

# Public Document Pack



Tuesday, 31 January 2023

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## EXECUTIVE

You are summoned to a meeting of the Executive which will be held in the Council Chamber, Woodgreen, Witney OX28 1NB on **Wednesday, 8 February 2023 at 2.00 pm.**



Giles Hughes  
Chief Executive

To: Members of the Executive

Councillors: Andy Graham (Leader), Duncan Enright (Deputy Leader), Joy Aitman, Lidia Arciszewska, Dan Levy, Mathew Parkinson, Andrew Prosser, Carl Rylett and Geoff Saul

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 - 12)  
To approve the minutes of the meeting held on 11 January 2023.
2. **Apologies for Absence**
3. **Declarations of Interest**  
To receive any declarations from Members of the Committee on any items to be considered at the meeting
4. **Participation of the Public**  
Members of the public may ask a question at a meeting of the Executive for up to three minutes on any item of business for decision at the meeting or on any issue that affects the district or its people. Members of the public wishing to speak at an Executive meeting must notify [democratic.services@westoxon.gov.uk](mailto:democratic.services@westoxon.gov.uk), including their name and the agenda item or topic they wish to speak on, by 2.00pm two clear working days before the meeting (e.g. for a Wednesday meeting, the deadline would be 2.00pm on the Friday before). If the topic of the question is not within the remit of the Council, advice will be provided on where best to direct the question. The relevant Executive Member will either respond verbally at the meeting or provide a written response which will be included in the minutes of the meeting.
5. **Receipt of Announcements**  
Purpose:  
To receive any announcements from the Leader of the Council or Members of the Executive.
6. **Budget 2023/24 and Medium Term Financial Plan** (Pages 13 - 96)  
Purpose:  
This report provides an update on the developing budget for 2023/24. To consider:
  - 1) The draft base budgets for 2023/24
  - 2) The Council's Capital Programme for 2023/24 to 2031/32
  - 3) The level of Council Tax for 2023/24
  - 4) The Medium Term Financial Strategy
  - 5) The response from the statutory budget consultation

## Recommendations:

That the Executive resolves to:

Recommend the following to Council for approval:

- i) The General Fund revenue budgets as summarised in Annex B
- ii) The updated Medium Term Financial Strategy in Annex E
- iii) The Capital Programme for 2023/24 to 2031/32 as set out in Annex D
- iv) Fees and Charges, as previously circulated and set out in Annex H
- v) The Council's Pay Policy Statement as set out in Annex J
- vi) The level of District Council Tax for 2023/24 for a Band D property of £119.38 as shown in Annex G

And recommend the following to Council for noting:

- vii) The Parish Precepts and Tax Levels set out in Annex G.

7. **Planned Expenditure of the Homelessness Prevention Grant 2023-2025 (Pages 97 - 114)**

Purpose:

To consider the planned expenditure of the Homelessness Prevention Grant for 2023 – 2025 (incorporating the Domestic Abuse New Burden’s allocations for 2023- 2025)

Recommendation:

That the Executive resolves to:

- a) Approve the expenditure detailed within section 2 of this report
- b) Approve expenditure for the Fixed Term Contract posts until 2025, as detailed in paragraph 2.7
- c) Approve the delegation of any amendments to these allocations to the Business Manager - Housing in consultation with the Executive Member for Housing and the Chief Finance Officer subject to compliance with the ring fenced grant conditions
- d) Delegate authority to the Business Manager – Housing, in consultation with the Executive Member for Housing and Chief Finance Officer, decisions on any other uplifts or grants that may be given over the financial years 2023-24 to 2024-25 to address increased demands on the Housing Service, subject to compliance with the ring fenced grant conditions.

8. **Renewal or non-Renewal of LoyalFree (Pages 115 - 130)**

Purpose:

A decision is sought as to whether the council should continue to fund the LoyalFree app.

Recommendation:

That the Executive resolves to agree not to renew the contract with LoyalFree.

9. **Consideration of the Levelling-up and Regeneration Bill: Reforms to National Planning Policy (Pages 131 - 160)**

Purpose:

To consider and agree a response to the Government’s proposed changes to national planning policy.

Recommendation:

That the Executive resolves to:

- a) Note the content of the report including the summary overview of proposed changes attached at Annex A; and
- b) Agree that the draft response attached at Annex B be submitted as the District Council’s formal response to the consultation.

10. **Consideration of Local Authority Housing Fund (Pages 161 - 204)**

Purposes:

To consider whether to support an application to the Local Authority Housing Fund and sign the associated Memorandum of Understanding.

Recommendations:

That the Executive resolves to:

- a) Approve that an application to the Housing Support Fund be made;
- b) Authorise the Chief Executive to sign the Memorandum of Understanding

(attached at Annex B);

- c) Agree that further due diligence be conducted to determine the most appropriate delivery mechanism for the Council and a further report be brought back to the Executive to consider this;
- d) Recommend to Council to allocate Capital Funding of £2m to match fund the capital grant payable by Department for Levelling Up, Communities and Local Government in the event of a direct acquisition approach;
- e) Recommend to Council to allocate Section 106 funding to support the business case up to a maximum of £40,000 per unit to gap fund the scheme to deliver affordable rents in the event of a direct acquisition approach.

(END)

## WEST OXFORDSHIRE DISTRICT COUNCIL

### Minutes of the meeting of the Cabinet

Held in the Woodstock Community Centre, 32 New Rd, Woodstock, OX20 1PB at 3.00 pm  
on **Wednesday, 11 January 2023**

### PRESENT

Councillors: , , Andy Graham, Duncan Enright, Joy Aitman, Lidia Arciszewska, Dan Levy, Mathew Parkinson, Andrew Prosser, Carl Rylett and Geoff Saul

Officers: Giles Hughes (Chief Executive), Elizabeth Griffiths (Chief Finance Officer, Deputy Chief Executive and Section 151 Officer), Andrew Brown (Democratic Services Business Manager), Max Thompson, Anne Learmonth, Michelle Ouzman, Georgina Dyer (Business Partner Accountant) and Astrid Harvey

Other Councillors in attendance:

#### **106 Minutes of Previous Meeting**

The minutes of the meeting held on Wednesday 14 December 2022 were approved by the Cabinet, and signed by Councillor Andy Graham, Leader of the Council.

#### **107 Apologies for Absence**

There were no apologies for absence.

#### **108 Declarations of Interest**

There were no declarations of interest received.

#### **109 Participation of the Public**

The Leader of the Council, Councillor Andy Graham, welcomed all attendees to the meeting, and thanked the members of the public for attending. The Leader advised that this meeting was the third in the series of the Council's "Cabinet on Tour", having held previous meetings in Charlbury and Chipping Norton.

The Leader explained that during the meeting, Cabinet members would be answering 5 public questions that had been received in advance of the meeting, and that if members of the public wished to stay behind to speak informally with a Cabinet member, they were welcome to do so.

The Cabinet provided the following answers to the following questions:

**QI** Asked by Frances Stevenson:

My question is on the subject of the proposed Botley West Solar Farm, in particular WODC's position on the proposal and its plans to address it.

**AI** Answered by Councillor Carl Rylett, Cabinet Member for Planning and Sustainable Development:

Cabinet

11/January2023

The proposed Solar Farm is a very significant project that has implications both nationally and locally. The Council has yet to formally determine its stance- not least because the proposals have yet to be formally submitted in their detailed form and as such the full implications are not yet known. In the interim the Council is committed to securing the maximum level of public engagement between the developer and the local community to ensure that all relevant factors will be considered when the Council is in a position to take a position and make its representations to the Planning Inspector.

**Q2** Asked by Dr Alan Hearne:

A key element in the Council's response to the Climate Emergency is an intention to reduce the production of carbon from existing homes, by assisting in the removal of gas and oil fired boilers with a continuous programme of "retrofitting" them with non/low carbon technologies. The draft Council Plan being considered at today's meeting commits to "work with residents to facilitate the retrofit of carbon reduction measures in homes". (Priority 4, Page 12, Bullet 3).

For those of us who own and live in Listed Buildings or the 50 Conservation Areas in the District, such a "retrofit" is virtually impossible because nothing has changed in the way the Council considers proposals to improve our properties.

The key advisory documents Greener Historic Buildings and Design Guides 6 and 16 have not been redrafted to give guidance about what type of "retrofit" is acceptable .

Our Planning and Conservation Officers do not appear to have been briefed about the sort of "retrofit" they should look on sympathetically.

All proposals are, therefore, still considered on a "case by case basis", against a vague policy framework. Applications for solar panels, double glazing and the works necessary to install and make heat pumps effective are likely to be refused.

Making an application is expensive so few LB owners are going to attempt a "retrofit" when the chance of success is low. This is not a trivial issue: c10% of homes in the District are LBs or in CAs and they probably use 12/13% of energy in the sector.

WODC is not alone in having this problem. (Financial Times: 30/12/22 "Heritage rules block energy efficiency and renewables for historic UK homes.") However, Royal Borough of Kensington & Chelsea is showing a realistic way forward, having published a Local Listed Building Consent Order in March 2022 which "gives consent for solar panels on most Grade 2 and 2\* LBs without the need for individual LB consent." (Lead Cllr for Planning). It is now consulting about how best to do the same thing in respect of secondary and double glazing.

The Government's draft "Levelling Up and Regeneration Bill" identifies the need to review the "practical planning barriers" faced by LBs and in CAs (Ch8, para9, p51) and is proposing to amend the NPPF to give "significant weight" to energy efficiency improvements (new para 161).

I, therefore, ask the Cabinet to make real the Council's commitment to work with residents to decarbonise homes by putting in place new policies and guidance in respect of "retrofits" for LB and buildings in CAs. These should eventually remove the need for the vast majority of "retrofits" on Grade 2/2\* buildings to secure LBC or PP.

**A2** Answered by Councillor Andrew Prosser, Cabinet Member for Climate Change:

Cabinet

11/January2023

One of the Council's key priorities is to support residents in improving the energy efficiency of their homes and businesses. To achieve net zero in the district by 2050, it is important that traditional and listed buildings are retrofitted with carbon reduction measures. The Net Zero Carbon Toolkit was released in 2021 and provides advice to homeowners on how to plan a net zero housing project and includes a retrofit section.

All planning applications are encouraged to include a Sustainability Statement which sets out how high energy standards in the Sustainability Standards Checklist are to be met. This will become a compulsory requirement on 1 February 2023 when the new validation checklist comes into force and will be supported with internal training.

There is however a separate legal duty on councils to ensure that the character and historic integrity of listed buildings is given more weight in planning decisions than that which currently applies to climate change. This is enshrined in statute and as such is not open to the Council to change.

The Conservation Officers are fully briefed upon, and signed up to, seeking appropriate adaptations to respect the legal duty to conserve the listed building whilst reducing carbon emissions. This can however only take place within the legal framework outlined above and as such householders will often need to adapt "standard" solutions to ensure that the buildings are preserved for future generations. Thus ground mounted arrays, fitting them on less conspicuous elevations, fitting them on secondary outbuildings, and use of secondary as opposed to double glazing are all likely to be preferable to solutions that have not had regard to the legal duty that requires a case by case assessment in order to preserve the limited stock of listed buildings. There is no additional cost for LB applications. There is also no empirical data that supports the contention that the chances of approval are low.

Officers have separately had detailed engagement with the key officers at Kensington and Chelsea who were responsible for the implementation of the Listed Building Consent Order (LBCO). Their advice is that this was possible in a heavily built up area with largely homogenous high buildings and very limited street views of rooftops like London, but in the context of a rural area like West Oxfordshire with less uniformity of form, lower buildings and much more open roofscapes was likely to be much more problematic. Even the K&C scheme still requires the submission of details, public consultation and potentially the submission of a separate application for Building Regulations Approval and as such it still involves almost identical processes and details as currently required. They also have far less issue with the roof voids being used by protected species such as bats and birds than is the case in rural areas and where inadvertently a LBCO approach could induce a criminal offence. Critically the measures would only apply to Listed Buildings, whereas West Oxfordshire has a very significant housing stock of non-listed but nonetheless visually important older properties that contribute to the character and importance of the area but which would be excluded from the LBCO approach.

As part of the Local Plan review (alongside any changes to the National Planning Policy Framework), we are building up a strong evidence base for net zero and retrofit policies, in collaboration with leading local authorities and technical experts. New design guidance will provide further advice on how to incorporate energy efficiency measures in traditional and listed buildings and include best practice examples.

In parallel, we are developing our district wide retrofit strategy and are collaborating with the county council's retrofit leads and other local authorities. We are keen to incorporate Oxfordshire University research findings on traditional and listed buildings.

Cabinet

11/January2023

**Q3** Asked by Sharone Parnes:

When will the report on the proposed Blenheim power station be available, and - noting how the January 5th Facebook Live session with the Leader and another Cabinet Member showed how WODC is so well-equipped for live webcasting on Facebook Live - why was it not made possible for this question, other public participation submissions, and the Cabinet on tour meeting itself to be webcast on Facebook Live or Zoom for the benefit of those members of the public who cannot attend and/or who may be interested in viewing it on-demand subsequently?

**A3** Answered by Councillor Andy Graham, Leader of the Council:

The deadlines for the Local Impact Report that will be prepared by the Council on the Botley West proposal are not known yet. These will be set by the Planning Inspectorate after the developer submits the formal application to them.

The Council is currently working on installing the equipment required within our meeting rooms to be able to broadcast them so they can be viewed online. This will enable public meetings held in the council's offices to be live streamed to the website for anyone to watch.

Many of the local venues we visit during Cabinet on Tour are not equipped with the equipment to live stream the meetings. The council does not have the equipment or expertise to live stream large meetings held outside our offices. Previous experience gathered during the pandemic showed that to do so would come at a significant cost to the taxpayer.

The Facebook Live Q&A sessions are one room, with only a few people and require far less equipment and skill to run. The capability has been built in-house to run these sessions as an additional way for residents to ask questions of Cabinet, outside of other more formal settings.

**Q4** Asked by Stan Scott:

I wanted to ask about your inaction to assist Woodstock in its opposition to the parking scheme and charges to be imposed upon us by the County Council in order to make money, and later upon West Oxfordshire.

I am an ordinary resident of Woodstock, not affiliated to any particular group or political party. I respect our Councils and local democracy, but despair at the way in which our votes and majority comment have been ignored, in favour of slavishly following Liberal Democrat policy in County, District and Town Councils about this parking scheme, instead of representing local wishes and electors. The malpractice of individual Town Councillors who want all day parking permits for themselves and their friends has been tolerated and excused, but the scheme will damage local business and the trust of local people. This is an enormous gamble with the future of the town centre, and will drive shoppers to other towns and retail parks.

Have we no-one to represent us?

**A4** Answered by Councillor Dan Levy, Cabinet Member for Finance:

West Oxfordshire District Council and Oxfordshire County Council are working closely to manage the particular parking issues in Woodstock.



Cabinet

11/January2023

Because of the welcome influx of visitors, the parking situation in Woodstock is different to other places in West Oxfordshire, and, after significant consultation with residents and with the Town Council, a residents parking scheme is being introduced, primarily to improve the ability of local residents to park close to their homes and to ensure that local businesses can operate well.

**Q5** Asked by Councillor Harry St. John:

Can West Oxfordshire District Council (WODC), as the planning authority with most of the site in its jurisdiction, request the applicant to repeat the advertising and public notification/consultation with a more accurate description - it is currently named the Botley West solar farm whereas the vast majority of the solar farm impact is in WODC wards nowhere near Botley? It should surely be named the Blenheim Estate (BE) Solar Farm since BE appear to own most of the land involved - I believe many local residents are not aware that the Botley West proposal is actually largely in WODC and have therefore ignored the initial publicity etc.

Given an NSIP can entail, as I understand it, the use of compulsory powers can the applicant be asked to say whether this would be the case for the laying of cables under or electricity poles/pylons/lines over land between the three sites that BE and Merton College don't own?

**A5** Answered by Councillor Carl Rylett, Cabinet Member for Planning and Sustainable Development:

The Council does not have control over what the developer calls the site. However a key part of the process is ensuring that the scheme has been adequately consulted upon and in that regard, we will be requiring extensive engagement with local communities.

The details are not as yet known as the proposals are only at initial engagement stage but matters such as the cable runs, CPO powers etc. will be revealed at the more detailed submission stage.

### **110** Receipt of Announcements

The Leader announced that Agenda Item 7, Revised Council Plan, would be taken ahead of Agenda Item 6, Update of 2023/24 Budget. This was agreed to by Cabinet.

There were no other announcements made by Cabinet.

### **111** Revised Council Plan

Councillor Andy Graham, Leader of the Council, introduced the Revised Council Plan for 2023-2027, which is being developed in order to succeed the previous plan that covered the period 2020-2024.

Councillor Graham explained to the meeting the purpose of the plan, and explained that the plan had gone through an extensive consultation period, as well as being scrutinised by the Council's Overview and Scrutiny Committees. Councillor Graham stated that he was very pleased to see that public recommendations had been incorporated into the plan, and that overall approval of the plan would be sought at the next Council meeting.

Cabinet

11/January2023

In May 2022 there was a change of administration at the District Council and in July 2022, it was agreed that in light of the changing context in which the Council Plan 2020–2024 was developed (not least by the impacts of the Covid-19 pandemic) that a review of the Council Plan would be appropriate.

The West Oxfordshire Council Plan 2023-2027 presents five new strategic priorities for the District which reflect the wide ranging issues and challenges requiring focus and attention over the immediate and longer term. The Council Plan has been discussed by the Overview and Scrutiny Committees to enable their views and insights to be taken into account in the finalisation of the document ahead of adoption of the Council Plan by Council in early 2023.

Councillor Duncan Enright, Deputy Leader of the Council and Cabinet Member for Economic Development, thanked the work of the Council's Chief Executive Officer, Giles Hughes; Astrid Harvey, Strategic Policy and Partnerships Officer who authored the report; Members of the Council's Scrutiny Committees, and the engagement of Town & Parish Councils in bringing this plan to fruition.

Councillor Graham proposed to agree the Revised Council Plan and its adoption by Council. This was seconded by Councillor Duncan Enright, and was agreed unanimously by Cabinet.

Cabinet **Resolved** to:

- a) endorse the Draft West Oxfordshire Council Plan 2023-2027 and recommends its adoption by the Council, subject to any amendments, as appropriate, to take into account resolutions arising from the Overview and Scrutiny Committees.
- b) grant delegated authority to the Chief Executive in consultation with the Leader to make amendments to the Draft as above prior to consideration by Council.

## **112 Update of 2023/24 Budget**

Councillor Dan Levy, Cabinet Member for Finance, introduced the report which provides an update on the developing budget for 2023/24. The report will recommend:

- 1) The draft base budgets for 2023/24;
- 2) Fees and charges for 2023/24;
- 3) Adoption of the Council Tax Base for 2023/24;
- 4) The submission of the business rates return.

Councillor Levy gave an overview on budget update, and thanked those members of the public who had submitted responses to the much publicised Budget Consultation being run by the Council, which was soon to come to a close.

Councillor Levy stated that since the last meeting of Cabinet, the Financial Management Overview and Scrutiny (FMOS) Committee had reviewed the budget proposals, and had mainly gone into detail regarding the Medium Term Financial Strategy (MTFS). Councillor Levy further explained that the MTFS reflects that there is always a danger that business rates could be reviewed, and that wider government funding, such as the New Homes Bonus, may be less generous than previously envisaged.

Cabinet

11/January2023

Councillor Levy set out that very little local income is derived from own fees and charges, as set out in government policy. An example of this being that Council Tax can be raised by no more than 3% or £5. Councillor Levy reassured all Members and attendees that the MTFS is taken extremely seriously by the Council's administration, and that there may be difficult decisions to be taken in the future.

Councillor Levy summed up by stating that the administration are fully committed to improving services, addressing climate change, and supporting residents across the West Oxfordshire district, and that this is reflected in the priorities outlined in the Council Plan.

Councillor Mathew Parkinson, Cabinet Member for Customer Delivery, asked what the acronym 'MTFS' stood for. Councillor Levy responded stating that it was the Medium Term Financial Strategy.

Councillor Harry St. John queried what the acronym 'MRP' stood for. The Chief Finance Officer responded by stating that it was the Minimum Revenue Provision; a local government accounting requirement that pays down the value of assets over their life.

A question was raised by Dr. Alan Hearne, a member of the public in attendance, regarding how much money is saved by the Council in outsourcing various pieces of work. Councillor Levy responded stating that the Council has various working partnerships with other organisations, which fall under the Council's remit through ownership and has delivered savings for the Council. An example of this is the working practise of 'Ubico', for the provision of waste collections within the District.

Councillor Levy proposed to agree the update on the 2023/24 Budget. This was seconded by Councillor Andy Graham, and was agreed unanimously by Cabinet.

Cabinet **Resolved** to:

1) Approve the draft fees and charges for 2023/24, as detailed in Annex H, for inclusion as part of the Budget recommendations to Council on Wednesday 15<sup>th</sup> of February 2023.

And **Recommended** Council to:

2) Approve the Council Tax Base shown in Annex G, calculated as £47,078.85 for the year 2023/24;

3) Authorise the Chief Finance Officer to submit the National Non Domestic Rates Return 1 (NNDRI) to the Ministry of Housing, Communities and Local Government by the submission date of 31st January 2023;

4) Authorise the Chief Finance Officer to approve the annual uprating of allowances and non-dependent deductions in the Local Council Tax Support Scheme in line with national regulations.

### **113 Option appraisal and funding agreement for heating system and decarbonisation measures at Carterton Leisure Centre**

Councillor Andrew Prosser, Cabinet Member for Climate Change, introduced the options appraisal report to Cabinet. This report was to note the process being followed to enable the options for new heating systems at Carterton Leisure Centre to be considered and to delegate decision making on the option to be progressed and whether a grant offer for Private Sector Decarbonisation Scheme (PSDS) funding should be accepted.

Cabinet

11/January2023

Councillor Prosser proposed to agree recommendations surrounding Carterton Leisure Centre. This was seconded by Councillor Dan Levy, and was agreed unanimously by Cabinet.

Cabinet **Resolved** to delegate authority to Chief Executive in consultation with the Deputy Chief Executive and Section 151 Officer, Cabinet Members for Finance and for Climate Change, to:


- a) Agree the selection of a preferred option based on the optioneering report commissioned from consultants.
- b) Agree whether a PSDS grant offer should be accepted, if the option selected is (a), is eligible for funding.
- c) Agree to underwrite the additional pre contract revenue costs required to complete the IGP, once an option is selected and costs can be confirmed.
- d) Include the Capital and Revenue implications associated with the selected option, in the revised Medium Term Financial Strategy.

Councillor Andy Graham, Leader of The Council, closed the meeting by thanking members of the public for their attendance.

The meeting closed at 3.47pm.

The Meeting closed at 3.47 pm

CHAIRMAN

 <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>EXECUTIVE – 8 FEBRUARY 2023</b></p>
<p>Subject</p>	<p><b>UPDATE OF 2023/24 BUDGET</b></p>
<p>Wards affected</p>	<p>All</p>
<p>Accountable member</p>	<p>Cllr Dan Levy Executive Member for Finance Email: <a href="mailto:dan.levy@westoxon.gov.uk">dan.levy@westoxon.gov.uk</a></p>
<p>Accountable officer</p>	<p>Elizabeth Griffiths, Section 151 Officer Email: <a href="mailto:elizabeth.griffiths@westoxon.gov.uk">elizabeth.griffiths@westoxon.gov.uk</a></p>
<p>Summary/Purpose</p>	<p>This report provides an update on the developing budget for 2023/24. To consider:</p> <ol style="list-style-type: none"> <li>1) The draft base budgets for 2023/24</li> <li>2) The Council's Capital Programme for 2023/24 to 2031/32</li> <li>3) The level of Council Tax for 2023/24</li> <li>4) The Medium Term Financial Strategy</li> <li>5) The response from the statutory budget consultation</li> </ol>
<p>Annexes</p>	<p>Annex A – Detail of base budget changes by service area Annex B – Prior year comparison Annex C – Budget increase proposals Annex D – Draft Capital Programme Annex E – Draft MTFS – v1 &amp; 2 Annex F – MTFS Graphs Annex G – Council Tax Schedules 1-4 Annex H – Fees &amp; Charges 2023/24 Annex I – Responses from the annual statutory budget consultation Annex J – Council Pay Policy Statement</p>
<p>Recommendation</p>	<p>That the Executive resolves to recommend the following to Council for approval:</p> <ol style="list-style-type: none"> <li>i) The General Fund revenue budgets as summarised in Annex B</li> <li>ii) The updated Medium Term Financial Strategy in Annex E</li> <li>iii) The Capital Programme for 2023/24 to 2031/32 as set out in Annex D</li> <li>iv) Fees and Charges, as previously circulated and set out in Annex H</li> <li>v) The Council's Pay Policy Statement as set out in Annex J</li> </ol>

	<p>vi) The level of District Council Tax for 2023/24 for a Band D property of £119.38 as shown in Annex G</p> <p>And the following for noting:</p> <p>vii) The Parish Precepts and Tax Levels set out in Annex G.</p>
Corporate priorities	<p>Modern Council Services and Sustainable Finance:</p> <p>Delivering excellent modern services whilst ensuring the financial sustainability of the Council</p>
Key Decision	No
Exempt	No

## I. BACKGROUND

- 1.1. Each year the Council prepares its budget for the following year. A pre settlement draft was circulated in December for comment. This update includes the annual settlement which is given in December. A further update incorporating the NNDR calculation will be prepared in advance of the Council meeting later in February. It was hoped that this final calculation would be available for these papers but a combination of late advice from government and the delay of a software patch from our system providers Civica – which affects all Councils who run this system – has meant that this figure is unfortunately not yet available. Although the settlement is now known for 2023/24, as well as the rates calculation which is still outstanding and could change the funding figures, there are still items such as unapproved growth which are under consideration and as such, this draft of the budget is still subject to change.

## 2. MAIN POINTS

- 2.1. The government settlement in December proved generous with New Homes Bonus, which was expected to be discontinued, remaining, albeit at a lower level but with an additional funding guarantee grant being given to make up the difference. We have also been told that the rates reset has been postponed to at least 2025/26.
- 2.2. For several years now we have been forecasting an expected drop in funding. This has meant that each year we tend to forecast that while funding is sufficient for the current year, a reduction in future year's funding will cause us to have a budget deficit. Predicting Govt funding is always difficult but the last few years have created even more uncertainty. Cycles of funding changes, such as baseline rates resets, were broken by the onset of the pandemic which saw huge amounts of central Govt cash being distributed through furlough schemes and business support grants. This has been followed by political turmoil and uncertainty and global economic upheaval. The settlement given this year has reversed the funding shortfall of the first draft – but while last year's settlement gave us a surplus of £1.6m after budget increase proposals, due to the funding gap being much wider this year, the settlement gives us a surplus of only £189k before budget increase proposals.
- 2.3. While we have operated for several years now under the threat of funding cuts, what we could not have foreseen was the huge rise in inflation in 2022. Even without any actual growth, in the same way that residents have seen their household bills increase exponentially, the Council is experiencing huge rises in the cost of external contracts, consumables, utility costs, borrowing costs and project expenditure. This of course aligns with a large increase in wage costs which, while less than inflation, is still a significant increase to our budget. This dramatic increase in base budget – which we can neither control in the short term nor avoid – means that we have used up any buffer in our funding envelope and even more normal inflationary increases in future years will take us beyond it, with the risk that funding cuts could make the gap insurmountable without radical interventions. We can see from the overspends being reported in our Q3 financial performance report that the unexpected additional cost and reduction in income being incurred this year is likely to consume the £1.6m surplus we initially projected and is further confirmation of the trajectory of our finances.
- 2.4. As part of our forward planning, and in line with our expectation of funding cuts, we have kept our costs very tightly controlled over the past few years and taken surpluses to reserves where possible. This has the double benefit that our current baseline budget has been as tightly

controlled as possible and we do have sufficient reserves to cover expected deficits in the short term. This however, can only be temporary and we must identify and implement remedial cost cutting measures or we will relatively quickly drain those reserves. These are unlikely to be welcome or easy steps to take and will, by necessity, go beyond simple efficiency savings.

2.5. The Council had already put in place an investment strategy to generate additional income and had initiated efficiency reviews in areas such as Waste. While we have been quick to seize potential opportunities for investment, they have proved to be few and far between and the current economic climate has put further pressure on these not only in terms of future returns but also on the cost of borrowing. Given the difficulty we have experienced in finding suitable investment opportunities, achieving additional revenue from this source must be viewed as ad hoc and something to be pursued as a strategy when the opportunity presents itself but we cannot rely on it to address the funding gap. As the unexpected surge in inflation has widened the budget gap it's clear that while we will press on with these plans they remain helpful and important but are no longer sufficient to address the extent of the problem.

2.6. The table below shows the key first draft changes to budget and funding that turned a £1.6m surplus in 2022/23 into an expected £1.85m deficit in 2023/24, a swing of almost £3.5m.



2022/23 budget surplus		(1,609,731)
<b>Budget Movements</b>	<b>£</b>	<b>£</b>
<b><u>Changes in expenditure</u></b>		
Pay Inflation & Councillors Allowances	845,485	
Electricity & Gas Inflation	253,171	
Leisure Income Contingency	558,613	
Recycling sorting cost increase	80,000	
Loss of on street parking income	169,390	
One off growth reversal	(772,000)	
Ubico Contract cost increase	754,099	
Other adjustments identified in budget meetings	(133,912)	
Interest on external borrowing	539,518	
		<hr/> 2,294,363
<b><u>Changes in income</u></b>		
Waste Collection fees to Parish Councils	(50,000)	
Proposed Garden Waste licence increase by £5	(124,635)	
Other fees & charges increases	(90,621)	
Income expected from Investment Recovery Strategy	(1,142,396)	
Other adjustments identified in budget meetings	23,940	
Additional property rental income	(114,325)	
		<hr/> (1,498,037)
<b><u>Changes in funding</u></b>		
MRP	431,339	
Business Rates	102,000	
Council Tax	(339,072)	
Council Tax surplus	75,000	
Use of Earmarked Reserves	293,987	
New Homes Bonus	2,378,105	
2022/23 Service Grant	148,000	
Revenue Support Grant	79,268	
Potential Replacement Government Funding	(500,000)	
		<hr/> 2,668,627
<b>2023/24 DRAFT BUDGET SHORTFALL</b>		<hr/> <b>1,855,222</b> <hr/>

- 2.7. The settlement has increased our funding significantly for the coming year, temporarily reversing the deficit. It is worth remembering that all of these funding changes are beyond our control. We cannot earn or guarantee them for future years and it's just as possible that they disappear at short notice as they are to be maintained – which is why we cannot afford to be complacent about the unexpected providence of the current year. In our response to the recent consultation on the settlement we highlighted, as I'm sure other Councils also did, the difficulty of long term planning in the context of only short term sight of our funding.

Budget deficit presented to Scrutiny & Cabinet in Dec 22 1,855,222

	£	£
<b>Revenue changes</b>		
Interest on external borrowing	(173,156)	
Bulky Waste	(11,540)	
Investment Recovery Income	87,500	
		<hr/>
		(97,196)
<b>Funding Changes</b>		
MRP	(19,100)	
Revenue Support Grant	(87,274)	
New Homes Bonus	(1,079,635)	
2022/23 Service Grant	(83,364)	
Lower Tier Grant	96,000	
Funding Guarantee Grant	(929,970)	
		<hr/>
		(2,103,343)
<b>2023/24 DRAFT BUDGET SURPLUS</b>		<hr/> <b>(345,317)</b> <hr/>

- 2.8. The most notable subsequent changes are the Council Tax surplus, anticipated partial year rental income from Elmfield, some Publica savings from postage and IT, increases to the member allowance budget both in general allowance level and the increase in the number of members of the executive and a budget for the Council Tax advice leaflet which has become annual practice. There is a lowered expectation of income from the investment strategy which reflects the difficulty of finding suitable investment opportunities. This gives a positive benefit in the short term as the modelling anticipates a requirement to fund interest ahead of revenues being generated – which would be the case if any build out or renovations were required – but the longer term effect is a larger reduction in revenue than the funding costs of the project (obviously, as unless it returned a positive margin we wouldn't be investing in it).
- 2.9. The other notable increase is a larger provision for subsidy loss on temporary emergency accommodation. The numbers of people housed increased hugely during the pandemic but has not subsequently dropped. This level of overspend was seen as a one off during Covid but Q3 analysis has identified it as likely to incur the same level of variance in the current year and the expectation is that it will remain at this level next year too.

**Budgeted surplus presented to Scrutiny & Executive in January 2023** (345,317)

	£	£
<b><u>Revenue Changes</u></b>		
SWAP contract inflation	7,991	
Interest on external borrowing	53,156	
Elmfield Rental income	(75,000)	
HB Subsidy loss on temporary emergency accommodation	250,000	
Member Training, NI and Allowances	44,200	
Publica savings	(64,998)	
Council Tax Leaflet	15,000	
Ongoing Cyber security non staff cost	14,500	
Google 365 & MFD identified savings	(21,000)	
Pension fund additional contribution	50,000	
		273,849
<b><u>Funding Changes</u></b>		
Council Tax surplus	(64,114)	
MRP	(53,750)	
		(117,864)
<b>2023/24 DRAFT BUDGET SURPLUS</b>		<b>(189,332)</b>

- 2.10. Through the pandemic, large amounts of additional grant funding was given to the Council to provide additional support to the community and much of this was used to fund multiple fixed term posts. This funding, as expected, is finite and the term of these posts is coming to an end. Many of the service areas have asked for these roles to be made permanent but in the absence of the temporary additional funding that has paid for them for the last couple of years, these would be permanent additional strains on the budget. Publica officers were also asked to bring forward other requests for inclusion in the budget. This resulted in several initiatives being proposed.
- 2.11. These have subsequently been reviewed by the Executive and CExs, and the final list of recommendations are shown below. Some are shared posts or shared teams working across more than once Council. Where they are expected to generate compensating income or reduced costs, this has been noted. Where they require the agreement of all Councils to fund them this has been clarified. If WODC could choose to fund a smaller amount of additional resource on their own, this has also been noted on the table. While many of these are currently existing posts, the issue is that they were previously funded either by a specific short term allocation outside of the revenue budget or external funding that has now come to an end so in order for them to continue they would need to be funded from our base budget.
- 2.12. After initial review, two posts have been removed on the basis that we expect to receive grant funding for them.
- 2.13. A further review was done with some posts being recommended as permanent growth items and some as fixed term posts. Where the post is recommended to be fixed term, the intention

is that there is a clear exit strategy at the end of the term and that the post is not continued unless external funding can be found.

- 2.14. The expectation of the Asset Management Post is that this will save £35k in revenue spend on consultancy and professional fees in 2023/24 and will result in an increased rental income of over £75k by the following year resulting in a net saving overall of £50k.
- 2.15. The expectation of the post implementing our revised leisure strategy and reviewing our income generating services is that it will reduce losses in all of these areas far in excess of the cost of the post.
- 2.16. A short summary of Cabinet’s growth requests not included in the budget draft is shown below with fuller detail included in Annex C.
- 2.17. Both the taxbase and fees and charges have been approved for inclusion in the final draft of the budget to be presented to Council.
- 2.18. Three of the posts below have already been converted to permanent posts during the year based on reports brought forward for consideration, namely the Climate Change Manager, the Market Towns Officer and the Cyber Security Post. These are proposed to move from being funded by ear marked reserves to being part of the baseline budget from 2023/24

		£	£
Permanent	Climate Change Manager	53,030	
Permanent	Market Towns Officer	35,960	
1yr FT	Democratic Services Assistant	12,033	
1yr FT	Biodiversity Land Management Post	46,859	
1yr FT	Climate Change Post	39,137	
Permanent	Woodgreen Reception/Executive Assistant	31,275	
Permanent	Finance Business Partner	20,000	
Permanent	HR Specialists x 3	23,000	
1yr FT	Waste Partnership Manager	10,250	
1yr FT	Empty Homes Co-Ordinator	8,060	
2yr FT	Implement leisure strategy and review income generation	95,100	
Permanent	Environment and Regulatory Services additional resource	32,000	
Permanent	Flooding/Land Drainage Post	39,000	
Permanent	Asset Management Post	63,000	
Permanent	Cyber Security Post	71,190	
			<hr/>
			<b>579,894</b>
One off	Revenue expenditure on new Planning software	166,000	
			<hr/>
			<b>166,000</b>

- 2.19. The key changes to our budget from 21/22 to 22/23 are as follows:
- Increases in salaries driven by inflation.
  - Sharp increases in utility costs and fuel – this has of course had a disproportionate impact on Ubico’s budget whose costs include the waste vehicle fleet

- Uncertainty around the future income from the Leisure centres. GLL, our leisure operator, hold the utility risk in the contract and the huge increase in costs coupled with reduced usage is pushing the centres into a loss making situation.
- Proposed £5 increase in Council Tax
- The reversal of one off growth items, for example, last year we included an additional £650k budget for the Local Plan review. Spend against this has not yet started and unspent funds from this year will be rolled to next. There was a request in the growth items for an additional £250k but a timeline has since been established on spend which shows that the profile is likely to be £505k in 23/24, £185k in 24/25 and £275k in 25/26, giving a total of £965k. This means that the budget rolled forward from the current year will be enough to cover expenditure next year, including the fixed term planning policy post and no additional budget will be requested until next year at the earliest. There is also £100k which was set aside as contingency last year so the request in future years is not anticipated to exceed the £250k that has been signalled.

2.20. Council Tax is expected to increase by £5 on a band D property. Tax base has increased by 1.96% and we have forecast that business rates won't have their baseline reset till 2025. Revised Council Tax base is shown in Annex G.

2.21. The draft Capital Programme in Annex D lists all potential capital expenditure in 2023/24. Some current projects may not be completed in 2022 and be included as "slippage" in the final review of the current financial year with the recommendation that they are carried forward to 2023/24. As always, inclusion in the Capital Programme at this stage is so that we ensure that we capture potential borrowing requirements and give visibility to potential programmes. It does not mean that spend is authorised – in most cases a business case will need to be brought forward for review – and it does not mean that the cash or budget is available and can therefore be spent elsewhere if plans change.

2.22. The Medium Term Financial Strategy (MTFS) at Annex E shows an increasing budget gap in future years. This is because we expect the baseline reset of business rates that has been deferred for several years now to happen in the medium term at the latest. While it should be noted that, for obvious reasons, the further into the future we project, the less certainty there is around the numbers, it's of paramount importance that we realise that this is where the danger lies. The Council has sufficient reserves to cover any shortfall arising in the very short term but as we increase base budget, we widen the funding gap not only next year but in every subsequent year, meaning that permanent increases in base budget have an exponential effect on our future financial stability.

2.23. 2 versions of the MTFS have been appended. One including the growth requests, one without. This shows the impact of additional growth on our budget. Even if we add none of it, without further intervention we could deplete reserves in 2027/28. With the additional growth to the budget we are projecting that we will deplete them just beyond the end of the 2026/27 financial year. The graphs in Annex F show the impact ongoing of not reducing our budget. No matter how much we contribute to or draw from reserves in 2023/24, we must make alterations during the year that bring the budget back into balance going forward in order to prevent the outcomes shown in the current forecast. Both of these scenarios include replacement Govt funding which is not estimated at unreasonable levels but may not happen.

2.24. The issue with our financial forecast is not this year, it never was. We have a healthy amount of reserves which will buffer us through short term issues. A position not enjoyed by many

other Councils. The issue is that with the unthinkable happening and Councils all around us filing S114 notices every week, Councils being no longer financially sustainable has become an all too vivid reality and we, while benefitting from past prudence, must take rapid action to prevent us falling into the same category.

### **3. FEES & CHARGES**

3.1. Fees and charges are set on three separate bases.

- Fees that are set centrally over which the Council has no control i.e. premises licences and penalty notices.
- Fees that are set on a cost recovery basis i.e. Building Control, taxi licences and Street Trading. The Council is required to make sure that fees are set at a level that does not generate a profit compared to the cost of providing the service
- Fees that are discretionary where the Council has full control. These are the commercial services that operate where the Council is in competition with the private sector i.e. Pre Application (Planning) advice, pest control, trade waste, bulky waste and green waste.

3.2. For the setting of the 2023/24 draft budget a comprehensive review has been undertaken to analyse the fees set on a cost recovery basis. This analysis has identified that no increase in fees is possible for Building Control and Markets as the cost of these services are being fully recovered. Land Charges been uplifted by 6%.

3.3. Other fee generating services i.e. food safety, private water supply testing, licences (excluding premises) and stray dogs were found to be under recovering their costs and therefore the fees have been uplifted as detailed in Annex H.

3.4. Discretionary fees have been increased by 10% where possible i.e. Pest Control, Trade Waste, Bulky Waste and Pre App (Planning) advice.

3.5. Green Waste licences are recommended to increase by £5, generating expected additional income of £166,000 with the increase of other discretionary and cost recovery fees expected to generate an additional £102,000.

3.6. Increasing the budget does not necessarily deliver an equivalent increase in income. Caution must be taken when considering the suggested fee increases against the backdrop of the cost of living crisis, where some residents of the District will no doubt be looking to cut back on their expenditure. This may affect Green Waste licence take up more than other services like Pest Control as it is more likely to be seen as a “nice to have” household cost.

### **4. KEY RISKS AND NEXT STEPS**

4.1. As part of our contract with our Leisure provider, GLL, the rapidly rising costs of utilities in our Leisure Centres falls to them, but while contractually this is the position, this increase, which is outside of our budget but expected to be an additional £620k in 2023, jeopardises the income from our Leisure Centres to the Council - which should be rising to almost £1.8m per

year and is a contractual income that the Council is heavily reliant on to fund other core services.

