2020 - 21	550		550
2021 - 22	525	275	800
2022 - 23	525	275	800

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

- Over the last 10 monitoring years (2011—2021) there have been the following residential permissions and completions:
  - 8,697 dwellings granted permission; an average of 870 per year
  - 5,305 new homes completed; a yearly average of 531
- The Council is required to maintain, and update annually, a register of Brownfield sites that are appropriate for residential development and meet a number of criteria set by the government. The West Oxfordshire Brownfield Register, updated in 2020, contains 21 sites with a potential for between 482 and 582 dwellings to come forward over the plan period to 2031.
- There is a theoretical need for around 19 Gypsy and Traveller pitches for the period to 2031 however the requirement is likely to be much lower<sup>9</sup>. The West Oxfordshire Local Plan 2031 includes provision for at least 5 pitches and 5 plots between 2016 and 2031.
- As of 1st April 2020 there were a total of 682 registrations on the West Oxfordshire Self-build and Custom Housebuilding Register.
- [The Care Quality Commission record](#) at November 2021 indicated that there are 27 care homes in West Oxfordshire providing 1,235 care home beds.

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<sup>9</sup> based on national evidence on those meeting the government's definition of travelling communities being only 10%

## What's happened in 2020/21?

- 868 new homes were completed in 2020/21. This greatly exceeds the Local Plan housing requirement of 550 homes for the monitoring year (West Oxfordshire Local Plan 2031, Policy H2), but is a marginal downturn since the previous monitoring year, largely as a result of the impact of the Covid pandemic.

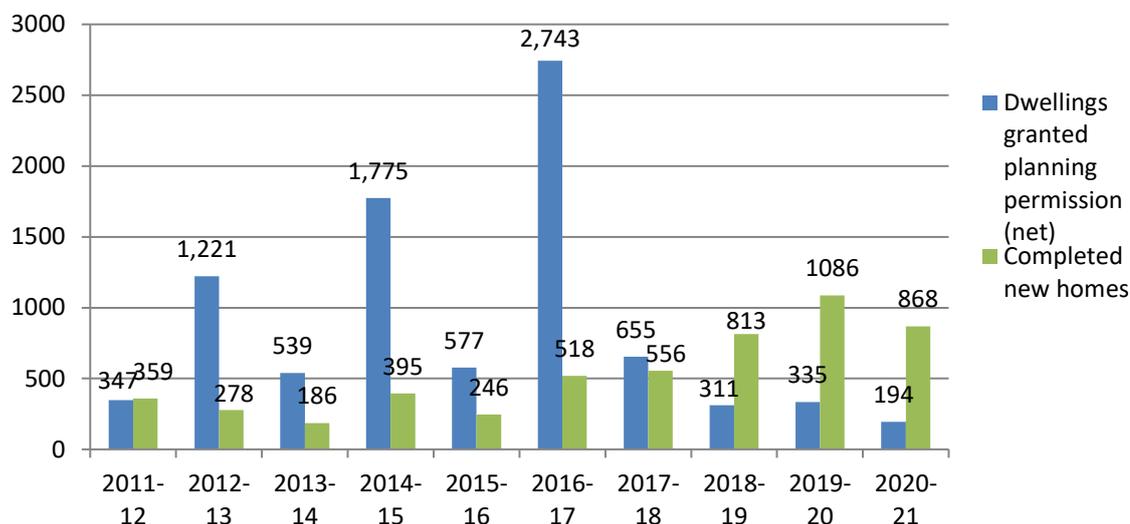


Figure 12: Residential permissions and completions 2011 - 2021

- 215 (25%) of completed dwellings were on previously developed (brownfield) land.
- Of the 868 dwellings completed in 2020/21, 352 were on allocated sites. This included:
  - 116 at North Curbridge (West Witney)
  - 86 at West of Thornbury Road, Eynsham (part of the West Eynsham SDA)
  - 51 at Land south of Banbury Road, Chipping Norton (part of East Chipping Norton SDA)
  - 33 at Land east of Woodstock
  - 29 at Former Stanton Harcourt Airfield
  - 24 at West of Minster Lovell
  - 13 at REEMA Central
- The total number of affordable housing completions in 2020/21 was 335 (38.6% of overall completions).
- 223 dwellings were granted permission, (a net total of 194, taking account of superseded permissions / amended schemes resulting in a net change of extant permissions).
- Previous AMRs have reported the proportion of dwellings granted permission that were on previously developed (brownfield) sites. This indicator is no longer

reported on as a result of this information no longer being provided consistently through planning application forms submitted to the Council.

- The breakdown of residential permissions by property size revealed a higher proportion of 1, 2 and 4+ bedroom properties compared to the Local Plan’s indicative housing mix guidelines and a lower proportion of properties approved with 3 bedrooms, as set out below.