- 4.2. The pandemic changed the way that many people viewed Leisure Centres. With their mandated closure, customers were forced to find alternative ways to exercise, either investing in home equipment or using DVDs or apps. There has been a huge uptake of new products that allow users to connect to classes or training programmes from their own homes. Between this change in consumer habits and the current cost of living crisis, usage of the leisure centres has not returned to pre-pandemic levels. This change in habits has been borne out by the responses to the budget consultation.
- 4.3. Many of the facilities on offer around the district have always been loss making and disproportionately expensive to run but were supplemented by some of the more profitable elements. With those now also making a loss and utility costs rising quickly to unprecedented levels, our Leisure service is the single highest financial risk we currently face. Swimming pools can account for up to 80% of the utility cost of a leisure centre so these issues have a much higher impact in Council owned facilities where typically the desire is to provide a large pool to give sufficient space for swim classes. There is an urgent requirement for a strategic intervention to turn the centres around.
- 4.4. The budget survey highlighted the importance of leisure facilities to our residents with a strong emphasis on the swimming pools – but also an understanding of the current financial constraints and support to make changes to the service provision in order to protect them. The other theme from the survey, unsurprisingly, was that residents are finding the current economic environment extremely difficult and as such, their strongest need was for us above all else to care for their wellbeing with “Putting residents first” emerging as their highest priority, closely followed by “A good quality of life”.
- 4.5. As the Council pursues its Agile Working strategy, we expect to see our Elmfield offices freed up during 2023 and therefore able to be rented out to generate an additional income to the Council.
- 4.6. 2022/23 looks set to be a good year in terms of our ambitions to invest with one recent high profile investment and another smaller one currently in due diligence. It should be remembered though that last year only a fraction of the expected budget was spent and while the MTFS carries an expectation of high levels of investment over the next few years, these are our ambitions but appropriate opportunities may not present themselves. With this in mind we have reduced the investment expectation over the next few years.
- 4.7. As well as attempting to manage these key risks and find any means to reduce expenditure, the Council does try to increase its income where possible and this is reflected in the rises in some (but not all) of the Fees and Charges where we have attempted to keep pace with the costs of providing that service. Outside of new projects that generate revenue as discussed above, it’s often difficult for Councils to raise additional income as most of our services are provided to residents who are also struggling with the effects of inflation on their own households.
- 4.8. The list of growth requests is long. It’s a mixture of new posts and existing posts where the fixed term contract is coming to an end. Clearly with our current position and expected significant future funding cuts we cannot afford to simply add in all everything we’d want to. Requests have been evaluated on the basis of whether they support a core service, whether they are either income generating or loss preventing, and, if we have no option but to have that post, the question has been asked as to whether that requirement is temporary or permanent. While we now know our funding settlement, the fact remains that any permanent

growth to base budget, even if temporarily funded this year will be an additional strain in future years widening the expected gap – and would negate the benefit of some of the savings programmes we are trying so hard to implement.

- 4.9. In our forecast we have assumed that the rebasing of business rates, which was anticipated several years ago and is expected to reduce the Council's business rates income by around £1.5m, will not happen till 2025.
- 4.10. The Executive have committed to holding an away day to discuss the options available to bring future budgets back into balance and to reverse the drain on reserves. These measures are unlikely to be easy or welcome but will be necessary to reverse the current financial trend which is unsustainable.



**Detail of base budget changes by cost centre**

**Annex A**

	2022/23 budget	Pay inflation	Reverse one offs	Budget change	2023/24 budget	2021/2022 Actual	2022/2023 Budget	2023/2024 Estimate
Assets	(2,757,694)	60,279		15,084	(2,682,331)	(2,710,662)	(2,757,694)	(2,682,331)
Waste & Environmental	6,485,483	24,571		572,663	7,082,716	5,984,668	6,485,483	7,082,716
Comms & Marketing	165,158	11,539		90	176,787	124,238	165,158	176,787
Contracts	(255,532)	13,780		556,699	314,947	1,210,998	(255,532)	314,947
Corporate Finance	1,744,832	88,627		(273,938)	1,559,521	1,674,062	1,744,832	1,559,521
Corporate Responsibility	1,482,436	45,795	(97,000)	201,162	1,632,393	1,213,109	1,482,436	1,632,393
Customer Experience	1,010,417	88,945		36,879	1,136,241	813,585	1,010,417	1,136,241
Development Management	494,210	146,094		(15,143)	625,162	323,187	494,210	625,162
Env'l & Regulatory Services	95,748	7,174		10	102,932	91,563	95,748	102,932
Finance	750,015	43,282		14,973	808,270	731,995	750,015	808,270
Insight & Intelligence	1,171,647	35,478	(650,000)	1,270	558,395	525,874	1,171,647	558,395
Localities	642,402	23,208		(24,389)	641,221	553,527	642,402	641,221
Operational Services	1,241,235	124,683	(25,000)	334,352	1,675,271	1,460,770	1,241,235	1,675,271
People	276,205	19,725			295,931	265,112	276,205	295,931
Technology	1,180,850	93,103		69,128	1,343,081	1,027,873	1,180,850	1,343,081
	13,727,413	826,285	(772,000)	1,488,840	15,270,538	13,289,897	13,727,413	15,270,538

**Assets:**

This budget covers our operational buildings, commercial properties and our climate change programme. The impact of rising utility costs in 2023/24 is estimated at £227,000 for our operational buildings which is in part offset by anticipated additional rental income of £112,000 (not full year) for our Elmfield offices from Q2 next year. Most of the payment plans for our Investment Property income, put into place during the pandemic have now come to an end with the staff in this department successfully recovering a significant amount of the deferred rent from 2020/21 & 2021/22 and now working with our credit controller to manage ongoing.

The Climate Change programme has benefited from significant investment in additional fixed term resource in the last two financial years in order to help deliver on the Council's Priorities. There is over £100,000 in earmarked reserves which will fund initiatives going forward.

**Waste & Environmental:**

This budget covers grounds maintenance and waste and contains large parts of the Ubico budget. Work is being carried out to develop a range of options to deliver long term revenue savings from the Waste Service to offset the unsustainable annual increases seen in the last 3 financial years. The income budget for Green Waste has been increased by £124,000 reflecting a proposed uplift of £5 in license fees for 2023/24.

The Ubico budget includes an increase of £754,000 for 2023/24. This figure reflects the general uplift in pay inflation in response to the cost of living crisis, the significant increase in fuel costs and other inflationary pressures around goods and services.

**Communications and Marketing:**

Individual Business Managers have input into their marketing spend but work directly with the specialists in the Comms team who bring their expertise to each task and find the most effective and cost efficient way to reach the largest number of people. It is a priority to increase our engagement with residents via Social Media as well as more traditional channels. There are no material changes to the 2023/24 budget.

**Contracts:**

The main item in this budget is the Leisure contract. The expected growth in budget comes from an income contingency offsetting 50% of the contracted Management Fee due for the year, shown in the table above. GLL, who have the contract to operate the Leisure Centres are doing their best to return to a profitable operation and the Council are contractually entitled to receive the full Management Fee, however the substantial rise in utility costs, estimated to be an increase of £620k since 2019 coupled with a huge drop in facility usage since the pandemic, is delaying that return to profitability which in turn jeopardises the viability of our leisure offering. Steps are being taken to reduce losses in the short to medium term while we work with GLL to try to stabilise and improve the situation. Leisure contract income forms a huge part of the Council's revenue and is a crucial source of income which underwrites other core activities. The current situation in this service area represents one of the largest ongoing threats to

#### Corporate Finance:

This section covers centralised services like Legal and Treasury. The large reduction in expenditure reflects the culmination of Fixed Term posts funded by grants or specific earmarked reserves and brought in to support the Council's Covid response which expire at the end of the 2022/23 financial year. There are no other significant changes in the 2023/24 budget.

#### Corporate Responsibility:

These are central governance costs, members costs, election costs etc. The one off adjustment in the table reflects the reversal of the interim Monitoring Officer post in the 2022/23 budget and the one off additional contribution to the CAB for their continued Covid response. The recurring growth in the table includes the creation of a new Strategic Director of Governance which will encompass the responsibilities of the Monitoring Officer on a permanent basis.

#### Customer Experience:

There are a variety of services contained in this area from Customer Services and Front of House to Homelessness.

#### Development Management:

Planning application, appeals, conservation and flood defence are covered by this budget which has seen a modest increase in both income and costs. There is a risk around Planning income in 2023/24 that the high cost of borrowing and level of inflation could delay both major and domestic applications coming forward until the economic situation is more certain. At this stage, the income budget has been retained at the same level as 2022/23 but this may change in the final version of the budget as more intelligence is gathered.

#### Environmental and Regulatory Services:

There are no significant changes to highlight in this budget although a growth request has been put forward for additional resource.

#### Finance:

There are no significant changes to highlight in this budget although a growth request has been put forward for additional resource.

#### Insight and Intelligence:

The main focus of this budget is planning policy. The review of the Local Plan is underway and will finish in 2023/24. £650,000 was included in the base budget in 2022/23 to fund this extensive piece of work plus an additional £100,000 put into earmarked reserves from the General Fund surplus last financial year. While the £650k is no longer part of the base budget and the reversal of the one off growth item can be seen in the table. Unspent funds from the 2022/23 allocation will be available to spend on this next year with additional requests expected next year and the year after. The increased estimated cost to complete the work is mainly driven by the breakdown of the joint Oxfordshire plan which means that more work will have to be done by individual Councils.

#### Localities:

These are the budgets for communities, arts and tourism. There is a fixed term contract post that is coming to an end at the beginning of 2023/24 but there are no other material changes to this budget.

#### Operational Services:

This department covers all aspects of benefit payments and revenue collection, including fraud investigation. It also covers Car Parking, Pollution Control, Food Safety and Markets. There are a number of modest revenue savings that have been identified and removed from legacy budget lines. There is material growth in this budget from the transfer of On Street Parking Enforcement to Oxfordshire County Council on 1st April 2023 with a loss of budgeted income to this Council of £169,000. We anticipate a saving in the Publica resource budget to partially offset this as fewer wardens will be required going forward.

#### People:

People covers human resources and training. There are no significant changes to highlight in this budget although a growth request for additional funding has been received.

#### Technology:

This budget predominantly covers ICT. There are increases in software licence support & maintenance to reflect the current market rate increases, which are linked to inflation. These rises have been deferred and negotiated down where possible and, as much as we can, we've found or generated savings to offset them. Additional cyber security protection is required to increase the Council's resilience and is included in the base budget as part of the software licence support costs.

## 2023/24 Proposed Revenue Budget comparison to prior year

## Annex B

2021/2022 Actual £	Expenditure by Service Area	2022/2023 Budget £	2023/2024 Estimate £
(2,710,662)	Assets	(2,757,694)	(2,682,331)
5,984,668	Waste & Environmental	6,485,483	7,082,716
124,238	Communications & Marketing	165,158	176,787
1,210,998	Contracts	(255,532)	314,947
1,674,062	Corporate Finance	1,744,832	1,559,521
1,213,109	Corporate Responsibility	1,482,436	1,632,393
813,585	Customer Experience	1,010,417	1,136,241
323,187	Development Management	494,210	625,162
91,563	Environmental & Regulatory Services	95,748	102,932
731,995	Finance	750,015	808,270
525,874	Insight & Intelligence	1,171,647	558,395
553,527	Localities	642,402	641,221
1,460,770	Operational Services	1,241,235	1,675,271
265,112	People	276,205	295,931
1,027,873	Technology	1,180,850	1,343,081
<b>13,289,899</b>	<b>Total Cost of Services</b>	<b>13,727,413</b>	<b>15,270,538</b>
<b>2021/2022 Actual £</b>	<b>Expenditure by Type</b>	<b>2022/2023 Budget £</b>	<b>2023/2024 Estimate £</b>
1,092,243	Employees	1,029,844	1,258,686
937,320	Premises Related Expenditure	1,283,494	1,560,865
4,381	Transport Related Expenditure	16,500	16,310
3,746,923	Supplies & Services	5,523,807	4,911,119
17,573,621	Third Party Payments	18,569,718	19,788,864
15,381,453	Transfer Payments	15,112,480	14,000,000
1,723,465	Capital Charges	1,769,650	1,731,690
<b>40,459,406</b>	<b>Total Cost</b>	<b>43,305,493</b>	<b>43,267,534</b>
(27,169,508)	Income	(29,578,080)	(27,996,996)
<b>13,289,898</b>	<b>Total Cost of Services</b>	<b>13,727,413</b>	<b>15,270,538</b>

## 2023/24 Proposed Revenue Budget comparison to prior year

## Annex B

	2022/2023 Budget £	2023/2024 Estimate £
<b>Total Cost of Services</b>	<b>13,727,413</b>	<b>15,270,538</b>
Capital Expenditure funded through revenue	540,100	540,100
Minimum Revenue Provision	454,902	813,391
Temporary loans interest	0	0
Interest on Long Term Borrowing	102,857	522,375
Capital charges - depreciation and amortisation	(1,769,650)	(1,731,690)
<b>Net Operating Expenditure</b>	<b>13,055,622</b>	<b>15,414,714</b>
Treasury and Investment Income	(1,139,501)	(2,157,124)
<b>Net Expenditure</b>	<b>11,916,121</b>	<b>13,257,590</b>
<u>Contributions to / (from):</u>		
General Fund Balance	1,609,731	189,331
Net contribution to / (from) Earmarked Reserves	(826,239)	(542,252)
<b>Balance to be met from Government Grants &amp; Council Tax</b>	<b>12,699,613</b>	<b>12,904,669</b>
Transfers to / (from) Collection Fund	(210,394)	(199,508)
Revenue Support Grant	(79,268)	(87,274)
New Homes Bonus	(2,378,105)	(1,579,635)
Rural Services Delivery Grant	(133,225)	(133,225)
Services Grant	(148,000)	(83,364)
Funding Guarantee Grant	(96,000)	(929,970)
Renewable Energy Schemes	(211,745)	(209,745)
Retained Business Rates (NNDR)	(4,161,675)	(4,061,675)
<b>Net Requirement</b>	<b>5,281,201</b>	<b>5,620,273</b>
<b>Taxbase</b>	<b>46,172.42</b>	<b>47,078.85</b>
<b>Council Tax (at Band D)</b>	<b>£114.38</b>	<b>£119.38</b>

Post	Details	Cost	FTE	Proposal	Additional comments
Democratic Services Asst	Currently there are 2.2 FTE permanent staff in the team which is not sufficient to support 49 Councillors and a busy meeting schedule. This 22hr post supports the production of committee agendas, Forward Plan and Members Allowances.	12,033	0.59	1 yr fixed	WODC specific
Biodiversity Land Management Officer	This post has delivered Land Management Plans, established the Windrush in Witney Partnership and is contributing to the Biodiversity projects under the Prosperity Fund. The benefits of making the post permanent are being able to deliver key priorities of the Climate Change Strategy, be the lead delivery officer for Biodiversity net gain, project manage the Biodiversity Toolkit and support volunteer & community projects.	46,859	1.00	1 yr fixed	WODC specific
Climate Change Officer	This post had implemented the Council's Carbon Action Plan, developed a PSDS bid for Carterton Leisure Centre and designed the Impact Assessment Tool to evaluate the sustainability of Council Priorities and projects. The benefits of the post being permanent are the management and development of the Impact Assessment Tool, assist in decarbonisation projects and provide recommendations on recycling and waste opportunities	39,137	1.00	1 yr fixed	WODC specific
HR Specialists x 3	HR is the beating heart of an organisation, ensuring that the most important asset, it's people, operate to the optimum level. Investment in this department will increase its capacity through hiring 3 specialists. This in turn will increase HR's capability and elevate the service, partnering strategically hand in glove with the wider businesses. Ultimately it is to enable the HR function to effectively support the drive for increased productivity and efficiencies through our people and processes from ever limited resources. The HR functionality is the key to unlocking the organisational potential, and that of its people. It is imperative we develop our culture and diversity, whilst communicating our broader offering, break down the silos, to not only attract best-in-class talent, but also to support the development of in-house talent, that we retain and grow over a longer time. This will reduce spend on agency fees by further developing the recruitment and talent team, create succession planning and targeted career pathways.	23,000	3.00	Permanent, needs other Councils to participate though.	Shared posts. Other councils likely supportive pending additional info
Waste Partnership Manager	WODC contributes 10k p.a. towards the total cost of £80,477 this year. The contributions are based on £50k from county, £10k x 5 WCAs to cover salary, on costs, and give a little bit of budget for conferences, projects etc as they arise. In addition to being responsible for coordinating county-wide waste and recycling organising the meetings and agenda content, supporting the chair etc. The postholder has a wealth of industry knowledge and contacts, which has proved immensely valuable in our responding to the Government consultations surrounding the Environment Bill and the implications for local authorities. With 2024 and the new waste service coming, translation of the new legislation policies is going to be the next big issue faced and with no guidance coming from Government on how Extended Producer Responsibility (EPR) or Deposit Return Scheme (DRS) is going to operate, there's going to need to be work done to support the implementation and protect the Oxfordshire Partner Councils interests. If the Partnership Manager post is removed, then the partnership will simply fold as there isn't the necessary resource available at any of the Oxfordshire authorities to take this on.	10,250	1.00	1 yr fixed then review	Shared post across County
Woodgreen Reception/Executive Asst	The change of administration at WODC has had a significant impact on the current Executive Assistant. The demands on her time, when coupled with her role providing support to the Management Team and the return to civic events (which are currently exceptionally high) means that she is struggling to meet the requirements of the role. Some temporary support is being provided via an agency at a cost of £600 per week. In addition Reception cover has been requested at the Woodgreen office as the decision was previously made to focus customer interaction on the Town Centre location. Salary reduced by £10k	31,275	1.00	Permanent	WODC specific Hopefully if the new flexible chamber and committee rooms can be rented out this post could coordinate that and set rooms up and this additional income would offset some of the cost.
Finance Business Partner	The demands on the Finance team with increased audit requirements and a requirement for more support being given to other areas of the business has meant that additional resource is needed. More work required to determine exactly where the best place to add this in the structure is. Finance is under review with further resource requests possible.	20,000	1.00	Permanent	Shared post. Forest potentially supportive dependent on where this sits in the structure.
Empty Homes Co-Ordinator	Dealing with empty properties can have social, regenerative, financial and strategic benefits. To support this a Long Term Empty Strategy 2019-2024 was implemented across all 3 Districts and an Empty Home Coordinator post created. The post has contributed to 1,574 properties being removed from the long term empty database across the 3 partnership Councils since April 2021. The post is directly responsible for investigating properties reported to be empty, working with individual owners encouraging property sales. People purchasing empty homes increase local economic activity by providing for new expenditure on the houses themselves. The effect on the local economy goes beyond the immediate spend by the homeowner and each £1 spent will generate further economic activity that would not have existed without it. Empty homes are prone to anti-social behavior and can lock communities into a spiral of decline. The cost of dealing with this can fall to the emergency services with the cost of a single fire service callout being £1,970 and the police around £1,000.	8,060	0.81	1 yr fixed	Shared post
Implement leisure strategy and review income generation	Recruitment of a post to manage the strategic development of key income generating services. If we can't turn Leisure around we risk reputational damage, the loss of services and circa £1.5m income per year. Immediate intervention is required at a strategic level in this area. We have other commercially focused services which are undergoing transformation and will need to be supported but the primary focus is leisure. Once in post, additional resource may be required to support these services but the post holder should determine and present a case for these.	95,100	1.00	2 yr fixed	WODC specific This post is aimed at turning around the Leisure service on a strategic level and the amount of income at stake far outweighs the cost.
Environment and Regulatory Services	To cover regulatory duties and include the expansion of HMO licensing, dealing with poor housing conditions in the private rented sector, the better regulation of caravan and campsites and traveller sites and the processing of new fit and proper person applications, the capacity to enforce the Minimum Energy Efficiency Regulations, to engage with housing work targeted at energy efficiency and fuel property, to meet our air quality management responsibilities, ensuring the monitoring and delivery of the new action plans and meeting the new requirements of the Environment Act 2021, and to be able to respond effectively to an increasing number of private water supply investigations as a result of tightening regulations.	32,000	3.00	Permanent	3 shared posts but likely to be a WODC specific officer aimed at Housing inspections.

**Budget increase proposals**

Post	Details	Cost	FTE	Proposal	Additional comments
Flooding/Land Drainage	Additional capacity to be shared with one other Council in the partnership - proposed budget reduced by £15k	39,000	0.50	Permanent	Supported by FOD & WODC so cost has increased since last iteration.
Asset Management	Replacement for current consultancy spend. Should generate equivalent savings plus improve rental income by circa £75k from 2024. WODC has a large estate portfolio and an appetite to invest over the coming years. This post would support that.	63,000	1.00	Permanent	WODC specific - should generate at least equivalent savings
Cyber Security	These are the additional Cyber resources already approved by Cabinet. Council approval as a growth item is required to add it to budget.	71,190	1.00	Permanent	WODC specific
Climate Change Manager	Fixed term post made permanent. Post already approved by cabinet, currently funded from priorities reserve. This can either continue being funded from there for 23/24 or be added to the budget as growth.	53,030	1.00	Permanent	WODC specific
Market Towns Officer	Post was a Covid funded post ref regeneration of high streets. Now moving on to rural prosperity fund. Post already approved by cabinet, currently funded from priorities reserve. This can either continue being funded from there for 23/24 or be added to the budget as growth.	35,960	1.00	Permanent	WODC specific
<b>Total</b>		<b>579,894</b>	<b>18</b>		

Digital Transformation of Development Management      This is a shared cost across three Public Councils to facilitate Planning moving to a better software platform that allows on site access to the system bringing increased efficiency to the service.

166,000      One off additional budget

**166,000**

Scheme	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	Total £
IT Provision - Systems & Strategy	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	1,000,000
Deployment of High Speed Broadband	1,230,366										1,230,366
Update Financial Management System (Agresso)		25,000									25,000
Idox System Upgrade (Planning)		150,000									150,000
Play Parks	100,000										100,000
Council Buildings Maintenance Programme	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	2,000,000
IT Equipment - PCs, Copiers etc	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	400,000
Improvement Grants/Disabled Facilities Grants	807,750	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	8,007,750
Community Grants Fund	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	2,000,000
EVCP Woolgate	167,000										167,000
Affordable Housing	1,761,875										1,761,875
Electric vehicle recharging points	200,000										200,000
Replacement dog and litter bins	25,000	25,000	25,000	25,000	12,000	12,000	12,000	12,000	12,000	12,000	172,000
Weighbridge at Bulking Station			25,000					25,000			50,000
Replacement Street Sweepers					200,000	200,000	200,000	200,000	200,000		1,000,000
Ubico Fleet - Replace Vehicle Hire Costs	1,080,000		1,080,000								2,160,000
In-cab technology			40,000								40,000
Shop Mobility - Replacement stock	10,000				10,000				10,000		30,000
CCTV upgrading	300,000										300,000
Carterton Swinbrook Public Art (S106)	44,500										44,500
Chipping Norton Creative Project	28,297										28,297
Raleigh Crescent Play Area (s. 106)	75,000										75,000
Agile Working		2,150,000									2,150,000
Chipping Norton LC roof replacement		1,000,000									1,000,000
Madley Park Playing Field project	6,165										6,165
Cottsway - Lavendar Place Affordable Housing	99,000										99,000
Cottsway - Blenheim Court Growth Deal	170,500										170,500
Carterton Leisure Centre Upgrade PSDS	1,300,000										1,300,000
Replacement waste and recycling fleet		2,000,000	4,500,000								6,500,000
Town Centre Shop building renovation project	51,197										51,197
Investment Strategy for Recovery	22,599,538	5,000,000	5,000,000	5,000,000							37,599,538
	<b>30,596,188</b>	<b>11,690,000</b>	<b>12,010,000</b>	<b>6,365,000</b>	<b>1,562,000</b>	<b>1,552,000</b>	<b>1,552,000</b>	<b>1,577,000</b>	<b>1,562,000</b>	<b>1,352,000</b>	<b>69,818,188</b>

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## Medium Term Financial Strategy Updated January 2023

## Annex E (I)

	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
<b>Inflation</b>			5%	3%	2%	2%	2%	2%	2%	2%
Taxbase	1.0279	1.0196	1.018	1.016	1.020	1.020	1.020	1.020	1.020	1.020
Base	13,518,681	13,055,622	14,359,818	15,087,075	15,772,397	16,047,929	16,268,343	16,082,215	16,024,337	16,228,145
Inflationary uplift			717,991	452,612	315,448	320,959	325,367	321,644	320,487	324,563
Inflation - Publica	502,649	517,121								
Inflation - Electricity & Gas		253,171								
Inflation - Ubico	(39,335)	754,099								
Leisure contract contingency		558,613								
MRP movement	332,431	358,489	206,250	135,500	127,500		(109,831)	29,000	(60,429)	
Interest on External Borrowing	(75,193)	419,518	272,464	202,781	23,853	(59,679)	(59,679)	(66,536)	(56,250)	(45,964)
One-off growth - reversal of prior year	(32,500)	(772,000)								
Recurring growth	355,922	270,081								
Identified Savings via Publica Shareholder Forum			(113,000)	(9,000)	(30,000)					
Budget growth items pending approval	263,072									
Covid income reduction	(1,770,104)									
Investment Strategy income		(1,054,896)	(356,448)	(96,571)	(161,269)	(40,866)	(341,986)	(341,986)		
<b>Target Budget (NOE)</b>	<b>13,055,622</b>	<b>14,359,818</b>	<b>15,087,075</b>	<b>15,772,397</b>	<b>16,047,929</b>	<b>16,268,343</b>	<b>16,082,215</b>	<b>16,024,337</b>	<b>16,228,145</b>	<b>16,506,744</b>
<b>Financed by:</b>										
Revenue Support Grant	79,268	87,274								
Business Rates Share & Renewables	4,373,420	4,271,420	4,271,420	209,745	209,745	209,745	209,745	209,745	209,745	209,745
Baseline Funding Level post 2022				2,461,375	2,461,375	2,461,375	2,461,375	2,461,375	2,461,375	2,461,375
New Homes Bonus	2,378,105	1,579,635								
Potential Government replacement funding			1,000,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Funding Guarantee Grant		929,970								
Rural Services Delivery & Services grants	229,225	216,589								
Investment Income - Pooled Funds	1,139,501	1,102,228	1,137,499	1,173,899	1,211,464	1,250,231	1,290,238	1,331,526	1,374,135	1,418,107
Use of earmarked reserves	826,239	542,252	418,669	392,410	354,314					
Collection Fund	210,394	199,508	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Council Tax	5,281,201	5,620,273	5,960,944	6,299,780	6,674,105	7,060,883	7,460,463	7,873,201	8,299,465	8,739,630
<b>Use of GF reserves</b>	<b>(1,609,731)</b>	<b>(189,331)</b>	<b>2,198,542</b>	<b>4,635,188</b>	<b>4,536,926</b>	<b>4,686,109</b>	<b>4,060,393</b>	<b>3,548,490</b>	<b>3,283,425</b>	<b>3,077,887</b>
TaxBase	46,172	47,078	47,925	48,692	49,666	50,659	51,672	52,706	53,760	54,835
Band D	114.38	119.38	124.38	129.38	134.38	139.38	144.38	149.38	154.38	159.38
<b>Tax increase</b>	<b>4.57%</b>	<b>4.37%</b>	<b>4.19%</b>	<b>4.02%</b>	<b>3.86%</b>	<b>3.72%</b>	<b>3.59%</b>	<b>3.46%</b>	<b>3.35%</b>	<b>3.24%</b>
General fund balance	12,901,681	13,091,012	10,892,470	6,257,282	1,720,356	(2,965,753)	(7,026,147)	(10,574,637)	(13,858,062)	(16,935,948)

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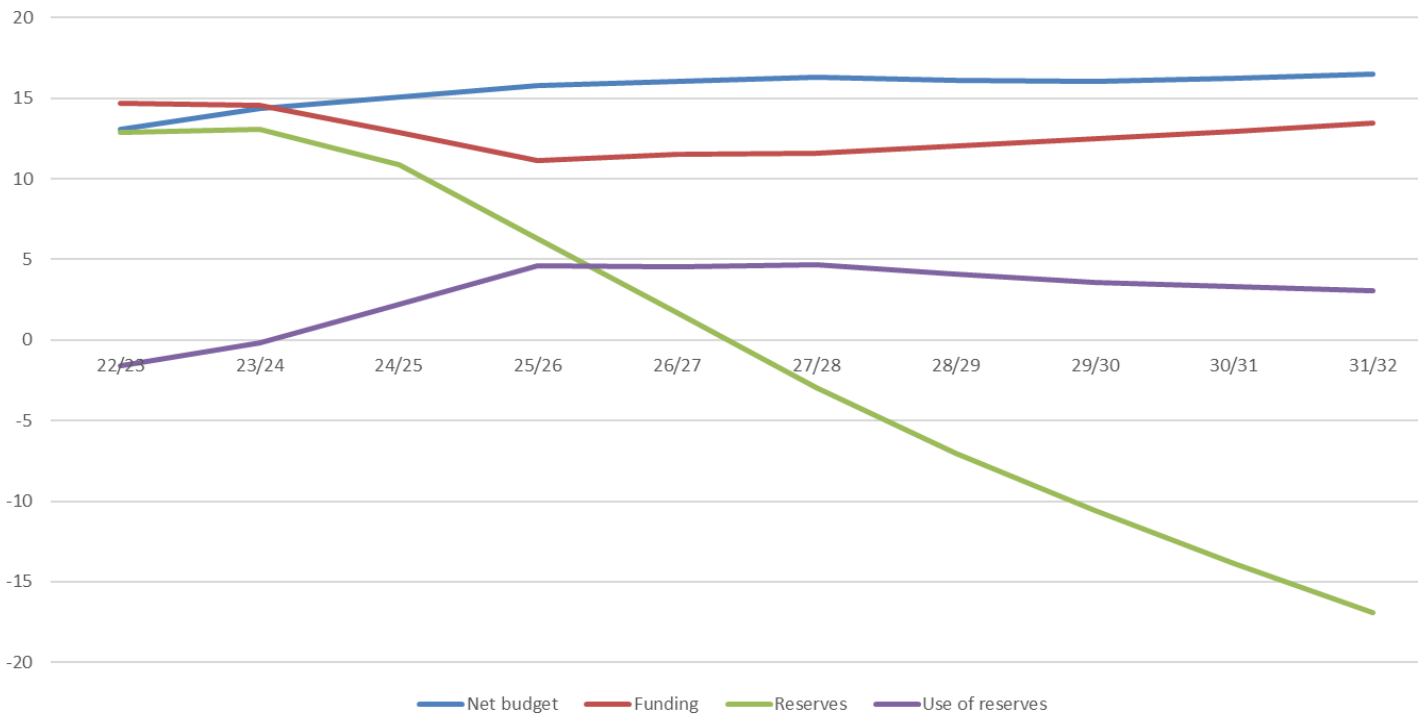
Medium Term Financial Strategy Updated January 2023 - including budget increase proposals

Annex E (2)

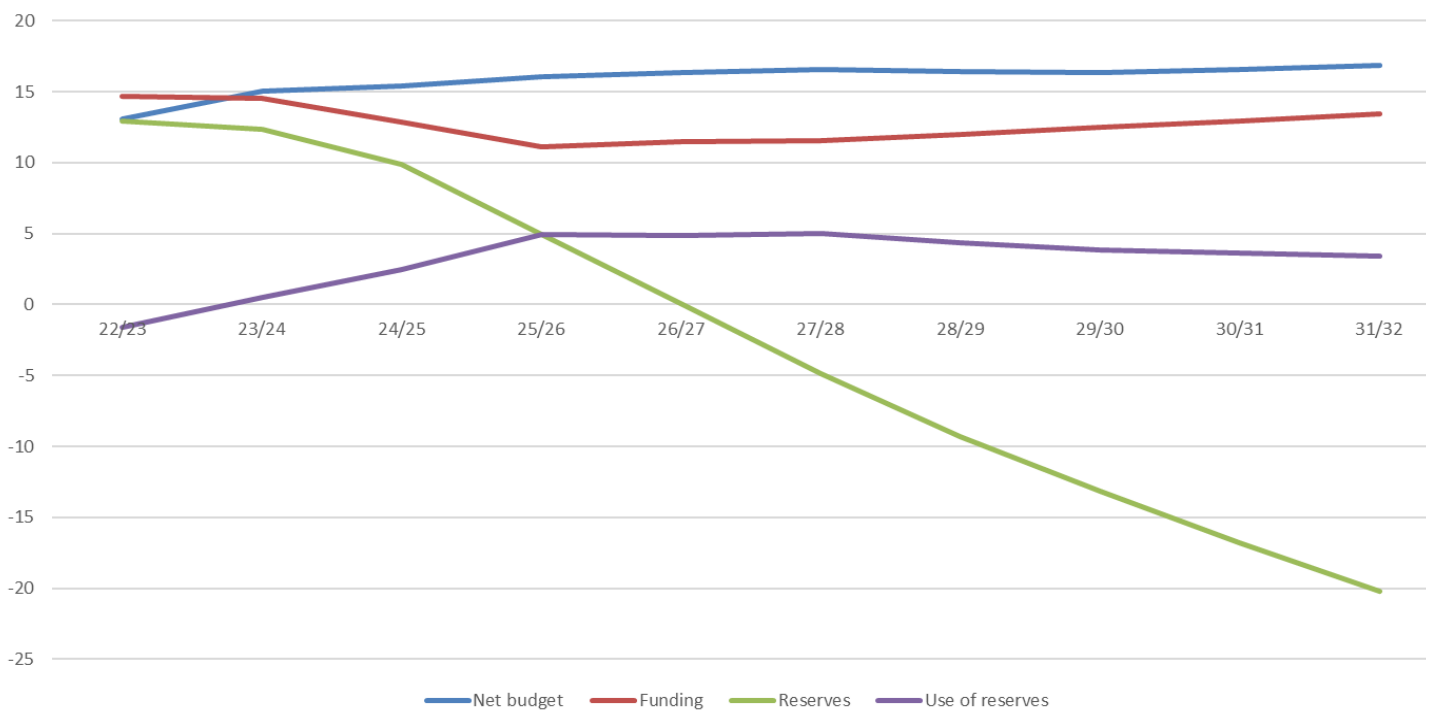
	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
<b>Inflation</b>			5%	3%	2%	2%	2%	2%	2%	2%
Taxbase	1.0279	1.0196	1.018	1.016	1.020	1.020	1.020	1.020	1.020	1.020
Base	13,518,681	13,055,622	15,070,712	15,381,074	16,075,217	16,356,805	16,583,396	16,403,569	16,352,119	16,562,483
Inflationary uplift			753,536	461,432	321,504	327,136	331,668	328,071	327,042	331,250
Inflation - Publica	502,649	517,121								
Inflation - Electricity & Gas		253,171								
Inflation - Ubico	(39,335)	754,099								
Leisure contract contingency		558,613								
MRP movement	332,431	358,489	206,250	135,500	127,500		(109,831)	29,000	(60,429)	
Interest on External Borrowing	(75,193)	419,518	272,464	202,781	23,853	(59,679)	(59,679)	(66,536)	(56,250)	(45,964)
One-off growth - reversal of prior year	(32,500)	(772,000)								
Recurring growth	355,922	270,081								
Identified Savings via Publica Shareholder Forum		(35,000)	(188,000)	(9,000)	(30,000)					
Budget growth items pending approval	263,072	745,894	(377,439)							
Covid income reduction	(1,770,104)									
Investment Strategy income		(1,054,896)	(356,448)	(96,571)	(161,269)	(40,866)	(341,986)	(341,986)		
<b>Target Budget (NOE)</b>	<b>13,055,622</b>	<b>15,070,712</b>	<b>15,381,074</b>	<b>16,075,217</b>	<b>16,356,805</b>	<b>16,583,396</b>	<b>16,403,569</b>	<b>16,352,119</b>	<b>16,562,483</b>	<b>16,847,768</b>
<b>Financed by:</b>										
Revenue Support Grant	79,268	87,274								
Business Rates Share & Renewables	4,373,420	4,271,420	4,271,420	209,745	209,745	209,745	209,745	209,745	209,745	209,745
Baseline Funding Level post 2022				2,461,375	2,461,375	2,461,375	2,461,375	2,461,375	2,461,375	2,461,375
New Homes Bonus	2,378,105	1,579,635								
Potential Government replacement funding			1,000,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Funding Guarantee Grant		929,970								
Rural & Lower Tier grants	229,225	216,589								
Investment Income - Pooled Funds	1,139,501	1,102,228	1,137,499	1,173,899	1,211,464	1,250,231	1,290,238	1,331,526	1,374,135	1,418,107
Use of earmarked reserves	826,239	542,252	418,669	392,410	354,314					
Collection Fund	210,394	199,508	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Council Tax	5,281,201	5,620,273	5,960,944	6,299,780	6,674,105	7,060,883	7,460,463	7,873,201	8,299,465	8,739,630
<b>Use of GF reserves</b>	<b>(1,609,731)</b>	<b>521,563</b>	<b>2,492,542</b>	<b>4,938,008</b>	<b>4,845,802</b>	<b>5,001,163</b>	<b>4,381,748</b>	<b>3,876,272</b>	<b>3,617,763</b>	<b>3,418,911</b>
TaxBase	46,172	47,078	47,925	48,692	49,666	50,659	51,672	52,706	53,760	54,835
Band D	114.38	119.38	124.38	129.38	134.38	139.38	144.38	149.38	154.38	159.38
<b>Tax increase</b>	<b>4.57%</b>	<b>4.37%</b>	<b>4.19%</b>	<b>4.02%</b>	<b>3.86%</b>	<b>3.72%</b>	<b>3.59%</b>	<b>3.46%</b>	<b>3.35%</b>	<b>3.24%</b>
General fund balance	12,901,681	12,380,118	9,887,577	4,949,569	103,766	(4,897,396)	(9,279,144)	(13,155,416)	(16,773,179)	(20,192,090)

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WODC Budget, Funding & Reserves £m - no growth



WODC Budget, Funding & Reserves £m - with growth



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## BASIC AMOUNTS OF COUNCIL TAX 2023/24

Schedules I-2

PARISH	TAX BASE	PARISH PRECEPT £	BAND D COUNCIL TAX PARISHES £	BAND D COUNCIL TAX DISTRICT £	TOTAL BAND D COUNCIL TAX £
ALVESCOT	211.28	15,800	74.78	119.38	194.16
ASCOTT-UNDER-WYCHWOOD	254.77	18,000	70.65	119.38	190.03
ASTHAL	158.45	3,750	23.67	119.38	143.05
ASTON,COTE,SHIFFORD & CHIMNEY	606.48	30,166	49.74	119.38	169.12
BAMPTON	1,330.46	157,815	118.62	119.38	238.00
BLACK BOURTON	122.69	13,614	110.96	119.38	230.34
BLADON	400.31	40,000	99.92	119.38	219.30
BLENHEIM	25.01	0	0.00	119.38	119.38
BRIZE NORTON	583.09	46,367	79.52	119.38	198.90
BROADWELL	70.31	660	9.39	119.38	128.77
BRUERN	36.53	0	0.00	119.38	119.38
BURFORD	853.24	89,369	104.74	119.38	224.12
CARTERTON	5,622.36	432,879	76.99	119.38	196.37
CASSINGTON	333.21	26,806	80.45	119.38	199.83
CHADLINGTON	382.92	18,859	49.25	119.38	168.63
CHARLBURY	1,362.25	128,352	94.22	119.38	213.60
CHASTLETON	68.84	0	0.00	119.38	119.38
CHILSON	56.34	500	8.87	119.38	128.25
CHIPPING NORTON	2,852.40	344,684	120.84	119.38	240.22
CHURCHILL & SARSDEN	355.97	33,714	94.71	119.38	214.09
CLANFIELD	363.17	24,140	66.47	119.38	185.85
COMBE	333.63	14,236	42.67	119.38	162.05
CORNBURY & WYCHWOOD	27.85	0	0.00	119.38	119.38
CORNWELL	26.77	0	0.00	119.38	119.38
CRAWLEY	81.15	2,400	29.57	119.38	148.95
CURBRIDGE & LEW	424.78	22,000	51.79	119.38	171.17
DUCKLINGTON	641.92	38,985	60.73	119.38	180.11
ENSTONE	581.06	39,284	67.61	119.38	186.99
EYNSHAM	2,142.95	216,113	100.85	119.38	220.23

**BASIC AMOUNTS OF COUNCIL TAX 2023/24**

Schedules I-2

<b>PARISH</b>	<b>TAX BASE</b>	<b>PARISH PRECEPT</b> £	<b>BAND D COUNCIL TAX PARISHES</b> £	<b>BAND D COUNCIL TAX DISTRICT</b> £	<b>TOTAL BAND D COUNCIL TAX</b> £
FAWLER	47.21	0	0.00	119.38	119.38
FIFIELD	105.55	2,000	18.95	119.38	138.33
FILKINS & BROUGHTON POGGS	218.53	20,500	93.81	119.38	213.19
FINSTOCK	293.86	23,907	81.36	119.38	200.74
FREELAND	713.23	68,870	96.56	119.38	215.94
FULBROOK	242.09	6,811	28.13	119.38	147.51
GLYMPTON	44.60	0	0.00	119.38	119.38
GRAFTON & RADCOT	30.48	0	0.00	119.38	119.38
GREAT TEW	93.13	400	4.30	119.38	123.68
HAILEY	509.41	38,905	76.37	119.38	195.75
HANBOROUGH	1,415.17	101,000	71.37	119.38	190.75
HARDWICK WITH YELFORD	51.53	0	0.00	119.38	119.38
HEYTHROP	74.20	1,200	16.17	119.38	135.55
HOLWELL	26.65	0	0.00	119.38	119.38
IDBURY	74.32	800	10.76	119.38	130.14
KELMSCOTT	44.82	0	0.00	119.38	119.38
KENCOT	65.05	0	0.00	119.38	119.38
KIDDINGTON WITH ASTERLEIGH	51.29	0	0.00	119.38	119.38
KINGHAM	390.91	30,158	77.15	119.38	196.53
LANGFORD	156.32	10,250	65.57	119.38	184.95
LEAFIELD	375.73	65,643	174.71	119.38	294.09
LITTLE FARINGDON	41.67	0	0.00	119.38	119.38
LITTLE TEW	100.78	1,300	12.90	119.38	132.28
LYNEHAM	86.36	0	0.00	119.38	119.38
MILTON-UNDER-WYCHWOOD	798.10	54,000	67.66	119.38	187.04
MINSTER LOVELL	691.49	43,009	62.20	119.38	181.58
NORTH LEIGH	994.38	50,000	50.28	119.38	169.66
NORTHMOOR	188.82	4,800	25.42	119.38	144.80
OVER NORTON	199.42	30,694	153.92	119.38	273.30



**BASIC AMOUNTS OF COUNCIL TAX 2023/24**

Schedules I-2

PARISH	TAX BASE	PARISH PRECEPT £	BAND D COUNCIL TAX PARISHES £	BAND D COUNCIL TAX DISTRICT £	TOTAL BAND D COUNCIL TAX £
RAMSDEN	182.08	22,000	120.83	119.38	240.21
ROLLRIGHT	243.36	12,676	52.09	119.38	171.47
ROUSHAM	27.50	0	0.00	119.38	119.38
SALFORD	128.18	6,750	52.66	119.38	172.04
SANDFORD ST MARTIN	137.50	7,885	57.35	119.38	176.73
SHILTON	282.45	9,890	35.02	119.38	154.40
SHIPTON-UNDER-WYCHWOOD	701.34	38,847	55.39	119.38	174.77
SOUTH LEIGH	168.93	9,396	55.62	119.38	175.00
SPELSBURY	153.82	8,620	56.04	119.38	175.42
STANDLAKE	677.59	25,000	36.90	119.38	156.28
STANTON HARCOURT	492.86	35,000	71.01	119.38	190.39
STEEPLE BARTON	603.38	21,560	35.73	119.38	155.11
STONESFIELD	718.71	37,299	51.90	119.38	171.28
SWERFORD	88.65	7,360	83.02	119.38	202.40
SWINBROOK & WIDFORD	101.54	1,750	0.00	119.38	119.38
TACKLEY	502.82	28,409	56.50	119.38	175.88
TAYNTON	79.76	4,000	50.15	119.38	169.53
WESTCOT BARTON	87.62	1,000	11.41	119.38	130.79
WESTWELL	48.29	0	0.00	119.38	119.38
WITNEY	11,159.31	1,861,708	166.83	119.38	286.21
WOODSTOCK	1,708.78	154,145	90.21	119.38	209.59
WOOTTON	300.50	16,225	53.99	119.38	173.37
WORTON	48.60	0	0.00	119.38	119.38
					0.00
<b>AVERAGE COUNCIL TAX LEVY</b>			<b>98.18</b>	<b>119.38</b>	<b>217.56</b>
<b>TAX BASE FOR THE DISTRICT</b>	<b>47,078.85</b>				
<b>TOTAL PRECEPTS</b>		<b>4,622,260</b>			

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## AMOUNTS OF COUNCIL TAX 2023/2024 - DISTRICT COUNCIL AND PARISHES

PARISH	BASIC AMOUNT OF COUNCIL TAX			BANDINGS								
	WODC	PARISHES	TOTAL	A	B	C	D	E	F	G	H	
	£	£	£	£	£	£	£	£	£	£	£	
ALVESCOT	119.38	74.78	194.16	129.44	151.01	172.59	194.16	237.31	280.45	323.60	388.32	
ASCOTT-UNDER-WYCHWOOD	119.38	70.65	190.03	126.69	147.80	168.92	190.03	232.26	274.49	316.72	380.06	
ASTHAL	119.38	23.67	143.05	95.37	111.26	127.16	143.05	174.84	206.63	238.42	286.10	
ASTON,COTE,SHIFFORD & CHIMNEY	119.38	49.74	169.12	112.75	131.54	150.33	169.12	206.70	244.28	281.87	338.24	
BAMPTON	119.38	118.62	238.00	158.67	185.11	211.56	238.00	290.89	343.78	396.67	476.00	
BLACK BOURTON	119.38	110.96	230.34	153.56	179.15	204.75	230.34	281.53	332.71	383.90	460.68	
BLADON	119.38	99.92	219.30	146.20	170.57	194.93	219.30	268.03	316.77	365.50	438.60	
BLENHEIM	119.38	0.00	119.38	79.59	92.85	106.12	119.38	145.91	172.44	198.97	238.76	
BRIZE NORTON	119.38	79.52	198.90	132.60	154.70	176.80	198.90	243.10	287.30	331.50	397.80	
BROADWELL	119.38	9.39	128.77	85.85	100.15	114.46	128.77	157.39	186.00	214.62	257.54	
BRUERN	119.38	0.00	119.38	79.59	92.85	106.12	119.38	145.91	172.44	198.97	238.76	
BURFORD TOWN COUNCIL	119.38	104.74	224.12	149.41	174.32	199.22	224.12	273.92	323.73	373.53	448.24	
CARTERTON TOWN COUNCIL	119.38	76.99	196.37	130.91	152.73	174.55	196.37	240.01	283.65	327.28	392.74	
CASSINGTON	119.38	80.45	199.83	133.22	155.42	177.63	199.83	244.24	288.64	333.05	399.66	
CHADLINGTON	119.38	49.25	168.63	112.42	131.16	149.89	168.63	206.10	243.58	281.05	337.26	
CHARLBURY TOWN COUNCIL	119.38	94.22	213.60	142.40	166.13	189.87	213.60	261.07	308.53	356.00	427.20	
CHASTLETON	119.38	0.00	119.38	79.59	92.85	106.12	119.38	145.91	172.44	198.97	238.76	
CHILSON	119.38	8.87	128.25	85.50	99.75	114.00	128.25	156.75	185.25	213.75	256.50	
CHIPPING NORTON TOWN COUNCIL	119.38	120.84	240.22	160.15	186.84	213.53	240.22	293.60	346.98	400.37	480.44	
CHURCHILL & SARSDEN	119.38	94.71	214.09	142.73	166.51	190.30	214.09	261.67	309.24	356.82	428.18	
CLANFIELD	119.38	66.47	185.85	123.90	144.55	165.20	185.85	227.15	268.45	309.75	371.70	
COMBE	119.38	42.67	162.05	108.03	126.04	144.04	162.05	198.06	234.07	270.08	324.10	
CORBURY & WYCHWOOD	119.38	0.00	119.38	79.59	92.85	106.12	119.38	145.91	172.44	198.97	238.76	
CORNWELL	119.38	0.00	119.38	79.59	92.85	106.12	119.38	145.91	172.44	198.97	238.76	
CRAWLEY	119.38	29.57	148.95	99.30	115.85	132.40	148.95	182.05	215.15	248.25	297.90	
CURBRIDGE & LEW	119.38	51.79	171.17	114.11	133.13	152.15	171.17	209.21	247.25	285.28	342.34	
DUCKLINGTON	119.38	60.73	180.11	120.07	140.09	160.10	180.11	220.13	260.16	300.18	360.22	
ENSTONE	119.38	67.61	186.99	124.66	145.44	166.21	186.99	228.54	270.10	311.65	373.98	
EYNSHAM	119.38	100.85	220.23	146.82	171.29	195.76	220.23	269.17	318.11	367.05	440.46	
FAWLER	119.38	0.00	119.38	79.59	92.85	106.12	119.38	145.91	172.44	198.97	238.76	
FIFIELD	119.38	18.95	138.33	92.22	107.59	122.96	138.33	169.07	199.81	230.55	276.66	
FILKINS & BROUGHTON	119.38	93.81	213.19	142.13	165.81	189.50	213.19	260.57	307.94	355.32	426.38	

**AMOUNTS OF COUNCIL TAX 2023/2024 - DISTRICT COUNCIL AND PARISHES**

**Schedule 3**

PARISH	BASIC AMOUNT OF COUNCIL TAX			A	B	C	D	E	F	G	H
	WODC	PARISHES	TOTAL								
	£	£	£								
FINSTOCK	119.38	81.36	200.74	133.83	156.13	178.44	200.74	245.35	289.96	334.57	401.48
FREELAND	119.38	96.56	215.94	143.96	167.95	191.95	215.94	263.93	311.91	359.90	431.88
FULBROOK	119.38	28.13	147.51	98.34	114.73	131.12	147.51	180.29	213.07	245.85	295.02
GLYMPTON	119.38	0.00	119.38	79.59	92.85	106.12	119.38	145.91	172.44	198.97	238.76
GRAFTON & RADCOT	119.38	0.00	119.38	79.59	92.85	106.12	119.38	145.91	172.44	198.97	238.76
GREAT TEW	119.38	4.30	123.68	82.45	96.20	109.94	123.68	151.16	178.65	206.13	247.36
HAILEY	119.38	76.37	195.75	130.50	152.25	174.00	195.75	239.25	282.75	326.25	391.50
HANBOROUGH	119.38	71.37	190.75	127.17	148.36	169.56	190.75	233.14	275.53	317.92	381.50
HARDWICK WITH YELFORD	119.38	0.00	119.38	79.59	92.85	106.12	119.38	145.91	172.44	198.97	238.76
HEYTHROP	119.38	16.17	135.55	90.37	105.43	120.49	135.55	165.67	195.79	225.92	271.10
HOLWELL	119.38	0.00	119.38	79.59	92.85	106.12	119.38	145.91	172.44	198.97	238.76
IDBURY	119.38	10.76	130.14	86.76	101.22	115.68	130.14	159.06	187.98	216.90	260.28
KELMSCOTT	119.38	0.00	119.38	79.59	92.85	106.12	119.38	145.91	172.44	198.97	238.76
KENCOT	119.38	0.00	119.38	79.59	92.85	106.12	119.38	145.91	172.44	198.97	238.76
KIDDINGTON WITH ASTERLEIGH	119.38	0.00	119.38	79.59	92.85	106.12	119.38	145.91	172.44	198.97	238.76
KINGHAM	119.38	77.15	196.53	131.02	152.86	174.69	196.53	240.20	283.88	327.55	393.06
LANGFORD	119.38	65.57	184.95	123.30	143.85	164.40	184.95	226.05	267.15	308.25	369.90
LEAFIELD	119.38	174.71	294.09	196.06	228.74	261.41	294.09	359.44	424.80	490.15	588.18
LITTLE FARINGDON	119.38	0.00	119.38	79.59	92.85	106.12	119.38	145.91	172.44	198.97	238.76
LITTLE TEW	119.38	12.90	132.28	88.19	102.88	117.58	132.28	161.68	191.07	220.47	264.56
LYNEHAM	119.38	0.00	119.38	79.59	92.85	106.12	119.38	145.91	172.44	198.97	238.76
MILTON-UNDER-WYCHWOOD	119.38	67.66	187.04	124.69	145.48	166.26	187.04	228.60	270.17	311.73	374.08
MINSTER LOVELL	119.38	62.20	181.58	121.05	141.23	161.40	181.58	221.93	262.28	302.63	363.16
NORTH LEIGH	119.38	50.28	169.66	113.11	131.96	150.81	169.66	207.36	245.06	282.77	339.32
NORTHMOOR	119.38	25.42	144.80	96.53	112.62	128.71	144.80	176.98	209.16	241.33	289.60
OVER NORTON	119.38	153.92	273.30	182.20	212.57	242.93	273.30	334.03	394.77	455.50	546.60
RAMSDEN	119.38	120.83	240.21	160.14	186.83	213.52	240.21	293.59	346.97	400.35	480.42
ROLLRIGHT	119.38	52.09	171.47	114.31	133.37	152.42	171.47	209.57	247.68	285.78	342.94
ROUSHAM	119.38	0.00	119.38	79.59	92.85	106.12	119.38	145.91	172.44	198.97	238.76
SALFORD	119.38	52.66	172.04	114.69	133.81	152.92	172.04	210.27	248.50	286.73	344.08
SANDFORD ST MARTIN	119.38	57.35	176.73	117.82	137.46	157.09	176.73	216.00	255.28	294.55	353.46

**AMOUNTS OF COUNCIL TAX 2023/2024 - DISTRICT COUNCIL AND PARISHES**

**Schedule 3**

PARISH	BASIC AMOUNT OF COUNCIL TAX			BANDINGS							
	WODC	PARISHES	TOTAL	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£	£	£	£
SHILTON	119.38	35.02	154.40	102.93	120.09	137.24	154.40	188.71	223.02	257.33	308.80
SHIPTON-UNDER-WYCHWOOD	119.38	55.39	174.77	116.51	135.93	155.35	174.77	213.61	252.45	291.28	349.54
SOUTH LEIGH	119.38	55.62	175.00	116.67	136.11	155.56	175.00	213.89	252.78	291.67	350.00
SPELSBURY	119.38	56.04	175.42	116.95	136.44	155.93	175.42	214.40	253.38	292.37	350.84
STANDLAKE	119.38	36.90	156.28	104.19	121.55	138.92	156.28	191.01	225.74	260.47	312.56
STANTON HARCOURT	119.38	71.01	190.39	126.93	148.08	169.24	190.39	232.70	275.01	317.32	380.78
STEEPLE BARTON	119.38	35.73	155.11	103.41	120.64	137.88	155.11	189.58	224.05	258.52	310.22
STONESFIELD	119.38	51.90	171.28	114.19	133.22	152.25	171.28	209.34	247.40	285.47	342.56
SWERFORD	119.38	83.02	202.40	134.93	157.42	179.91	202.40	247.38	292.36	337.33	404.80
SWINBROOK & WIDFORD	119.38	17.23	136.61	91.07	106.25	121.43	136.61	166.97	197.33	227.68	273.22
TACKLEY	119.38	56.50	175.88	117.25	136.80	156.34	175.88	214.96	254.05	293.13	351.76
TAYNTON	119.38	50.15	169.53	113.02	131.86	150.69	169.53	207.20	244.88	282.55	339.06
WESTCOT BARTON	119.38	11.41	130.79	87.19	101.73	116.26	130.79	159.85	188.92	217.98	261.58
WESTWELL	119.38	0.00	119.38	79.59	92.85	106.12	119.38	145.91	172.44	198.97	238.76
WITNEY TOWN COUNCIL	119.38	166.83	286.21	190.81	222.61	254.41	286.21	349.81	413.41	477.02	572.42
WOODSTOCK	119.38	90.21	209.59	139.73	163.01	186.30	209.59	256.17	302.74	349.32	419.18
WOOTTON	119.38	53.99	173.37	115.58	134.84	154.11	173.37	211.90	250.42	288.95	346.74
WORTON	119.38	0.00	119.38	79.59	92.85	106.12	119.38	145.91	172.44	198.97	238.76

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## AGGREGATE AMOUNTS OF COUNCIL TAX 2023/24

## Schedule 4

PARISH	BASIC AMOUNT OF COUNCIL TAX				TOTAL £	BANDINGS							
	OXON CC	PCCTV	WODC	PARISHES		A	B	C	D	E	F	G	H
	£	£	£	£		£	£	£	£	£	£	£	£
ALVESCOT	1,734.03	256.28	119.38	74.78	2,184.47	1,456.31	1,699.03	1,941.75	2,184.47	2,669.91	3,155.35	3,640.78	4,368.94
ASCOTT-UNDER-WYCHWOOD	1,734.03	256.28	119.38	70.65	2,180.34	1,453.56	1,695.82	1,938.08	2,180.34	2,664.86	3,149.38	3,633.90	4,360.68
ASTHAL	1,734.03	256.28	119.38	23.67	2,133.36	1,422.24	1,659.28	1,896.32	2,133.36	2,607.44	3,081.52	3,555.60	4,266.72
ASTON,COTE,SHIFFORD & CHIMNEY	1,734.03	256.28	119.38	49.74	2,159.43	1,439.62	1,679.56	1,919.49	2,159.43	2,639.30	3,119.18	3,599.05	4,318.86
BAMPTON	1,734.03	256.28	119.38	118.62	2,228.31	1,485.54	1,733.13	1,980.72	2,228.31	2,723.49	3,218.67	3,713.85	4,456.62
BLACK BOURTON	1,734.03	256.28	119.38	110.96	2,220.65	1,480.43	1,727.17	1,973.91	2,220.65	2,714.13	3,207.61	3,701.08	4,441.30
BLADON	1,734.03	256.28	119.38	99.92	2,209.61	1,473.07	1,718.59	1,964.10	2,209.61	2,700.63	3,191.66	3,682.68	4,419.22
BLENHEIM	1,734.03	256.28	119.38	0.00	2,109.69	1,406.46	1,640.87	1,875.28	2,109.69	2,578.51	3,047.33	3,516.15	4,219.38
BRIZE NORTON	1,734.03	256.28	119.38	79.52	2,189.21	1,459.47	1,702.72	1,945.96	2,189.21	2,675.70	3,162.19	3,648.68	4,378.42
BROADWELL	1,734.03	256.28	119.38	9.39	2,119.08	1,412.72	1,648.17	1,883.63	2,119.08	2,589.99	3,060.89	3,531.80	4,238.16
BRUERN	1,734.03	256.28	119.38	0.00	2,109.69	1,406.46	1,640.87	1,875.28	2,109.69	2,578.51	3,047.33	3,516.15	4,219.38
BURFORD TOWN COUNCIL	1,734.03	256.28	119.38	104.74	2,214.43	1,476.29	1,722.33	1,968.38	2,214.43	2,706.53	3,198.62	3,690.72	4,428.86
CARTERTON TOWN COUNCIL	1,734.03	256.28	119.38	76.99	2,186.68	1,457.79	1,700.75	1,943.72	2,186.68	2,672.61	3,158.54	3,644.47	4,373.36
CASSINGTON	1,734.03	256.28	119.38	80.45	2,190.14	1,460.09	1,703.44	1,946.79	2,190.14	2,676.84	3,163.54	3,650.23	4,380.28
CHADLINGTON	1,734.03	256.28	119.38	49.25	2,158.94	1,439.29	1,679.18	1,919.06	2,158.94	2,638.70	3,118.47	3,598.23	4,317.88
CHARLBURY TOWN COUNCIL	1,734.03	256.28	119.38	94.22	2,203.91	1,469.27	1,714.15	1,959.03	2,203.91	2,693.67	3,183.43	3,673.18	4,407.82
CHASTLETON	1,734.03	256.28	119.38	0.00	2,109.69	1,406.46	1,640.87	1,875.28	2,109.69	2,578.51	3,047.33	3,516.15	4,219.38
CHILSON	1,734.03	256.28	119.38	8.87	2,118.56	1,412.37	1,647.77	1,883.16	2,118.56	2,589.35	3,060.14	3,530.93	4,237.12
CHIPPING NORTON TOWN COUNC	1,734.03	256.28	119.38	120.84	2,230.53	1,487.02	1,734.86	1,982.69	2,230.53	2,726.20	3,221.88	3,717.55	4,461.06
CHURCHILL & SARSDEN	1,734.03	256.28	119.38	94.71	2,204.40	1,469.60	1,714.53	1,959.47	2,204.40	2,694.27	3,184.13	3,674.00	4,408.80
CLANFIELD	1,734.03	256.28	119.38	66.47	2,176.16	1,450.77	1,692.57	1,934.36	2,176.16	2,659.75	3,143.34	3,626.93	4,352.32
COMBE	1,734.03	256.28	119.38	42.67	2,152.36	1,434.91	1,674.06	1,913.21	2,152.36	2,630.66	3,108.96	3,587.27	4,304.72
CORNBURY & WYCHWOOD	1,734.03	256.28	119.38	0.00	2,109.69	1,406.46	1,640.87	1,875.28	2,109.69	2,578.51	3,047.33	3,516.15	4,219.38
CORNWELL	1,734.03	256.28	119.38	0.00	2,109.69	1,406.46	1,640.87	1,875.28	2,109.69	2,578.51	3,047.33	3,516.15	4,219.38
CRAWLEY	1,734.03	256.28	119.38	29.57	2,139.26	1,426.17	1,663.87	1,901.56	2,139.26	2,614.65	3,090.04	3,565.43	4,278.52
CURBRIDGE & LEW	1,734.03	256.28	119.38	51.79	2,161.48	1,440.99	1,681.15	1,921.32	2,161.48	2,641.81	3,122.14	3,602.47	4,322.96
DUCKLINGTON	1,734.03	256.28	119.38	60.73	2,170.42	1,446.95	1,688.10	1,929.26	2,170.42	2,652.74	3,135.05	3,617.37	4,340.84
ENSTONE	1,734.03	256.28	119.38	67.61	2,177.30	1,451.53	1,693.46	1,935.38	2,177.30	2,661.14	3,144.99	3,628.83	4,354.60
EYNSHAM	1,734.03	256.28	119.38	100.85	2,210.54	1,473.69	1,719.31	1,964.92	2,210.54	2,701.77	3,193.00	3,684.23	4,421.08
FAWLER	1,734.03	256.28	119.38	0.00	2,109.69	1,406.46	1,640.87	1,875.28	2,109.69	2,578.51	3,047.33	3,516.15	4,219.38
FIFIELD	1,734.03	256.28	119.38	18.95	2,128.64	1,419.09	1,655.61	1,892.12	2,128.64	2,601.67	3,074.70	3,547.73	4,257.28
FILKINS & BROUGHTON	1,734.03	256.28	119.38	93.81	2,203.50	1,469.00	1,713.83	1,958.67	2,203.50	2,693.17	3,182.83	3,672.50	4,407.00

**AGGREGATE AMOUNTS OF COUNCIL TAX 2023/24**

**Schedule 4**

PARISH	BASIC AMOUNT OF COUNCIL TAX				TOTAL £	BANDINGS							
	OXON CC	PCCTV	WODC	PARISHES		A	B	C	D	E	F	G	H
	£	£	£	£		£	£	£	£	£	£	£	£
FINSTOCK	1,734.03	256.28	119.38	81.36	2,191.05	1,460.70	1,704.15	1,947.60	2,191.05	2,677.95	3,164.85	3,651.75	4,382.10
FREELAND	1,734.03	256.28	119.38	96.56	2,206.25	1,470.83	1,715.97	1,961.11	2,206.25	2,696.53	3,186.81	3,677.08	4,412.50
FULBROOK	1,734.03	256.28	119.38	28.13	2,137.82	1,425.21	1,662.75	1,900.28	2,137.82	2,612.89	3,087.96	3,563.03	4,275.64
GLYMPTON	1,734.03	256.28	119.38	0.00	2,109.69	1,406.46	1,640.87	1,875.28	2,109.69	2,578.51	3,047.33	3,516.15	4,219.38
GRAFTON & RADCOT	1,734.03	256.28	119.38	0.00	2,109.69	1,406.46	1,640.87	1,875.28	2,109.69	2,578.51	3,047.33	3,516.15	4,219.38
GREAT TEW	1,734.03	256.28	119.38	4.30	2,113.99	1,409.33	1,644.21	1,879.10	2,113.99	2,583.77	3,053.54	3,523.32	4,227.98
HAILEY	1,734.03	256.28	119.38	76.37	2,186.06	1,457.37	1,700.27	1,943.16	2,186.06	2,671.85	3,157.64	3,643.43	4,372.12
HANBOROUGH	1,734.03	256.28	119.38	71.37	2,181.06	1,454.04	1,696.38	1,938.72	2,181.06	2,665.74	3,150.42	3,635.10	4,362.12
HARDWICK WITH YELFORD	1,734.03	256.28	119.38	0.00	2,109.69	1,406.46	1,640.87	1,875.28	2,109.69	2,578.51	3,047.33	3,516.15	4,219.38
HEYTHROP	1,734.03	256.28	119.38	16.17	2,125.86	1,417.24	1,653.45	1,889.65	2,125.86	2,598.27	3,070.69	3,543.10	4,251.72
HOLWELL	1,734.03	256.28	119.38	0.00	2,109.69	1,406.46	1,640.87	1,875.28	2,109.69	2,578.51	3,047.33	3,516.15	4,219.38
IDBURY	1,734.03	256.28	119.38	10.76	2,120.45	1,413.63	1,649.24	1,884.84	2,120.45	2,591.66	3,062.87	3,534.08	4,240.90
KELMSCOTT	1,734.03	256.28	119.38	0.00	2,109.69	1,406.46	1,640.87	1,875.28	2,109.69	2,578.51	3,047.33	3,516.15	4,219.38
KENCOT	1,734.03	256.28	119.38	0.00	2,109.69	1,406.46	1,640.87	1,875.28	2,109.69	2,578.51	3,047.33	3,516.15	4,219.38
KIDDINGTON WITH ASTERLEIGH	1,734.03	256.28	119.38	0.00	2,109.69	1,406.46	1,640.87	1,875.28	2,109.69	2,578.51	3,047.33	3,516.15	4,219.38
KINGHAM	1,734.03	256.28	119.38	77.15	2,186.84	1,457.89	1,700.88	1,943.86	2,186.84	2,672.80	3,158.77	3,644.73	4,373.68
LANGFORD	1,734.03	256.28	119.38	65.57	2,175.26	1,450.17	1,691.87	1,933.56	2,175.26	2,658.65	3,142.04	3,625.43	4,350.52
LEAFIELD	1,734.03	256.28	119.38	174.71	2,284.40	1,522.93	1,776.76	2,030.58	2,284.40	2,792.04	3,299.69	3,807.33	4,568.80
LITTLE FARINGDON	1,734.03	256.28	119.38	0.00	2,109.69	1,406.46	1,640.87	1,875.28	2,109.69	2,578.51	3,047.33	3,516.15	4,219.38
LITTLE TEW	1,734.03	256.28	119.38	12.90	2,122.59	1,415.06	1,650.90	1,886.75	2,122.59	2,594.28	3,065.96	3,537.65	4,245.18
LYNEHAM	1,734.03	256.28	119.38	0.00	2,109.69	1,406.46	1,640.87	1,875.28	2,109.69	2,578.51	3,047.33	3,516.15	4,219.38
MILTON-UNDER-WYCHWOOD	1,734.03	256.28	119.38	67.66	2,177.35	1,451.57	1,693.49	1,935.42	2,177.35	2,661.21	3,145.06	3,628.92	4,354.70
MINSTER LOVELL	1,734.03	256.28	119.38	62.20	2,171.89	1,447.93	1,689.25	1,930.57	2,171.89	2,654.53	3,137.17	3,619.82	4,343.78
NORTH LEIGH	1,734.03	256.28	119.38	50.28	2,159.97	1,439.98	1,679.98	1,919.97	2,159.97	2,639.96	3,119.96	3,599.95	4,319.94
NORTHMOOR	1,734.03	256.28	119.38	25.42	2,135.11	1,423.41	1,660.64	1,897.88	2,135.11	2,609.58	3,084.05	3,558.52	4,270.22
OVER NORTON	1,734.03	256.28	119.38	153.92	2,263.61	1,509.07	1,760.59	2,012.10	2,263.61	2,766.63	3,269.66	3,772.68	4,527.22
RAMSDEN	1,734.03	256.28	119.38	120.83	2,230.52	1,487.01	1,734.85	1,982.68	2,230.52	2,726.19	3,221.86	3,717.53	4,461.04
ROLLRIGHT	1,734.03	256.28	119.38	52.09	2,161.78	1,441.19	1,681.38	1,921.58	2,161.78	2,642.18	3,122.57	3,602.97	4,323.56
ROUSHAM	1,734.03	256.28	119.38	0.00	2,109.69	1,406.46	1,640.87	1,875.28	2,109.69	2,578.51	3,047.33	3,516.15	4,219.38
SALFORD	1,734.03	256.28	119.38	52.66	2,162.35	1,441.57	1,681.83	1,922.09	2,162.35	2,642.87	3,123.39	3,603.92	4,324.70
SANDFORD ST MARTIN	1,734.03	256.28	119.38	57.35	2,167.04	1,444.69	1,685.48	1,926.26	2,167.04	2,648.60	3,130.17	3,611.73	4,334.08



**AGGREGATE AMOUNTS OF COUNCIL TAX 2023/24**

**Schedule 4**

PARISH	BASIC AMOUNT OF COUNCIL TAX				TOTAL	BANDINGS							
	OXON CC	PCCTV	WODC	PARISHES		A	B	C	D	E	F	G	H
	£	£	£	£		£	£	£	£	£	£	£	£
SHILTON	1,734.03	256.28	119.38	35.02	2,144.71	1,429.81	1,668.11	1,906.41	2,144.71	2,621.31	3,097.91	3,574.52	4,289.42
SHIPTON-UNDER-WYCHWOOD	1,734.03	256.28	119.38	55.39	2,165.08	1,443.39	1,683.95	1,924.52	2,165.08	2,646.21	3,127.34	3,608.47	4,330.16
SOUTH LEIGH	1,734.03	256.28	119.38	55.62	2,165.31	1,443.54	1,684.13	1,924.72	2,165.31	2,646.49	3,127.67	3,608.85	4,330.62
SPELSBURY	1,734.03	256.28	119.38	56.04	2,165.73	1,443.82	1,684.46	1,925.09	2,165.73	2,647.00	3,128.28	3,609.55	4,331.46
STANDLAKE	1,734.03	256.28	119.38	36.90	2,146.59	1,431.06	1,669.57	1,908.08	2,146.59	2,623.61	3,100.63	3,577.65	4,293.18
STANTON HARCOURT	1,734.03	256.28	119.38	71.01	2,180.70	1,453.80	1,696.10	1,938.40	2,180.70	2,665.30	3,149.90	3,634.50	4,361.40
STEEPLE BARTON	1,734.03	256.28	119.38	35.73	2,145.42	1,430.28	1,668.66	1,907.04	2,145.42	2,622.18	3,098.94	3,575.70	4,290.84
STONESFIELD	1,734.03	256.28	119.38	51.90	2,161.59	1,441.06	1,681.24	1,921.41	2,161.59	2,641.94	3,122.30	3,602.65	4,323.18
SWERFORD	1,734.03	256.28	119.38	83.02	2,192.71	1,461.81	1,705.44	1,949.08	2,192.71	2,679.98	3,167.25	3,654.52	4,385.42
SWINBROOK & WIDFORD	1,734.03	256.28	119.38	17.23	2,126.92	1,417.95	1,654.27	1,890.60	2,126.92	2,599.57	3,072.22	3,544.87	4,253.84
TACKLEY	1,734.03	256.28	119.38	56.50	2,166.19	1,444.13	1,684.81	1,925.50	2,166.19	2,647.57	3,128.94	3,610.32	4,332.38
TAYNTON	1,734.03	256.28	119.38	50.15	2,159.84	1,439.89	1,679.88	1,919.86	2,159.84	2,639.80	3,119.77	3,599.73	4,319.68
WESTCOT BARTON	1,734.03	256.28	119.38	11.41	2,121.10	1,414.07	1,649.74	1,885.42	2,121.10	2,592.46	3,063.81	3,535.17	4,242.20
WESTWELL	1,734.03	256.28	119.38	0.00	2,109.69	1,406.46	1,640.87	1,875.28	2,109.69	2,578.51	3,047.33	3,516.15	4,219.38
WITNEY TOWN COUNCIL	1,734.03	256.28	119.38	166.83	2,276.52	1,517.68	1,770.63	2,023.57	2,276.52	2,782.41	3,288.31	3,794.20	4,553.04
WOODSTOCK	1,734.03	256.28	119.38	90.21	2,199.90	1,466.60	1,711.03	1,955.47	2,199.90	2,688.77	3,177.63	3,666.50	4,399.80
WOOTTON	1,734.03	256.28	119.38	53.99	2,163.68	1,442.45	1,682.86	1,923.27	2,163.68	2,644.50	3,125.32	3,606.13	4,327.36
WORTON	1,734.03	256.28	119.38	0.00	2,109.69	1,406.46	1,640.87	1,875.28	2,109.69	2,578.51	3,047.33	3,516.15	4,219.38

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# West Oxfordshire District Council

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[www.westoxon.gov.uk](http://www.westoxon.gov.uk)

## Fees and Charges 2023/2024

Increase 20%

Planning Services General Administration		2022/2023 Basic Charge £ p	2023/2024 Basic Charge £ p	VAT £ p	2023/2024 Total charge £ p	VAT Status
Access to Information/Inspection of Background Documents	Charge per document (after Committee date)	0.75	1.00	0.00	1.00	Non vatable
	Where documents are listed under a general description (after Committee date) During 5 days prior to Committee date only	6.50	8.00	0.00	8.00	Non vatable
	<i>Note: Members of the public may only inspect background documents 3 days prior to Committee date or thereafter.</i>					
	Administration Charge for Services Rendered	30 percent	30 percent		30 % + VAT	Vatable
Minutes/Agendas	Per Annum	206.10	247.00	49.40	296.40	Vatable
	Single Agenda	5.45	7.00	1.40	8.40	Vatable
Parish/Town Councils Per Annum		22.45	25.00	5.00	30.00	Vatable
Brownfields Register		0.00	15.00	3.00	18.00	Vatable
Self-Build register	Part 1 – for those who meet criteria (with local connections).	0.00	25.00	5.00	30.00	Vatable
	Part 2 – for those who meet national criteria, but not local connection.	0.00	10.00	2.00	12.00	Vatable

Libraries						
Dyeline Prints (Any type, with due regard to copyright restrictions)	A2 Size	8.50	10.00	2.00	12.00	Vatable
	A1 Size	10.70	13.00	2.60	15.60	Vatable
	From Paper Roll Larger than A1 Size	13.75	17.00	3.40	20.40	Vatable
Photocopying - (per sheet)	A4 size and foolscap	0.20	1.00	0.20	1.20	Vatable
	A3 size	0.20	1.00	0.20	1.20	Vatable
	A4 & A3 Colour Copies	0.30	1.00	0.20	1.20	Vatable
Local Plan		22.05	25.00	0.00	25.00	Non vatable

Increase 20%

Planning Services		2022/2023 Basic Charge £ p	2023/2024 Basic Charge £ p	VAT £ p	2023/2024 Total Charge £ p	VAT Status
Planning Applications – Maps	Up to 6 maps (one charge for the set):					
	1:500 scale*	4.40	5.00	0.00	5.00	Non vatable
	plus admin fee #	11.75	14.00	2.80	16.80	Vatable
	1:1250 scale*	15.65	19.00	0.00	19.00	Non vatable
	plus admin fee #	11.45	14.00	2.80	16.80	Vatable
1:2500 scale*		64.70	78.00	0.00	78.00	Non vatable
	plus admin fee #	11.75	13.00	2.60	15.60	Vatable
*All maps are provided by the National maps Centre and are subject to change if the O.S. increase their fees						
# Only one admin fee is charged regardless of the number of maps purchased.						
Planning Applications - Weekly Press Lists		197.00	236.00	47.20	283.20	Vatable
Planning Decision Notices	Notice requested	11.75	14.00	2.80	16.80	Vatable
Compilation of Agreement. Minimum charge increased at Officer's discretion	Section 52 Agreement Per copy of Agreement	21.50	26.00	5.20	31.20	Vatable
	Section 106 Agreements Per copy of Agreement	19.00	23.00	4.60	27.60	Vatable
Tree Preservation Orders: Per copy of order		18.40	22.00	4.40	26.40	Vatable
Valuation Fee		At Cost	At Cost	-	At Cost	Vatable
High Hedges Complaint- £500- zero-rated VAT		500.00	600.00	0.00	600.00	Non vatable
Planning application fees are set by central government. Use this link to CLG planning portal.		<a href="http://ecab.planningportal.co.uk/uploads/english_application_fees.pdf">http://ecab.planningportal.co.uk/uploads/english_application_fees.pdf</a>				

Increase 6%

Planning Services		2022/2023	2023/2024	VAT	2023/2024	VAT Status
		Basic Charge	Basic Charge		Total Charge	
		£ p	£ p	£ p	£ p	
Local Search Fees	Con29 only	127.50	135.50	27.10	162.60	Vatable
	Part II	0.00	21.50	4.30	25.80	Vatable
	Additional Questions	0.00	21.50	4.30	25.80	Vatable

No increase

Standard Legal and Estates Fees for Property Transactions		2022/2023	2023/2024	VAT	2023/2024	VAT Status
		Basic Charge	Basic Charge		Total Charge	
		£ p	£ p	£ p	£ p	
Legal Fee	New Commercial Lease		500.00	100.00	600.00	Vatable
	Renewal Leases		100.00	20.00	120.00	Vatable
	Deed of Variation (at Tenant request)		250.00	50.00	300.00	Vatable
	Licence to Alter £250 £150 £400		250.00	50.00	300.00	Vatable
	Licence to Assign / Underlet £250 £150 £400		250.00	50.00	300.00	Vatable
	Deed of Grant/Release £500 £250 £750		500.00	100.00	600.00	Vatable
	Deed of Surrender £250 £150 £400		250.00	50.00	300.00	Vatable
	Licence for Use £150 £150 £300		150.00	30.00	180.00	Vatable
Estates Fee	Disposal - (at other party request) £500 £500 £1000		500.00	100.00	600.00	Vatable
	Deed of Variation (at Tenant request)		150.00	30.00	180.00	Vatable
	Licence to Alter £250 £150 £400		150.00	30.00	180.00	Vatable
	Licence to Assign / Underlet £250 £150 £400		150.00	30.00	180.00	Vatable
	Deed of Grant/Release £500 £250 £750		250.00	50.00	300.00	Vatable
	Deed of Surrender £250 £150 £400		150.00	30.00	180.00	Vatable
	Licence for Use £150 £150 £300		150.00	30.00	180.00	Vatable
	Letter Licence n/a £50 £50		50.00	10.00	60.00	Vatable
Schedule of Condition: depending on size of property £100 - £500						
Disposal - (at other party request)		500.00	100.00	600.00	Vatable	

Increase 10%

Planning Services: Pre Application Planning Advice		2022/2023	2023/2024	VAT	2023/2024	VAT Status
		Basic Charge	Basic Charge		Total Charge	
		£ p	£ p	£ p	£ p	
<b>Written Advice</b> 1-2 dwellings	less than 0.5ha (outline) less than 500m <sup>2</sup> floorspace Change of use	182.70	201.00	40.20	241.20	Vatable
<b>Meeting &amp; Written Advice</b> 1-2 dwellings	Meeting up to 1 hour Each additional meeting per hour	366.00 183.00	403.00 201.00	80.60 40.20	483.60 241.20	Vatable Vatable
<b>Written Advice</b> 3-14 dwellings	0.5-0.99ha (outline) 500-999m <sup>2</sup> floorspace	366.45	403.00	80.60	483.60	Vatable
<b>Meeting &amp; Written Advice</b> 3-14 dwellings	Meeting up to 1 hour Each additional meeting per hour	733.00 183.00	806.00 201.00	161.20 40.20	967.20 241.20	Vatable Vatable
<b>Written Advice</b> 15-100 dwellings	1-3.0 ha (outline) 1000-2999m <sup>2</sup> floorspace	732.90	806.00	161.20	967.20	Vatable
<b>Meeting &amp; Written Advice</b> 15-100 dwellings	Meeting(s) up to 2 hours Each additional meeting £183 per hour	1,465.00 183.00	1,612.00 201.00	322.40 40.20	1,934.40 241.20	Vatable Vatable
<b>Strategic Development sites.</b>	Meetings held in the context of an emerging Development Plan as an intrinsic part of the decision as to whether to allocate the site or not will be free. At the point detailed site/design matters are discussed a fee is payable to cover a further 3 hours of meetings. Each additional meeting per hour	2,988.00 183.00	3,287.00 201.00	657.40 40.20	3,944.40 241.20	Vatable Vatable
<b>Design Supplement.</b>	For all non-Listed Building enquiries where a design input is required before a response can be made. This <b>does not</b> apply to enquiries relating solely	60.90	67.00	13.40	80.40	Vatable
<b>Advertisement Consent.</b>	Written Advise Meeting & Written Advice	182.70 244.00	201.00 268.00	40.20 53.60	241.20 321.60	Vatable Vatable
<b>Informal quick responses.</b>	An e-mail description of the proposals along with payment of the £ 30 fee will be required. An informal response will be given by phone or e-mail within 3 working days of receipt. No meetings/ letters will be produced.	30.00	33.00	6.60	39.60	Vatable
<b>Season Ticket.</b>	Regular developers, agents or landowners may wish to negotiate a "season ticket" where, upon payment of an up front fee to cover the estimated cost of enquiries likely to be made during the coming year the need to complete the forms and payments for each enquiry can be avoided NB If the estimate is materially exceeded subsequent meetings will be charged at the standard rates above.					
Solicitor/agent letters requiring confirmation that conditions have been discharged or satisfied.		182.70	201.00	40.20	241.20	Vatable