<b>Local Plan 2031 property size guidelines</b>	4.8% 1 bed	27.9% 2 bed	43.4% 3 bed	23.9% 4+ bed
<b>Housing permissions 2020/2021 property sizes</b>	15%	30%	26%	29%

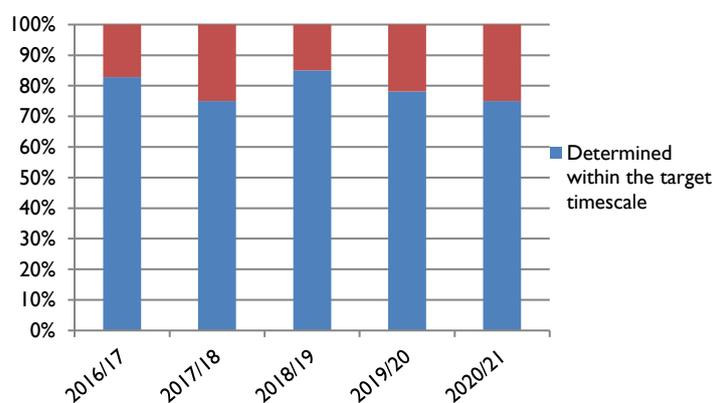
- Permission was granted for the provision of four residential caravan pitches as part of a change of use from agricultural land to enlarge an existing traveller community site at Minster Lovell.
- Between 1 April 2020 and 31st March 2021, there were 94 entries onto the Council’s Self-build and Custom Housebuilding Register.
- Between 1<sup>st</sup> April 2020 – 31 Mar 2021 there was an increase in the number of people presenting themselves as homeless to the Council. This was a consequence of the pandemic and significant health implications on single person households remaining in informal sofa surfing arrangements with vulnerable relatives, and the [Governments ‘Everyone In’ directive](#). Throughout the year, an average of around 50 households at any one time were in some form of emergency accommodation. This represents an average increase of around 50% from previous years. With the added combination of the Eviction Ban and Housing Associations pausing all but essential repairs, moving people into longer term accommodation proved to be difficult with many households remaining in emergency accommodation for much longer than would have been the case pre-pandemic. Since the easing of the latest round of lockdown and Covid measures, numbers in emergency accommodation have stabilised to pre-pandemic levels.
- The number of empty homes in the District at 1st April 2021 was 532.

## 6. Modern Council Services and Sustainable Finance

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

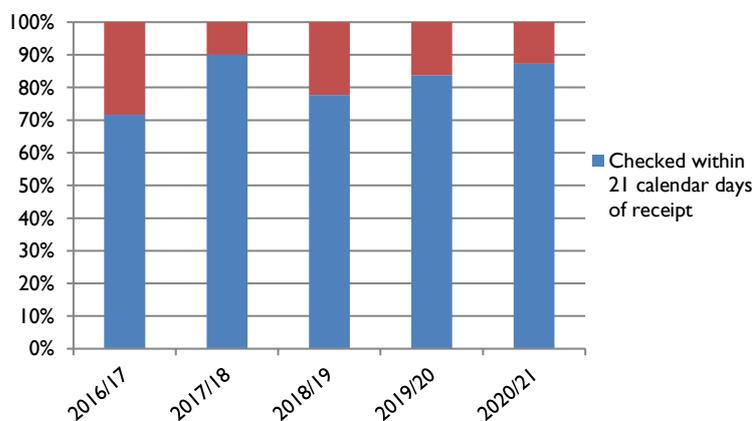
### Background Context

- West Oxfordshire District Council remains committed to delivering excellent services to its local communities.
- Over the past five years 79% of **planning applications** were determined by the Council in the target timescale (see annual break-down in Figure 13).



*Figure 13: Planning application determinations*

- The Council also provides a Building Regulation (Control) approval service, including Full Plan checks and Building Notices (typically for smaller works) and over 1,000 applications are processed each year. Over the past five years 82% of **Building Control Full Plans** were checked within 21 calendar days of receipt (see annual break-down in Figure 14).



*Figure 14: Building Control Full Plan checks*

- As of 30 April 2021, West Oxfordshire District Council owned 282 land/building holdings, of which 252 were freeholds and 30 were leaseholds.

### What's happened in 2020/21?

- No new Supplementary Planning Documents were adopted during the monitoring period 1<sup>st</sup> April 2020 and 31<sup>st</sup> March 2021. However, good progress was made towards adoption of the Developer Contributions SPD and Affordable Housing SPD.
- The Council's current LDS (May 2021) identifies a further SPD for the Hanborough Station Masterplan, the timetable for its production to be confirmed. For further information and document timetables in full, please refer to the Council's Local Development Scheme approved in November 2020.
- A total of 1,369 planning applications were determined in 2020-21, 75% of which were determined within the target timescale (down 3% from 2019-20). 9% of applications were refused.
- 87.3% of building control full plans were checked within 21 calendar days of receipt.
- 99.7% of land charge searches were completed within ten working days.
- Section 110 of the Localism Act sets out a 'duty to co-operate' which essentially means that local planning authorities and other 'prescribed bodies' must engage constructively, actively and on an on-going basis to address cross-boundary issues of strategic importance such as housing and transport.
- The Council continues to actively engage with the other Oxfordshire Authorities<sup>10</sup> and the Oxfordshire Local Enterprise Partnership (LEP) on various spatial planning and infrastructure matters (including the preparation of the Oxfordshire Plan 2050 and delivery of all other components of the Oxfordshire Housing and Growth Deal).
- The pre-submission draft AAP published in August 2020 was accompanied by a [Duty to Co-Operate Statement of Compliance](#) demonstrating how the AAP has been prepared in accordance with the duty to co-operate. A key aspect of this has been discussions with Oxford City Council in respect of various matters including housing need and a memorandum of operation has been prepared to outline the mechanism through which the allocation of affordable homes is expected to take place.