Increase 10%

Resources		2022/2023 Basic Charge £ p	2023/2024 Basic Charge £ p	VAT £ p	2023/2024 Total Charge £ p	VAT Status
Administration	Freedom of Information enquiries (charge per hr for search costs over the £450 'Appropriate Limit'):	25.00	25.00	0.00	25.00	Non vatable
	Freedom of Information photocopying - per sheet	0.15	1.00	0.00	1.00	Non vatable
Summons Costs - Council Tax/NNDR	Council Tax - Summons on application for Liability Order*	65.00	65.00	0.00	65.00	Non vatable
	Council Tax - Costs of Liability Order hearing*	45.00	45.00	0.00	45.00	Non vatable
	NNDR - Summons on application for Liability Order*	75.00	75.00	0.00	75.00	Non vatable
	NNDR - Costs of Liability Order hearing* * As approved by the Magistrates Court	45.00	45.00	0.00	45.00	Non vatable
Miscellaneous properties	Garage rents	12.60	13.00	2.60	15.60	Vatable



Increase 10%

Environmental & Regulatory Services: Water Supplies		2022/2023 Basic Charge £ p	2023/2024 Basic Charge £ p	VAT £ p	2023/2024 Total Charge £ p	VAT Status
Private Water Supplies	Risk Assessment or Investigation (fee per hour)	56.25	62.00	0.00	62.00	Non vatable
	Sampling – each visit – fixed fee	110.25	121.00	0.00	121.00	Non vatable
	Granting and Authorisation - fixed fee plus hourly rate applies	110.25	121.00	0.00	121.00	Non vatable
Sample Analysis	Taken under Regulation 10					
	Taken during check monitoring	at cost	at cost		at cost	Non vatable
	Taken during audit monitoring					
Regulation of Pollution from Industrial Sources <i>Fees as laid down by the Secretary of State</i>	<b>- Environmental Permitting Regulations 2010</b> <i>Please refer to <a href="http://www.gov.uk/local-authority-environmental-permit">www.gov.uk/local-authority-environmental-permit</a></i>					
Environmental Information Regulations – Search Fees	Basic administration charge	27.55	30.00	6.00	36.00	Vatable
	Contaminated Land information request	88.20	97.00	19.40	116.40	Vatable

Increase 5%

Environmental & Regulatory Services: Food Health & Safety		2022/2023 Basic Charge £ p	2023/2024 Basic Charge £ p	VAT £ p	2023/2024 Total Charge £ p	VAT Status
Export of Food Products	Food Export Health Certificate (including first hour of officer time)	60.00	64.00	0.00	64.00	Non vatable
	DEFRA Export Health Certificate	0.00	126.00	0.00	126.00	Non vatable
	Officer hourly rate after first hour	42.00	45.00	0.00	45.00	Non vatable
Other Products & Services	E-learning	35.00	35.00	0.00	35.00	Non vatable
	Safer Food, Better Business Information Pack	15.00	15.00	0.00	15.00	Non vatable
	Food Hygiene Rating Re-visit	180.00	190.00	0.00	190.00	Non vatable
	Condemned Food Certificate	90.00	95.00	0.00	95.00	Non vatable

Increase 10%

Environmental & Regulatory Services: Licencing Animal Welfare		2022/2023 Basic Charge £ p	2023/2024 Basic Charge £ p	VAT £ p	2023/2024 Total Charge £ p	VAT Status
Breeding of Dogs <sup>1</sup>	New Application	385.90	424.00	0.00	424.00	Non vatable
	Renewal (1 to 3 years depending on rating + annual inspection)	303.20	334.00	0.00	334.00	Non vatable
Horse Riding Establishments <sup>1</sup>	New Application	441.00	485.00	0.00	485.00	Non vatable
	Renewal (1 to 3 years depending on rating + annual inspection)	303.20	334.00	0.00	334.00	Non vatable
Pet Shops	New Application	297.70	327.00	0.00	327.00	Non vatable
	Renewal (1 to 3 years depending on rating)	253.60	279.00	0.00	279.00	Non vatable
Keeping or Training Animals for Exhibition	New Application	297.70	327.00	0.00	327.00	Non vatable
	Renewal (3 years)	253.60	279.00	0.00	279.00	Non vatable
Home Boarding for Dogs (Day-time or overnight care within the home environment)	New Application	297.70	327.00	0.00	327.00	Non vatable
	Renewal (1 to 3 years depending on rating)	253.60	279.00	0.00	279.00	Non vatable
Providing Boarding in Kennels	Dogs - New Application – up to 50 dogs	297.70	327.00	0.00	327.00	Non vatable
	Dogs - Renewal (1 to 3 years depending on rating) – up to 50 dogs	253.60	279.00	0.00	279.00	Non vatable
	Dogs - New Application – over 50 dogs	347.30	382.00	0.00	382.00	Non vatable
	Dogs - Renewal (1 to 3 years depending on rating)– over 50 dogs	303.20	334.00	0.00	334.00	Non vatable
	Cats - New Application – up to 50 cats	297.70	327.00	0.00	327.00	Non vatable
	Cats - Renewal (1 to 3 years depending on rating) – up to 50 cats	253.60	279.00	0.00	279.00	Non vatable
	Cats - New Application – over 50 cats	347.30	382.00	0.00	382.00	Non vatable
	Cats - Renewal (1 to 3 years depending on rating)– over 50 cats	303.20	334.00	0.00	334.00	Non vatable
<b>Total charge is the amount as shown plus veterinary fees</b>						

Increase 10%

Environmental & Regulatory Services: Licencing Animal Welfare		2022/2023 Basic Charge £ p	2023/2024 Basic Charge £ p	VAT £ p	2023/2024 Total Charge £ p	VAT Status
Providing Day Care for Dogs	New Application – up to 50 dogs	270.00	297.00	0.00	297.00	Non vatable
	Renewal (1 to 3 years depending on rating) – up to 50 dogs	253.60	279.00	0.00	279.00	Non vatable
	New Application – over 50 dogs	347.30	382.00	0.00	382.00	Non vatable
	Renewal (1 to 3 years depending on rating)– over 50 dogs	303.20	334.00	0.00	334.00	Non vatable
Supplementary Fees	Franchise Licence – Dog Boarding only <sup>1</sup>	121.30	133.00	0.00	133.00	Non vatable
	Host Fee <sup>2</sup>	143.35	158.00	0.00	158.00	Non vatable
	Additional Activity <sup>3</sup>	49.60	55.00	0.00	55.00	Non vatable
	Variation Fee e.g. amendment to a licence	27.60	30.00	0.00	30.00	Non vatable
	Inspection Fee <sup>4</sup>	132.30	146.00	0.00	146.00	Non vatable
	Re-Rating Fee <sup>5</sup>	137.80	152.00	0.00	152.00	Non vatable
<sup>1</sup> Host fees will be required in addition to this licence						
<sup>2</sup> Required per host family of a dog boarding franchise						
<sup>3</sup> Payable in addition to the appropriate licence fees where more than one activity is undertaken at the same premises						
<sup>4</sup> Payable if an inspection is required in addition to the initial inspection required included within the licence fee						
<sup>5</sup> Inspection and licence amendment for re-rating of the current star rating						
Dangerous Wild Animals	New Application <sup>1</sup>	369.35	406.00	0.00	406.00	Non vatable
	Renewal (2 years) <sup>1</sup>	325.25	358.00	0.00	358.00	Non vatable
Zoos	s14(2) dispensation - New Application <sup>1</sup>	1,284.40	1,413.00	0.00	1,413.00	Non vatable
	s14(2) dispensation - Renewal (6 years) <sup>1</sup>	1,736.45	1,910.00	0.00	1,910.00	Non vatable
	No dispensation - New Application <sup>1</sup>	2,050.65	2,256.00	0.00	2,256.00	Non vatable
	No dispensation - Renewal (6 years) <sup>1</sup>	2,888.55	3,177.00	0.00	3,177.00	Non vatable
<sup>1</sup> Total charge is the amount as shown plus veterinary fees						

Environmental & Regulatory Services: Licencing Taxis		2022/2023 Basic Charge £ p	2023/2024 Basic Charge £ p	VAT £ p	2023/2024 Total Charge £ p	VAT Status
Drivers Licence	Hackney Carriage / Private Hire / Dual - 3 year – new application	262.50	263.00	0.00	263.00	Non vatable
	Hackney Carriage / Private Hire / Dual - 3 year – renewal	194.25	194.00	0.00	194.00	Non vatable
	Single Private Hire to Dual Licence transfer	56.65	57.00	0.00	57.00	Non vatable
Vehicle Licence – all 1 year	Hackney Carriage vehicle – new application	262.50	263.00	0.00	263.00	Non vatable
	Hackney Carriage vehicle – renewal	194.25	194.00	0.00	194.00	Non vatable
	Private Hire vehicle – new application	262.50	263.00	0.00	263.00	Non vatable
	Private Hire vehicle – renewal	194.25	194.00	0.00	194.00	Non vatable
	Transfer of vehicle licence – to another person	26.25	26.00	0.00	26.00	Non vatable
	Transfer of vehicle licence – to another vehicle (1 year)	189.00	189.00	0.00	189.00	Non vatable
	Transfer of vehicle licence – to another vehicle (remainder of plate)	90.30	90.00	0.00	90.00	Non vatable
	Temporary vehicle (Insurance Company)	262.50	263.00	0.00	263.00	Non vatable
	Change of registration number	90.30	90.00	0.00	90.00	Non vatable
Private Hire Operators	Operator Licence – 5 year – new application	420.00	420.00	0.00	420.00	Non vatable
	Operator Licence – 1 year – new application / renewal	105.00	105.00	0.00	105.00	Non vatable
Other Fees	Knowledge Test	78.75	79.00	0.00	79.00	Non vatable
	Replacement driver's badge	29.40	29.00	0.00	29.00	Non vatable
	Replacement external plate	34.65	35.00	0.00	35.00	Non vatable
	Replacement internal plate	29.40	29.00	0.00	29.00	Non vatable
	Vehicle bracket	10.50	11.00	0.00	11.00	Non vatable
	Administration charge for any other requests	26.25	26.00	0.00	26.00	Non vatable

No increase

Environmental & Regulatory Services: Licencing Street Trading		2022/2023 Basic Charge £ p	2023/2024 Basic Charge £ p	VAT £ p	2023/2024 Total Charge £ p	VAT Status
Street Trading Licences	Witney & Chipping Norton – annual	2,892.82	2,893.00	0.00	2,893.00	Non vatable
	Witney & Chipping Norton – 3 months	862.14	862.00	0.00	862.00	Non vatable
	All other consents – annual	1,933.99	1,934.00	0.00	1,934.00	Non vatable
	All other consents – 3 months	620.81	621.00	0.00	621.00	Non vatable
	Individual Trader Day Rate (per stall)	67.18	67.00	0.00	67.00	Non vatable

Environmental & Regulatory Services: Markets						
Chipping Norton	per day per 10' frontage or pro-rata	22.39	22.00	4.40	26.40	Vatable
	per day casual	31.18	31.00	6.20	37.20	Vatable
	plus per canopy, per pitch, per day	3.30	3.00	0.60	3.60	Vatable
Witney	per day per 10' frontage or pro-rata	23.38	23.00	4.60	27.60	Vatable
	per day casual	31.67	32.00	6.40	38.40	Vatable
	plus per canopy, per pitch, per day	3.30	3.00	0.60	3.60	Vatable
	Farmers Market - per site	349.39	349.00	69.80	418.80	Vatable

Increase 10%

Environmental & Regulatory Services: Licencing Other		2022/2023 Basic Charge £ p	2023/2024 Basic Charge £ p	VAT £ p	2023/2024 Total Charge £ p	VAT Status
Scrap Metal	Dealer (Site) Licence – New Application / Renewal	587.14	646.00	0.00	646.00	Non vatable
	Collector's Licence – New Application / Renewal	587.14	646.00	0.00	646.00	Non vatable
Cosmetic Piercing (Accupuncture, Tattoo, Ear Piercing & Electrolysis)	Premises registration (includes 1 practitioner)	206.76	227.00	0.00	227.00	Non vatable
	Personal registration (each additional practitioner at a registered premises)	153.20	169.00	0.00	169.00	Non vatable
Sex Shop, Sex Cinema or Sexual Entertainment Venue	<b>Please contact <a href="mailto:ers@publicagroup.uk">ers@publicagroup.uk</a> to discuss your requirements</b>					
Houses in Multiple Occupation	HMO Licence (3 years)	683.55	752.00	0.00	752.00	Non vatable
Advisory Services	The council offers regulatory service support and advice as part of the Better Business for all partnership ( <a href="https://www.thegrowthhub.biz/support-hub/better-business-for-all">https://www.thegrowthhub.biz/support-hub/better-business-for-all</a> ); please contact <a href="mailto:ers@publicagroup.uk">ers@publicagroup.uk</a> to discuss your requirements.					

Alcohol &amp; Entertainment (Licensing Act 2003)

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

Increase 10%
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Environmental & Regulatory Services: Licencing Caravan & Campsites		2022/2023 Basic Charge £ p	2023/2024 Basic Charge £ p	VAT £ p	2023/2024 Total Charge £ p	VAT Status
New site application	– 5 or less units	347.30	382.00	0.00	382.00	Non vatable
	– 6 to 24 units	463.05	509.00	0.00	509.00	Non vatable
	– 25 to 99 units	556.75	612.00	0.00	612.00	Non vatable
	– 100 to 199 units	639.45	703.00	0.00	703.00	Non vatable
	– 200 units and over	733.15	806.00	0.00	806.00	Non vatable
Annual Fee for existing site licence	– 5 or less units	292.15	321.00	0.00	321.00	Non vatable
	– 6 to 24 units	385.90	424.00	0.00	424.00	Non vatable
	– 25 to 99 units	479.60	528.00	0.00	528.00	Non vatable
	– 100 to 199 units	556.75	612.00	0.00	612.00	Non vatable
	– 200 units and over	644.95	709.00	0.00	709.00	Non vatable
Other Fees	Transfer / amendment of existing site licence	110.25	121.00	0.00	121.00	Non vatable
	Change Site Conditions	110.25	121.00	0.00	121.00	Non vatable
	Site Rules Deposit	55.15	61.00	0.00	61.00	Non vatable
	Administrative and other expenses to serve notice under the Mobile Homes Act	330.75	364.00	0.00	364.00	Non vatable

Set by legislation

Environmental & Regulatory Services: Licencing Gambling Act		2022/2023 Basic Charge £ p	2023/2024 Basic Charge £ p	VAT £ p	2023/2024 Total Charge £ p	VAT Status
<b>Betting Premises (excluding Tracks)</b>	New Premises	471.68	471.68	0.00	471.68	Non vatable
	Vary Premises	471.68	471.68	0.00	471.68	Non vatable
	Transfer of Premises	105.53	105.53	0.00	105.53	Non vatable
	Reinstatement of Premises	211.01	211.01	0.00	211.01	Non vatable
	Provisional Statement	471.68	471.68	0.00	471.68	Non vatable
	New Premises with Provisional	86.88	86.88	0.00	86.88	Non vatable
	Annual Fee	186.20	186.20	0.00	186.20	Non vatable
Notification of change		31.00	31.00	0.00	31.00	Non vatable
<b>For all other premises licence fees, please contact <a href="mailto:ers@publicagroup.uk">ers@publicagroup.uk</a>.</b>						
<b>The fees for gaming machine permits are set nationally – please refer to <a href="http://www.gamblingcommission.gov.uk">www.gamblingcommission.gov.uk</a></b>						
<b>Lotteries and Amusements (Fees set nationally)</b>	Small Lottery – new application	40.00	40.00	0.00	40.00	Non vatable
	Small Lottery – renewal	20.00	20.00	0.00	20.00	Non vatable

Set by legislation

Environmental & Regulatory Services: Premises		2022/2023 Basic Charge £ p	2023/2024 Basic Charge £ p	VAT £ p	2023/2024 Total Charge £ p	VAT Status
Number of people						
*Events that exceed 5,000 people will be liable for an additional fee to be charged on an application for a premises licence authorising the event.	5,000-9,999	1,000.00	1,000.00	0.00	1,000.00	Non vatable
	10,000-14,999	2,000.00	2,000.00	0.00	2,000.00	Non vatable
	15,000-19,999	4,000.00	4,000.00	0.00	4,000.00	Non vatable
	20,000-29,999	8,000.00	8,000.00	0.00	8,000.00	Non vatable
	30,000-39,999	16,000.00	16,000.00	0.00	16,000.00	Non vatable
	40,000-49,999	24,000.00	24,000.00	0.00	24,000.00	Non vatable
	50,000-59,999	32,000.00	32,000.00	0.00	32,000.00	Non vatable
	60,000-69,999	40,000.00	40,000.00	0.00	40,000.00	Non vatable
	70,000-79,999	48,000.00	48,000.00	0.00	48,000.00	Non vatable
	80,000-89,999	56,000.00	56,000.00	0.00	56,000.00	Non vatable
	90,000 and over	64,000.00	64,000.00	0.00	64,000.00	Non vatable
<b>Note: Fees are determined by Government</b>						



Set by legislation

Environmental & Regulatory Services: Community Safety & Licensing (Licensing Act 2003) Premises Licences		2022/2023 Basic Charge £ p	2023/2024 Basic Charge £ p	VAT £ p	2023/2024 Total Charge £ p	VAT Status
Fees relating to applications for premises licences, club premises certificates, variations, (but not changes of name and address etc or changes of designated premises supervisor) the conversion of existing licences, and conversion/variations should be graduated using five bands as shown:	BAND A	100.00	100.00	0.00	100.00	Non vatable
	BAND B	190.00	190.00	0.00	190.00	Non vatable
	BAND C	315.00	315.00	0.00	315.00	Non vatable
	BAND D	450.00	450.00	0.00	450.00	Non vatable
	BAND E	635.00	635.00	0.00	635.00	Non vatable
The annual charges payable by those holding licences and club premises certificates:	BAND A	70.00	70.00	0.00	70.00	Non vatable
	BAND B	180.00	180.00	0.00	180.00	Non vatable
	BAND C	295.00	295.00	0.00	295.00	Non vatable
	BAND D	320.00	320.00	0.00	320.00	Non vatable
	BAND E	350.00	350.00	0.00	350.00	Non vatable
Particular types of premises which do not have non-domestic rateable values would be allocated to Band A The various non-domestic rateable values should be allocated to bands in the following way: Note:*Non-Domestic rateable value	BAND A				*£0-£4,300	Non vatable
	BAND B				*£4,301-£33,000	Non vatable
	BAND C				*£33,001-£87,000	Non vatable
	BAND D				*£87,001-£125,000	Non vatable
	BAND E				*£125,001 and over	Non vatable
<b>*No fee or annual charge would be payable by church halls, chapel halls or other premises of a similar nature and village halls, parish and community halls or other premises of a similar nature for a premises licence authorising only the provision of regulated entertainment. No fee or annual charge would be payable by a school providing education for pupils up to year 13 or a sixth form college for a premises licence authorising only the provision of regulated entertainment carried on by the school or sixth form college.</b>						
Temporary Events Notice		21.00	21.00	0.00	21.00	Non vatable
Personal Licence		37.00	37.00	0.00	37.00	Non vatable
Minor Variations procedure		89.00	89.00	0.00	89.00	Non vatable
<b>Note: Fees determined by Government</b>						

Set by legislation
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Environmental & Regulatory Services: Community Safety & Licensing (Licensing Act 2003) Miscellaneous Fees		2022/2023 Basic Charge £ p	2023/2024 Basic Charge £ p	VAT £ p	2023/2024 Total Charge £ p	VAT Status
Miscellaneous Fees	Application for a grant or renewal of personal licence	37.00	37.00	0.00	37.00	Non vatable
	Temporary event notices	21.00	21.00	0.00	21.00	Non vatable
	Theft, loss etc of premises licence or summary	10.50	10.50	0.00	10.50	Non vatable
	Application for a provisional statement where premises being built, etc	195.00	195.00	0.00	195.00	Non vatable
	Notification of change of name or address	10.50	10.50	0.00	10.50	Non vatable
	Application to vary to specify individual as premises supervisor	23.00	23.00	0.00	23.00	Non vatable
	Application for transfer of premises licence	23.00	23.00	0.00	23.00	Non vatable
	Interim authority notice following death etc. of licence holder	23.00	23.00	0.00	23.00	Non vatable
	Theft, loss etc of certificate or summary	10.50	10.50	0.00	10.50	Non vatable
	Notification of change of name or alteration of club rules	10.50	10.50	0.00	10.50	Non vatable
	Change of relevant registered address of club	10.50	10.50	0.00	10.50	Non vatable
	Theft, loss etc of temporary event notice	10.50	10.50	0.00	10.50	Non vatable
	Theft, loss etc of personal licence	10.50	10.50	0.00	10.50	Non vatable
	Duty to notify change of name or address	10.50	10.50	0.00	10.50	Non vatable
	Right of freeholder etc to be notified of licensing matters	21.00	21.00	0.00	21.00	Non vatable
<b>Note: Fees determined by Government</b>						

Set by legislation

Environmental & Regulatory Services: Environmental Services Penalty Notices		2022/2023 Basic Charge £ p	2023/2024 Basic Charge £ p	VAT £ p	2023/2024 Total Charge £ p	VAT Status
Fine for Dog Fouling		50.00	50.00	0.00	50.00	Non vatable
Off Street Parking enforcement	Higher Level Contravention paid after service of charge certificate*	105.00	105.00	0.00	105.00	Non vatable
	Higher Level Contravention paid after 14 days but before service of charge certificate*	70.00	70.00	0.00	70.00	Non vatable
	Higher level contravention paid within 14 days*	35.00	35.00	0.00	35.00	Non vatable
	Lower Level Contravention paid after service of charge certificate*	75.00	75.00	0.00	75.00	Non vatable
	Lower level contravention paid within 14 days*	50.00	50.00	0.00	50.00	Non vatable
	Lower level contravention paid within 14 days*	25.00	25.00	0.00	25.00	Non vatable
<b>Operational Guidance to Local Authorities: Parking Policy and enforcement. Department for Transport. Traffic Management Act 2004</b>						
Nuisance parking	Fixed penalty notices (FPN's)*	100.00	100.00	0.00	100.00	Non vatable
	If paid within 14 days	75.00	75.00	0.00	75.00	Non vatable
Abandoned vehicles	Fixed penalty notices (FPN's)*	200.00	200.00	0.00	200.00	Non vatable
	If paid within 14 days	150.00	150.00	0.00	150.00	Non vatable
*statutory fee						

Set by legislation

Environmental & Regulatory Services: Penalty Notices		2022/2023 Basic Charge £ p	2023/2024 Basic Charge £ p	VAT £ p	2023/2024 Total Charge £ p	VAT Status
Depositing litter	Fixed penalty notices (FPN's)*	80.00	80.00	0.00	80.00	Non vatable
	If paid within 14 days	60.00	60.00	0.00	60.00	Non vatable
Graffiti & Fly-posting	Fixed penalty notices (FPN's)*	80.00	80.00	0.00	80.00	Non vatable
	If paid within 14 days	60.00	60.00	0.00	60.00	Non vatable
Unauthorised distribution of free printed matter	Fixed penalty notices (FPN's)*	80.00	80.00	0.00	80.00	Non vatable
	If paid within 14 days	60.00	60.00	0.00	60.00	Non vatable
Failure to comply with a waste receptacles notice	Fixed penalty notices (FPN's)*	80.00	80.00	0.00	80.00	Non vatable
	If paid within 14 days	60.00	60.00	0.00	60.00	Non vatable
Failure to comply with a street litter control notice	Fixed penalty notices (FPN's)*	110.00	110.00	0.00	110.00	Non vatable
	If paid within 14 days	83.00	83.00	0.00	83.00	Non vatable
Failure to comply with a litter clearing notice	Fixed penalty notices (FPN's)*	110.00	110.00	0.00	110.00	Non vatable
	If paid within 14 days	83.00	83.00	0.00	83.00	Non vatable
Failure to produce waste documents	Fixed penalty notices (FPN's)*	300.00	300.00	0.00	300.00	Non vatable
	If paid within 14 days	180.00	180.00	0.00	180.00	Non vatable
Failure to produce authority to transport waste	Fixed penalty notices (FPN's)*	300.00	300.00	0.00	300.00	Non vatable
	If paid within 14 days	180.00	180.00	0.00	180.00	Non vatable
Smoking in smoke free premises or work vehicles	Fixed penalty notices (FPN's)*	50.00	50.00	0.00	50.00	Non vatable
	If paid within 14 days	30.00	30.00	0.00	30.00	Non vatable
Failure to display no smoking signs	Fixed penalty notices (FPN's)*	200.00	200.00	0.00	200.00	Non vatable
	If paid within 14 days	150.00	150.00	0.00	150.00	Non vatable
Unlawful deposit of waste	Fixed penalty notices (FPN's)*	400.00	400.00	0.00	400.00	Non vatable
	If paid within 10 days	200.00	200.00	0.00	200.00	Non vatable
Householder Duty of Care	Fixed penalty notices (FPN's)*	400.00	400.00	0.00	400.00	Non vatable
	If paid within 10 days	200.00	200.00	0.00	200.00	Non vatable
Smoke and Carbon Monoxide Regulations	Fixed penalty notices (FPN's)*	5,000.00	5,000.00	0.00	5,000.00	Non vatable
Housing Act 2004 Charging for Notices	Charge for Notice served	355.00	355.00	0.00	355.00	Non vatable
Minimum Energy Performance Certificate	The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015.	5,000.00	5,000.00	0.00	5,000.00	Non vatable
*statutory fee						

No increase
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## BUILDING CONTROL – GENERAL NOTES

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

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

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

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

#### Full Plans Applications Charges

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

#### Building Notice Applications Charges

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

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

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

#### Regularisation Applications (Retrospective Works) Charges

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

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

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

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

No increase

Building Control	2022/2023 Basic Charge £ p	2023/2024 Basic Charge £ p	VAT £ p	2023/2024 Total Charge £ p	VAT Status
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**TABLE A – NEW DWELLINGS** e.g. flats, houses with total floor area of less than 300m<sup>2</sup> )

Dwellings 1	Full Plans Charge	606.00	606.00	121.20	727.20	Vatable
	Building Notice Charge	660.00	660.00	132.00	792.00	Vatable
Dwellings 2+		Price on application				
<p>a) Where more than 1 dwelling is proposed, charges will be calculated on an individual application basis; please contact Building Control for a competitive quotation.</p> <p>b) New dwellings over 300m<sup>2</sup> in floor area – charges to be</p> <p>c) No additional fees are payable for different associated garages, built at the same time as the dwelling(s) concerned.</p> <p>d) Local Authority Building Control (LABC) can provide competitively priced 10 year Structural Warranties for new housing (including conversions, social housing, self-build and completed housing) and commercial buildings. For more details and prices contact 0845 0540505 or <a href="http://www.labcwarranty.co.uk">www.labcwarranty.co.uk</a></p>						

**TABLE B – DOMESTIC AND COMMERCIAL EXTENSIONS TO A SINGLE BUILDING**

Erection / Extension of a garage (30m <sup>2</sup> to 60m <sup>2</sup> )	Full Plans Charge	296.00	296.00	59.20	355.20	Vatable
	Building Notice Charge	325.00	325.00	65.00	390.00	Vatable
Garage conversion to habitable accommodation	Full Plans Charge	222.00	222.00	44.40	266.40	Vatable
	Building Notice Charge	244.00	244.00	48.80	292.80	Vatable
Loft conversion up to 100m <sup>2</sup>	Full Plans Charge	591.00	591.00	118.20	709.20	Vatable
	Building Notice Charge	650.00	650.00	130.00	780.00	Vatable
Loft conversion over 100m <sup>2</sup>		Price on application				
Extension up to 20m <sup>2</sup>	Full Plans Charge	458.00	458.00	91.60	549.60	Vatable
	Building Notice Charge	503.00	503.00	100.60	603.60	Vatable
Extension 20m <sup>2</sup> up to 60m <sup>2</sup>	Full Plans Charge	606.00	606.00	121.20	727.20	Vatable
	Building Notice Charge	660.00	660.00	132.00	792.00	Vatable
Extension 60m <sup>2</sup> up to 100m <sup>2</sup>	Full Plans Charge	762.00	762.00	152.40	914.40	Vatable
	Building Notice Charge	838.00	838.00	167.60	1,005.60	Vatable
Extension over 100m <sup>2</sup>		Price on application				
<b>Notes:</b>						
a) References to floor area relate to the total internal area of all storeys.						
b) Where more than one extension is proposed, the floor areas must be added together to determine the total charge.						
c) Some alterations to buildings to improve facilities for disabled persons are exempt from charges. For details and advice please contact us.						

**TABLE C – ALL OTHER WORK**

Under £1,000	Full Plans Charge	111.00	111.00	22.20	133.20	Vatable
	Building Notice Charge	122.00	122.00	24.40	146.40	Vatable
£1,001 to £5,000	Full Plans Charge	222.00	222.00	44.40	266.40	Vatable
	Building Notice Charge	244.00	244.00	48.80	292.80	Vatable
£5,001 to £10,000	Full Plans Charge	296.00	296.00	59.20	355.20	Vatable
	Building Notice Charge	326.00	326.00	65.20	391.20	Vatable
£10,001 to £20,000	Full Plans Charge	407.00	407.00	81.40	488.40	Vatable
	Building Notice Charge	448.00	448.00	89.60	537.60	Vatable
£20,001 to £30,000	Full Plans Charge	577.00	577.00	115.40	692.40	Vatable
	Building Notice Charge	635.00	635.00	127.00	762.00	Vatable
£30,001 to £40,000	Full Plans Charge	704.00	704.00	140.80	844.80	Vatable
	Building Notice Charge	774.00	774.00	154.80	928.80	Vatable
£40,001 to £50,000	Full Plans Charge	813.00	813.00	162.60	975.60	Vatable
	Building Notice Charge	894.00	894.00	178.80	1,072.80	Vatable
£50,001 to £60,000	Full Plans Charge	998.00	998.00	199.60	1,197.60	Vatable
	Building Notice Charge	1,098.00	1,098.00	219.60	1,317.60	Vatable
£60,001 to £70,000	Full Plans Charge	1,073.00	1,073.00	214.60	1,287.60	Vatable
	Building Notice Charge	1,180.00	1,180.00	236.00	1,416.00	Vatable
£70,001 to £80,000	Full Plans Charge	1,183.00	1,183.00	236.60	1,419.60	Vatable
	Building Notice Charge	1,300.00	1,300.00	260.00	1,560.00	Vatable
Over £80,000		Price on application				

For competitive quotations for projects over £80,000 please contact the 01993 861651 or by emailing [building.control@westoxon.gov.uk](mailto:building.control@westoxon.gov.uk) building control team on

No increase
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Building Control	2022/2023 Basic Charge £ p	2023/2024 Basic Charge £ p	VAT £ p	2023/2024 Total Charge £ p	VAT Status
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**TABLE C – ALL OTHER WORK *continued***

Electrical installations if not using a competent electrical engineer	Full Plans Charge	460.00	460.00	92.00	552.00	Vatable
	Building Notice Charge	506.00	506.00	101.20	607.20	Vatable
New windows install by non FENSA opp – up to 8 windows	Full Plans Charge	120.00	120.00	24.00	144.00	Vatable
	Building Notice Charge	132.00	132.00	26.40	158.40	Vatable
New windows install by non FENSA opp – over to 8 windows	Price on application					

**Notes on additional services:**

a) Local Authority Building Control (LABC) can provide competitively priced 10 year Structural Warranties for new commercial buildings.

For more details and prices contact 0845 0540505 or [www.labcwarranty.co.uk](http://www.labcwarranty.co.uk).

b) SAP/EPC and SBEM calculations can be provided – price on application.

c) Air pressure testing can be provided – price on application.

For more information please contact:

The building control team on 01993 861651 or Email: [building.control@westoxon.gov.uk](mailto:building.control@westoxon.gov.uk)

**TABLE D – ADDITIONAL SERVICES**

Additional Services	Charge to administer an application which has not been visited for 10 years.	146.00	146.00	29.20	175.20	Vatable
	Services will be charged on an hourly rate of £ 73.00 per hour (including VAT).	73.00	73.00	14.60	87.60	Vatable
<p>Other relevant services not covered by the previous tables may be undertaken on a 'cost recovery' basis. The following are examples of additional services which the Council may provide:</p> <ul style="list-style-type: none"> <li>· Provision of Completion Certificates e.g. where requested more than six months after completion of the building work</li> <li>· Advisory work in connection with i) demolition of buildings and ii) dangerous structures</li> </ul>						

Increase 10%

Environmental Services		2022/2023 Basic Charge £ p	2023/2024 Basic Charge £ p	VAT £ p	2023/2024 Total Charge £ p	VAT Status
<b>Dog Control (Release of an impounded Stray Dog)</b>	Statutory Fee	25.00	25.00	0.00	25.00	Non vatable
	Kennelling per day	22.00	24.00	0.00	24.00	Non vatable
	Administration Fee	36.50	40.00	0.00	40.00	Non vatable
	Delivery Charge (Optional return of dog to owner by the kennels)	53.90	59.00	11.80	70.80	Vatable
Note: The cost of veterinary treatment will be passed on in full to the dog owner. Owners in receipt of an income-related benefit shall only be charged for kennelling and the delivery charge (if requested), plus any veterinary costs incurred. This only applies in respect of the first recorded stray. Thereafter, full charges apply.						
<b>Dog Chipping</b>	Standard (subject to availability)	18.20	20.00	4.00	24.00	Vatable
	Concessionary (subject to availability)	18.20	20.00	4.00	24.00	Vatable
<b>Other Services</b>	Public Sewer Searches*	30.00	30.00	0.00	30.00	Non vatable
	Chipping Norton Mop Fair	5,250.00	5,250.00	1,050.00	5,250.00	Exempt
	Woodstock Fair	2,625.00	2,625.00	525.00	2,625.00	Exempt
<b>Home Improvement Agency:</b>	Agency Fees for Grant-aided Works up to £5,000	17% of cost	15% of cost			As Applicable
	Agency Fees for balance of Grant-aided Works Above £5,000	14% of cost	15% of cost			As Applicable
	Small Repairs Fee - Estimates quoted at £20 per hour plus VAT (if applicable) plus cost of materials used					As Applicable
	Agency Fees for balance of Grant-aided Works Above £5,000	14% of cost	15% of cost			As Applicable
	Small Repairs Fee - Estimates quoted at £20 per hour plus VAT (if applicable) plus cost of materials used					As Applicable
<b>*statutory fee</b>						



Increase 8%

Street Signage, Naming and Numbering		2022/2023 Basic Charge £ p	2023/2024 Basic Charge £ p	VAT £ p	2023/2024 Total Charge £ p	VAT Status
Address and Street Name Amendments	Change of address	66.67	72.00	0.00	72.00	Non vatable
	Allocating a name to a property or allocating a number to a named property	66.67	72.00	0.00	72.00	Non vatable
	Change of a commercial building address	66.67	72.00	0.00	72.00	Non vatable
	Change of street name at residents, developers or parish/town council request	399.42	431.00	0.00	431.00	Non vatable
	Plus additional charge per property/unit where consultation with existing residents	44.10	48.00	0.00	48.00	Non vatable
Naming and numbering of a block of flats	Block of flats: up to 20 flats	199.50	215.00	0.00	215.00	Non vatable
	Block of flats: 21-50 flats	0.00	300.00	0.00	300.00	Non vatable
	Block of flats: 51+ flats	0.00	400.00	0.00	400.00	Non vatable
Naming and numbering of new properties including commercial buildings	Per Unit up to 5 plots	66.67	72.00	0.00	72.00	Non vatable
	6 - 25 plots	564.27	609.00	0.00	609.00	Non vatable
	26 - 75 plots	877.59	948.00	0.00	948.00	Non vatable
	76 - 150 plots	1,253.80	1,354.00	0.00	1,354.00	Non vatable
	151 - 250 plots	1,567.23	1,693.00	0.00	1,693.00	Non vatable
	251 - 350 plots	1,880.76	2,031.00	0.00	2,031.00	Non vatable
	351 - 500 plots	2,194.18	2,370.00	0.00	2,370.00	Non vatable
501 or more plots	2,507.61	2,708.00	0.00	2,708.00	Non vatable	
Additional charges where new street names are required:	1 - 5 new street names	250.85	271.00	0.00	271.00	Non vatable
	6 - 10 new street names	501.48	542.00	0.00	542.00	Non vatable
	10 or more new street names	627.06	677.00	0.00	677.00	Non vatable
Additional charge where new Court names are required	Per Court name	0.00	160.00	0.00	160.00	Non vatable
Charge for a developer amending plans after naming and numbering has commenced		133.35	144.00	0.00	144.00	Non vatable
Providing a Letter of Certification	Per letter of address certification	0.00	25.00	0.00	25.00	Non vatable
Charges for preparing site location plans and supervising the installation of street nameplates	1-4 Nameplates	209.90	209.90	41.98	251.88	Vatable
	5-8 Nameplates	269.80	269.80	53.96	323.76	Vatable
	9-12 Nameplates	329.80	329.80	65.96	395.76	Vatable
	13-16 Nameplates	389.80	389.80	77.96	467.76	Vatable
	17-20 Nameplates	449.80	449.80	89.96	539.76	Vatable
	21-24 Nameplates	509.70	509.70	101.94	611.64	Vatable
	25-28 Nameplates	569.60	569.60	113.92	683.52	Vatable
29+ Nameplates	599.50	599.50	119.90	719.40	Vatable	
<b>The charges above include all necessary administration, site visits to carry out existing address checks, establishing any new street names required and the publishing of the new addresses to relevant organisations</b>						

Increase 10%

Environmental Services: Pest Control		2022/2023 Basic Charge £ p	2023/2024 Basic Charge £ p	VAT £ p	2023/2024 Total Charge £ p	VAT Status
Pest Control - Domestic	Rats & Mice (per course of treatment)	58.90	65.00	13.00	78.00	Vatable
	<i>Note: Pest Control for rats and mice will be charged at the survey rate for occupiers of domestic premises in receipt of an income-related benefit</i>	19.50	21.00	4.20	25.20	Vatable
	Wasps	56.60	62.00	12.40	74.40	Vatable
	Second & Subsequent wasps nests treated during the same visit	28.10	31.00	6.20	37.20	Vatable
	Other Insects	74.10	82.00	16.40	98.40	Vatable
	Other Insects - all following visits	39.60	44.00	8.80	52.80	Vatable
	Abortive Calls and Surveys	19.50	21.00	4.20	25.20	Vatable
Pest Control - Commercial	All pests (except wasps) per hour (min 1 hour)	94.20	104.00	20.80	124.80	Vatable
	Wasps (includes materials)	94.20	104.00	20.80	124.80	Vatable
	Abortive Calls and Surveys per ½ hour (min ½ hour)	47.10	52.00	10.40	62.40	Vatable

Increase 10%

Environmental Services: Trade Waste		2022/2023 Basic Charge £ p	2023/2024 Basic Charge £ p	VAT £ p	2023/2024 Total Charge £ p	VAT Status
Commercial & Schedule 1 Waste (Refuse) Cost per collection	180 Litre Bin (Schedule 1 only)	5.40	6.00	0.00	6.00	Non vatable
	240 Litre Bin	7.20	8.00	0.00	8.00	Non vatable
	360 Litre Bin	11.20	12.00	0.00	12.00	Non vatable
	660 Litre Bin	14.60	16.00	0.00	16.00	Non vatable
	1,100 Litre Bin	20.70	23.00	0.00	23.00	Non vatable
	660 Litre Bin - Clinical	14.40	16.00	0.00	16.00	Non vatable
Commercial & Schedule 1 Waste (Refuse) Annual once per week collection	180 Litre Bin (Schedule 1 only)	280.80	312.00	0.00	312.00	Non vatable
	240 Litre Bin	374.40	416.00	0.00	416.00	Non vatable
	360 Litre Bin	582.40	624.00	0.00	624.00	Non vatable
	660 Litre Bin	759.20	832.00	0.00	832.00	Non vatable
	1,100 Litre Bin	1,076.40	1,196.00	0.00	1,196.00	Non vatable
	660 Litre Bin - Clinical	748.80	832.00	0.00	832.00	Non vatable
Commercial & Schedule 1 Waste (Recycling) Cost per collection	180 Litre Bin (Schedule 1 only)	3.53	4.00	0.00	4.00	Non vatable
	240 Litre Bin	4.74	5.00	0.00	5.00	Non vatable
	360 Litre Bin	7.34	7.00	0.00	7.00	Non vatable
	660 Litre Bin	10.15	10.00	0.00	10.00	Non vatable
	1,100 Litre Bin	14.41	14.00	0.00	14.00	Non vatable
Commercial & Schedule 1 Waste (Food)	23 Litre Caddy	3.90	4.00	0.80	4.80	Vatable
	140 Litre Bin	4.85	5.00	1.00	6.00	Vatable
	240 Litre Bin	5.68	6.00	1.20	7.20	Vatable
	360 Litre Bin	6.67	7.00	1.40	8.40	Vatable
	660 Litre Bin	9.14	9.00	1.80	10.80	Vatable
These charges are net of VAT as per a change in HMRC policy but may be subject to future review						

Increase 10%

Environmental Services:		2022/2023 Basic Charge £ p	2023/2024 Basic Charge £ p	VAT £ p	2023/2024 Total Charge £ p	VAT Status
Prepaid items	*Pre paid plastic sacks - per sack (Refuse)	2.90	3.00	0.00	3.00	Non vatable
	*Pre paid stickers - per sticker (Refuse)	2.90	3.00	0.00	3.00	Non vatable
	*Pre paid plastic sacks - per sack (Recycling)	2.40	3.00	0.00	3.00	Non vatable
	*Pre paid stickers - per sticker (Recycling)	2.40	3.00	0.00	3.00	Non vatable
<b>*Service to be available where wheeled bins are unsuitable</b>						
For Domestic use only:- Bulky household waste charges	Contaminated bin	106.60	117.00	0.00	117.00	Non vatable
<b>Waste collection from commercial establishments. (See page 12.27 for chargeable items)</b>						
Green Waste Collection		40.00	45.00	0.00	45.00	Non vatable
Recovery of Abandoned Trolleys (per trolley)		55.40	61.00	12.20	73.20	Vatable
Container Delivery	Black Boxes & Food Caddies*	5.30	5.00	0.00	5.00	Non vatable
	Household Waste Bin 240ltr*	10.50	11.00	0.00	11.00	Non vatable
	Larger Waste Bins 1100 & 660ltrs*	21.00	21.00	0.00	21.00	Non vatable
Emptying of litter/dog waste bins	Per empty	0.00	8.37	0.00	8.37	Non vatable

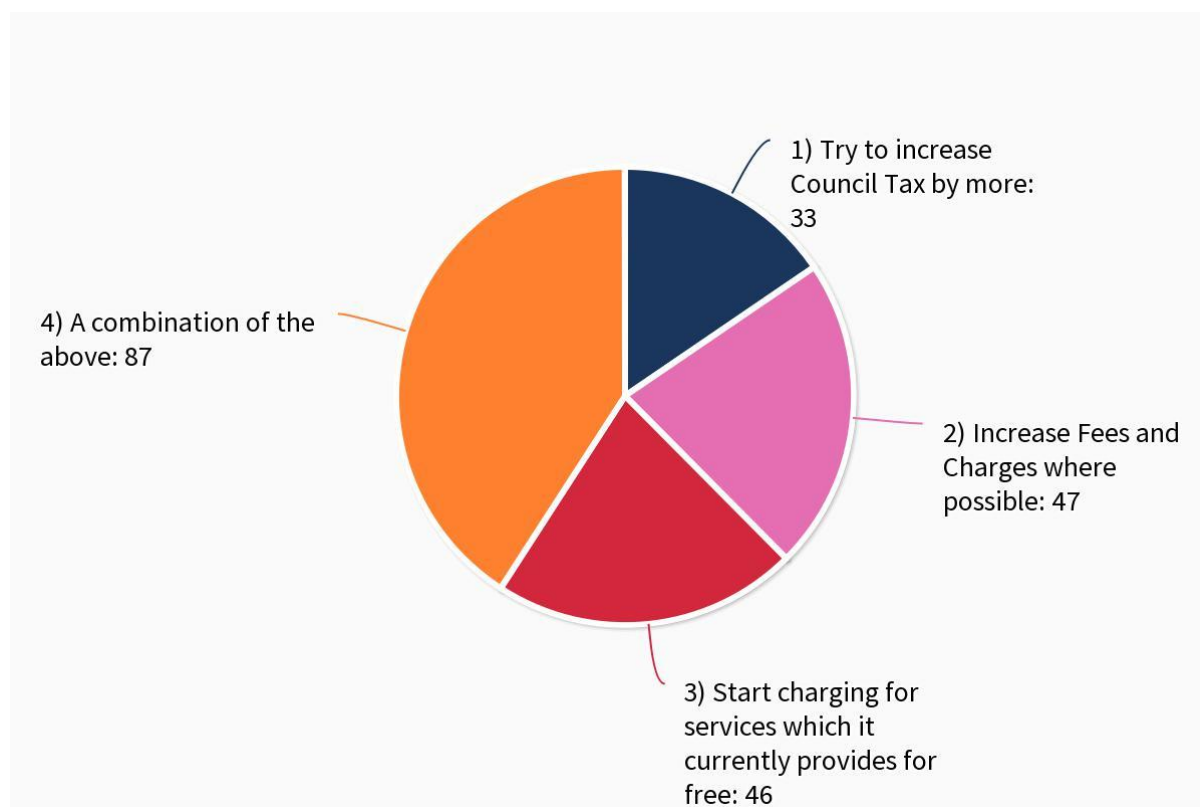
Increase 10%

Bulky Household Waste Collection Service		2022/2023 Basic Charge £ p	2023/2024 Basic Charge £ p	VAT £ p	2023/2024 Total Charge £ p	VAT Status
Normal Household items*	Up to 4 items	30.00	33.00	0.00	33.00	Non vatable
	Each additional item with a limit of up to two additional items	10.00	11.00	0.00	11.00	Non vatable
Non - standard household items	Non - standard household items	30.00	33.00	0.00	33.00	Non vatable
Please refer to <a href="http://www.Westoxon.gov.uk">www.Westoxon.gov.uk</a> for the up to date list of collectable items.						
Note: The Council will not collect the following items: Asbestos, Bricks, Builders Rubble, Car Shells, Chemicals, Gas Bottles, Oil Drums, Paint, Trailers, Vehicle Engines (or other parts) or Vehicle wheels/tyres						

**West Oxfordshire District Council Budget Consultation 2023/24**

We received a good response to our budget survey which we appreciate as we welcome resident’s views. All free text suggestions from question 3 which related specifically to the leisure service have been passed on to the leisure management team and our leisure operator, and all free text responses on question 5 related to the Council are printed in full below.

Q1) Do you think that in order to increase income the Council should..

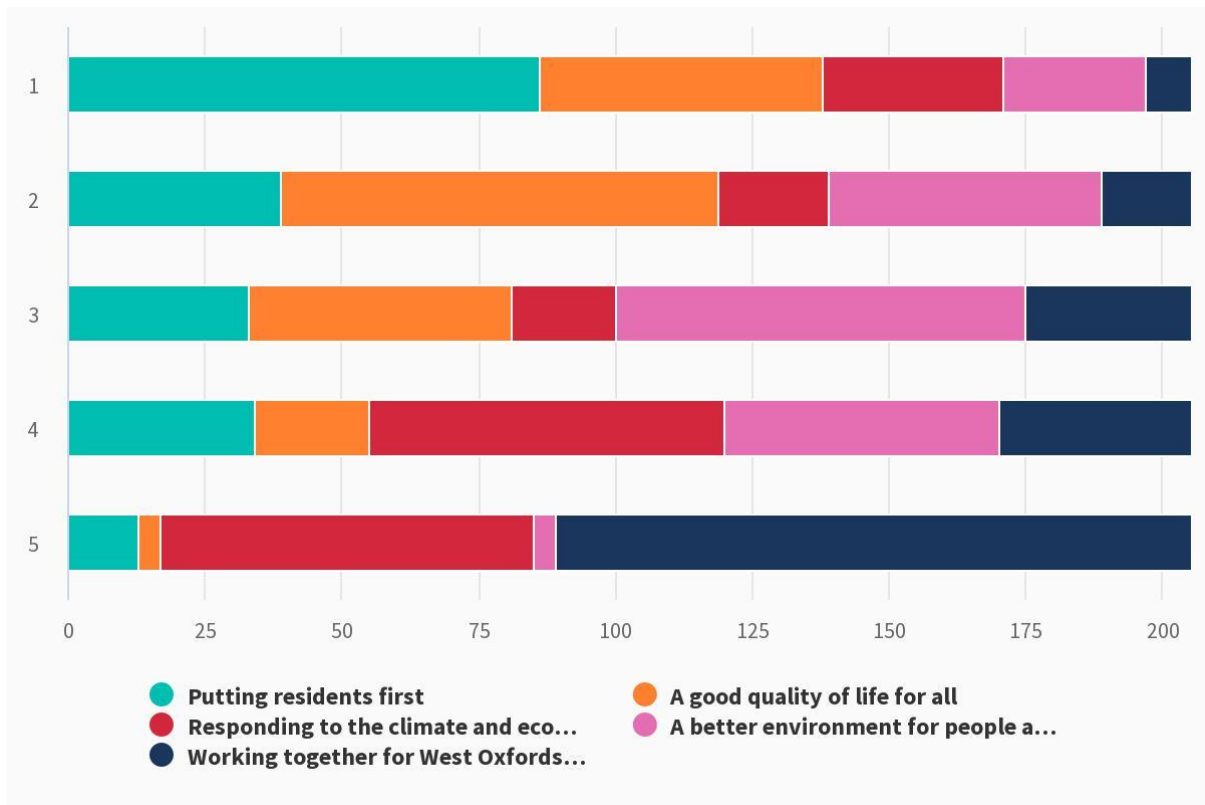


Q2) The Council is proposing the following priorities, which have been developed after consultation with residents. Please rank them in order of importance to you:

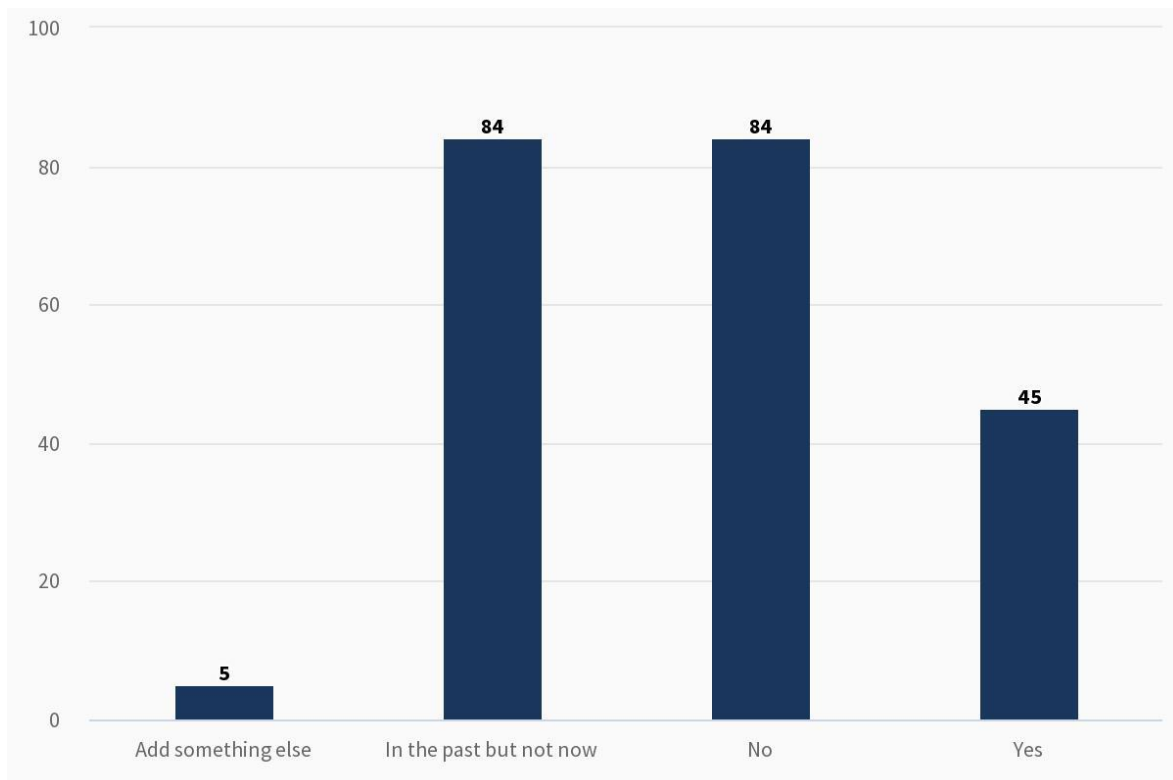
1. Putting Residents First
2. Enabling a Good Quality of Life for All
3. Creating a Better Environment for People and Wildlife
4. Responding to the Climate and Ecological Emergency
5. Working Together for West Oxfordshire

The bar chart below shows the priorities ranked by respondents i.e. “Putting residents first” (in green) was the highest priority of most residents featuring strongly in the top half of the table, closely followed by “A good

quality of life for all” (in orange). The lowest priority was “Working together for West Oxfordshire” (dark blue) which you can see most heavily in the bottom half of the table.



Q3)a) Do you use the Council's leisure centres?

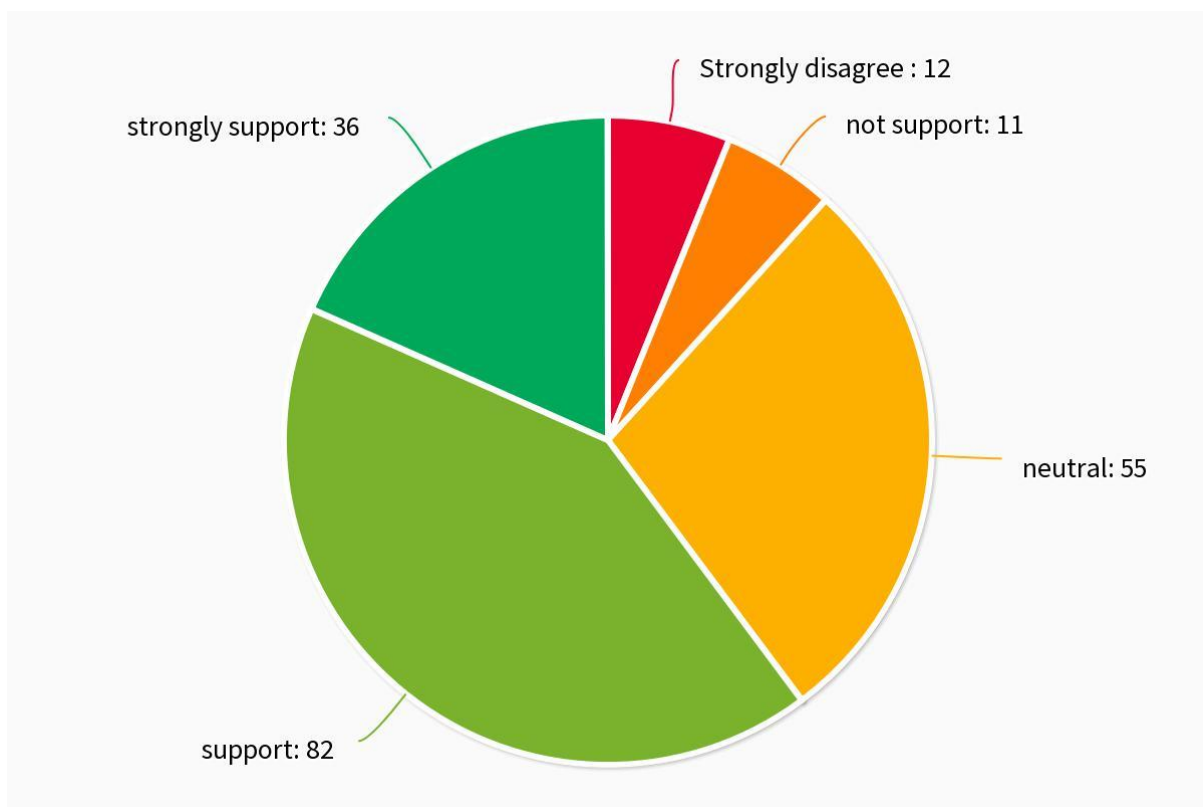




The word cloud shows the most frequently used words or phrases. Swimming featured highly in the responses. While residents are aware that the Council is the main provider of access to swimming pools, many of the comments centred around the type of swimming sessions they would like to see. All suggestions for this and other types of facility have been passed to the leisure team and through them to GLL, our leisure provider and will be taken into consideration when planning the way forward for the leisure service.

We highlighted a list of potential measures that we could consider introducing in order to reduce the financial strain on the Leisure Service and asked what level of support there was for them if it helped to keep the centres open and the pools in use.

- Pools closing one day a week
- Limiting usage of the outdoor pool to the warmest months
- Restricting Leisure Centre opening hours, again at times of very low usage
- Closure of smaller facilities at quieter periods
- Temporary closure of some high loss making facilities such as underutilised pitches





Q5. Are there any other comments you would like to make on our priorities or any other aspect of the Council's spending and service delivery?

- More mental health support for children and young adults.
- Spend money on a safe footpath from Carterton to Witney. I currently HAVE TO use my car to get to Witney.
- This was a really poor survey. Forcing choices between options when I don't agree with anything listed
- "I fully understand the need to cut costs in these times of extremely high energy prices. Cutbacks are inevitable. However I would strongly disagree with the statement 'reduce the pool opening by a few carefully chosen hours per week during the winter season at times when they have extremely low usage' With a bit more care, everyone can still be catered for but as it is, it seems it is just the late 'swim for fitness' sessions that have been axed and there is now little opportunity to swim at either Witney or Carterton most weekday evenings after 8:30 and none at all after 9pm. Whilst I realise that such sessions have been poorly attended prior to the turn of year, this has historically always been the case in the run up to Christmas. It would have made sense to axe the sessions temporarily then. But to close such sessions in January seems self-defeating. Last night I counted 29 people at one point during the 7:30-8:30 session - one off capacity I believe. It is well known that January is the one month where attendance at Leisure Centres can almost be guaranteed. Witney and Carterton pools are 5 miles apart and many people use both interchangeably depending on available sessions. It therefore makes perfect sense to avoid duplication and trim similar sessions that are running at both simultaneously. But to cut back at both at the same time defies logic. Would it not make more sense to keep a swim for fitness session open at one of these pools and close the corresponding session at the other? Perhaps alternate pools throughout the week? As it stands there is no Swim For Fitness session at either Witney or Carterton after 4pm on a Friday - not much use for the working person! Another factor regarding attendance I believe is the personal cost. Yes, it costs more to run the pools now but by increasing entry to £6.90 for the casual swimmer you are deterring people from attending at all. Surely it makes more sense to reduce it to a level where people are encouraged to attend - £4.90 (ie less than a fiver) for example. Afterall £4.90 x 10 is £49. £6.90 x 0 is zero. When sessions are poorly attended there is surely scope to reduce the cost per session to such a point where people feel they are getting value for money. The pool will be open regardless so it makes sense to have it populated."
- More better maintained football pitches and more atps
- More detailed consultations with residents: e.g. the document about the Witney Local Cycling and Walking Infrastructure Plan is really excellent
- "Since when do the council have any services for free? I pay £200 per 12 months (£2,400 per year) so I don't consider anything is free. A surplus? You shouldn't need to increase anything then!!
- I know more could be saved, having worked for OCC in the past there is a huge waste of money going on ridiculous things. As someone else said get rid of middle and higher management that haven't a clue what they're doing but get paid loads of money for doing nothing. How about stopping all the extra sick pay staff get?"
- These decisions don't take into account years, pre-pandemic of poor/inconsistent maintenance of facilities. They also don't take into account that it is impossible to phone GLL to receive updates, become a member or renew your membership. They don't take into account the poolside staff's frustration with not being able to access management when necessary. Hence people vote with their feet and either don't join because they hear of the poor service, or join for a short time and don't go back. I fit this category and GLL lost me to the University of Oxford sports centre. It takes me a round trip of 2 hours to get there and home using public transport, and the cost is more. Yet I know what I am paying for.
- The Woodstock pool isn't open most of the year and when it is, it closes too early for me to use as I'm not back from work early enough. Please don't reduce its opening hours any more.

- Q1 and Q2 are loaded questions. They are biased towards increasing spending on environmental issues, many of which residents do not support such as Market sq, High Street Closure, Further 20mph zones, removal of barriers etc. - in fact many of the proposals being pushed forward by WTC and West Oxon. There are no opportunities to register NO for these questions.
- Restart the production of a printed annual waste collection calendar/ timetable for issue to residents who cannot access the internet.
- I do not agree with any of the suggestions in question 1. I think the Council should reduce its costs by being more efficient and targeting the essential services.
- What does 'putting residents first' actually mean?
- As long as it doesn't get too busy at certain times of the day or that would put me off going even more
- Being truly environmentally sustainable would save money in the long run.
- Don't think £75k should have been/be spent on 2 electric waste vehicles, when social care services need funding. NB I do support EV's and drive 1 myself!
- I would have thought you could save money internally, getting rid of middle management etc
- Make sure your spending is under control and is very good value for OUR money
- Keep up the good work!
- Better bin service as waiting weeks for bin after broken by bin men
- "Is it necessary to keep all street lights on all night
- Some roads are so full of potholes they cause a danger to road users! I think good roads should be a priority"
- There needs to be strict adherence to builds / renovations in conservation areas. What is being allowed is not with the preservation of buildings or land and green spaces.
- "The fact that the climate and ecological emergencies have a high profile across the Council's planning and budgeting is excellent and in keeping with the principles to which the West Oxfordshire Alliance declared its commitment on coming to power. I should like to see a clearer commitment to social equality, i.e. wherever possible putting the burden of higher costs on to those residents who can afford to contribute a bit more. That is why I favoured increasing Council Taxes over increasing or introducing charges. However, although Council Tax is relatively progressive as opposed to (flat) charges, its very existence can be an intolerable burden to families that are having to choose between heating and eating. Would it be possible to exclude the lowest bands (A, B) from any increases? Another way of distributing costs more fairly would be to introduce exemptions from any new charges introduced. I appreciate that there could be administrative complications to this, but would it be relatively simple to make receipt of welfare benefits (not pension) a criterion for exemption?"
- "Question 1 needs an option for 'none of these'. What a joke. How about: Reducing wastage Increasing efficiency Resolving corruption, Not backing ludicrous schemes, Not lining your own pockets to the detriment of everyone else, Not shifting the blame of terrible decisions elsewhere- take some responsibility! Stop making non-religious residents pay for parish and church costs. "
- The cost in this area is crazy, and you are thinking of increasing try to find ways to reduce
- Q2 (priorities) - all meaningless fluffy phrases. Needs some clear objectives with targets, timeline and measures
- The centres require more advertising of activities and available services it's an overlooked facility
- I Petition you to keep the council tax rate increase at Zero percent this year to support West Oxfordshire Families through the Cost of living Crisis. You can do this. Cut the IT Budget in half, delay replacement IT, eliminate paper, Reduce the Waste cost increases by upping recycling, and lower the £0.6m increase in leisure costs.
- The bin men need to be handling the bins with care just chucking them down when they've emptied them and causing damage to the bins then we have to claim for new bins is false economy
- More for youths, give them a chance a safe place.
- "To increase funding you should be challenging OCC about the amount that's taken by the county. Being realistic about how much it ACTUALLY costs to run WODC with appropriately funded police,

fire services, road maintenance, waste collection, councillors, etc, rather than cutting back on public services. Cutting services to save money is not the same as "efficiency savings". Also, how did WODC end up with a surplus of £750k? That is poor financial planning and hides the real world cost of running WODC. A surplus implies that all services and responsibilities of WODC are in perfect order with no room for improvement. "

- You still have to heat pools when you shut the centres, cutting hours that are open only saves wages, GLL are making a fortune.
- Service delivery: pay much more attention to sewage infrastructure when assessing planning applications please.
- "No"
- "Services such as pest control should be the same charge to all no subsidies.
- The leisure centre is a priority for health and fitness and should not be sacrificed.
- Council tax should be frozen for residents whilst there is a cost of living crisis and single occupants should have a 50% discount and not a mere 25%. Any rises should be for second homes only."
- Better use of section 106 funding to provide local services such as shops and/or public transport.
- "It is quite clear that new houses have far outstripped the infrastructure in every way; surgeries, roads, parking spaces even outside your own home. Many local people feel disenfranchised and unable to stop the flood of our once rural county becoming an extension of Little London. Enough."
- All Councillors should be involved, and all views listened to
- keep things maintained so that people can be healthier and happier
- why do we have to pay for garden waste when we have such small gardens
- yes garden we have very small gardens so can not compost ourself and have to pay extra for weeds to be taken away
- More money/support for sports clubs towards grants needs to be made available. To support the council with their budget, they should look more at supporting clubs to access granting to improve facilities on offer
- Good luck as it's a very challenging time for local authority finances
- I value a clean environment above everything. Better litter removal, more bins and more notices telling people not to drop litter on our roads and countryside.
- Stop wasting money. Councils have the money but waste so much on 20 mile road schemes , restricting the high street, Witney was a nice town but it's slowly turning into dying town by council decisions .
- Change your pension scheme from defined benefit to defined contribution so it aligns with industry and the real world.
- Any attempts to reduce general opening hours of District leisure Centres in Oxfordshire should be fiercely resisted. Healthy body = healthy mind. Instead of spending tax payers' money on expensive, untested fripperies like LTN's and filter traffic zones in Oxford, the focus should be on providing value for money services for its' council-tax-paying citizens.
- Where is the EYFS funding that was never utilised? Facilities for EYFS and Primary/secondary schools need to be developed
- Think leisure centre could be proved more and some special offers
- Leisure centres need to be cleaner and less expensive
- Cutting back pool hours better than losing them all together.
- "Remove the ltns from high st.
- Stop cars parking between town & Swan Court Witney on DYL. Reduce hrs on outdoor pools during winter makes sense."
- Take notice, respond and act on the wishes of West Oxfordshire residents.
- "Get rid of the pathetic 20mph speed limits.

- Provide more services for the elderly, both in the community and at home. Being a development manager for a local residential independent living my residents awfully suffer and becoming more and more isolated.
- Consider looking into supporting local community first responder (SCAS) trained. These could be personal from West Oxfordshire that respond just for West Oxfordshire. Currently CFRs are volunteers and can be called anywhere. WODC could have there own ""pool"" of CFRs funded by West Oxfordshire residents. Having these types of resources can be hugely beneficial especially on days where the emergency services are striking. "
- Look to see how more unattended use of facilities could work. For Example have a key card entry which allows you access to whatever you have booked. Badminton, Squash, Gym could all have card entry with a number to call for any emergency. Then they could be open 24 hours and gain more revenue?
- We need a local tip / recycling centre close to Chipping Norton, nothing since Dean Pit closed and the car park facilities closed, yet the population is increasing rapidly with all the new homes - why not incorporate into the planning needs for one of the big housing developments?
- Stop spending millions on hotel rooms for migrants and use the money to keep public services alive.
- Introduce CIL payments
- A great deal of the priorities that you have seem to be for a minority of citizens
- "With regards to Q4: how long does it take to reheat a pool after heating isn't being provided? Does it cost more to heat a cold pool than maintain an existing warm one? I've heard of complaints about the pool being cold already - does that mean it's already being turned off for too long? If so, this will surely lead to a continued decline in use so creating something of a Catch-22. Can more environmentally-friendly means of heating be used? PVs on the roof to heat the pools for example? I appreciate this is an expensive capital outlay which might not be feasible but surely provides longer term improvements and contributes to responding to the climate emergency.
- Can you improve marketing of existing resources to encourage more use? I don't really know what leisure facilities are available and as someone who participates in a lot of sport myself (parkrun; running 3 times per week; home workouts), if I don't know, there's a strong chance others won't know either.
- Final comment: Please don't cut library resources!"
- Disabled/Access for all
- Why reduce opening, fixed costs will remain but you reduce potential income
- Stop spending money on useless ideas like 20 m p h. Schemes and invest it in things that really matter - increase the temp of the pool then people might use it.
- Change street lights to led or turn every other one off in highly lit zones
- Control housing development around villages or, at least ensure it suits the vernacular of the area (most don't and are just a developers mishmash of cheap materials and styles that make no esthetic contribution to the rural character of West Oxfordshire. Ensure meaningful mitigation is put in to support wildlife and reduce the impact of climate change, also, that sufficient infrastructure is in place and that the mix of housing actually meets local needs. Most of the new local developments are bout providing a dormitory for Oxford and commuters further afield and profits for developers. The huge solar development proposed is ludicrously inappropriate and will not provide the energy outcomes being touted by the developers.
- It would be good to see Council workers working rather than parked up in lay-bys smoking showing no interest in getting on with the job.
- Closing outdoor pools in the winter would be the most logical and best way to save money.
- don't spend so much on closing off oxford city; you may not like cars but the bus service is totally inadequate here.
- West Oxfordshire has a negligible effect on climate change. Council taxpayers money would be better spent on local issues. Perhaps getting the bins collected on time.
- no

- If there are no alternatives i would rather see facilities limited than costs increased. ie less opening hours.
- More facilities in the outlying villages where we get little or no help from the council. Buses have been cut, roads are in a state of disrepair, no footpaths outside the village so you cannot walk safely, especially in the dark or bad weather. We pay more council tax than those in towns but get far less for what we pay.
- "Road maintenance, road sign maintenance, street cleaning, car parking enforcement.
- Whole West Oxfordshire area looks uncared for, to outsiders it must look like we take no pride in the district."
- Re swimming pool costs - I'm not sure how closing a pool for a few hours or one day a week will reduce utility costs. The water will still need circulating and heating to stay at temperature. It seems to me that the only savings will be on lifeguarding. If you let the temperature drop, you'll then need more gas to get it back up to a temperature in which small children can learn and enjoy the water. This is a very tricky one, in my opinion. Ideally it would be better to boost pool usage and income, rather than so something which in my view won't generate significant savings.
- Supporting vulnerable residents through the cost of living crisis must be the priority.
- Charge for car parking in Witney town centre. Increasing council tax too much just adds to everyone's misery. Look into raising more money on assets by changing offices and other commercial premises to flats for example-there is a huge deficit in rental properties in Witney-this has been done in London. Perhaps give up altogether on the leisure centre? There are other gyms and facilities in Witney, better run, with longer opening hours at a competitive price. Sort out the paperwork and make more processes digital. Support the issuing of riding school licences by BHS and ABRS instead.
- If it is in your remit, sack the people who established blanket 20 mph speed limits in wholly inappropriate places in Witney.
- Your priority should be to identify efficiency savings and those that are abusing the benefits system. Not raising council or business rates for already struggling members of the community
- Roads and pathways maintained in a usable condition
- Public services such as leisure centres should be available regardless of increased costs - not closed. Spend less money on 20mph schemes that are not suitable in many areas and lack public support. Increased spending on public transport and infrastructure.
- Stop outsourcing, every outsourced service is making a profit for someone else money which should stay in the town/ county to provide the services why have the council upgraded a bin lorry to move to electric vehicles when the contractor providing the service makes a profit?
- Why spend £8m on reduced speed limits when you've got no money?
- "The limited detail provided makes it very difficult to comment on the allocations. I can't tell, for example, where public transport sits or where I can feedback on the removal of bus services to Churchill. I don't want to buy a second car, but I must now.
- The priorities above are so generic to be meaningless. What do they actually mean you would do differently? Please make this kind of consultation specific so that it is meaning and impact. I can only conclude that it has been designed to be so vague that the results will support whatever decisions you intend to make anyway. This is a really shame and missed opportunity.
- "Stop the OCC interfering with West Oxon! The money they have spent on the 20MPH scheme should have been put towards the Shores Green development!
- Please don't even think about removing free parking!!!"
- Repair the roads, cut out bike lanes,
- More needs to be spend on maintaining things the council spend money on either as facilities and infrastructure. Too often we see things broken and failing because no money has been allocated to maintain - footpaths, footbridges, trees not pollarded becoming oversized and branches and boughs falling into the river and impeding the flow. Styles and gates around local paths broken and left unrepaired

- "Adult users should directly contribute more for the leisure services they consume, as they often do for private leisure facilities.
- WODC should not be trying to 'save the planet' at our expense, that's a job for government. You could save a fortune by cutting out the food waste collections. AD produces only 10% more electricity than burning the waste at Ardley would, but consumes huge amounts of diesel, capital & manpower to collect the waste separately from other domestic waste in the first place.
- I don't understand the proposal to ""close pitches"". It was only a few days ago that you created a job to secure more pitches!
- "I do not agree with having the pool closed one day a week or limiting outdoor opening season. I do agree with measures such as improved lighting, making the old buildings more energy efficient etc and temporary closure of unused pitches.
- Please DO NOT increase council tax. Middle income families are struggling to buy food & heat their homes. Now is not the right time to increase taxes, even if that means services need to be (temporarily) cut back"
- I use my swimming pool regularly, but I am also struggling financially with the costs of swimming. I understand that the leisure centres are also struggling. IT IS IMPORTANT TO KEEP POOLS OPEN, but I really don't know what the solution is
- Two areas of concern where WODC doesn't get value for money: Its contract for road maintenance with Oxford County Council and its contract with Ubico for rubbish collection. They are not delivering on their contractual obligations to you, and you are not delivering to residents like me.
- Review all lighting in leisure centres more sensor lighting to reduce wastage. These facilities are essential to local communities and everything must be done to keep them open. Offer incentives to get people to join. Increase advertising, more referrals etc
- Reduce administration and management staff. Prioritise on only providing essential services. Stop all green and carbon net zero objectives.
- Yes stop wasting money on climate change no amount of money is going to make difference. Mother nature is going to do what it does we will just end up paying more tax. Also stop with this 20mph speed BS it has already costed us a lot and lastly open up the high streets and stop wasting money on things we don't need including supporting refugees
- Q1 - why no reduce spend option e.g. chasing non-sensical anti-car schemes and perhaps listening to residents views when proposing changes of this type. I have only been in the area for 2 years yet continually see you pushing forward with schemes against the wishes of the local residents
- I feel your priorities are only for the few and do not answer for the majority of the people. If your going to up the council tax and cut back on more valuable community equipment, then the public want to see their funding be used for the correct purpose. Not on a park and ride that doesn't even have a bus lane. Or the fact that all the speed limits have dropped which is now causing accidents and more pollution. We feel nothing has been thought out.
- Key areas should be protecting the most vulnerable in our society, addressing the climate and ecological crisis, ensuring public transport services are in place, helping with business support to help maintain employment and asking those who can afford to to pay a bit extra to help out wider society at this very difficult time.
- Have you looked at simple cost saving measures? For example I work for a Parish Council. We receive bills from WODC with 14 days payment terms. Why not change these to 28 days to reflect that most Councils only meet monthly and to save sending pointless reminders when payment is virtually certain. How much does this waste in postage? Also any thought to sending these bills electronically again saving postage.
- Mark a greater effort to get people to use the facilities. I.e underused pitches and gyms
- "Road maintenance needs to be improved. High costs of vehicle repairs are created due to potholes and other unrepaired road surfaces.
- "Because the Libdems vetoed the new reservoir they have condemned us to ongoing water shortages, hose pipe bans in summer. Also the crazy introductions of 20 mph speed limits in the county.

- If you want cycle paths widen the roads to accommodate them, do not put dotted lines on the roads where motor vehicles travel and pay exorbitantly to do so!
- As a lifelong cyclist and motor cyclist I can honestly say most of the bikes and riders are unfit to be on the road and are a danger to themselves and everybody else using the roads.No body should be cycling on the road without training, carrying written proof of it, and that the bike has been serviced and tested annually and fit for the road. They should also have third party insurance cover, as also should all pedestrians.
- Completely ban the use and sale of electric scooters, they are a complete and utter menace."
- Massive reduction in council tax our ridiculous charge for one month being in band F is approximately the annual charge in other European countries.
- On planning keep 5 year housing supply, insist all houses built to good eco standards and tackle Thames Water on sewerage and SSE on cost of delivering electricity supply.
- You need to recruit a specific individual to the recruit volunteer group to clean and maintain their own neighbourhood. We don't seem to care about where we live we just blame the 'council' for everything that is wrong and don't see the bigger picture.

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## Pay Policy Statement – West Oxfordshire District Council 2023/24

### Table of contents

1.	Background.....	2
2.	Scope of this policy statement.....	2
3.	Officers covered by the policy statement.....	2
4.	General Statements.....	3
5.	Policy on remuneration of senior officers.....	3
6.	Tax avoidance.....	4
7.	Market forces supplement.....	4
8.	Retention payment scheme.....	4
9.	Lowest paid employees.....	5
10.	Pay protection.....	5
11.	Severance payments.....	5
12.	Honorarium payments.....	6
13.	The Real Living Wage.....	6
14.	Other pay and conditions in operation.....	6
15.	The Local Government Pension Scheme (LGPS).....	6

## **1. Background**

1.1. The purpose of this Pay Policy Statement (Statement) is to meet the following requirements:

- s38 (1) of the Localism Act 2011 which requires the Council to approve a Pay Policy Statement annually prior to the commencement of the financial year;
- the Council's obligations under the associated statutory guidance set out in the Openness and Accountability in Local Pay: Guidance under section 40 of the Localism Act (February 2012) together with the Local Government Transparency Code 2015.

## **2. Scope of the Statement**

- 2.1. On the 1<sup>st</sup> November 2017 the majority of West Oxfordshire District Council employees TUPE transferred to the newly created wholly owned Local Authority (Teckal) Company, Publica (Support) Group Limited.
- 2.2. To avoid confusion and provide transparency this Statement will only apply to officers that are employees of West Oxfordshire District Council.
- 2.3. Details of pay for staff employed by Publica are found within Publica's statement of accounts.
- 2.4. The current Statement sets out the following elements:
- pay for each of the in scope officers
  - remuneration of lowest paid officer
  - the pay relationship between the highest paid officers and other officers
  - performance related pay and bonuses, termination payments, transparency
  - other aspects of remuneration.

## **3. Officers covered by the policy statement**

3.1. Below is a list of those officers covered by the Statement:

- Chief Executive (Head of Paid Service)
- Deputy Chief Executive (s151 officer)
- Director of Governance (Monitoring Officer)
- Other officers of the Council.

3.2. Those not covered by this statement include, officers who are wholly or primarily employed by Publica and who retain dual employment contracts to deliver statutory elements of their roles such as, Parking Appeal decisions or delegated planning decisions that require an employment relationship with the Council. In addition Officers mainly hosted by the Council e.g. South East England Councils (SEEC) are not included.

#### 4. General Statements

- 4.1. The Council has a range of Human Resources policies that apply equally to all officers across the Council from the highest paid to the lowest paid. These policies cover a wide range of Human Resources issues including annual leave arrangements and sickness arrangements.
- 4.2. As part of the formation of Publica, the Council determined that directly employed staff should in future adopt similar policies as the Publica employees in the interests of fairness and equity.
- 4.3. The Council uses a comprehensive job evaluation scheme to ensure equal pay compliance is adhered to.
- 4.4. Statutory roles sit outside of the job evaluation scheme and remain subject to the benchmark approach as agreed by Council.
- 4.5. The Pay and Grading structure, designed in consultation with the Trade Unions, seeks to provide flexibility for the Council to adapt to changes in pay pressures and market conditions whilst retaining equal pay protection.
- 4.6. The scheme also provides for local pay increases in addition to the national (cost of living) pay award in a similar way to incremental pay progression.

#### 5. Policy on Remuneration

- 5.1 The policy for the year 2023/24 in respect of statutory officers is to pay in line with the conclusion of a pay review commissioned as a consequence of the decision to appoint a Director of Governance to replace the current interim arrangements for the monitoring officer role with Oxford City Council.

##### Statutory Officers – Spot Salaries

Chief Executive (Head of Paid Service) - £84,117  
 Deputy Chief Executive (s 151 officer) - £80,281  
 Director of Governance (Monitoring Officer) – vacant\*

\*Current interim arrangements with Oxford City Council due to end 31 March 2023.

##### Non-Statutory Officers

- 5.2. The policy for the year 2023/2024 in respect of non-statutory officers is to pay in line with the pay & grading scheme detailed at appendix I.
- 5.3. The pay and grading scheme is made up of four levels based upon the nature of the role (Core, Implement, Guide & Translate) with each level sub divided into generic job groups (Business Manager, Level 1 Manager, Level 4 Specialist, Level 3 Specialist, Level 2 Specialist, Level 1 Specialist, Level 2 Case/Field Work, Level 1 Case/Field Work, Customer Advisor, Process & Internal Support) and specific comparable pay peer groups.

The pay levels are as follows:-

Core	£21,025 - £35,149
Implement	£26,904 - £49,355
Guide	£41,353 - £62,029
Translate	£52,269 - £78,403

At the time of publication of this policy statement, no annual pay award has been agreed for 2023/2024. These pay levels will be automatically increased by the nationally agreed annual cost of living pay award.

#### 5.4. Other factors relating to pay:

- Officers are generally placed upon the bottom pay point on appointment, but this can be varied by the approval of the appropriate appointments panel.
- A local pay award (pay levelling) can be made annually to allow progression within job groups typically to the mid-point.
- Pay levels above the Job Group mid-point need to be supported by special factors such as market conditions/market forces.
- No performance related pay exists for any Officer of the Council.
- No bonuses are available for any Officer of the Council.
- Termination benefits payable will be in line with that available to all other officers as set out in the Restructuring/Redundancy/Efficiency Policy guidelines in line with Employment Rights Act tables.
- Full Council will retain the decision to make any new appointment of an officer where the pay (incorporating all payments and benefits in kind) exceeds £100,000.
- Full Council will retain the decision to approve any severance payments where the compensation payments exceed £100,000.

5.5 The details of the payments in respect of all these officers are set out in the [Transparency page](#) of the Councils website.

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

5.7 The Returning Officer for election purposes also receives a payment for the statutory duties undertaken by virtue of the specific, additional appointment to that role in addition to other responsibilities. For national elections and referenda the amount is set and is payable by the government. For District and Town/Parish Council elections, the fees are payable by the District Council in accordance with an approved scale.

## 6. Tax avoidance

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

## 7. Market forces supplement

7.1. Evidence from market and recruitment data shows that for some professions a higher salary may be necessary to attract and retain staff. For non-statutory roles this is built into the pay & grading scheme utilising the in-built flexibility above mid-point.

## 8. Retention payment scheme

8.1. A retention payment scheme is available to all areas of the Council, and might be used in the following cases:

- Difficulty in recruiting the most suitable candidate for a post.

- Difficulty in retaining key people where their leaving would significantly affect internal and/or external service delivery.

8.2 All additional payments will be time limited and reviewed at predetermined intervals to reconsider their appropriateness against the prevailing job market.

8.3 The scheme may be applied flexibly and can mean:

- Paying someone at a higher salary level
- Making a one off payment.

8.4 These can be used in combination with other benefits that the Council offers. A package to suit the particular circumstances should be used and no individual should receive benefits that equate to more than 15% above the maximum of their substantive grade.