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<sup>10</sup> Oxfordshire County Council, Oxford City Council, Cherwell District Council, South Oxfordshire District Council and Vale of White Horse District Council

## Appendix I

### Carbon Account Breakdown: By Scope

Table I: Total Emissions by Scope

01 April 2020 to 31 March 2021	Kg CO2e
Scope 1	1,617,853
Scope 2	217,742
Scope 3	474,371
<b>TOTAL</b>	<b>2,309,967</b>

Scope 1 emissions, associated with gas and liquid fuel, account for 70% of Council emissions.

Scope 2 emissions associated with the purchase of electricity from the National Grid account for 9% of Council emissions.

Scope 3 emissions associated with the transport of gas, electricity and liquid fuel (referred to as T&D, transport and distribution, and WTT, well-to-tank), water consumption, and transport miles for staff and Councillors account for the final 21% of Council emissions.

Figure 2: Total Emissions by Scope

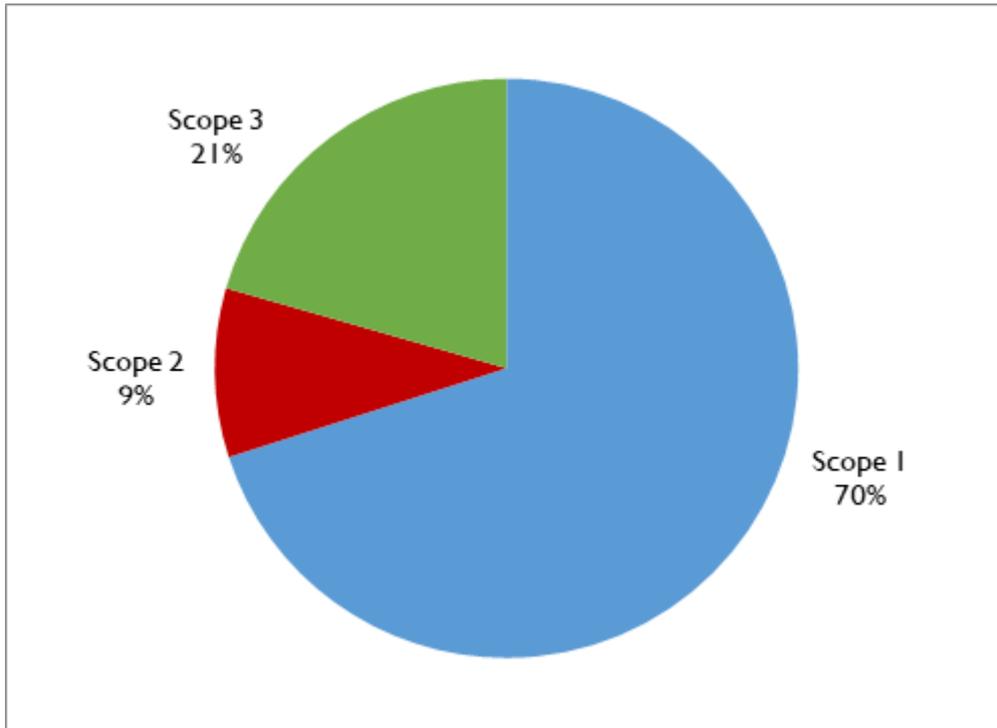
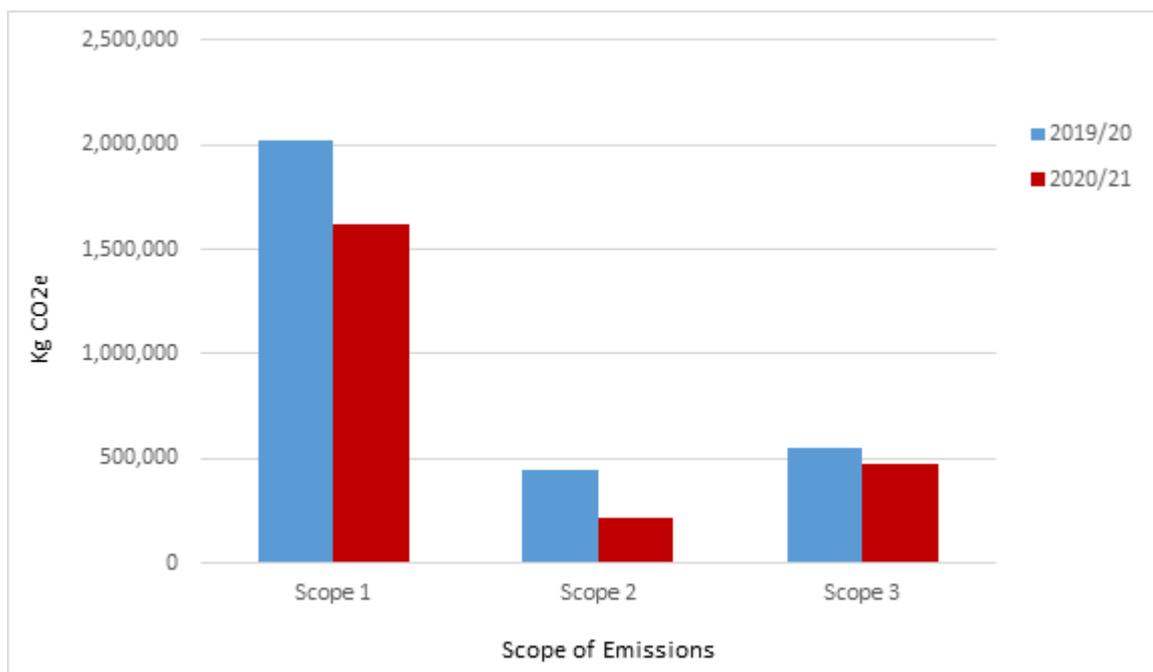