## 9. Lowest paid employees

9.1. The lowest paid employees of the Council are defined as those employees (excluding Apprentices) who are in a full time or part time role, who are above the age of 21, and are paid within the Core Level (Process & Internal Support Job Group category) of the pay & grading scheme.

From 1<sup>st</sup> April 2022 the lowest Core Grade was £21,025 .This amount is subject to pay awards being pending in respect of April 2023.

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

Highest	£84,117
Median Employee	£46,274
Multiple	1.82

\*please note with regards the median employee calculation. The figure last year would have included the Head of Democratic Services, which was not replaced hence the lower figure this year.

## 10. Pay protection

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

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

## 11. Severance payments

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

11.2. In line with the statutory redundancy payment scheme, the Council calculates redundancy severance payments using the following calculation. The calculation is based on an employee's

age and length of continuous local government service (please note that employees must have a minimum of 2 years' continuous service to qualify for a redundancy payment) the multiplier for the number of weeks is then applied to the employee's actual weekly earnings.

11.3. The amount of redundancy pay will be calculated as follows:

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

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

## 12. Honorarium payments

12.1. Payment of honoraria is a method by which the Council may reward an employee who has temporarily undertaken the duties and responsibilities of a higher graded post, or to recognise a specific contribution that an employee has made to the Council.

## 13. The Real Living Wage

13.1. The Council and Publica are committed to paying the Real Living Wage (RLW). The RLW rate from October 2022 is:

- £10.90 per hour across UK (except London - £11.95) for workers 18 years and older.

13.2 The RLW is voluntary and is independently calculated based on what people need to get by. The Government encourages all employers that can afford to do so to ensure their employees earn a wage that meets the costs of living, not just the government minimum.

13.3 For Council employees whose substantive post is less than the RLW they will automatically receive the rate set out in 14.1 above.

## 14. Other pay and conditions in operation

- Stand by and call out payments
- Long service award

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

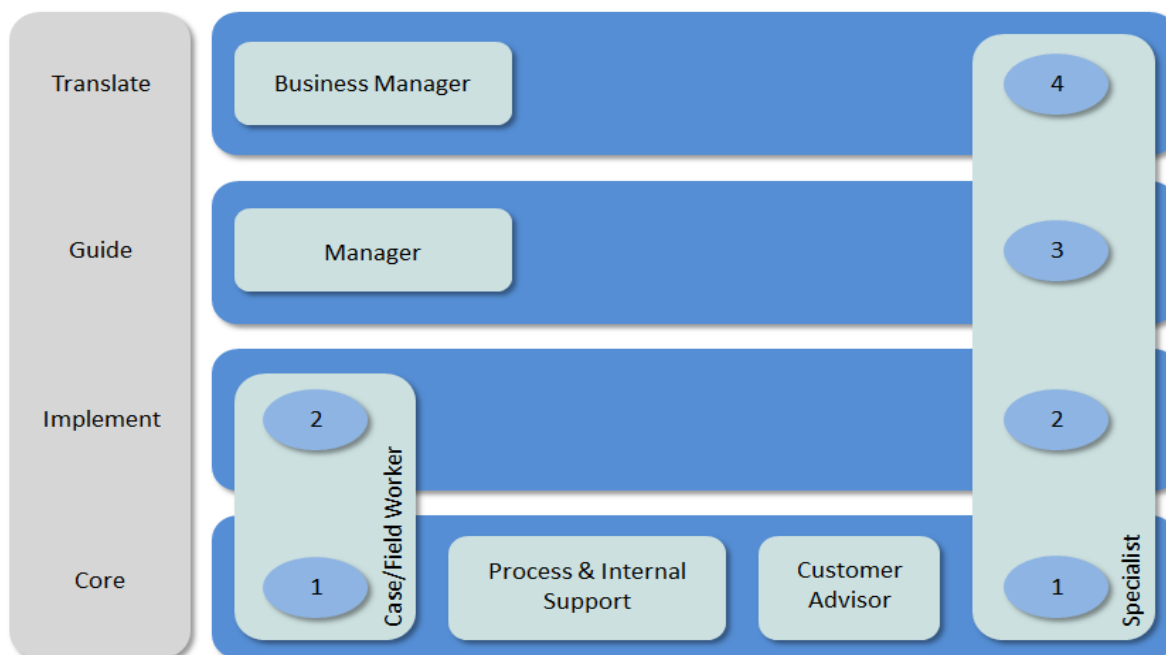
15.1. The LGPS provides for the exercise of discretion that allow retirement benefits to be enhanced. The Council will consider each case on its merits but has determined that it does not normally enhance pension benefits for any of its employees, nor does it operate any discretions under the Local Government (Discretionary Payments) (injury Allowances) Regulations 2011.

15.2. Further information regarding the [Oxfordshire County Pension Scheme pensions](#) administering body for the Council is available from the Oxfordshire County Council website.

For more information about the Statement and/or its content please contact the HR Operations Manager on 01242 264355 or via the generic HR inbox [HR@publicagroup.uk](mailto:HR@publicagroup.uk)

## Appendix I Pay &amp; Grading Framework – Non- Statutory Roles


## Evaluate framework Job Groups:



Job Groups	From (£) *	Mid-Point (£) *	Top (£) *	Pay Level
Business Manager	52,269	65,336	78,403	Translate
Level 4 Specialist	52,269	65,336	78,403	
Level 1 Manager	41,353	51,691	62,029	Guide
Level 3 Specialist	41,353	51,691	62,029	
Level 2 Specialist	32,903	41,129	49,355	Implement
Level 2 Case / Field Worker	26,904	33,630	40,356	
Level 1 Specialist	23,433	29,291	35,149	Core
Level 1 Case / Field Worker	21,025	25,841	31,009	
Customer Advisor	21,025	25,373	30,448	
Process / Internal support	21,025	25,373	30,448	

2023/2024 National Cost of Living Pay Award Pending



 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and date of Committee</p>	<p><b>EXECUTIVE - 8 FEBRUARY 2023</b></p>
<p>Subject</p>	<p><b>PLANNED EXPENDITURE OF THE HOMELESSNESS PREVENTION GRANT 2023-2025</b></p>
<p>Wards affected</p>	<p>All</p>
<p>Accountable member</p>	<p>Cllr Geoff Saul Email: <a href="mailto:Geoff.saul@westoxon.gov.uk">Geoff.saul@westoxon.gov.uk</a></p>
<p>Accountable officer</p>	<p>Jon Dearing Assistant Director- Residents' Services Email: <a href="mailto:jon.dearing@publicagroup.uk">jon.dearing@publicagroup.uk</a></p>
<p>Report author</p>	<p>Caroline Clissold Business Manager - Housing Email: <a href="mailto:caroline.clissold@publicagroup.uk">caroline.clissold@publicagroup.uk</a></p>
<p>Summary/Purpose</p>	<p><b>To consider the planned expenditure of the Homelessness Prevention Grant for 2023 – 2025 (incorporating the Domestic Abuse New Burden's allocations for 2023- 2025)</b></p>
<p>Annexes</p>	<p>Annex A – Department of Levelling Up, Housing and Local Communities Allocation of Homelessness Prevention Grant Letter, December 2022 Annex B – Equalities Impact Assessment</p>
<p>Recommendation(s)</p>	<p>That the Executive resolves to:</p> <ul style="list-style-type: none"> <li>a) <i>Approve the expenditure detailed within section 2 of this report</i></li> <li>b) <i>Approve expenditure for the Fixed Term Contract posts until 2025, as detailed in paragraph 2.7</i></li> <li>c) <i>Approve the delegation of any amendments to these allocations to the Business Manager - Housing in consultation with the Executive Member for Housing and the Chief Finance Officer subject to compliance with the ring fenced grant conditions</i></li> </ul>

	<i>d) Delegate authority to the Business Manager – Housing, in consultation with the Executive Member for Housing and Chief Finance Officer, decisions on any other uplifts or grants that may be given over the financial years 2023-24 to 2024-25 to address increased demands on the Housing Service, subject to compliance with the ring fenced grant conditions.</i>
Corporate priorities	<ul style="list-style-type: none"> <li>• Putting Residents First</li> <li>• A Good Quality of Life for All</li> <li>• Working Together for West Oxfordshire</li> </ul>
Key Decision	YES
Exempt	YES
Consultees/ Consultation	Executive Member with Responsibility for Housing Chief Executive Monitoring Officer Deputy Chief Executive Head of Legal Services

## **1. BACKGROUND**

- 1.1** The Department of Levelling Up, Housing and Communities (DLUHC) has provided an annual grant allocation to assist with the Prevention of Homelessness for several years in varying different formats and amounts.
- 1.2** Alongside these allocations, in recent years DLUHC has also provided Winter Pressure uplifts, New Burdens funding for Housing following the introduction of the Domestic Abuse Act, and other COVID related funds to assist with increased demands on the Housing service and in particular, homelessness.
- 1.3** DLUHC recently undertook a review of the current method of calculating and allocating the Homelessness Prevention Grant and following a full consultation, announced on 23 December 2022 that for 2023 onwards this would be a two year allocation to enable local authorities to plan ahead and provide certainty for staff and service users.
- 1.4** In 2022/23 West Oxfordshire District Council received a Homelessness Prevention allocation of £253,328, plus £33,450 for Housing Domestic Abuse New Burdens. A further Grant allocation to assist with Winter pressures of £40,859 was received in December 2022.
- 1.5** Winter pressures funding tends to be announced in late December each year, with a short turnaround time to spend, usually by the end of March. DLUHC will also sometimes award adhoc ring fenced funding to target specific homelessness pressures. Therefore delegated authority is sought to ensure these additional awards are used in a timely fashion and for their intended purpose.
- 1.6** DLUHC has awarded West Oxfordshire District Council through the Homelessness Prevention Grant £269,927 for 2023-24 rising to £282,704 in 2024-25
- 1.7** A further sum of £35,268 in 2023-24 rising to £35,932 in 2024-25 has been awarded to meet the Housing Domestic Abuse New Burdens
- 1.8** The combined total of the Homelessness Prevention Grant plus the Domestic Abuse New Burdens allocation is £305,195 for 2023-2024 rising to £318,636 for 2024-2025
- 1.9** DLUHC set out its expectations on how this fund is to be spent in the letter to Chief Executives dated 23 December 2022. This is detailed within Annex A.

## **2. MAIN POINTS**

- 2.1** DLUHC has ring fenced the Homelessness Prevention Grant to focus on the prevention of homelessness and set out the following delivery expectations from the fund:
  - To fully embed the Homelessness Reduction Act and contribute to ending rough sleeping by increasing activity to prevent single homelessness
  - Reduce the number of families in temporary accommodation by maximising family homelessness prevention,
  - To reduce the use of Bed and Breakfast accommodation for families and eliminate family Bed and Breakfast placements beyond the statutory six-week limit

2.2 It is therefore proposed that in order for the Council to meet the expectation set by DLUHC, the Homelessness Prevention Grant is allocated as follows:

**Year 1 2023-2024:**

Flexible Prevention Fund	£70,000
Private Rented Deposit Fund	£20,000
Personalisation Budgets & B&B Move On (Complex singles / B&B Move On / Cold Weather funding)	£40,000
Domestic Abuse Prevention Fund	£10,000
Domestic Abuse & Rough Sleeping Coordinator	£38,000* (per annum)
Families First Project Officer role	£33,000* (per annum)
2 x Shared Temporary Accommodation Move On Officer Posts	£28,000* (per annum)
Complex Needs Prevention Officer – Partially funded by Rough Sleeper Initiative (RSI) 2022-2025 (see 2.7)	£16,500* (the remainder RSI funded)
Countywide Partnership contingency fund	£20,000
Flexible Homelessness Response	£29,695
<b>Total:</b>	<b>£305,195</b>

**Year 2 2024-2025 (Subject to review in January 2024):**

Flexible Prevention Fund	£69,000
Private Rented Deposit Fund	£20,000
Personalisation Budgets & B&B Move On (Complex singles / B&B Move On / Cold Weather funding)	£40,000
Domestic Abuse Prevention Fund	£10,000
Domestic Abuse & Rough Sleeper Coordinator	£39,000*
Families First Project Officer role	£34,000* (per annum)

Shared Temporary Accommodation Move On Officer Posts	£31,000* (per annum)
Complex Needs Prevention Officer – Partially funded by Rough Sleeper Initiative 2022-2025 (see 2.7)	£17,500* (the remainder RSI funded)
Countywide Partnership contingency fund	£25,000
Flexible Homelessness Response	£33,136
<b>Total:</b>	<b>£318,636</b>

\*all staffing figures are approximate and inclusive of all associated costs of employment including redundancy and on costs

- 2.2 The Flexible Prevention Fund** will allow the Housing Team to assist clients with bespoke solutions (such as addressing arrears, moving costs and providing mediation) to prevent homelessness from occurring at the earliest possible stage, reducing the need for expensive and unsuitable Bed and Breakfast use and provide our clients with the best possible outcomes. This fund will work alongside Discretionary Housing Benefits, benefit signposting, and financial management assistance from in-house Client Support and Third Party agencies. The Flexible Prevention Fund will assist with bespoke interventions depending on the specific clients' needs.
- 2.4 Private Rented Sector Fund.** There will be a modest budget to fund the provision of cash deposits, fees and payments of rent in advance as well as payments to help households make their new accommodation habitable.
- 2.5 Personalisation Budgets, Domestic Abuse Prevention Fund & Bed and Breakfast Move On Fund.** Personalisation budgets will allow the Project Officers (Temporary Accommodation and Complex Needs) to provide fully flexible solutions to suit the individual situation or need. This can include addressing fuel poverty, minor adaptations to properties (for example, providing temporary bedroom divides for older children who need to share). Bed and Breakfast Move On will allow the Temporary Accommodation Move On Officers access to funds to ensure the clients who are in Bed and Breakfast have access to items such as furniture, bedding, and white goods.
- 2.6** These Funds will be managed by the Housing Finance Project Officer in consultation with the Business Manager – Housing and the relevant Housing Lead Officer.
- 2.7 Continuation of the current Fixed Term Contracts for 2 years as detailed below:** The Homelessness Prevention Grant has traditionally been awarded for 1 year at a time, leaving the council with no option but to offer 1 year fixed term contracts to the officers employed to assist with meeting the grant conditions. It is therefore now possible for new contracts be offered for 2 years to give both the officers stability and the projects longevity. (Costs in salary and on costs such as redundancy payments have been included in this calculation as the two of the officers will have now been in post for more than 2 years):
- **Continuation of the contract for the Specialist Domestic Abuse and Rough Sleeper post** – Initial funding for the 1<sup>st</sup> year of the post was provided by the Domestic Abuse Act New Burdens grant allocation. The post was created to ensure that all of the new Housing duties of the Domestic Abuse Act 2021 are fully adhered to and all

Rough Sleepers receive an appropriate offer of accommodation. The role includes ensuring that West Oxfordshire Housing Team is fully represented at countywide meetings for both Domestic Abuse and Rough Sleepers. The role will manage a Domestic Abuse Sanctuary Scheme whereby properties are made secure or sanctuary rooms are created avoiding the need for victims to move away from their home and support network.

- **Families First.** The Families First Officer post has proved to be a success over the past two years with a decrease in families presenting as homeless.
- **Continuation of the Complex Needs Project Officer role** - This role was outsourced previously to Aspire however the contract is now at an end. It is proposed to bring this back 'in house' with the aim of providing invaluable 'upstream' Housing advice to those clients who are threatened with homelessness at an early stage with the aim of preventing Homelessness wherever possible. The previous post holder within Aspire typically held a caseload of 30 applicants at any one time with the aim of preventing them from becoming homeless. On average the Complex Needs Officer will prevent around 50 – 60 households per annum from becoming homeless. Partial funding of £16,500 for this role was secured via the Rough Sleeping Initiative (RSI) 2022-2025 therefore both funding streams being confirmed for 2 financial years mean that the new contract will be for 2 years.
- **Temporary Accommodation Move On Officers.** It is proposed that the proportion of the fund that is pooled with Cotswold and Forest of Dean District Councils will continue to employ two shared Temporary Accommodation Move On Officers. These roles are dedicated to ensure that the client is moved on from any form of temporary accommodation swiftly and into permanent accommodation that is right for the client. The Temporary Accommodation Move On Officers maximise the options available in terms of emergency, temporary and longer term private rented or affordable rented accommodation.

**2.8 Allocation for 2024-2025.** A review of the current Homelessness circumstances in the district will be carried out in January 2024, and further report will be presented to the Executive if a change in direction is needed

### **3. FLEXIBLE HOMELESSNESS RESPONSE & PARTNERSHIP CONTINGENCY FUND**

- 3.1** Currently there are numerous Countywide projects being discussed as part of the Oxfordshire Homelessness Steering Group around the provision of accommodation for rough sleepers and those at risk of rough sleeping (i.e. 'sofa surfers').
- 3.2** Rough Sleeper Initiative Funding has been secured for 2022 -2025 for the Oxfordshire partners to deliver a number of countywide and local schemes targeted at reducing rough sleeping. These schemes include direct access supported accommodation, longer term supported accommodation and a new, joint Housing First project.
- 3.3** However, from time to time, new initiatives or the need to provide targeted interventions arise (such as Covid, extreme weather etc.). The rising costs of providing accommodation (such as utilities, wages, move on costs) mean that additional local authority contributions may need to be made to ensure the effective running of countywide accommodation services.
- 3.4** Therefore, it is proposed that the Flexible Prevention & Countywide Contingency portion of the funds be used if needed to meet the changing demands on the service and

homelessness pathways as the pandemic continues, the Cost of Living Crisis develops and government guidance changes.

- 3.6** It is further proposed that, should DLUHC issue any further uplifts or Housing and Homeless specific funds over the financial year to contain Covid outbreaks, assist with the Cost of Living Crisis or address increased demands on the Housing Service, delegation of the spending of these be given to the Business Manager - Housing in consultation with the Executive Member for Housing subject to compliance with the ring fenced grant conditions

#### **4. FINANCIAL IMPLICATIONS**

- 4.1** There are multiple complex funding streams supporting the work of the housing team particularly with regard to homeless prevention. Some of these funding streams are subject to bids and some are allocations. Often these come through at short notice and require officers to investigate options and put together work packages in short time frames.
- 4.2** The proposals set out in section 2 are aimed at addressing the expectations set out by DLUHC and available accommodation in the West Oxfordshire District. There are limited options and significant costs associated with the provision of emergency accommodation within the district, as well as a shortage of longer term accommodation.
- 4.3** The proposal is therefore aimed at reducing the use and time spent in expensive short term, emergency accommodation benefiting both the Council and the client.
- 4.4** All proposed spending plans are supported by ring fenced government grants so will have no impact upon the Council's net approved budget or financial strategy.
- 4.5** Any staffing related costs will require appropriate contract variations to the Publica Contract.

#### **5. LEGAL IMPLICATIONS**

- 5.1** Spending allocations need to follow the ring fenced grant schemes.
- 5.2** Save from the above there are no other legal implications arising directly from this report.

#### **6. RISK ASSESSMENT**

- 6.1** There is a reputational risk to the Council if it does not use this grant funding effectively for the specific purposes set out in the DLUHC letter to Chief Executives on the 23 December 2022
- 6.2** DLUHC require a full financial breakdown of how the Homelessness Prevention Grant has been spent. If it has not been spent in full, or has not complied with the conditions of the Grant, West Oxfordshire Council could be required to return all or some it.
- 6.3** There is also a risk that rising demands on the service from ongoing financial and housing challenges facing residents of the West Oxfordshire District Council area during the

ongoing pandemic and Cost of Living Crisis could impact on the Council's ability to deliver a full statutory Housing service if fixed term staffing contracts are not extended

## **7. EQUALITIES IMPACT**

7.1 Please see attached Equalities Impact Assessment – Annex B

## **8. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS**

8.1 None

## **9. ALTERNATIVE OPTIONS**

9.1 None considered as the allocation is ring fenced to specific outcomes.

## **10. BACKGROUND PAPERS**

None





Department for Levelling Up,  
Housing & Communities

**Penny Hobman**

*Director, Homelessness & Rough Sleeping*

**Department for Levelling Up, Housing and  
Communities**

2nd Floor, Fry Building

2 Marsham Street

London SW1P 4DF

[www.gov.uk/dluhc](http://www.gov.uk/dluhc)

Email :

[HomelessnessPolicy@levellingup.gov.uk](mailto:HomelessnessPolicy@levellingup.gov.uk)

23 December 2022

Dear Chief Executive,

### **Homelessness Prevention Grant 2023/24 and 2024/25 allocations**

Thank you for your continuing work to support homeless households through these challenging times. I know that you and your staff are working tirelessly to help vulnerable people. I am writing today to inform you of allocations for the Homelessness Prevention Grant for 2023/24 and 2024/25. We are confirming funding for the two years now to give you certainty to help plan services and support your staff and service users.

Today we have announced the allocation of £654 million in funding through the Homelessness Prevention Grant that will be made available to local authorities in 2023/24 and 2024/25 to support you to deliver services to prevent and tackle homelessness. This is in addition to the £50m top-up to the Homelessness Prevention Grant for 2022/23.

Alongside these allocations we are publishing our response to the consultation that we ran earlier this year to seek views on our approach to the funding arrangements for the Homelessness Prevention Grant for 2023/24 onwards. This details the findings of the consultation and our conclusions. For 2023/24 and 2024/25 we will be using a new formula to allocate the funding. However, we understand the importance of providing stability to local services given current economic challenges and received strong feedback on this through the consultation. We have therefore enhanced the transitional arrangements to limit large changes in funding. Increases in funding will be limited to 2% in 2023/24 and 5% in 2024/25, and we have increased the amount of funding available so no authority will see a cash loss in their allocation when compared to their core allocation for 2022/23 (excluding the £50m in-year top up).

[Homelessness Prevention Grant 2023/24 and 2024/25 allocations](#)

The details of allocations to local authorities are attached at annex A.

This includes £24m over the next two years (£9.8m in 2023/24 and £14.2m in 2024/25) to support the expansion of priority need to those who are homeless as a result of domestic abuse, which came into force in July 2021 following the landmark Domestic Abuse Act 2021.

The Homelessness Prevention Grant will be ringfenced to ensure local authorities can focus on preventing homelessness as well as funding the provision of temporary accommodation, and to continue to embed the changes required through implementation of the Homelessness Reduction Act.

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

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

In order to enhance overall understanding of how the grant is used, and to drive performance on prevention we will be introducing two new grant conditions:

- A requirement to provide a spend declaration stating how much Homelessness Prevention Grant funding was spent across specific interventions. We have amended the categories to make this easier to complete following feedback from the consultation. Full details are in the consultation response.
- The requirement for LAs to submit accurate Homelessness Case Level Information Collection (H-CLIC) data, including full data on temporary accommodation numbers, will become a condition of funding, which the department retaining the right to claw back up to 10% of funding where this condition has not been met without good cause.

Funding for 2023/24 will be provided in April 2023 (and for 2024/25 in April 2024).

### Future plans

While the new formula better reflects the current distribution of homelessness pressures, we recognise that there are further elements that can be tested, and we have listened carefully to feedback from the consultation. We will therefore continue to review the formula, including considering whether there are additional datasets and metrics that could be incorporated into the formula to reflect further relative pressures and affordability. We will also use the information gathered through the new grant conditions to provide a spend declaration to inform future plans. We will update the formula before we set allocations for 2025/26 so pre-dampened allocations have been provided for illustrative purposes only.

DLUHC will continue to provide support to local authorities through our Homelessness Advice and Support Team.

The Homelessness Prevention Grant announced today is additional to the funding local authorities draw from the Local Government Finance Settlement to deliver their homelessness and rough sleeping services. Our proposed Local Government Finance Settlement for 2023/24 makes available an additional £5 billion to councils, an increase of 9% in cash terms, demonstrating how Government stands behind councils up and down the country.

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

If you have any questions, please don't hesitate to contact [HomelessnessPolicy@levellingup.gov.uk](mailto:HomelessnessPolicy@levellingup.gov.uk).

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'Penny Hobman'.

**Penny Hobman**  
**Director – Homelessness & Rough Sleeping**

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### Equality and Rurality Impact Assessment Form

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

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

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

Once completed a copy should be emailed to [cheryl.sloan@publicagroup.uk](mailto:cheryl.sloan@publicagroup.uk) to be signed off by an equalities officer before being published.

1. Persons responsible for this assessment:

Names: Caroline Clissold	
Date of assessment: 23 <sup>rd</sup> January 2023	Telephone: 01594 812309 Email: <a href="mailto:caroline.clissold@publicagroup.uk">caroline.clissold@publicagroup.uk</a>

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

Planned Expenditure of the Homelessness Prevention Grant 2023-2025
Is this a new or existing one? Existing – Funding is allocated annually

3. Briefly describe it aims and objectives

The Homelessness Prevention Grant is allocated each year to local authorities to provide funds to assist with the prevention of homelessness and to limit the use of Bed and Breakfast type accommodation. Expectations of how the Grant should be spent is set out by the Department of Levelling Up, Housing and Local Communities in a grant letter sent to Chief Executive’s – see below.
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4. Are there any external considerations? (e.g. Legislation/government directives)

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

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

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

5. What evidence has helped to inform this assessment?

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

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

No gaps identified

7. Has any consultation been carried out?

No

NA

If NO please outline any planned activities

NA

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

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

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

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

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

*Neutral – neither positive nor negative impact / Not sure*

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



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

Action(s)	Lead Officer	Resource	Timescale
NA			

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


NA
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**Declaration**

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

Completed By:	Caroline Clissold	Date:	23 <sup>rd</sup> January 2023
Line Manager:	Jon Dearing	Date:	23 <sup>rd</sup> January 2023
Reviewed by Corporate Equality Officer:	Cheryl Sloan	Date:	23 Jan. 23

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 <b>WEST OXFORDSHIRE DISTRICT COUNCIL</b>	<b>WEST OXFORDSHIRE DISTRICT COUNCIL</b>
Name and date of Committee	<b>EXECUTIVE 8 FEBRUARY 2023</b>
Subject	<b>RENEWAL OR NON-RENEWAL OF LOYALFREE</b>
Wards affected	All
Accountable member	Cllr Duncan Enright Email: <a href="mailto:duncan.enright@westoxon.gov.uk">duncan.enright@westoxon.gov.uk</a>
Accountable officer	Emma Phillips, Market Towns Officer <a href="mailto:emma.phillips@westoxon.gov.uk">emma.phillips@westoxon.gov.uk</a>
Summary/Purpose	A decision is sought as to whether the council should continue to fund the LoyalFree app
Annexes	Annex A – LoyalFree Contract Renewal Proposals
Recommendation(s)	<i>That the Executive resolves to agree not to renew the contract with LoyalFree.</i>
Corporate priorities	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
Key Decision	NO
Exempt	NO
Consultees/ Consultation	Not applicable.

## **1. BACKGROUND**

- 1.1** The Covid-19 pandemic had a significant impact on the way we were living our lives, in particular how we were utilising our town centres. Footfall dramatically reduced as more consumers shopped online and restrictions prevented businesses from opening. Many businesses saw reductions in revenue as a consequence and in some cases this resulted in closure. Businesses were forced to flex and adapt to the new economic landscape in order to survive.
- 1.2** In March 2021, the council was allocated £97,973 from the Government's Welcome Back Fund (WBF) and looked into a range of initiatives to support businesses during the recovery stage of the pandemic.
- 1.3** The LoyalFree app was procured using WBF as part of the council's efforts to support the local economy and increase footfall during the recovery phase of the Covid-19 pandemic.
- 1.4** LoyalFree is a place promotion app designed to support the local economy by encouraging people to save money when they 'shop local' and to explore their local area.
- 1.5** The app, which launched in July 2021, gave businesses the opportunity to promote offers and deals to the app users either as one-off deals or as part of a digital loyalty stamp scheme.
- 1.6** In addition to deals and loyalty offers the app also features competitions, trails, guides, and events.
- 1.7** The app currently has over 3,865 users within the district and promotes 68 deals from 50 local businesses, promotes 37 events, and lists 18 trails.

## **2. MAIN POINTS**

- 2.1** The LoyalFree scheme was funded by the WBF and the 24-month contract ends on 31 May 2023. The Executive is being asked whether they would like to renew the contract with LoyalFree using the Council's own funds.
- 2.2** LoyalFree has submitted three proposals that incorporate a range of services. All packages run for three years. Please see Annex A.

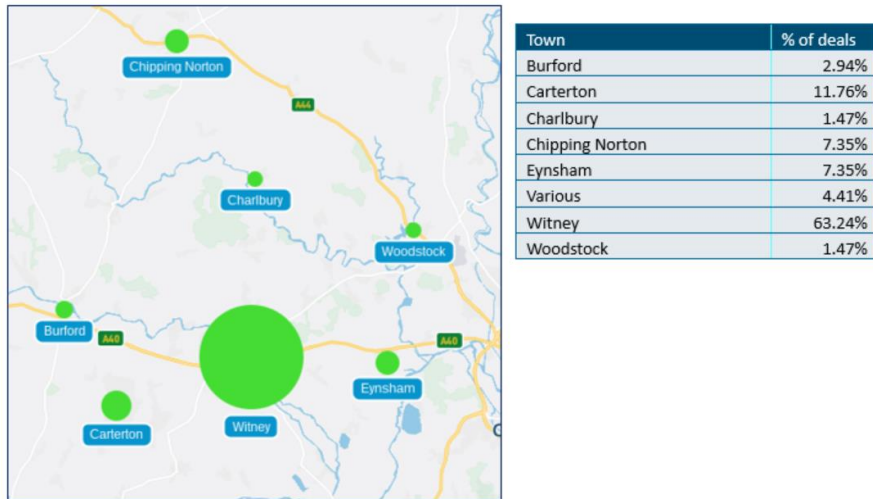
### 3 PERFORMANCE

Below is a table of the expected benefits of the app and an evaluation of attainment:

Expected benefit	Achieved	Comments
A platform to promote all aspects of the district; offers, events, trails, parking information, POIs, business profiles	Partially	Functionality is limited. Only a small proportion of market town businesses are represented through deals.
An events directory that links to business websites	Yes	As of November 2022, 2,403 event clicks have been recorded. If 10% of app users visited the event and spent £10 on average, this would be 240 visits and £2400 spent.
Provision of a 'local guide'	Partially	Limited information. The council already provides this information via the Cotswold.com pages
Enhancing business' online presence, including the e-commerce platform	Partially	Only a small proportion of market town businesses are represented on the app The e-commerce 'marketplace' has not resulted in any sales.
Raise the profile of businesses via the competitions function	No	Since the launch, there have been 8 competitions. Only 1 competition prize was offered by a local business, Blenheim Palace.
Businesses to be promoted on trails	Yes	As of November 2022, 5,178 trail location views and 18,076 trail interactions have been recorded. If 10% of app users visited the location and spent £10 on average, this would be 517 visits and £5170 spent.
Increase customer retention for businesses via the loyalty scheme element of the app	Partially	Of the 5,513 deal redemptions recorded up until November 2022, approx. 74% are derived from just 5 individual businesses
Insights into customer base and shopping habits	No	The data the council has is very basic; the busiest day for redemptions is Thursday and the busiest time is 10am-11am

<p>Increase the overall revenue for businesses; some studies suggest loyalty schemes increase overall revenue for businesses, that members spend more than non-members on average and that members also make more frequent purchases</p>	<p>Unknown</p>	<p>The council does not have access to spend data</p>
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3.1 The map below shows the geographical spread of the number of live offers by town:



As of November 2022, 64 deals (71% of the total number of deals) have achieved less than 10 redemptions since the time of launch. Despite the high number of redemptions, these have been made by a small number of people, just 713 app users (0.6 of West Oxfordshire’s population).

#### 4 . PERFORMANCE OF SPECIFIC FUNCTIONS

4.1 The functions that achieve the highest levels of engagement are the offers, trails, and event listings. Below is a summary of engagement levels per function.

The app has listed a total of 93 deals since it launched in July 2021. There are currently 67 live deals on the app.

It has been recorded that 2,787 people have viewed a deal. A total of 4,097 loyalty stamps have been collected and 355 rewards have been claimed.

Despite the high number of redemptions, these have been made by a small number of people; just 716 app users. This equates to 18% of all app users and just 0.6% of West Oxfordshire’s population.

4.1 As of November 2022, 64 deals (68.8% of the total number of deals) have achieved less than 10 redemptions since the time of launch. It is proposed that the council should implement other initiatives that have wider-ranging benefits for all businesses.

4.2 The app has featured 452 locations / businesses via 26 trails.

- 4.3** The council has seen the benefit of the trails function with regard to influencing footfall and levels of engagement: 1,488 people have viewed trail locations 5,178 times. The council can only speculate on the benefit this has on local businesses; if the council assumes that 10% of people visited and spent £10 on average, this would be 517 visits and £5,170 spent.
- 4.4** It is proposed that similar trails could be created and listed on the council website. To ensure that the trails were more accessible the council could produce printable versions of the trails.
- 4.5** A total of 339 events have been listed on the app and a total of 2,417 event clicks have been recorded.
- 4.6** With regard to the positive impact the event listings have on local businesses, the council can only speculate; if the assumption is that 10% of people visited and spent £10 on average, this would be 241 visits and £2,410 spent.
- 4.7** An alternative solution to the events listings was launched on 31 October 2022; the What's On [events page](#) currently lists activities and events for the public hosted by local businesses. This events page has, in just four weeks, recorded 1874 unique page views with the average person viewing the page for over three minutes.
- 4.8** The app has recorded 379 clicks on the 'local guide'. The section features a series of council owned external links, for example, information on parking at [westoxon.gov.uk](http://westoxon.gov.uk), a list of accommodation at [Cotswolds.com](http://Cotswolds.com).
- 4.9** 697 app users have entered one of the eight competitions. All but one of the competitions were organised by LoyalFree. The only business to use the competition feature to promote themselves was Blenheim Palace.
- 4.10** While the scheme mostly achieved what it set out to do in extraordinary circumstances, it is very difficult to show an economic benefit that exceeds the quoted cost of the scheme.
- 4.11** Officers have learned that the scheme needs constant high levels of officer time to promote the scheme and encourage businesses to use it. It is difficult to justify the time when considering the rate of take up by businesses.



## **5 CONCLUSIONS**

- 5.1** Officers have concluded that although the scheme in general was a success, only relatively few businesses are making good use of the app. The council should consider other initiatives that may result in far wider-ranging benefits.
- 5.2** It is recommended that the council does not renew the contract with LoyalFree.
- 5.3** The Economic Development Team should support businesses by providing them with information about alternative loyalty scheme apps.
- 5.4** The importance of local businesses and town centres has been highlighted as a priority in the new [Council Plan 2023-27](#). West Oxfordshire's UK Shared Prosperity Fund (UKSPF) Investment Plan, which has recently been approved by the Government, also prioritised support for market towns. The Council is currently undertaking feasibility work to identify the most effective ways of using the UKSPF funds for this purpose.
- 5.5** The Council will continue to work with OxLEP and other business support providers to ensure there is a comprehensive and relevant support structure for our businesses and promote this through Business Matters newsletter, our website and other means.

## **6 FINANCIAL IMPLICATIONS**

- 6.1** LoyalFree have proposed three 3-year contract options ranging from £12,120 (plus VAT) per year to £17,120 (plus VAT) per year.
- 6.2** No funding sources have been identified.
- 6.3** There are no financial implications should the cabinet decide to exit from the scheme at the end of the contract, on 31 May 2023

## **7 LEGAL IMPLICATIONS**

- 7.1** There are no legal implications arising directly from this report.

## **8 RISK ASSESSMENT**

- 8.1** The following covers the risks of both renewal and non-renewal of the LoyalFree contract.

Risks of nonrenewal			
Risk	Likelihood	Impact	Response
Local businesses will feel unsupported			<p>The withdrawal of a service such as LoyalFree could be a sensitive issue it should be approached with thought and consideration to all stakeholders. However, it should be noted that when originally informing businesses about the scheme the council stated the opportunity to be involved would be for the duration of 2 years, as per the contract.</p> <p>WODC comms team to create a plan to communicate the council's exit from the scheme to ensure stakeholders are well-informed and satisfied with the outcome.</p>
A perception that customer retention levels of participating businesses will reduce			<p>Share information (above, point 2.6.2).</p> <p>Businesses are encouraged to adopt their own loyalty schemes to replicate the deal or loyalty scheme.</p>
Businesses will fail to attract new customers without the app			<p>Business are encouraged to promote their brand, products, and services.</p> <p>WODC to share any promotional opportunities via the business matters e-newsletter.</p>
A reputational risk that the council is no longer providing free activities such as the trails.			<p>Explore the feasibility of running trails through another medium, i.e. printable trails or via the council website.</p>
Loss of economic insight data for the local area.			<p>Consider procuring data to fill in any gaps.</p>
A loss of ability to promote the district			<p>The council's tourism team actively promotes many attractions and businesses in the district.</p> <p>Support local groups such as the Chamber of Commerce to manage town-specific websites.</p>

Risks of renewal			
Risk	Likelihood	Impact	Response
A perception that funding could be better utilized	Medium	Medium	Communications to promote the benefits of the place promotion app.
The 'novelty' of the app will diminish and engagement levels will reduce	High	Low	Continuous promotion of the app and its features.

**KEY:**



**9 EQUALITIES IMPACT**

9.1 None.

**10 CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS**

10.1 None

(END)



# West Oxfordshire DC 2023 LoyalFree Contract Renewal



Want great savings  
from independent  
retailers you *love*?

Download the LoyalFree app FREE





68 Live Deals  
From 50  
Businesses

3,865  
Engaged App  
Asers

47,527  
Interactions

18,076 Trail  
Interactions

365 Businesses  
Promoted

1,823  
Competition  
Entries

5,513 Deal  
Redemptions

17 Live Trails

16,937 Deal  
Views

### 6 Month Growth - Usage

This includes all interactions on the LoyalFree App with West Oxfordshire

May	June	July	August	September	October
33,668	34,972	37,328	44,857	46,094	47,088
	+1,304	+2,356	+7,529	+1,237	+994

40% increase over the last 6 months

Dino trails took place in Carterton, Chipping Norton and Witney in August 2022.

- From a survey of those that took part in Dino trails on LoyalFree across the country, we learnt that participating groups consisted of 3 or more people on average. They visited 13 businesses on their route and **spent around £35 per group**.
- Therefore we estimate that 500 groups of participants on a trail generate around 6,500 business visits and spend **£17.5k in local businesses**.

The team at West Oxfordshire made the trails really distinctive, with brilliant videos, scary dinosaurs and physical installations/performers, which undoubtedly created a great experience for trail goers and town visitors alike.



The poster features a central image of a T-Rex with its mouth open, set against a backdrop of a mountainous landscape with a pterosaur flying in the sky. The text 'DINO TRAIL' is prominently displayed in a stylized font. At the top, there are logos for LoyalFree, West Oxfordshire District Council, European Union, and HM Government. At the bottom, there are logos for Google Play and the App Store, along with the dates '2ND AUGUST - 4TH SEPTEMBER 2022'.

**LoyalFree**  
The Place Promotion App

WEST OXFORDSHIRE DISTRICT COUNCIL

European Union  
European Regional Development Fund

HM Government

**DINO TRAIL**

**One lucky dinosaur hunter will win a Family Day Pass to Cogges Manor Farm!  
Find as many dinosaurs as you can to increase your chances of winning!**

GET IT ON  
Google Play

Download on the  
App Store

**2ND AUGUST - 4TH SEPTEMBER 2022**

LoyalFree is dedicated to driving repeat customers to visit partner areas and their businesses.

## What are we looking to achieve in West Oxfordshire in the next 3 years?

- Build on the success of trails to grow footfall in key areas. Providing more variety in the trail options available for users, raising the profile of the council as a support of local businesses.
- Grow the engagement level of independent businesses with deals and loyalty by helping them to retain customers, and increase frequency of customer visit and spend.
- Increase the number of engaged app users, interacting with the businesses in the area, raising the profile of the area.
- Continue to support Emma, Barry and the team with their promotions, trails and ideas.





Option 1 - £12,120 + VAT per year	Option 2 - £15,340 + VAT per year	Option 3 - £17,120 + VAT per year
<p>Subscription to the LoyalFree place promotion platform and mobile application including:</p> <ul style="list-style-type: none"> <li>• Trails functionality and unlimited build-your-own trails.</li> <li>• Unlimited profiles for West Oxfordshire District businesses.</li> <li>• Digital loyalty technology &amp; deals for promoted businesses</li> <li>• API feed of offers to external website</li> <li>• Event listings</li> <li>• Local Tourism Guide</li> <li>• Co-branded location within the app</li> <li>• Standard partnership performance dashboards</li> <li>• All standard platform and feature upgrades and updates (see next slide)</li> </ul> <p>Services and materials:</p> <ul style="list-style-type: none"> <li>• Promotion administration including the adding and updating of events, and business offers received from the council or promoted businesses. Creation and distribution of till wobblers to businesses.</li> <li>• Co-branded promotional materials including leaflets, roller banners, window clings, and business benefits sheets (as required).</li> <li>• 2 pre-packaged trails per year to include concept creation, poster &amp; leaflet design, social media images and press releases.</li> <li>• 4 co-branded pieces of promotional content per year (e.g. bus shelter advert design)</li> </ul>	<p>Subscription to the LoyalFree place promotion platform and mobile application including:</p> <ul style="list-style-type: none"> <li>• Trails functionality and unlimited build-your-own trails.</li> <li>• Unlimited profiles for West Oxfordshire District businesses.</li> <li>• Digital loyalty technology &amp; deals for promoted businesses</li> <li>• API feed of offers to external website</li> <li>• Event listings</li> <li>• Local Tourism Guide</li> <li>• Co-branded location within the app</li> <li>• Standard partnership performance dashboards</li> <li>• All standard platform and feature upgrades and updates (see next slide)</li> </ul> <p>Services and materials:</p> <ul style="list-style-type: none"> <li>• Promotion administration including the adding and updating of events, and business offers received from the council or promoted businesses. Creation and distribution of till wobblers to businesses.</li> <li>• Co-branded promotional materials including leaflets, roller banners, window clings, and business benefits sheets (as required).</li> <li>• <b>4 pre-packaged trails per year</b> to include concept creation, poster &amp; leaflet design, social media images and press releases.</li> <li>• <b>2 days of business engagement visits per year</b></li> <li>• <b>SEO optimised web pages to drive additional traffic to the application</b></li> <li>• <b>6 co-branded pieces of custom promotional content per year (e.g. bus shelter advert design)</b></li> </ul>	<p>Subscription to the LoyalFree place promotion platform and mobile application including:</p> <ul style="list-style-type: none"> <li>• Trails functionality and unlimited build-your-own trails.</li> <li>• Unlimited profiles for West Oxfordshire District businesses.</li> <li>• Digital loyalty technology &amp; deals for promoted businesses</li> <li>• API feed of offers to external website</li> <li>• Event listings</li> <li>• Local Tourism Guide</li> <li>• Co-branded location within the app</li> <li>• Standard partnership performance dashboards</li> <li>• All standard platform and feature upgrades and updates (see next slide)</li> </ul> <p>Services and materials:</p> <ul style="list-style-type: none"> <li>• Promotion administration including the adding and updating of events, and business offers received from the council or promoted businesses. Creation and distribution of till wobblers to businesses.</li> <li>• Co-branded promotional materials including leaflets, roller banners, window clings, and business benefits sheets (as required).</li> <li>• <b>3 pre-packaged trails per year and 1 custom trail</b> to include concept creation, poster &amp; leaflet design, social media images and press releases.</li> <li>• <b>4 days of business engagement visits per year</b></li> <li>• <b>SEO optimised web pages to drive additional traffic to the application</b></li> <li>• <b>8 co-branded pieces of custom promotional content per year (e.g. bus shelter advert design)</b></li> </ul>



## Additional available services

### Marketing

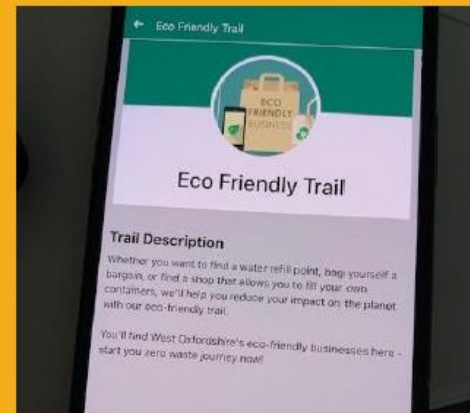
- Push notifications to users (currently manually implemented by LoyalFree)
- Additional trails (pre-packaged and custom trails including trail assets like AR, video, and audio).
- Graphic design for physical advertising including signs, bus shelters and banners.
- Digital/social media content production
- SEO optimised web pages to drive additional users
- Additional co-branding options including splash-screen images, till wobblers and leaflets.

### Business support

- Business engagement visits and call campaigns

## Have we got the right package for you?

If the suggested packages do not meet your requirements, let's create a custom package for West Oxfordshire Council, based on the results you want to achieve and the services you would like us to provide.





### Future developments

A re-marketing hub to include:

- The ability for council and business to remarket events and offers to opted-in users via push notification or email.
- The ability for businesses to create and promote personalised offers for their customers based on their interactions with the area and businesses. This is designed to change the perceived value from businesses of rewarding loyal customers, to increasing the frequency of customer visits and average transaction value.

Trail developments including:

- Improved Augmented Reality (AR) experiences
- Additional gamification options for trail participants

LoyalFree is always exploring the latest technology to ensure that we deliver the best place promotion experience to our users, value to businesses and to our partners. Therefore we are currently exploring open-banking, card-linking and POS technology in order to increase participation rates on loyalty schemes and business deals. In addition, these innovations could enable us to capture and return more spend data to our partners in their areas.


### Future marketing initiatives

LoyalFree is now available in 70+ towns and cities and growing in usage across the UK to over 108,000 registered users. This scale is providing additional marketing opportunities.

LoyalFree are investing in a web-presence to drive traffic and new users to the app. These pages can be further SEO optimised to keywords such as 'Things to do in \_\_\_\_' and 'Whats on in \_\_\_\_'. The content for these pages will include deal, loyalty, event and trail content from the app, to increase the advertising value to the businesses.

LoyalFree are actively seeking partnerships with physical installation providers for trails.

LoyalFree are negotiating deals with national businesses in order to help our partner areas across the UK to gain more deals from big brand names and drive more users to the app.

 <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>EXECUTIVE – 8 FEBRUARY 2023</b></p>
<p>Subject</p>	<p><b>LEVELLING-UP AND REGENERATION BILL: REFORMS TO NATIONAL PLANNING POLICY</b></p>
<p>Wards affected</p>	<p>ALL</p>
<p>Accountable member</p>	<p>Councillor Carl Rylett, Executive Member for Planning and Sustainable Development Email: <a href="mailto:carl.rylett@westoxon.gov.uk">carl.rylett@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 consider and agree a response to the Government’s proposed changes to national planning policy.</p>
<p>Annex</p>	<p>Annex A – Summary Overview of Proposed Changes Annex B – Draft Consultation Response</p>
<p>Recommendation</p>	<p>That the Executive resolves to:</p> <p><i>a) Note the content of the report including the summary overview of proposed changes attached at Annex A; and</i></p> <p><i>b) Agree that the draft response attached at Annex B be submitted as the District Council’s formal response to the consultation</i></p>
<p>Corporate priorities</p>	<p>A number of the measures outlined in the consultation are aligned with the Council Plan (2023 – 2027) including the provision of supporting infrastructure, nature recovery, climate mitigation and adaptation and the provision of affordable homes.</p>
<p>Key Decision</p>	<p>No</p>
<p>Exempt</p>	<p>No</p>
<p>Consultees/ Consultation</p>	<p>The Government is consulting on a number of proposed changes to national planning policy to support the emerging Levelling-up and Regeneration Bill. The consultation is running from 22 December 2022 until 3 March 2023. The purpose of this report is to agree the District Council’s response to the consultation.</p>

## **I. INTRODUCTION**

- 1.1. The Government is consulting on a number of proposed changes to national planning policy to support the emerging Levelling Up and Regeneration Bill.
- 1.2. The purpose of this report is to provide an overview of the proposed changes and to agree the Council's response to the consultation which runs until 2 March 2023.

## **2. BACKGROUND**

- 2.1. Members will be aware that the Government is committed to levelling up across the country with a [Levelling Up White Paper](#) published in February 2022 and the Levelling-up and Regeneration Bill currently working its way through parliament.
- 2.2. Key aspects of the levelling up agenda include:
  - Building more homes to increase home ownership;
  - Empowering communities to make better places;
  - Restoring local pride and regenerating towns and cities;
  - Giving communities a stronger say over where homes are built and what they look like;
  - Creating a genuinely plan-led system with a stronger voice for communities;
  - Ensuring greater provision of community infrastructure by developers;
  - Mandating that beautiful new development meets clear design standards that reflect community views; and
  - Enhancing protections for environmental and heritage assets
- 2.3. To support these objectives the Government is proposing a number of changes to national planning policy some of which will be made in the short term i.e. spring 2023, with others to be introduced at a later date following further consultation and/or when the Levelling Up and Regeneration Bill is enacted.

## **3. SUMMARY OVERVIEW OF THE PROPOSED CHANGES**

- 3.1. The potential policy changes outlined in the consultation document are numerous and deal with a broad range of topics including housing, the environment, plan-making, decision-taking and design.
- 3.2. For ease of reference, attached at Annex A is a schedule which provides a summary overview of each proposed change and when they are expected to be introduced.
- 3.3. The headline changes of particular significance are outlined below.

### Housing

- Councils with an up to date local plan (i.e. less than 5-years old) will not have to demonstrate a 5-year housing land supply. In addition, any such supply calculation will no longer need to include a buffer and Councils will be able to take account of any past 'over-supply' as well as under-supply;
- The Government's housing delivery test (HDT) will be amended to take account of permissions granted as well as completions;
- The standard method for assessing housing need will be retained but redefined as an advisory starting point i.e. not mandatory with increased clarity to be provided on how Councils can take local constraints into account when setting a housing

requirement and can choose to plan above the standard method where they wish to;

- Increased emphasis on the provision of social rented homes, homes for older people, community-led development and the provision of small sites, particularly in urban areas;
- Additional measures to be introduced to speed up housing delivery by developers; and
- Increased emphasis on building upwards in urban areas with specific reference to mansard roofs.

#### Neighbourhood Planning

- Areas with an adopted Neighbourhood Plan to be better protected from the 'tilted balance' of the NPPF.

#### The Environment

- Measures to be introduced to prevent developers clearing sites prior to submitting applications to justify any biodiversity net gain;
- Increased emphasis on the best and most versatile agricultural land being taken into account when deciding sites for development;
- Planning policy development to potentially incorporate carbon assessment;
- Increased flexibility regarding the re-powering of existing renewable and low carbon energy sources;
- Councils to be given more flexibility to respond to the views of local communities in relation to onshore wind proposals;
- Increased emphasis on the importance of energy efficiency through the adaptation of buildings; and
- Increased emphasis on local nature recovery and climate change adaptation including in relation to overheating and water scarcity (e.g. through the provision of green infrastructure).

#### Plan-Making

- Tests of soundness to be simplified – plans no longer need to be justified (note: this will not apply to plans which have already been submitted or have reached the Regulation 19 within 3 months of the change coming into effect);
- The duty to co-operate is to remain in place for now but will in due course be replaced by an as yet undefined 'alignment policy';
- Significant plan-making reforms are to come into effect from late 2024 although plans submitted by June 2025 will be considered under the existing framework meaning that existing legal requirements and duties such as the Duty to Cooperate, will still apply; and
- From late 2024 onwards, Councils will no longer be able to prepare supplementary planning documents (SPDs). Instead, they will be able to prepare Supplementary Plans, which will be afforded the same weight as a local plan.

### Decision-Taking

- The past 'behaviour' of an applicant to potentially be taken into account as a material planning consideration;
- 'In principle' views sought on the introduction of new *national development management policies* which would carry the same weight in certain planning decisions as policies in local plans;
- These national policies would cover planning considerations that apply regularly in decision-making such as general policies for conserving heritage assets, and preventing inappropriate development in the Green Belt and areas of high flood risk;
- This would allow local plans to focus on locally specific issues but importantly, such national policies would take precedence over a local plan where there is conflict.

### Design

- Increased emphasis on the use of local design codes and the role of beauty and place-making.

### Accessibility

- National policy to be made more accessible and interactive in line with the Government's digital agenda.

## **4. SUGGESTED CONSULTATION RESPONSE**

- 4.1. The consultation comprises 58 separate questions. Attached at Annex B is a suggested draft response to each of these, which, subject to the agreement of Members, will be submitted before the 2 March deadline.

## **5. LEGAL IMPLICATIONS**

- 5.1. The report raises no direct legal implications.

## **6. RISK ASSESSMENT**

- 6.1. The report raises no specific risks.

## **7. EQUALITIES IMPACT**

- 7.1. The report raises no specific implications in respect of equality. As part of the consultation, the Government is inviting views on any potential impacts on protected groups under the Public Sector Equality Duty.

## **8. CLIMATE CHANGE IMPLICATIONS**

- 8.1. The report raises no specific implications although the proposed national policy changes are intended to increase national policy emphasis on climate change mitigation and adaptation.

## **9. ALTERNATIVE OPTIONS**

- 9.1. The Council could choose not to respond to the consultation.

## **10. BACKGROUND PAPERS**

- 10.1. None.

## Annex A – Overview Summary of Proposed Changes

Reforming the 5 year housing land supply (5YHLS)	
Proposal	When will it be introduced
Whilst LPAs will still need to identify a deliverable 5-year housing land supply at the point of local plan adoption, the requirement to continually demonstrate this will be removed, provided the local plan is up to date (i.e. less than 5-years old).	To take effect when initial changes to the NPPF are introduced in spring 2023.
The requirement to include a buffer' (5%, 10% or 20%) as part the 5YHLS calculation will be removed.	To take effect when initial changes to the NPPF are introduced in spring 2023.
LPAs will now be able to take into account past 'over-supply' of homes when calculating their 5YHLS as well as past under-supply.	To take effect when initial changes to the NPPF are introduced in spring 2023.
Boosting the status of Neighbourhood Plans	
Proposal	When will it be introduced
Under the current NPPF, areas which have neighbourhood plans in place are protected from the 'tilted balance' of the NPPF provided certain criteria are met including the age of the neighbourhood plan (i.e. it must be less than 2 years old) and housing land supply considerations.	To take effect when initial changes to the NPPF are introduced in spring 2023.
Under the proposed changes, the age of the neighbourhood plan is to be extended to 5 years and the requirements relating to housing land supply are to be removed.	
Planning for Housing	
Proposal	When will it be introduced
Minor changes to paragraphs 1 and 7 of the NPPF to signal that providing for necessary development, integrated with local infrastructure is a core purpose of the planning system, while not negating the fundamental importance of respecting the overarching economic, social and environmental objectives of achieving sustainable development.	To take effect when initial changes to the NPPF are introduced in spring 2023.

<b>Local housing need and the standard method</b>	
<b>Proposal</b>	<b>When will it be introduced</b>
Being clearer about how local constraints can be taken into account when setting a local housing requirement.	Not specified but will in part be achieved by initial changes to the NPPF to be introduced in spring 2023.
Taking a more proportionate approach to local plan examination to speed up plan-making.	Not specified but will in part be achieved by initial changes to the NPPF to be introduced in spring 2023.
Proposed changes to the operation of the Housing Delivery Test to support a plan-led system.	Not specified but will in part be achieved by initial changes to the NPPF to be introduced in spring 2023.
<b>Introducing new flexibilities to meeting housing needs</b>	
<b>Proposal</b>	<b>When will it be introduced</b>
The standard method for calculating housing need will be retained but the NPPF will make it clearer that it is an advisory starting point to inform plan-making i.e. a guide that is not mandatory.	To take effect when initial changes to the NPPF are introduced in spring 2023.
Planning guidance to be updated to include more explicit indications of the types of local characteristics which may justify the use of an alternative to the standard method, such as islands with a high percentage of elderly residents, or university towns with an above-average proportion of students.	Not specified but likely to be spring 2023 alongside the initial changes to the NPPF.
NPPF text to be amended to make it clear that if housing need can only be met by building at densities which would be significantly out-of-character, this may be considered an adverse impact which could outweigh the benefits of meeting need in full.	To take effect when initial changes to the NPPF are introduced in spring 2023.
NPPF text to be amended to make it clear that LPAs are not required to review and alter Green Belt boundaries if this would be the only way of meeting housing need in full (although authorities would still have the ability to review and alter Green Belt boundaries if they wish and can demonstrate exceptional circumstances).	To take effect when initial changes to the NPPF are introduced in spring 2023.



Proposal	When will it be introduced
NPPF text to be amended to make it clear authorities may take past 'over-delivery' into account, such that if permissions granted exceed the provision made in the existing plan, any surplus may be deducted from future provision.	To take effect when initial changes to the NPPF are introduced in spring 2023.
NPPF text to be amended to make it clearer that authorities who wish to plan for more homes than the standard method (or an alternative approach) may do so, for example to capitalise on economic development opportunities.	To take effect when initial changes to the NPPF are introduced in spring 2023.
Local Plan tests of 'soundness' to be simplified and amended to that local plans no longer need to be 'justified'. Instead they will need to be effective and deliverable and meet identified needs as far as possible.	To take effect when initial changes to the NPPF are introduced in spring 2023.  This will not however apply to plans which have already been submitted or have reached the Regulation 19 stage within 3 months of this change being introduced.
NPPF text to be amended to make it clearer that the standard method for assessing housing need includes an uplift of 35% for major urban areas and that any such uplift should be accommodated within those cities and urban centres themselves unless it would conflict with the policies in the NPPF and legal obligations.	To take effect when initial changes to the NPPF are introduced in spring 2023.
The Duty to Co-Operate to be removed and replaced with an 'alignment policy' as part of a future revised Framework. Further consultation on what should constitute the alignment policy will be undertaken.	Assumed to form part of wider NPPF reforms which will be the subject of further consultation later this year.  Formal removal of the Duty to Co-Operate will be enacted by the Levelling-up and Regeneration Bill.
<b>Enabling communities with plans already in the system to benefit from changes</b>	
Proposal	When will it be introduced
For a period of 2 years from spring 2023, LPAs who have carried out a Local Plan consultation (either under Regulation 18 or 19) which included both a policies map and proposed housing allocations would benefit from only having to demonstrate a 4-year housing land supply rather than the usual 5.	To take effect when initial changes to the NPPF are introduced in spring 2023.

<b>Taking account of permissions granted in the Housing Delivery Test (HDT)</b>	
<b>Proposal</b>	<b>When will it be introduced</b>
The Housing Delivery Test (HDT) to be amended to take account of housing permissions as well as completions. Where the LPA can demonstrate enough deliverable permissions (i.e. 115% of its housing requirement) the 'tilted balance' of the NPPF would not be engaged. The LPA would however still need to prepare an action plan to assess the cause and actions to increase delivery.	To take effect when initial changes to the NPPF are introduced in spring 2023.
<b>More homes for social rent</b>	
<b>Proposal</b>	<b>When will it be introduced</b>
NPPF text to be amended to make clear that LPAs should give greater importance in planning for social rent homes.	To take effect when initial changes to the NPPF are introduced in spring 2023.
<b>More older people's housing</b>	
<b>Proposal</b>	<b>When will it be introduced</b>
NPPF text to be amended to include a specific expectation that LPAs should have particular regard to retirement housing, housing-with-care and care homes in planning for the needs of older people.	To take effect when initial changes to the NPPF are introduced in spring 2023.
<b>More small sites for small builders</b>	
<b>Proposal</b>	<b>When will it be introduced</b>
General views sought on whether the NPPF should be strengthened to encourage greater use of small sites for housing, particularly in urban areas.	Depending on consultation feedback this would form part of wider NPPF reforms which will be the subject of further consultation later this year.
<b>More community-led development</b>	
<b>Proposal</b>	<b>When will it be introduced</b>
NPPF text to be strengthened to provide more emphasis on community-led housing development. The NPPF glossary would also be updated to include a specific definition of community-led development.	To take effect when initial changes to the NPPF are introduced in spring 2023.

<p>General views sought on whether the definition of ‘affordable housing for rent’ should be amended to make it easier for organisations that are not Registered Providers to develop new affordable homes and whether there are any other measures which could encourage community involvement in affordable housing delivery.</p>	<p>Depending on consultation feedback it is assumed that this would form part of wider NPPF reforms which will be the subject of further consultation later this year.</p>
<p>General views sought on whether the past ‘behaviour’ of an applicant should be taken into account when planning permission is applied for – either treating it as a material consideration alongside other such considerations, or allowing LPAs to decline to determine applications prior to the application being considered on its planning merits.</p>	<p>Depending on consultation feedback this would form part of wider NPPF reforms which will be the subject of further consultation later this year. It would also require primary legislation.</p>
<p><b>More build out</b></p>	
<p><b>Proposal</b></p>	<p><b>When will it be introduced</b></p>
<p>The Levelling-up and Regeneration Bill includes a number of proposals to incentivise developers to build out sites more quickly (e.g. builders being required to formally notify the LPA when they commence development and having to report to LPAs annually on build out compared to anticipated trajectories).</p> <p>This consultation proposes three more measures including 1) the publishing of data about slow builders on sites over a certain size 2) developers being asked to explain how they will increase the diversity of their product and thus the rate at which homes are sold or occupied and 3) making it clear within the NPPF that delivery can be a material consideration in planning applications such that schemes with slow anticipated build outs could be refused in certain circumstances.</p>	<p>Depending on consultation feedback this would form part of wider NPPF reforms which will be the subject of further consultation later this year.</p> <p>A separate consultation will also be carried out on proposals to introduce a financial penalty against developers who are building out too slowly.</p>
<p><b>Ask for beauty</b></p>	
<p><b>Proposal</b></p>	<p><b>When will it be introduced</b></p>
<p>NPPF text to be amended to:</p> <ul style="list-style-type: none"> <li>● Emphasise the use of local design codes in line with the National Model Design Code;</li> <li>● Emphasise the role of beauty and place-making in the development of strategic policies;</li> </ul>	<p>To take effect when initial changes to the NPPF are introduced in spring 2023.</p>

<ul style="list-style-type: none"> <li>• Make a stronger link between good design and beauty through additions to Chapters 6, 8 and 12; and</li> <li>• Refer to ‘well-designed <u>and beautiful</u>’ places - not just well-designed places.</li> </ul>	
<b>Refusing ugliness</b>	
<b>Proposal</b>	<b>When will it be introduced</b>
NPPF text to be amended to ensure that LPAs use planning conditions to provide visual clarity about the design of the development and are clear about the approved use of materials to make enforcement easier.	To take effect when initial changes to the NPPF are introduced in spring 2023.
<b>Embracing gentle density</b>	
<b>Proposal</b>	<b>When will it be introduced</b>
NPPF text to be amended to make specific reference to mansard roofs as an appropriate form of upward extension.	To take effect when initial changes to the NPPF are introduced in spring 2023.
<b>Delivering biodiversity net gain and local nature recovery</b>	
<b>Proposal</b>	<b>When will it be introduced</b>
DLUHC to work with DEFRA to reduce the risk of habitat clearances prior to the submission of planning applications, and before the creation of off-site biodiversity enhancements.	Not specified.
General views sought on how national policy could be strengthened in relation to small scale nature interventions.	Depending on consultation feedback it is assumed that this would form part of wider NPPF reforms which will be the subject of further consultation later this year.
DLUHC to bring forward further guidance on how local authorities will be expected to comply with the duty to have regard to local nature recovery strategies through their planning functions.	Not specified.
DLUHC to work with DEFRA to review the protection currently afforded to ancient woodlands and ancient and veteran trees protection in the NPPF.	Not specified.

<b>Recognising the food production value of farmland</b>	
<b>Proposal</b>	<b>When will it be introduced</b>
NPPF text to be amended to ensure that the availability of agricultural land used for food production should be considered when deciding what sites are most appropriate for development.	To take effect when initial changes to the NPPF are introduced in spring 2023.
<b>Climate change mitigation: exploring a form of carbon assessment</b>	
<b>Proposal</b>	<b>When will it be introduced</b>
General views sought on the potential incorporation of carbon assessment in the development of planning policy, in particular whether effective and proportionate assessments already exist, what they should measure and what evidence could underpin them (e.g. Local Area Energy Plans) and how they may be used in a plan-making context or in assessing individual developments.	This is intended to inform a further consultation on national planning policy 'in due course'.  Alongside this, the government intends to consult in 2023 on Quantifiable Carbon Reductions guidance as part of the statutory Local Transport Plans process.
Building on previous changes to policy and guidance relating to climate change adaptation including flood risk, general views are sought on how planning policy could further support climate change mitigation and adaptation including in relation to overheating and water scarcity (e.g. through the provision of green infrastructure).	Not specified.
<b>Enabling the repowering of existing onshore wind turbines</b>	
<b>Proposal</b>	<b>When will it be introduced</b>
Existing NPPF paragraphs 155 and 158 to be amended to enable the 're-powering' of renewable and low carbon energy where planning permission is needed, providing that the impacts are, or can be made, acceptable in planning terms.	To take effect when initial changes to the NPPF are introduced in spring 2023.
<b>Introducing more flexibility to plan for new onshore wind deployment</b>	
<b>Proposal</b>	<b>When will it be introduced</b>
Changes to footnote 54 of the NPPF to introduce a more localist approach that provides local authorities with more flexibility to respond to the views of their local communities in relation to onshore wind proposals.	To take effect when initial changes to the NPPF are introduced in spring 2023.

<p>Specifically the changes allow wind energy development to be granted through Local Development Orders, Neighbourhood Development Orders and Community Right to Build Orders, if it can be demonstrated that the planning impacts identified by the affected local community have been appropriately addressed and the proposal has community support.</p> <p>In addition, supplementary planning documents may be used to identify areas as suitable for wind energy development (where the local plan includes policy on supporting renewable energy) subject to consultation and community support.</p>	
<b>Barriers to energy efficiency</b>	
<b>Proposal</b>	<b>When will it be introduced</b>
<p>New paragraph to be added to the NPPF to clarify that significant weight should be given to the importance of energy efficiency through the adaptation of buildings, whilst ensuring that local amenity and heritage continues to be protected.</p>	<p>To take effect when initial changes to the NPPF are introduced in spring 2023.</p>
<b>Giving time to finalise and adopt plans already in development before the reformed plan-making system is introduced</b>	
<b>Proposal</b>	<b>When will it be introduced</b>
<p>Subject to parliamentary approval, significant plan-making reforms are expected to be implemented from late 2024 onwards (e.g. plan content will be simplified and plans will be produced more quickly).</p> <p>To provide a smooth transition from current to new style local plans, LPAs will have until 30 June 2025 to submit their local plans under the existing framework, meaning that existing legal requirements and duties such as the Duty to Cooperate, will still apply.</p> <p>In addition, all independent examinations of local plans, minerals and waste plans and spatial development strategies must be concluded, with plans adopted by 31 December 2026.</p>	<p>Anticipated to take effect from late 2024 although the transitional arrangements are likely to be published sooner.</p>

Setting out the timeline for preparing local plans, spatial development strategies, minerals and waste plans and supplementary plans under the reformed system	
Proposal	When will it be introduced
<p>When the major plan-making reforms go live in late 2024, there will be a requirement for LPAs to start work on new plans by, at the latest, 5 years after adoption of their previous plan, and to adopt that new plan within 30 months.</p> <p>As of late 2024, any LPA that has a local plan which is more than 5 years old and is not proactively working towards submission of a new plan by June 2025 (see above) will be required to begin preparing a new style local plan immediately.</p> <p>Those LPAs with a local plan less than 5 years old will only be required to begin preparing a new style local plan when their plan becomes 5 years old.</p> <p>For example, if a plan were to be adopted in mid-2024, the preparation of the new style local plan would need to start no later than mid-2029 (i.e. 5 years from the date of adoption).</p> <p>Any LPA that does not meet the June 2025 submission deadline for ‘old-style’ plans will need to prepare plans under the new system.</p> <p>Neighbourhood plans submitted for examination after 30 June 2025 will be required to comply with the new legal framework</p>	<p>Through wider planning reforms which are anticipated to take effect in late 2024.</p>
<p>When the major plan-making reforms go live in late 2024, LPAs will no longer be able to prepare supplementary planning documents (SPDs). Instead, they will be able to prepare Supplementary Plans, which will be afforded the same weight as a local plan.</p> <p>When the new system comes into force (expected late 2024) existing SPDs will remain in force for a time-bound period i.e. until the local planning authority is required to adopt a new-style plan - at which point current SPDs will automatically cease to have effect.</p>	<p>Through wider planning reforms which are anticipated to take effect in late 2024.</p>

National Development Management Policies	
Proposal	When will it be introduced
<p>General ‘in principle’ views are sought on the principle of introducing new national development management policies.</p> <p>These are intended to carry the same weight in certain planning decisions as policies in local plans, neighbourhood plans and other statutory plans and could, where relevant, also be a material consideration in some other planning decisions, such as those on Nationally Significant Infrastructure Projects.</p> <p>Such policies would cover planning considerations that apply regularly in decision-making such as general policies for conserving heritage assets, and preventing inappropriate development in the Green Belt and areas of high flood risk.</p> <p>The starting point for developing such policies would be those aspects of the current NPPF that already include development management type policies – albeit they do not have statutory status.</p> <p>Selective new additions would also be made to reflect new national priorities (e.g. net zero policies) and to close ‘gaps’ where existing national policy is silent e.g. carbon reduction, allotments and housing in town centres and built up areas).</p> <p>Once introduced, the new national development management policies would be set out in a separate document to the rest of the National Planning Policy Framework which in itself would be re-focused on principles for plan-making.</p> <p>Importantly, the new national policies would take precedence where there is conflict between them and development plan policies when making a decision on a planning application.</p>	<p>Further consultation will follow following passage of the Levelling-up and Regeneration Bill.</p>



<b>Enabling Levelling Up</b>	
<b>Proposal</b>	<b>When will it be introduced</b>
General views are sought on whether there are any new planning policies that might be included in the NPPF to help achieve the 12 levelling up missions in the Levelling Up White Paper.	Not specified. Subject to consultation feedback it is assumed that any such policies would form part of the wider NPPF reforms that are proposed to be the subject of further consultation later this year.
<b>Levelling up and boosting economic growth</b>	
<b>Proposal</b>	<b>When will it be introduced</b>
<p>The longer-term review of the NPPF will look to reshape policies to align more closely with the economic vision set out in the Levelling Up White Paper. Including:</p> <ul style="list-style-type: none"> <li>• Making sure that local plans support new business investment and give existing business, including SMEs, the confidence to expand and grow;</li> <li>• Supporting the sectors and businesses that will drive up productivity;</li> <li>• Spreading financial capital and investment to the places, projects and people that need it most; and</li> <li>• An overall approach that helps attract new business investment to areas that have lagged in the past.</li> </ul>	To form part of the wider NPPF reforms that are proposed to be the subject of further consultation later this year.
As part of the wider Framework review, national planning policies will be amended to ensure they are fully supportive of the Government's aim to gently densify urban centres, especially outside London and the south east.	To form part of the wider NPPF reforms that are proposed to be the subject of further consultation later this year.
<b>Levelling up and boosting pride in place</b>	
<b>Proposal</b>	<b>When will it be introduced</b>
General views sought on whether national planning policy should do more to enable local authorities to consider the safety of women and girls, and other vulnerable groups, when setting policies or making decisions.	Not specified. Subject to consultation feedback it is assumed that any such changes would form part of the wider NPPF reforms that are proposed to be the subject of further consultation later this year.

<b>Wider changes to national planning policy in the future</b>	
<b>Proposal</b>	<b>When will it be introduced</b>
<p>Although no views are sought, the consultation document indicates a number of areas where changes to national planning policy are likely to be needed to reflect the Levelling-up and Regeneration Bill – some applicable to plan-making, others to development management.</p> <p>Examples include reviewing the approach to town centre and out-of-centre development in the light of the Use Class Order changes and changes to reflect the role of National Development Management Policies in decision-making.</p>	<p>The government will undertake a full consultation on a revised National Planning Policy Framework and proposals for National Development Management Policies once the Bill has completed its passage through Parliament.</p>
<b>Practical changes and next steps</b>	
<b>Proposal</b>	<b>When will it be introduced</b>
<p>It is proposed that national policies (both the statutory National Development Management Policies and the residual National Planning Policy Framework) will be made more accessible and interactive.</p> <p>General views are sought on how this might best be achieved.</p>	<p>It is assumed that such measures will be introduced alongside the proposals for National Development Management Policies once the Bill has completed its passage through Parliament.</p>
<b>Public Sector Equality Duty</b>	
<b>Proposal</b>	<b>When will it be introduced</b>
<p>General views are sought on any potential impacts that might arise under the Public Sector Equality Duty as a result of the proposals in the consultation document.</p>	<p>N/a</p>

**1. Do you agree that local planning authorities should not have to continually demonstrate a deliverable 5-year housing land supply (5YHLS) as long as the housing requirement set out in its strategic policies is less than 5 years old?**

Yes - this would incentivise and strengthen plan-making and reduce the amount of time and resources spent debating the issue unnecessarily at appeal. In West Oxfordshire, we have a relatively recent Local Plan having been adopted in September 2018, however because of unforeseen delays with a number of key sites, the Council is currently not able to demonstrate a 5-year supply thus rendering key policies out of date and engaging the tilted balance of the NPPF.

This is further exacerbated by the fact that the Council was only able to have its plan found sound in the first instance by accepting a level of housing provision well in excess of West Oxfordshire's standard method housing figure and which is now proving extremely challenging to deliver.

This has led to significant increased pressure from speculative development and resources having necessarily been diverted to dealing with such proposals and spending time pushing developers to release any stalled sites, when Officers could more usefully be dealing with other matters including bringing forward a new local plan.

**2. Do you agree that buffers should not be required as part of 5YHLS calculations (this includes the 20% buffer as applied by the Housing Delivery Test)?**

Yes, the inclusion of any such buffer introduces an unnecessary layer of complexity and an additional point for debate when 5-year housing land supply is under consideration.

**3. Should an oversupply of homes early in a plan period be taken into consideration when calculating a 5YHLS later on or is there an alternative approach that is preferable?**

Yes - the housing market is by its very nature cyclical with periods of strong delivery often followed by a slow-down. As such if delivery has previously been strong, any future provision should take account of this. It is more important to ensure that identified housing needs are met in full over the whole period of a local plan. Currently too much emphasis is placed on the amount of housing to be provided in a 5-year period. This is particularly unreasonable given that any such delivery is largely outside the control of the local authority. A greater degree of emphasis should be placed on local authorities granting sufficient permissions with the duty to deliver resting firmly with developers.

**4. What should any planning guidance dealing with oversupply and undersupply say?**

The Council has no specific wording suggestions but would simply observe that any such guidance should be clear, consistent and unequivocal.

**5. Do you have any views about the potential changes to paragraph 14 of the existing Framework and increasing the protection given to neighbourhood plans?**

We agree with the proposed changes which will offer additional protection to areas with neighbourhood plans in place and potentially incentivise the production of such plans which play an important role in a plan-led system.

**6. Do you agree that the opening chapters of the Framework should be revised to be clearer about the importance of planning for the homes and other development our communities need?**

Yes – the proposed changes are supported in particular the increased emphasis given to the provision of supporting infrastructure within revised paragraph 7.

**7. What are your views on the implications these changes may have on plan-making and housing supply?**

The Council supports the retention of the standard method for assessing local housing need and welcomes the commitment made to reviewing the implications on the standard method of new household projections data based on the 2021 Census.

The Council supports the principle of a more proportionate approach to local plan examinations, increased clarity on how constraints may be taken into account in determining a housing requirement and the proposed changes to the housing delivery test.

These measures are all likely to incentivise plan-making and ensure that plans are able to be prepared and adopted more quickly.

As well as providing additional clarity on how constraints may be taken into account, national policy should make it clear that increased consideration of such matters will be given as part of any local plan examinations where the LPA is affected by significant areas of AONB, Green Belt etc.

**8. Do you agree that policy and guidance should be clearer on what may constitute an exceptional circumstance for the use of an alternative approach for assessing local housing needs? Are there other issues we should consider alongside those set out above?**

The Council supports the intention to make it clearer that the standard method is an advisory starting point only given the inevitable limitations that such a national-level approach to assessing housing need has.

We also support the intention to provide increased clarity guidance on the exceptional circumstances that may exist to justify an alternative approach. Without such clear guidance there is a risk of inconsistency in plan-making which will lead to unnecessary delay and poor outcomes.

**9. Do you agree that national policy should make clear that Green Belt does not need to be reviewed or altered when making plans, that building at densities significantly out of character with an existing area may be considered in assessing whether housing need can be met, and that past over-supply may be taken into account?**

Yes. As stated in response to Question 3, the housing market is cyclical and if performance has been strong in the past this should be taken into account in identifying and future provision. In relation to the Green Belt, the Council supports the intended change which will provide increased protection whilst still enabling development to come forward if exceptional circumstances exist. The intention to take into account density in determining whether housing need can be met in full is also supported.

**10. Do you have views on what evidence local planning authorities should be expected to provide when making the case that need could only be met by building at densities significantly out of character with the existing area?**

Any such evidence would presumably need to include any local design code/guide where this provides advice on appropriate densities by location and/or typology. Any housing land availability assessment work would also need to be taken into account as this would provide evidence on the extent to which any identified housing needs can be met by location.

**11. Do you agree with removing the explicit requirement for plans to be 'justified', on the basis of delivering a more proportionate approach to examination?**

Whilst the Council supports the principle of taking a more proportionate approach to local plan examinations (including the amount of supporting evidence needed) it is not clear at this stage whether removing the requirement for plans to be justified would achieve this.

The majority of early local plan preparation revolves around seeking views on different options and alternatives such as different levels of housing growth or spatial patterns of development. Testing such options through the preparation of the plan and supporting evidence (including Sustainability Appraisal) is intended to lead to the most appropriate and sustainable outcome.

If the requirement to consider those alternative approaches is removed, there is a risk it may ultimately lead to poorer outcomes.

It may be more appropriate to retain the justified test but to limit in some way the number of reasonable alternatives that the local authority has to consider and to also clarify what is meant by a reasonable alternative. This would help the examination process as developers would have less scope to argue that the Council has not considered all reasonable options and alternatives.

**12. Do you agree with our proposal to not apply revised tests of soundness to plans at more advanced stages of preparation? If no, which if any, plans should the revised tests apply to?**

Yes.

**13. Do you agree that we should make a change to the Framework on the application of the urban uplift?**

The Council supports the additional clarity which this change would provide along with the increased emphasis on major urban areas meeting their own needs as fully as possible.

**14. What, if any, additional policy or guidance could the department provide which could help support authorities plan for more homes in urban areas where the uplift applies?**

Further guidance to support the general provisions of the NPPF regarding the use of airspace above existing residential and commercial properties would be helpful - to include examples of best practice.

**15. How, if at all, should neighbouring authorities consider the urban uplift applying, where part of those neighbouring authorities also functions as part of the wider economic, transport or housing market for the core town/city?**

It is essential that large urban areas do everything they can to accommodate their own housing needs through a creative approach to land uses, density and height of development and other appropriate measures. There should not be an automatic assumption that if an adjoining area falls within the same housing market area or functional economic area, that they will accommodate housing need that cannot be met within the urban area itself.

In short, the urban uplift should only apply to the main urban area itself and not transfer to adjoining areas. Any such provision for unmet housing need must be carefully considered as part of the duty to cooperate and in due course, the proposed alignment policy. There should not be an assumption that it can be met in full.

**16. Do you agree with the proposed 4-year rolling land supply requirement for emerging plans, where work is needed to revise the plan to take account of revised national policy on addressing constraints and reflecting any past over-supply? If no, what approach should be taken, if any?**

Yes – the Council is supportive of any measures that would reduce the pressure faced by local authorities in terms of having to demonstrate a 5-year HLS. This will also help with and incentivise plan preparation.

**17. Do you consider that the additional guidance on constraints should apply to plans continuing to be prepared under the transitional arrangements set out in the existing Framework paragraph 220?**

The Council is supportive of the proposed transitional arrangements.

**18. Do you support adding an additional permissions-based test that will ‘switch off’ the application of the presumption in favour of sustainable development where an authority can demonstrate sufficient permissions to meet its housing requirement?**

Yes – it is important that local authorities are judged by the actions within their control - including the granting of planning permission – rather than being penalised for matters of housing delivery that are largely outside of their control.

We note however that a local authority would still need to prepare an action plan to consider the causes of under-delivery. If this requirement is retained, it would seem appropriate to require a ‘lighter touch’ action plan than would be required in the absence of both sufficient completions and permissions.

Any requirement for developers to report on expected build-out rates is supported in principle as this will provide valuable information to LPAs in terms of anticipated housing trajectories and housing monitoring more generally.

**19. Do you consider that the 115% 'switch-off' figure (required to turn off the presumption in favour of sustainable development Housing Delivery Test consequence) is appropriate?**

Yes.

**20. Do you have views on a robust method for counting deliverable homes permissioned for these purposes?**

All local planning authorities record any residential permissions granted on an annual basis as part of their monitoring reports or 5-year HLS position statements. Presumably such permissions could easily be entered into some form of centralised data return. The application of a financial penalty such as Council Tax applying to permitted and deliverable homes that are failing to come forward for no good reason would not only provide an incentive but an additional way of counting deliverable homes.

**21. What are your views on the right approach to applying Housing Delivery Test consequences pending the 2022 results?**

Given the proposed changes to the housing delivery test it would seem appropriate to suspend or freeze any consequences arising from the publication of the 2022 test and to instead defer to the 2021 test. Local authorities could then be given the opportunity to identify any specific local circumstances as to why the 2021 test may not be appropriate.

**22. Do you agree that the government should revise national planning policy to attach more weight to Social Rent in planning policies and decisions? If yes, do you have any specific suggestions on the best mechanisms for doing this?**

Yes, social rented housing is the most affordable form of affordable housing and should be strongly supported in national planning policy.

**23. Do you agree that we should amend existing paragraph 62 of the Framework to support the supply of specialist older people's housing?**

Yes, given the ageing population, this issue is likely to become increasingly important and as such it is entirely appropriate for national policy to be strengthened. Arguably the revisions could go further and require local authorities to allocate sites specifically for older persons accommodation as the developers of such schemes often struggle to compete with mainstream developers and therefore find speculative sites difficult to come by.

**24. Do you have views on the effectiveness of the existing small sites policy in the National Planning Policy Framework (set out in paragraph 69 of the existing Framework)?**

The Council is supportive of the principle of encouraging the delivery of smaller housing sites particularly on previously developed sites in urban areas. Because the Council's adopted local plan was prepared under the 2012 NPPF, the Council is not familiar with, and has no specific views on, the current national policy approach of requiring at least 10% of the identified housing requirement to be accommodated on small sites of one hectare or less.