Table 2: Comparative Emissions between 2019/20 Baseline Year and 2020/21

Scope	Kg CO <sub>2</sub> e 2019/20	Kg CO <sub>2</sub> e 2020/21	Change in Kg CO <sub>2</sub> e	Percentage Change
Scope 1	2,020,220	1,617,853	402,367	-20%
Scope 2	447,126	217,742	259,384	-51%
Scope 3	554,853	474,371	80,482	-14.5%

Figure 3: 2020/21 Emissions by Scope Compared to 2019/20 Baseline Year



Scope 1 emissions have fallen 20% from the baseline year as a result of reductions in gas consumption from leisure centres.

Scope 2 emissions have fallen 51% from the baseline year. This reduction in electricity use reflects the reduced building usage during the pandemic as more people stayed at home.

Scope 3 emissions have fallen 14.5% from the baseline year. This reflects reductions in T&D and WTT emissions which fall in line with energy consumption in Scope 1 and 2. There has also been a reduction in business travel among staff and councillors.

### Carbon Account Breakdown: By Location

Table 3: Total Emissions by Location

01 April 2020 to 31 March 2021	Kg CO2e
Council offices, property and sites (excluding leisure)	311,805
Leisure centres and facilities	432,673
Council vehicle fleet and transport	1,565,489

TOTAL

2,309,967

Council offices, property and sites represent 13% of total emissions across Scopes 1, 2 and 3.

Leisure centres and facilities account for 19% of Council emissions, across all scopes.

Council vehicle fleet, machinery and transport, including Council-owned waste trucks currently operated by Ubico, account for 68% of Council emissions.

Figure 4: Total Emissions by Location

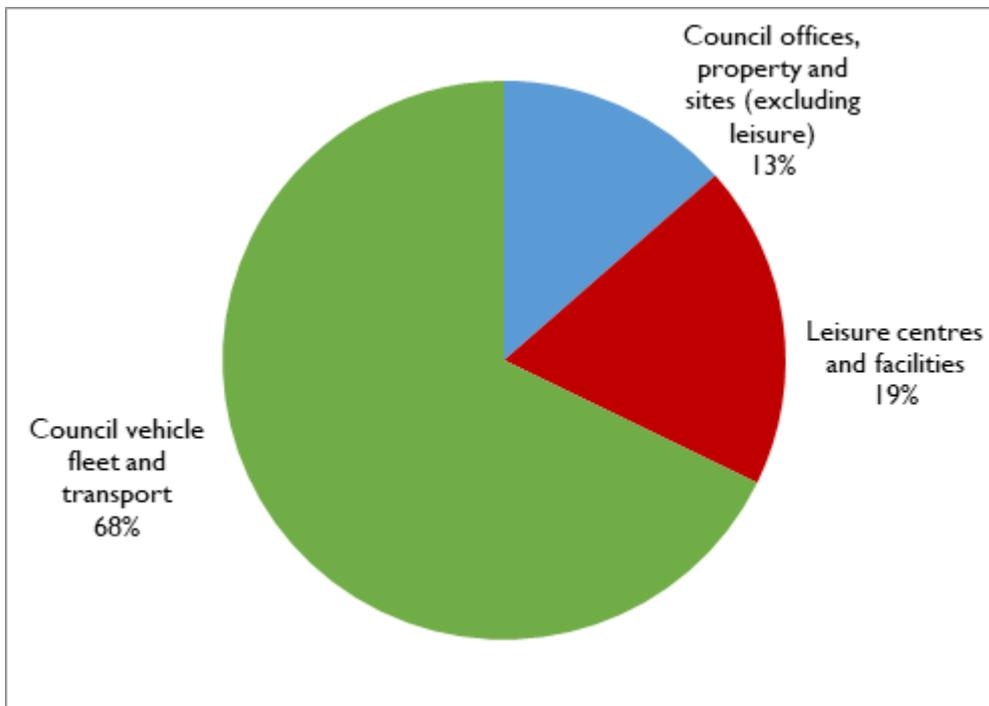
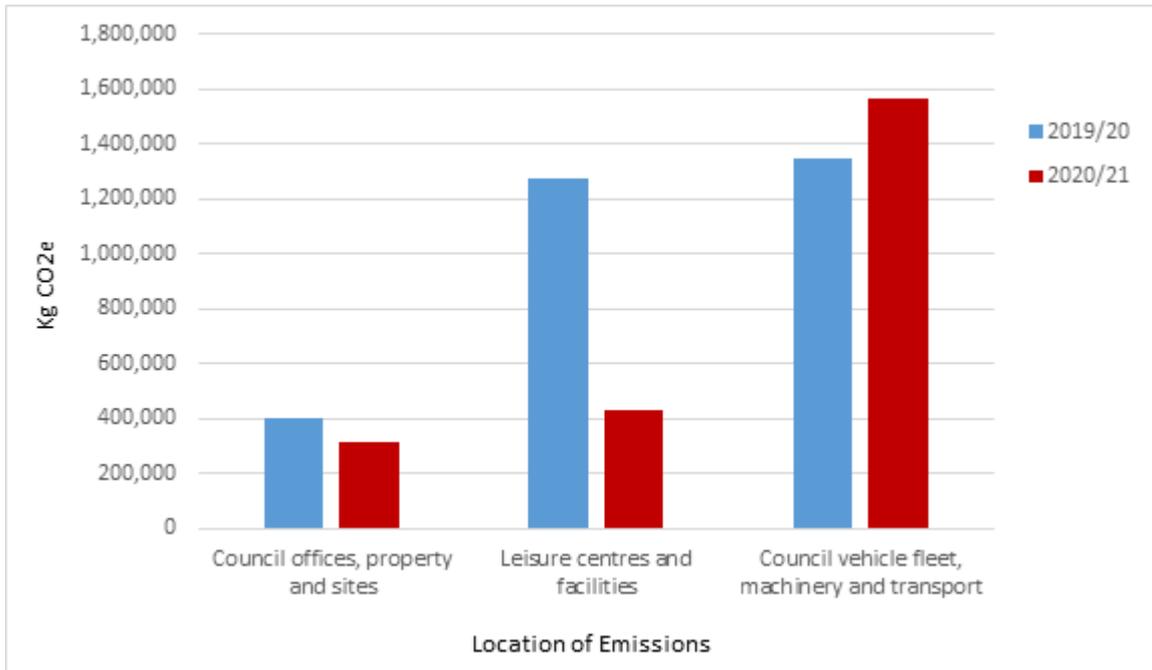


Table 4: Comparative Emissions between 2019/2020 Baseline Year and 2020/21

Location	Kg CO <sub>2</sub> e 2019/20	Kg CO <sub>2</sub> e 2020/21	Change in Kg CO <sub>2</sub> e	Percentage Change
Council offices, property and sites (excluding leisure)	400,418	311,805	-88,613	-22%
Leisure centres and facilities	1,276,260	432,673	-843,587	-66%

Council vehicle fleet and transport	1,345,521	1,565,489	219,968	16%
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Figure 5: 2020/21 Emissions by Location Compared to 2019/20 Baseline Year



Emissions from Council offices, property and sites (excluding leisure) have fallen 22% from the baseline year. This is considered to be a result of changes in behaviour during the pandemic which resulted in reduced building use.

Emissions from leisure centres and facilities have fallen 66% from the baseline year as a result of reduced energy consumption during the pandemic.

Emissions from Council vehicle fleet, machinery and transport have increased 16% from the baseline year. This is due to the Council-owned waste trucks, currently operated by Ubico, accommodating the increased waste flows during the pandemic as more residents stayed at home.

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 <p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>	<p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>
<p>Name and date of Committee</p>	<p><b>Economic and Social Overview and Scrutiny Committee</b> <b>27 January 2022</b></p>
<p>Report Number</p>	<p><b>Agenda Item 9</b></p>
<p>Subject</p>	<p><b>Committee Work Programme 2021/2022</b></p>
<p>Wards affected</p>	<p>All</p>
<p>Accountable member</p>	<p>Councillor Andrew Beaney Chairman Economic and Social Overview and Scrutiny Committee Email: <a href="mailto:andrew.beaney@westoxon.gov.uk">andrew.beaney@westoxon.gov.uk</a></p>
<p>Accountable officer</p>	<p>Democratic Services – <a href="mailto:democratic.services@westoxon.gov.uk">democratic.services@westoxon.gov.uk</a></p>
<p>Summary/Purpose</p>	<p>To provide the Committee with an updated Work Programme for 2021/2022.</p>
<p>Annex</p>	
<p>Recommendation</p>	<p>That the Committee manages its' 2021/2022 Work Programme and adds items which fall into their remit.</p>
<p>Corporate priorities</p>	<p>To enable the Committee to review its Work Programme and support the Council's priorities to protect the environment whilst supporting the local economy, to meet the current and future needs of residents and to provide efficient and value for money services, whilst delivering quality front line services.</p>
<p>Key Decision</p>	<p>No</p>
<p>Exempt</p>	<p>No</p>
<p>Consultees/ Consultation</p>	<p>None</p>

**1. BACKGROUND**

- 1.1. The Committee regularly reviews progress on its work programme and agrees a programme for the remainder of the Civic Year, having regard to the changes to the approach to scrutiny work adopted by Council on 22 October 2008.

**2. MAIN POINTS**

Below is the Work Programme for 2021/2022 for discussion and approval.

**3. FINANCIAL AND LEGAL IMPLICATIONS**

- 3.1. There are no financial or legal implications arising directly from this report.

**4. RISK ASSESSMENT**

- 4.1. Not applicable

**5. CLIMATE CHANGE IMPLICATIONS**

- 5.1. Whilst there may be climate change implications arising from specific items within the Work Programme, there are none arising directly from this report.

**6. ALTERNATIVES/OPTIONS**

- 6.1. In accordance with the Constitution of the Council, Committee has the power to investigate any matters it considers relevant to its work area, and to make recommendations to the Council, the Executive or any other Committee or Sub-Committee of the Council as it sees fit.

**7. BACKGROUND PAPERS**

- 7.1. None

## Economic and Social Committee – Work Programme 2021 / 2022

27 January 2022

	Title	Format	Lead Officer / Cabinet Member	Next report / Anticipated Completion Date	Comments
	Local Police with status update	Verbal update	Chair Superintendent Emma Garside has been invited as the Chief Constable is giving an annual update	27 January 2022	Police advised that minimum time we'd need for presentations is 40mins (20 each) plus advanced questions from your councillors.
	Council Priorities and Service Performance Report 2020-21 Quarter Two	Report	Giles Hughes / All relevant Cabinet Members – report by Mary Ann Forrest	27 January 2022	Old format. New format start in March 2022
	Budget	Report	Elizabeth Griffiths to present	27 January 2022	

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10 February 2022

	Title	Format	Lead Officer / Cabinet Member	Next report / Anticipated Completion Date	Comments
	Dental Services	Brief written update	Heather McCulloch	10 February 2022	Raised at Ec and Soc 25.11.21 for update
	Leisure Services	Questionnaire return	Councillor Doughty Stuart Wilson	10 February 2022	Report is with Andrew Beaney. Ask for Questions for the March

## Economic and Social Committee – Work Programme 2021 / 2022

					meeting for GLL to respond to.
	Oxfordshire 2050 Plan - following public consultation	Report and data	Giles Hughes	10 February 2022	For comment
	Annual Monitoring Report	Report	Chris Hargraves – report by Mary Ann Forrest	10 February 2022	To be noted – it has been to Cabinet in December. Is also going to the other 2 O&S committees
	Staffing resource need / turn over and risk mitigation - especially in Planning and other Departments that are short staffed	Report plus verbal update	Phil Shaw / Jon Dearing	10 February 2022	

31 March 2022

	Title	Format	Lead Officer / Cabinet Member	Next report / Anticipated Completion Date	Comments
	WODC Housing in for a briefing on WODC housing work and responsibilities	Presentation	Caroline Clissold	31 March 2022	
	REEMA North Site, Carterton update (Jon Wooden, Deputy Head Estates)	Verbal Update	Giles Hughes Jon Wooden	31 March 2022	Representative to attend the meeting
	GLL	Answer questions raised from Feb meeting	Stuart Wilson – officer can provide contact details from GLL	31 March 2022	

## Economic and Social Committee – Work Programme 2021 / 2022

	Upgrade to WO public space CCTV provision & monitoring arrangements	Verbal update	Councillor Davies / Andy Barge	31 March 2022	Report coming to scrutiny before Cabinet in April.
	West Eynsham Master Plan	Report	Chris Hargraves	31 March 2022	See emails of 22.12.21

## Economic and Social Committee – Work Programme 2021 / 2022

### Other Reports

Report Title	Frequency	Reason
Council Priorities and Service Performance Report 2020-21	Quarterly	Quarter 1 – September 2021 Quarter 2 – January 2022 Quarter 3 – April 2021 Quarter 4 – 8 July 2021
Upgrade to WO public space CCTV provision & monitoring arrangements	Verbal update – timescale requested January 2022	Councillor MacRae / Andy Barge
RAF Brize Norton	As required	Business model for housing on site – last update given January 2020 and briefing note circulated February 2020. 21/01/2021 – GH / NL to find out if there is any update that can be delivered at the next meeting
Health Care Provision in Oxfordshire	Ongoing	To provide an update on the impact since Covid and how it will be looked at in recovery work, impact of PHE removal in September & how WODC can help with changes.
Housing Act and service update	Annual Update required	Report to be submitted to 26 July 2021 meeting.
Enforcement Powers in the Planning Act	Update required particularly on enforcement	Report to be submitted to 26 July 2021 meeting. Members fully in support of recruitment and workflow initiatives.
Domestic Violence	As requested	Presentation received at June meeting was comprehensive.

## Economic and Social Committee – Work Programme 2021 / 2022

Report Title	Frequency	Reason
NHS Dental Services in WODC, especially Carterton	February 2022	Initial Briefing Note issued 8 July. Members require further information on how WODC are going to address the issue. 6.9.21 Members suggested inviting <a href="#">Health Watch</a> to the Committee – not progressed yet as agenda's are full until March with speakers.
Afghan Refugee updates	Weekly by email – Paula Massey	To keep the committee up to date on the work being carried out to support the refugees.

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WEST OXFORDSHIRE  
DISTRICT COUNCIL

## CABINET (EXECUTIVE) WORK PROGRAMME

### INCORPORATING NOTICE OF DECISIONS PROPOSED TO BE TAKEN IN PRIVATE SESSION AND NOTICE OF INTENTION TO MAKE A KEY DECISION

FEBRUARY 2022 – MAY 2022

To be published 18 January 2022

By virtue of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, local authorities are required to publish a notice setting out the key executive decisions that will be taken at least 28 days before such decisions are to be taken. The Regulations also require notice to be given of any matter where it is proposed that the public will be excluded during consideration of the matter.

This Forward Plan incorporates both of these requirements. In the interests of transparency, it also aims to include details of those items to be debated by the Cabinet that relate to either policy/budget formulation, matters which will be subject to a recommendation to the Council, and other matters due to be considered by the Cabinet. This programme covers a period of four months, and will be updated on a monthly basis. The timings of items may be subject to change.

It should be noted that although a date not less than 28 clear days after the date of this notice is given in each case, it is possible that matters may be rescheduled to a date which is different from that given provided, in the cases of key decisions and matters to be considered in private, that the 28 day notice has been given. In this regard, please note that agendas and reports for meetings of the Cabinet are made available on the Council's website at [www.westoxon.gov.uk/meetings](http://www.westoxon.gov.uk/meetings) five working days in advance of the meeting in question. Please also note that the agendas for meetings of the Cabinet will also incorporate a necessary further notice which is required to be given in relation to matters likely to be considered with the public excluded.

There are circumstances where a key decision can be taken, or a matter may be considered in private, even though the 28 clear days notice has not been given. If that happens, notice of the matter and the reasons will be published on the council's website, and available from the Council Offices, Woodgreen, Witney, Oxon, OX28 1NB.

#### Key Decisions

The Regulations define a key decision as an executive decision which is likely –

- (a) to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant having regard to the relevant local authority's budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the area of the authority".

The Council has decided that a cost or saving of an amount greater than £50,000 is necessary to constitute expenditure or savings which are significant for the purposes of this definition.

Please note that if a matter is approved by the Council following a recommendation from the Cabinet, that decision will not be a key decision.

### **Matters To Be Considered in Private**

The great majority of matters considered by the Council's Cabinet are considered in 'open session' when the public have the right to attend.

However, some matters are considered with the public excluded. The public may only be excluded if a resolution is passed to exclude them. The grounds for exclusion are limited to situations where confidential or exempt information may be disclosed to the public if present and, in most cases involving exempt information, where in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information. The definitions of these are set out in the Council's Constitution.

### **Documents and Queries**

Copies of, or extracts from, documents listed in the programme and any which subsequently become available are (subject to any prohibition or restriction on their disclosure), obtainable from the following, and this contact information may also be used for any queries.

Democratic Services  
West Oxfordshire District Council  
Council Offices  
Woodgreen  
Witney  
Oxon  
OX28 1NB

Email: [democratic.services@westoxon.gov.uk](mailto:democratic.services@westoxon.gov.uk)

Tel: 01993 861111

## West Oxfordshire District Council: Executive Members 2021/2022

Name of Councillor	Title and Areas of Responsibility
Michele Mead (Leader)	<b>Leader of the Council:</b> Policy Framework; Corporate Plan; Executive functions; Representation on Regional and National Bodies; Oxfordshire Partnership Board; Oxfordshire Growth Board; Oxfordshire Local Enterprise Partnership; Oxfordshire Leaders; Publica & Ubico; Democratic Services; Communications; and Afghanistan Resettlement Programme.
David Harvey (Deputy Leader)	<b>Climate Change:</b> Alternative energy; Biodiversity across the District; Carbon Neutral by 2030; Fossil fuel dependence reduction; and Local, National and County wide liaison on climate
Suzi Coul	<b>Finance:</b> Economic Development; Inward investment; Finance & Management; Council Tax and Benefits; Efficiency Agenda; Performance management of the Council; Business Development; Visitor economy; Asset management.
Merilyn Davies	<b>Communities and Housing:</b> Housing Allocations; Homelessness; Provision of Affordable Homes; Sheltered Housing accommodation; Safeguarding; Community Safety Partnership; Crime and Disorder; Neighbourhood Policing; Scrutiny of Police and Crime Commissioner; Voluntary sector engagement; Assets of Community Value; Community and Public Health; and Healthy Communities.
Jane Doughty	<b>Customer Delivery:</b> Parish and Town Liaison; Equality and Diversity; Customer Services; ICT and services; Health and Safety; Councillor Development; Broadband; Sports and Leisure Facilities; Public art; Community; Facilities Grants; and Community Revenue Grants.
Jeff Haine	<b>Strategic Planning:</b> Regional Spatial Strategy; Local Plan; Government planning policies and guidance; Conservation and Design; Design and Historic Environment; Landscape/Biodiversity; Strategic Housing; Development Management; and Ensuring planning policies meet 2030 requirement
Norman MacRae MBE	<b>Environment:</b> Car Parking; Waste Collection and Recycling; Street Scene (Cleansing, Litter and Grounds Maintenance); Energy Advice; Flood Alleviation; Environmental and Regulatory; Environmental Partnership

Item for Decision	Key Decision (Yes / No)	Likely to be Considered in Private (Yes / No)	Decision – Maker	Date of Decision	Cabinet Member	Lead Officer	Consultation	Background Documents
1. Budget 2022/2023 – to include Capital Programme, Council Tax levels, MTFs, Strategies	Yes	No	Cabinet Council	16 Feb 2022	Cllr Coul	Elizabeth Griffiths	Via FMOS – 09.02.22	
2. Fees and Charges 2022/2023	Yes	No	Cabinet Council	16 Feb 2022	Cllr Coul	Elizabeth Griffiths	Via FMOS – 09.02.22	
3. Performance Monitoring Report Q3 – 2021/22	No	No	Cabinet	16 Feb 2022	Cllr Mead			
4. Agile Working project	Yes	No	Cabinet Council	16 Feb 2022	Councillor Mead	Phil Martin / Carl Jones		
5. Allocation of funding for installation of Electric Vehicle Charging Points	Yes	No	Cabinet Council	16 Feb 2022	Councillor Harvey	Claire Locke		Moved from Nov 2021
6. Homelessness Prevention Grant 2022-23 – Spending Proposal	No	No	Cabinet	16 Feb 2022	Councillor Davies	Jon Dearing	Portfolio Holder, S151 Officer, Head of Paid Service, Legal, Monitoring Officer, Group Manager	New

Item for Decision	Key Decision (Yes / No)	Likely to be Considered in Private (Yes / No)	Decision – Maker	Date of Decision	Cabinet Member	Lead Officer	Consultation	Background Documents
7. Covid -19 Additional Relief Fund (CARF)	No	No	Cabinet	16 Feb 2022	Councillor Coul	Mandy Fathers	Portfolio Holder, Leader, Deputy Leader, Monitoring Officer, Interim head of Legal Serviced, Group Manager for Resident Services	New
8. Oxfordshire Plan – feedback from consultation	Yes	No	Cabinet	16 March 2022		Giles Hughes	Ec&Soc – February 2022	
9. Consideration of options for the future provision of legal services to the Council	Yes	No	Cabinet	16 March 2022	Councillor Mead	Giles Hughes		
10. Local Development Scheme (LDS) Update	Yes	No	Cabinet	16 March 2022	Cllr Haine	Chris Hargreaves		Slipped from February
11. West Oxfordshire Local Plan 2041 – Initial Issues and Scoping Consultation	Yes	No	Cabinet	16 March 2022	Cllr Haine	Chris Hargreaves		Slipped from February
12. Response to OCC's Draft Local Transport & Connectivity Plan (LTCP5)	Yes	No	Cabinet	16 March 2022	Councillor Haine	Chris Hargreaves		New

Item for Decision	Key Decision (Yes / No)	Likely to be Considered in Private (Yes / No)	Decision – Maker	Date of Decision	Cabinet Member	Lead Officer	Consultation	Background Documents
13. Oxfordshire Recovery and Renewal Framework	Yes	No	Cabinet	16 March 2022		Frank Wilson		
14. Approval of upgrade to West Oxfordshire's public space CCTV provision and monitoring arrangements	Yes	No	Cabinet	20 April 2022	All relevant Cabinet Members	Andy Barge	Via Ec&Soc O&S	
15. Publica Business Plan	No	No	Cabinet	20 April 2022	All Cabinet Members	Jan Britton / Frank Wilson	Considered by FMOS – 13.04.22	
16. Review of Options- Hensington Road, Woodstock	No	No	Cabinet  Council	April / May  TBC	Councillor Haine / Councillor Coul	Claire Locke		
17. Allocation of Outside Bodies representatives	No	No	Cabinet	May 2022	Councillor Mead	Amy Bridgewater-Carnall		
18. Approval of Whistle Blowing Policy	No	No	Cabinet	May 2022	Councillor Mead	Emma Cathcart	Legal Services Team, JMT/CMT, Governance Group, Via – Audit and General Purposes Committee April 2022	<b>New</b>



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