We would however observe that determining the most appropriate proportion of smaller housing sites should instead be a matter for each local authority to determine in light of the agreed spatial strategy, the availability of sites and other supporting evidence. The 10% requirement does seem rather arbitrary.

**25. How, if at all, do you think the policy could be strengthened to encourage greater use of small sites, especially those that will deliver high levels of affordable housing?**

One option would be to apply the presumption in favour of development (i.e. the tilted balance) specifically to smaller housing sites (e.g. less than 10 units) provided that the proportion of affordable homes provided achieves a certain minimum percentage (e.g. at least 75%).

If such an approach were to be introduced, it would be important to build in appropriate safeguards to prevent developers from 'salami slicing' larger sites into smaller parcels simply to benefit from any such arrangement.

**26. Should the definition of "affordable housing for rent" in the Framework glossary be amended to make it easier for organisations that are not Registered Providers – in particular, community-led developers and almshouses – to develop new affordable homes?**

Yes – the definition should not hinder any particular organisation from bringing forward new affordable homes. A further point relates to the overall term affordable housing. Given that such accommodation is often still well beyond the reach of many households e.g. affordable rent in a high value area such as Oxfordshire, perhaps a more appropriate term would be subsidised housing.

**27. Are there any changes that could be made to exception site policy that would make it easier for community groups to bring forward affordable housing?**

At present, paragraph 72 of the NPPF states that 'Local planning authorities should support the development of entry-level exception sites.....' This is not particularly clear or strong and could be re-phrased as a specific requirement which would be more in line with the approach towards self and custom-build provision.

**28. Is there anything else that you think would help community groups in delivering affordable housing on exception sites?**

As per the response to question 27, this could be made into a more specific policy requirement i.e. a 'must do' rather than a 'nice to do'.

**29. Is there anything else national planning policy could do to support community-led developments?**

Ensure that such developments are subject to some form of incentive such as a reduced planning fee/commitment to a streamlined planning process.



**30. Do you agree in principle that an applicant’s past behaviour should be taken into account into decision making?**

No – this is a subjective matter and not relevant to the planning merits of any particular proposal which is what any good decision must be made on. Furthermore, it would be simple for an applicant to circumvent e.g. by applying in a partners name or holding company or similar.

**31. Of the two options above, what would be the most effective mechanism? Are there any alternative mechanisms?**

The Council does not agree with either of these options.

**32. Do you agree that the 3 build out policy measures that we propose to introduce through policy will help incentivise developers to build out more quickly? Do you have any comments on the design of these policy measures?**

The Council is supportive of measures to incentivise more rapid build out of development sites. We do however have concerns about the effectiveness of the three measures proposed. We note the intention to further consult on potential financial penalties and welcome this as such measures are much more likely to make a difference. An example of this might include a requirement to pay Council Tax on unbuilt yet deliverable units.

Further consideration should also be given to the potential for planning permission to essentially be rescinded should there be unreasonable delay on the part of the developer. As part of planning permission being granted an agreed timetable could for example be agreed (similar to a planning performance agreement but focused on delivery) with any significant deviation/delay – unless agreed with the LPA – resulting in the permission being rescinded. If any such measures were to be taken forward, this would need to be on the basis of the LPA not being penalised in terms of housing land supply requirements.

The same principle should apply to the de-allocation of housing sites from local plans where little meaningful progress is made within a reasonable period of time post-adoption of the plan.

**33. Do you agree with making changes to emphasise the role of beauty and placemaking in strategic policies and to further encourage well-designed and beautiful development?**

Whilst the Council is supportive of the need for high quality design and place making, the term ‘beauty’ is too vague and open to subjective interpretation. Furthermore, it might reasonably be argued that addressing climate change and the ecological emergencies (e.g. through net zero builds) are more important design considerations than aesthetics.

We note and support the proposals set out in the Levelling up and Regeneration Bill to mandate local design codes which will help to provide certainty and clarity over design expectations and standards.

**34. Do you agree to the proposed changes to the title of Chapter 12, existing paragraphs 84a and 124c to include the word 'beautiful' when referring to 'well-designed places', to further encourage well-designed and beautiful development?**

See response to Question 33.

**35. Do you agree greater visual clarity on design requirements set out in planning conditions should be encouraged to support effective enforcement action?**

No – this should form part of the local design code which would be specific in appropriate materials for the area.

**36. Do you agree that a specific reference to mansard roofs in relation to upward extensions in Chapter 11, paragraph 122e of the existing framework is helpful in encouraging LPAs to consider these as a means of increasing densification/creation of new homes? If no, how else might we achieve this objective?**

No – it seems odd to reference one particular roof type which will often not be appropriate in terms of local vernacular (as is the case in West Oxfordshire). The most appropriate way of maximising the use of airspace above existing residential and commercial premises should be a matter for local judgement to be articulated through the local plan and/or local design code.

**37. How do you think national policy on small scale nature interventions could be strengthened? For example, in relation to the use of artificial grass by developers in new development?**

National policy must require new development to be designed to maximise nature recovery and enhancement, and minimise GHG emissions. National guidance could identify sustainable materials which fulfil these requirements, as could local design codes.

**38. Do you agree that this is the right approach making sure that the food production value of high value farm land is adequately weighted in the planning process, in addition to current references in the Framework on best most versatile agricultural land?**

National policy must aim to minimise GHG emissions from local food production and the supply chain, and maximise carbon sequestration and nature recovery. Land use planning is required to identify the optimal use of land for local food production and to address climate change and nature recovery.

**39. What method or measure could provide a proportionate and effective means of undertaking a carbon impact assessment that would incorporate all measurable carbon demand created from plan-making and planning decisions?**

Whole Life Carbon (WLC) analysis is the only approach that allows the emissions of a project to be considered holistically over its lifespan. WLC emissions are the sum total of all asset related GHG emissions and removals, both operational and embodied over the life cycle of an asset including its disposal. Overall Whole Life Carbon asset performance includes separately reporting the potential benefit from future energy recovery, reuse, and recycling.

**40. Do you have any views on how planning policy could support climate change adaptation further, specifically through the use of nature-based solutions that provide multi-functional benefits?**

Climate change adaptation policy must address flood risk and other climate impacts. National policy must make sustainable drainage systems mandatory on all new developments to manage surface water and sewage pollution. These systems mimic natural drainage processes to reduce the effect on the quality and quantity of runoff from developments and provide amenity and biodiversity benefits.

A whole river catchment approach to flood prevention should be promoted in national policy alongside more stringent policy requirements relating to waste water management/capacity and water quality.

**41. Do you agree with the changes proposed to Paragraph 155 of the existing National Planning Policy Framework?**

Yes and alongside this, Local Area Energy Plans (LAEPs) should consider the potential for repowering renewable and low carbon energy and its maintenance so as to maximise energy from these sources.

**42. Do you agree with the changes proposed to Paragraph 158 of the existing National Planning Policy Framework?**

Yes – the renewal of existing renewable energy sites should be promoted in national policy, alongside the approval of new sites. The benefits of renewable energy must be given significant weight in decision-making.

**43. Do you agree with the changes proposed to footnote 54 of the existing National Planning Policy Framework? Do you have any views on specific wording for new footnote 62?**

No tracked changes have been made to footnote 54 and so no comment is possible.

The Council agrees however that the use of a local development order as referenced in footnote 62 is likely to help accelerate the delivery of wind energy development in the right places, and under community control. The footnote should however be worded more positively to maximise community benefits from wind energy development, including the achievement of net zero targets. National guidance could also be prepared to guide LPAs and local communities in setting the planning framework for an area to bring forward wind energy development.

**44. Do you agree with our proposed Paragraph 161 in the National Planning Policy Framework to give significant weight to proposals which allow the adaptation of existing buildings to improve their energy performance?**

Yes and no - national policy must support the retrofitting of existing buildings to achieve net zero carbon, reduce fuel bills and improve health and wellbeing. This includes all building types, including domestic stock which is responsible for the majority of carbon emissions. LETI's blueprint for retrofitting the UK's homes recommends energy performance targets and a whole house retrofit plan. Best practice retrofit is fabric first, improving fabric energy efficiency before introducing low carbon technologies and renewable energies. Buildings in conservation areas and listed buildings

must also be retrofitted and national guidance could showcase the most innovative methods. It is essential that national policy requires new buildings to be fossil fuel free and net zero, i.e. designed to have a net zero-operational carbon balance and deliver 100% of energy consumption using renewables, to avoid the need to retrofit.

We do however have concerns that the proposed wording for paragraph 161 in requiring proposals to 'take into account' the policies set out in chapter 16 of the framework is not strong enough and implies that Section 16 is more of an afterthought. Given the statutory duty to preserve the character of listed buildings (in particular) and the fact that any works likely to affect its character as a building of special architectural or historical interest requires listed building consent, more appropriate and robust wording should be applied to this paragraph especially to listed buildings, along the lines of *'It is important to note that the policies set out in chapter 16 of this Framework must be fulfilled when determining proposals for energy efficiency measures (works) likely to affect the character of a listed building'*.

Through the proposed changes to national policy, the Government should also look to provide additional clarification regarding the inter-relationship between legislation relating to Areas of Outstanding Natural Beauty and Listed Buildings versus climate change for example.

**45. Do you agree with the proposed timeline for finalising local plans, minerals and waste plans and spatial development strategies being prepared under the current system? If no, what alternative timeline would you propose?**

Yes – the proposed deadline of June 2025 should provide LPAs with sufficient time to submit their currently emerging local plans. It is however difficult to see how it can be guaranteed that all examinations will have been concluded and plans adopted by December 2026. Some allowance should be made for extenuating circumstances which may lead to a delay beyond this.

**46. Do you agree with the proposed transitional arrangements for plans under the future system? If no, what alternative arrangements would you propose?**

Yes the five-year rule seems pragmatic and appropriate.

**47. Do you agree with the proposed timeline for preparing neighbourhood plans under the future system? If no, what alternative timeline would you propose?**

Yes – although we note that unlike the proposals for local plans, there is no requirement for any such plans to have been examined and adopted (made) by a specified date. We would suggest that this is the case for local plans too for the reasons set out in our response to question 45.

**48. Do you agree with the proposed transitional arrangements for supplementary planning documents? If no, what alternative arrangements would you propose?**

The District Council has in principle reservations regarding the removal of supplementary planning documents which are considered to serve a useful purpose in the planning system. Notwithstanding this if they are to be removed, the proposed transitional arrangements (i.e. linking it to the requirement for a new style local plan) appear appropriate.

**49. Do you agree with the suggested scope and principles for guiding National Development Management Policies?**

The Council supports the principle of established new national development management policies which will provide a greater degree of consistency and help to ensure that local plans focus on issues of most importance locally.

The proposed scope for any such policies, building in the first instance on the current NPPF and then effectively plugging any gaps is sensible and the general principles intended to guide such policies are supported.

It will be important however to ensure that any such national policies are not able to be changed at short notice and with insufficient consultation with LPAs and consideration of the consequences. Otherwise there is a risk of frequent changes causing too much uncertainty for developers, LPAs and local communities.

**50. What other principles, if any, do you believe should inform the scope of National Development Management Policies?**

The policies must be enforceable when used as the basis for conditional planning permission. Therefore they must be precise and unambiguous.

We support the commitment made to ensuring that such policies are drafted in a clear, concise and consistent manner, and avoid ambiguities, so that they are easy to understand and apply. This will be essential if they are to succeed and we look forward to further consultation in due course.

**51. Do you agree that selective additions should be considered for proposals to complement existing national policies for guiding decisions?**

Yes and the indicative examples provided are supported. It will be important through further consultation to identify any other topics that would lend themselves to a national policy.

**52. Are there other issues which apply across all or most of England that you think should be considered as possible options for National Development Management Policies?**

Net Zero targets including renewable energy provision; decarbonisation targets; managing flood risk; water management infrastructure; telecommunications infrastructure; pollution and contaminated land; nationally designated heritage assets; internationally and nationally designated biodiversity and geodiversity sites; nationally designated landscape areas; Green Belts; addressing the impact of Class E - C3 PD rights on town centres and business centres; out-of-town-centre impact assessments; town centre diversity; highway safety; any overarching protective policy that is generic and not locally specific e.g. landscape, biodiversity. Health and Wellbeing, including HIAs e.g. on major development.

**53. What, if any, planning policies do you think could be included in a new framework to help achieve the 12 levelling up missions in the Levelling Up White Paper?**

- Policies that seek to address the lack of public transport provision and connections in rural areas
- Strengthen policy relating the provision of education and skills (e.g. use of community employment or skills plans which have been struck out of some local plans by Inspectors)
- More fully embedding the concept of healthy place shaping in national policy including requirements for health impact assessments
- Clarity on right to buy policies (now and in the future) would help council decision making
- Clear national policy on the provision of First Homes to support the previous ministerial statement

**54. How do you think that the framework could better support development that will drive economic growth and productivity in every part of the country, in support of the Levelling Up agenda?**

By including a requirement for stronger linkages between local plans and local investment plans/industrial strategies. Potentially to include a requirement for LPAs to work more closely with LEPs when preparing their local plans and supporting evidence base documents.

Most local plans tend to focus on the quantum of employment space provided – national policy should more fully emphasise the importance of productivity.

Furthermore, there is scope for strengthening regional planning including for example through the use of regional planning / spatial frameworks.

**55. Do you think that the government could go further in national policy, to increase development on brownfield land within city and town centres, with a view to facilitating gentle densification of our urban cores?**

Yes – particular incentives could be provided to developers of previously developed sites such as reduced planning obligations or a fast-tracked planning service commitment.

**56. Do you think that the government should bring forward proposals to update the framework as part of next year's wider review to place more emphasis on making sure that women, girls and other vulnerable groups in society feel safe in our public spaces, including for example policies on lighting/street lighting?**

Addressing crime and the fear of crime is a well-established principle in planning and a core aspect of promoting health and well-being. It also links directly to the other proposals to increase densities of development in urban areas. Increased emphasis should be placed on this as soon as possible potentially through some minor short terms changes to the NPPF pending the wider proposed review later this year.

We would however suggest the focus should be on making sure that all groups of society feel safe and not just those groups listed.

**57. Are there any specific approaches or examples of best practice which you think we should consider to improve the way that national planning policy is presented and accessed?**

Under the Government's proptech fund, a number of local authorities have progressed excellent examples of accessible and interactive online planning material. It would seem appropriate for any future improvements to the way national policy is presented and accessed to learn from these various projects.

**58. We continue to keep the impacts of these proposals under review and would be grateful for your comments on any potential impacts that might arise under the Public Sector Equality Duty as a result of the proposals in this document.**

We have no specific comments to make in relation to the public sector equality duty other than to re-draw attention to our response to Question 56 and respectfully suggest that measures to increase the safety of people in public spaces are not just confined to those groups listed in the consultation paper.

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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>EXECUTIVE 8 FEBRUARY 2023</b></p>
<p>Subject</p>	<p><b>LOCAL AUTHORITY HOUSING FUND</b></p>
<p>Wards affected</p>	<p>All Wards</p>
<p>Accountable member</p>	<p>Cllr Geoff Saul – Executive Member for Housing</p>
<p>Accountable officer</p>	<p>Jon Dearing – Assistant Director Residents Services (Publica)</p>
<p>Summary/Purpose</p>	<p>To consider whether to support an application to the Local Authority Housing Fund and sign the associated Memorandum of Understanding</p>
<p>Annexes</p>	<p>None</p>
<p>Recommendation(s)</p>	<p>That the Executive resolves to:</p> <ul style="list-style-type: none"> <li><i>a) Approve that an application to the Housing Support Fund be made;</i></li> <li><i>b) Authorise the Chief Executive to sign the Memorandum of Understanding (attached at Annex B);</i></li> <li><i>c) Agree that further due diligence be conducted to determine the most appropriate delivery mechanism for the Council and a further report be brought back to the Executive to consider this;</i></li> <li><i>d) Recommend to Council to allocate Capital Funding of £2m to match fund the capital grant payable by Department for Levelling Up, Communities and Local Government in the event of a direct acquisition approach;</i></li> <li><i>e) Recommend to Council to allocate Section 106 funding to support the business case up to a maximum of £40,000 per unit to gap fund the scheme to deliver affordable rents in the event of a direct acquisition approach.</i></li> </ul>
<p>Corporate priorities</p>	<p><i>Enabling a good quality of life for all</i></p>
<p>Key Decision</p>	<p>YES</p>
<p>Exempt</p>	<p>NO</p>
<p>Consultees/ Consultation</p>	

## 1. BACKGROUND

- 1.1. On 21st December 2022 the Department for Levelling Up, Housing and Communities announced a £500m capital fund to support local authorities who are facing challenges in providing move on and settled accommodation for Afghan and Ukraine families. (Prospectus attached at Annex A).
- 1.2. West Oxfordshire was identified as being eligible for this capital support which provides in the order of 40% capital grant towards acquisition or redevelopment of properties suitable for this cohort and their subsequent re-purposing for general affordable use.
- 1.3. The scheme required the Council to submit a non-binding expression of interest by 25 January 2023 (extended to 3 Feb). Upon signature of the Memorandum of Understanding (Annex B) initial grant awards will be processed with funding split between 22/23 (30%) and 23/24 (70%) although spending does not need to follow this profile.
- 1.4. The objective of this scheme is to relieve pressures on short term accommodation and bridging hotels with a longer term of objective to see the housing being used for more general affordable purposes.
- 1.5. The framework is intended to be flexible allowing local authorities to determine the best route to acquisition of stock and includes refurbishment or conversion; acquisition of new build from developers or passporting funding to housing associations.

## 2. MAIN POINTS

- 2.1. Options open to deliver this on behalf of the Council are:-
  - Provide Directly;
  - Provide by wholly owned LA Housing Company;
  - Provide via existing Teckal Company (Publica);
  - Provide via Housing Association Partners;
  - Choose to turn down the offer.
- 2.2. There are some varying considerations between immediate short term provision and the longer term time horizon. In the longer term 'providing directly' brings with it the risk re-opening the Housing Revenue Account (HRA) and associated complications should stock be retained by the Council and used for general needs affordable housing.
- 2.3. In the short term issues such as HRA do not apply as refugee housing tenancies or its subsequent use as short term temporary/emergency accommodation are excluded.
- 2.4. Whilst we await written advice from Trowers, initial advice suggests any of the other options could negate HRA risk and an options appraisal is attached covering these at Annex C. An initial approach of holding within the Council before subsequently

transferring to another vehicle is a practical solution to the time pressures imposed from this scheme announcement.

- 2.5. Use of a local housing association also has merit as they clearly have pre-existing support and management arrangements which could assist the ongoing utilisation of the properties irrespective of which option is chosen. Holding internally will have additional costs relating to a housing company and will require resourcing to cover management and maintenance and this element should not be understated as the government are providing no revenue support for this scheme.
- 2.6. An option appraisal table is attached at Annex C to aid discussion which suggests that marginally the best option is to provide via an RSL partner. Other options are slightly less favourable particularly around cost, delivery and added value. These are considered in more detail in section 3.

### **3. OPTIONS APPRAISAL**

- 3.1. The option appraisal at Annex C sets out a ranking around key criteria which are all equally weighted – the appraisal is somewhat subjective in nature but is intended to aid discussion rather than deliver a definitive way forward. Cost remains a significant driver and is considered separately in sections 4 and 5.

#### **Option 1: Provide Directly**

- 3.2. This option provides the least protection against HRA issues. It is higher cost than the RSL approach as there is no structure to support the management, maintenance and tenancy support. There are also potential tax disadvantages holding within a Council structure.
- 3.3. This option offers the most control to the Council and ultimately the asset value sits on the Council accounts. Delivery and added value are less strong due to the lack of resource in this area and pressures on delivering other Council priorities but this route in the short term linked to option 2 in the long term provides a route to the Council holding a stake in housing stock.

#### **Option 2: Provide using a LA Housing Company**

- 3.4. This option is not highly rated in the short term due to the cost and speed of set up and it has many of the resource constraints associated with option 1 but provides a solution to the HRA risk associated with that option. In effect this could be a tool to enhance option 1 model in the long term.
- 3.5. The added value of this approach is that it provides a vehicle which can be used in the future to deliver further affordable units and allows the Council to take a direct stake in housing stock.
- 3.6. Taking option 1 in the short term with option 2 in the long term does provide a highly rated option in the initial appraisal template.

### **Option 3: Provide using existing Teckal**

3.7. Whilst on the face of it this provides advantages over option 2 in that the company is set up, Publica still lacks the maintenance and management structure to support tenants and offers a lower level of control than a singularly owned company or direct ownership.

3.8. This is the least favoured option on the appraisal template.

### **Option 4: Provide in partnership with Registered Provider**

3.9. This option scores the highest in terms of the appraisal due in large part to having all the management and maintenance structures in place. It also scores lowest in terms of cost because of their ability and procurement expertise to acquire at better value and utilise their business model to average the cost of debt. It also scores lowest in cost terms because the Council will not need to match fund the DLUHC funding thereby mitigating capital return risk.

3.10. It scores lowest on asset value as the asset will be held by the registered provider but provides added value as more properties can be delivered for the grant offered.

3.11. Overall this option is the lowest risk option.

## **4. BUSINESS CASE**

4.1. A business case model has been developed which considers the income and costs of the scheme which should fit all delivery models except the housing association model which is shown separately.

4.2. The business case is driven principally by the relationship between cost of acquisition of market housing whilst letting at affordable rents. Clearly without capital subsidy the business case will not work particularly at current capital financing rates but the subsidy provided by government and s 106 funding creates a sustainable business case.

4.3. It is also reliant upon assumptions made on acquisition and fit out costs together with ongoing maintenance liabilities and occupation assumptions. These require some further refinement and testing with potential providers such as RP's. Consideration of capacity to deliver these services in-house should also be given although this will likely depend on scale. It is clear that without the support of a registered provider delivery of management and maintenance will be significantly higher than set out in the model.

4.4. The model for housing association partnership is still being explored but is much simpler and passports the government funding to them. They will provide the top up capital financing themselves and will carry out all the management and maintenance with no revenue costs to the Council. Clearly they will also take the income stream to support their debt financing and will retain the asset with their stock.

4.5. In summary terms the following table set out the business case as currently estimated at year 1; Year 10, Year 20 and Year 30 in terms of its impact on the revenue account

having taken account of all costs and income including capital financing charges (the largest cost with financing assumed by borrowing).

Negative is a cost to revenue account Positive is a saving	Year 1	Year 10	Year 20	Year 30	Breakeven Point for revenue account	
Net return no s.106	-£40k	-£22k	+£1k	+£30k	Year 20	
Net return s. 106 top up	-£13k	+£5k	+£28k	+£57k	Year 8	
RSL	Nil	Nil	Nil	Nil	Nil	

- 4.6. Over the lifetime of the asset (assumed 50 years) the overall return is calculated as being £1.1m – this has a net present value of £0.07m so in revenue respects could be regarded as neutral. However the Council will still have the assets in ownership at a current value of £4m so in the long term this represents a sound investment if the Council can manage the short term shortfall and risks associated with stockholding. Put another way it provides a positive return to the revenue account in the long term after debt costs are accounted for and leaves the Council with a debt free asset at the end of the 50 year period.
- 4.7. This drag on the revenue account could be mitigated by seeking to apply s 106 funding for off-site affordable housing to enhance the business case further – this would reduce the capital requirement and therefore debt financing charges. A section 106 contribution of £40k per unit would bring the break even point to 8 years and enhance the overall return.
- 4.8. The use of an RSL is both revenue and risk neutral.

## 5. FINANCIAL IMPLICATIONS

- 5.1. To deliver this capital investment the Council will need to borrow funds to finance the scheme and this will mean setting aside funds for debt repayment and interest charges (capital financing costs or minimum revenue provision (MRP)).
- 5.2. The assumptions within the model are set out below:-

- Debt Financing Costs                      4.6% of capital expenditure
- Voids and Bad Debts                      6% of rent
- Maintenance                                12% of rent
- Management                                10% of rent
- Asset Replacement Fund                11% of rent
- Inflation and rent increases            2% per annum

5.3. Year I modelled income and expenditure figures are set out below without s.106 contribution.

West Refugee Housing Programme			
	Year		1
Capital Expenditure - mkt			4,080,000
Fit Out Costs and Expenses			260,000
Total Capex			4,340,000
Capital Grant			1,812,799
s 106			
Net Capex			2,527,201
Gross Income (Witney affordable rates)	3.9%		159,681
Expenses			
Debt Financing	4.6%		129,586
Rent loss	6%		9,581
Maintenance	12%		19,500
Miscellaneous			
Management	10%		16,250
VAT			7,150
Replacement Fund	11%		17,287
			199,354
Net Income		-	39,673
Net Income Yield			-1.6%

5.4. Year I modelled income with a s.106 contribution of £40,000 per unit (total £520k) is shown below:-

West Refugee Housing Programme			
	Year		1
Capital Expenditure - mkt			4,080,000
Fit Out Costs and Expenses			260,000
Total Capex			4,340,000
Capital Grant			1,812,799
s 106			520,000
Net Capex			2,007,201
Gross Income (Witney affordable rates)	3.9%		159,681
Expenses			
Debt Financing	4.6%		102,922
Rent loss	6%		9,581
Maintenance	12%		19,500
Miscellaneous			
Management	10%		16,250
VAT			7,150
Replacement Fund	11%		17,287
			172,690
Net Income		-	13,009
Net Income Yield			-0.6%

- 5.5. The financial implications of the passporting of the grant to and RSL are revenue neutral and the stock will be available for refugee and the subsequently emergency accommodation or general affordable housing use. There will be no call on the capital programme or no call on s.106 funding.

## **6. LEGAL IMPLICATIONS**

- 6.1. We are awaiting written advice from Trowers on the company arrangements but initial advice suggests that initial holding by the Council is acceptable as long as tenures are either refugee or temporary accommodation arrangements.
- 6.2. Passporting the funding to an RSL to provide this service is acceptable under the guidance supporting the scheme. The properties will then be available for general needs use in line with other stock.
- 6.3. Further legal advice will be required if the Council is minded to establish a company structure to hold the properties.

## **7. RISK ASSESSMENT**

- 7.1. The risk around HRA and associated issues is considered in the body of the report.
- 7.2. The key risks with regard to housing stock holding relate the financial risks should the assumptions around costs and voids be worse than modelled.
- 7.3. Whilst assumptions have been made around voids, maintenance and management costs it is clear that without an existing stock holding management regime within the organisation the Council will be exposed to risk of those assumptions being invalid.
- 7.4. Whilst a small holding of stock would fall outside the requirements for a housing revenue account the Council should not underestimate the requirements should it re-enter tenant management and will need to ensure that it has satisfactory arrangements with partners.

## **8. CLIMATE CHANGE IMPLICATIONS**

- 8.1. There will be increased requirements to enhance properties to meet the tightening regime in respect of energy efficiency for tenancies. This is in line with the Council priority in respect of climate change but will come with additional, as yet, unknown costs.

## **9. ALTERNATIVE OPTIONS**

The Council could choose any of the options set out in paragraph 2.1.

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# Department for Levelling Up, Housing & Communities

Local Authority Housing Fund

Prospectus and Guidance

December 2022  
Department for Levelling Up, Housing and Communities

## **1. Introduction**

Earlier this year the United Kingdom took the historic decision to welcome tens of thousands of Ukrainians fleeing the invasion of their homeland. Since then, and thanks to the generosity of the British public, more than 150,000 Ukrainians have been welcomed into homes and communities under the Homes for Ukraine and Ukraine Family schemes. We have also welcomed around 23,000 Afghans who worked alongside the UK Government and risked their lives alongside our Armed Forces, as well as people who assisted UK efforts in Afghanistan.

Local authorities play a vital and integral role in welcoming and integrating recent visa-scheme arrivals to the UK. It is thanks to the hard work of so many in local government, and the wider public sector, across all parts of our country that we have been able to welcome so many people to safety. The Government is introducing further support to help our guests from Ukraine and those who arrived from Afghanistan to find their feet, including local help to find suitable private rented accommodation; assistance via the Department of Work and Pensions to access benefits, skills training and gain employment; and signposting and access to charities and mental health providers. This is backed up by the tariff that authorities receive for each Homes for Ukraine guest arriving in their area; the Afghan Resettlement Schemes to support integration; and additional funding specifically for education and healthcare in the first year of arrival on the Homes for Ukraine scheme.

To assist local authorities further, the Department for Levelling Up, Housing and Communities (DLUHC) is introducing a £500 million capital fund – the Local Authority Housing Fund (LAHF) – for local authorities in England to provide accommodation to families with housing needs who have arrived in the UK via Ukrainian and Afghan resettlement and relocation schemes. Local authorities who have welcomed arrivals are facing challenges in securing settled accommodation for these households, which unless alleviated will further impact existing housing pressures. LAHF will help them to address these immediate pressures as well as build a sustainable stock of affordable housing for the future.

This prospectus sets out the objectives for the fund, what local authorities can spend the grant on, defines the cohort eligible, and the process we will follow for allocating grants to local authorities.

## **2. Purpose of the fund**

The Local Authority Housing Fund is a £500m capital grant fund in financial years 2022/2023 and 2023/2024 to support selected local authorities in England to obtain and refurbish property in order to provide sustainable housing for those unable to secure their own accommodation who are here under the following schemes: Afghan Citizen Resettlement Scheme (ACRS), Afghan Relocations and Assistance Policy (ARAP) (collectively referred to as the Afghan Schemes), Ukraine Family Scheme, the Homes for Ukraine and the Ukraine Extension Scheme (collectively referred to as Ukraine schemes ). A full definition of the eligible cohort is at section 3.2.

As well as helping to fulfil the UK's humanitarian duties to assist those fleeing war, this fund will reduce the impact of new arrivals on existing housing pressures and ultimately create a lasting legacy for domestic households by providing a new and permanent supply of accommodation for local authorities to help address local housing and homelessness pressures. We expect up to 4,000 properties would be provided through this fund.

Local authorities will be allocated capital funding under section 31 of the Local Government Act 2003 on the basis of a formula. Delivery targets will be based upon this funding allocation, estimated by a blended grant per property model. Local authorities will determine the most effective means to deliver the fund objectives in their area.

The grants will be non-ringfenced and we will sign Memoranda of Understanding with all local authorities receiving funding to set out our shared expectations for how the fund should be delivered.

Local authorities in scope of the funding formula for this fund will be contacted with their indicative allocation and asked to return a proposal on how they would deliver this accommodation in line with fund objectives outlined below.

## **2.1 Fund Objectives**

The fund aims to alleviate housing pressures on local authorities arising from recent and unforeseen conflicts in Afghanistan and Ukraine. As part of this government's humanitarian response to these crises, we have welcomed over 170,000 people to the United Kingdom. This act of generosity has unavoidably created additional demand for housing at a time when local authorities are already under strain.

The objectives of the fund are to:

- Ensure recent humanitarian schemes (Afghan and Ukraine schemes) which offer sanctuary, via an organised safe and legal entry route, to those fleeing conflict, provide sufficient longer term accommodation to those they support.
- Support areas with housing pressures which have generously welcomed substantial numbers of Ukrainian refugees so that these areas are not disadvantaged by increased pressures from these arrivals on the existing housing and homelessness systems.
- Mitigate the expected increased pressures on local authority homelessness and social housing resources which arise from the eligible cohort (as defined at section 3.2 of the fund's prospectus) as sponsorship/family placements/bridging accommodation arrangements come to an end by increasing the provision of affordable housing available to local authorities to support those in the cohort who are homeless, at risk of homelessness, or in bridging accommodation;
- Reduce emergency, temporary and bridging accommodation costs;

- Deliver accommodation that as far as possible allows for the future conversion of housing units to support wider local authority housing and homelessness responsibilities to UK nationals (i.e. after usage by this cohort ends);
- Utilise accommodation solutions to enable effective resettlement and economic integration of the eligible cohort.
- Reduce impacts on the existing housing and homelessness systems and those waiting for social housing.

### **3. What the funding can be used for**

Within the framework of the purpose and objectives of the fund set out above, we want to provide local authorities with as much flexibility as possible to shape local delivery according to circumstances in each area. The guidance provided in this document is intended to support this. Local authorities will need to be satisfied that their specific plans are lawful and deliverable.

This fund will pay capital funding in two tranches, to be spent in financial years 2022/23 and 2023/24. Local authorities cannot combine this fund with the Affordable Homes Programme or Right to Buy receipts. There is no revenue funding available. Local authorities will have their own processes in place to determine the accounting treatment of revenue costs directly attributable to capital works. It is for local authorities to determine whether it is appropriate to capitalise any revenue costs and their accounting teams should ensure that the accounting treatment adopted is deemed compliant with the code of Practice for Local Authority Accounting.

The basic model assumes stock acquisition. In practice this could include, but is not limited to:

- Refurbishing and/or converting local authority-owned residential or non-residential buildings, including defunct sheltered accommodation;
- Acquiring, refurbishing and/or converting non-local authority owned residential or non-residential buildings, including bringing empty or dilapidated properties back into use;
- Acquiring new build properties 'off-the-shelf', including acquiring and converting shared ownership properties;
- Developing new properties, including developing modular housing on council-owned sites, and;
- Working with and supporting other organisations who want to offer accommodation for this cohort.

Ultimately, local authorities may choose the most appropriate delivery mechanism to achieve the fund's objectives, and to bring on stream the accommodation as quickly as possible.

While local authorities will take the lead in their areas, this does not mean the above activities must be all be undertaken by local authorities. We expect local authorities to work closely with their housing association partners who stand ready to assist and, in

some cases, may be the most appropriate delivery vehicle to achieve the fund objectives. Housing association stock, development, and disposals pipelines could be instrumental in assisting local authorities to deliver this fund, as could their expertise and capacity for stock purchase, management and wraparound support.

Local authorities may choose to acquire properties in their own area or work with neighbouring authorities to acquire properties in their region; it is left to each local authorities' discretion whether collaboration of this kind would be an appropriate route although we would encourage collaboration where possible.

Local authorities should consider the needs of the cohort in their area when determining the size of properties to acquire. Our expectation is that the vast majority of properties acquired will be family sized homes (2-4+ bedrooms).

There are 182 local authorities, plus the Greater London Authority (GLA), eligible for funding. Eligible local authorities will receive an allocation email, which will set out the funding amount and the minimum number of units the LA needs to deliver with this funding. Local authorities or their partners are expected to fund the remainder of the costs, examples include but are not limited to funding from capital receipts, revenue, borrowing or funding by a partner.

Local authorities will be expected to manage this fund within their normal budgetary guidelines, with confidence that any budgeting decisions can be justified to their auditors. We will ask Section 151 officers to agree this with the department via a Memorandum of Understanding (MOU); further details can be found at section 4.

It is expected that all homes delivered through this fund will be affordable/low-cost housing to support wider local authority housing and homelessness responsibilities for the remainder of their lifetime. If properties are disposed of, they will be subject to the Recycled Capital Grant regulations. Funding provided under this fund is for whole-life housing costs and local authorities are expected to use the funding in line with the fund objectives outlined in 2.1. It is up to local authorities to determine the precise rent level and tenure of homes in line with the fund objectives. This could include social rent, Affordable Rent, or a discounted private rent.

### **3.1 Ambition for housing those in bridging accommodation**

There are around 9,200 people currently living in Home Office bridging accommodation who are being resettled via the Afghan Relocations and Assistance Policy and the Afghan Citizens Resettlement Scheme. This fund aims to support local authorities to help move more households out of bridging accommodation. Each of the 182 local authorities, plus the Greater London Authority on behalf of London boroughs, in scope for grant funding will be expected to increase their number of pledges to support people under the Afghan resettlement schemes through the usual process (by notifying their Strategic Migration Partnerships) and will be set an ambition for the number of homes to acquire specifically for housing those currently in bridging accommodation. This will be for larger homes (four or more bedrooms), given the average family size of those in bridging accommodation, and the number of properties will be determined by the population size of the local authority. The funding allocation

includes a specific element for the acquisition of larger properties for this cohort. However, local authorities can also use the main element of their funding allocation to move smaller families out of bridging accommodation into smaller homes with fewer than 4 bedrooms in addition to their allotted target for larger homes.

For this fund, we expect all local authorities in scope for funding to deliver their allocation of 4+ bedroom homes for those in bridging accommodation, and local authorities will be asked as part of the validation process whether they are able to deliver those additional units.

If local authorities do not increase their pledges and do not commit to provide sufficient larger homes to this cohort (or if the GLA commits to provide fewer than its targeted amount within London), then their provisional allocation (both the bridging and main element) will be reallocated.

### **3.2 Cohort Definition and Eligibility**

Given the objectives of the fund, those eligible for the housing are those who are homeless, at risk of homelessness or who live in unsuitable Temporary Accommodation (including bridging accommodation) and who also meet the below definition.

Those on the:

- Afghan Citizen Resettlement Scheme (including eligible British Nationals under this scheme) (ACRS),
- Afghan Relocations and Assistance Policy (ARAP)
- Ukraine Family Scheme (UFS),
- Homes for Ukraine (HFU),
- Ukraine Extension Scheme (UES)

For those not in bridging accommodation, the local authority does not have to have accepted a Housing Act 1996 Part 7 homelessness duty in respect of the household for the household to be eligible, but the local authority should satisfy themselves that the household is already or would otherwise be homeless or at risk of homelessness if this accommodation was not available.

### **3.3 Matching households with properties**

It will be up to local authorities to decide how to deliver and manage this fund locally. The accommodation funded through this fund should increase the housing available for the cohort outlined in section 3.2.

In addition to the eligibility criteria above, the local authority should make reasonable endeavours to prioritise households based on who is most in need when matching eligible households with properties. Beyond this, local authorities may use any lawful route that allows them to deliver this fund to cater for the needs of their area. They may wish to use their experience from the Rough Sleepers Accommodation Fund or use the same assessment and prioritisation process as for mainstream social housing stock.

Some examples of options for matching eligible households to properties include:

- Using, amending or putting in place a Local Lettings Policy to allow homes to be allocated by local authorities, or nominated to housing associations, to eligible applicants of a particular description. This is allowed under the Housing Act 1996 (section 166A(6)(b))
- Letting accommodation through a local authority owned housing company.

This is not exhaustive and depending on how local authorities are delivering the fund, they may identify other legal ways for matching households with properties.

For the larger homes acquired to enable households to move out of Home Office bridging accommodation, we would encourage local authorities to use their relationships with each other, their Strategic Migration Partnerships and with staff in bridging hotels to identify and match families to suitable properties. This is to increase the chances of successful matches, as we recognise that local resettlement leads are well-placed to use local intelligence on households in their regions to identify suitable matches and reduce the chances of refusals as much as possible. Local authorities can indicate a preference for a specific family to be matched to a property they have acquired on the ARAP/ACRS property offer form. Alternatively, if a local authority is unable to identify a specific family in a bridging hotel, the local authority can put forward properties (via their Strategic Migration Partnership) to be centrally matched by the Home Office. As mentioned above, we expect local authorities to increase their pledges for the Afghan resettlement schemes beyond their existing pledge amount to reflect the acquisition of these new properties.

### **3.4 Tenancy Duration and social housing legacy**

Given this fund aims to create a lasting supply of affordable housing for the general population (see fund objectives at section 2.1), we expect this stock to become available to support wider local authority general housing and homelessness responsibilities after the immediate needs of the eligible cohort have been addressed.

As the housing landscape in each area and the circumstances of eligible households vary, we will not mandate local authorities to apply a fixed tenancy duration for housing funded through the fund, though in many cases this may be appropriate.

## **4. Funding Allocations and Delivery**

### **4.1 Initial allocation of funding**

The initial funding offer will be determined and offered to the 182 local authorities and Greater London Authority in England, who are deemed to have the greatest need for this funding based on a formula. A formula will be used to identify the total allocation to those local authorities in scope for funding across the duration of the fund.

Local authorities are given an overall ranking based on several sets of data. This combines their relative ranking in terms of the number of Ukrainian arrivals per 1000 population and their relative ranking in terms of the level of housing pressure (which includes Private Rented Sector rents in relation to income, unemployment rate, number of households in Temporary Accommodation (TA) per 1000 households and

number of households on local authority waiting lists per 1000). This data is used because in the areas of highest housing pressure, it will be most difficult for refugees/arrivals to find housing, and therefore the risk of homelessness will be higher. The capacity of local authorities to respond in these areas will also be more limited because of the shortage of housing and associated higher housing costs. The Ukrainian arrivals data is used in this ranking to reflect the sudden and additional pressure from a rapid increase in the number of arrivals of people fleeing war, which is a different magnitude to the number of refugee arrivals in recent years. Numbers in bridging accommodation in each local authority is not used because of the policy objective to move Afghans out of bridging accommodation into local authorities across the country.

An initial indicative allocation will then be offered to each local authority, working from the most pressured local authority down, on the basis of:

- A fair share requirement to accommodate families in bridging accommodation, based on a per capita distribution for those local authorities in scope of funding and a grant per property set at 50% of the estimated average lower quartile 4+ bed property price plus an allocation of £20k per property (to allow for refurbishment/other costs)
- Distributing the remaining budget based on a ratio of 1 home per 20 Ukrainian arrivals, which is then costed at a grant per property of 40% of the estimated average lower quartile property price (plus £20k per property for refurbishment/other costs)
- The model distributes funding down the list of local authorities (ranked based on Ukrainian arrivals and housing pressure) until the budget is expended, resulting in 182 local authorities (plus the GLA) being in scope for funding.

In addition, several caps are put in place for the initial allocation to help support deliverability, to minimise inflationary impacts and to ensure all parts of the country receive some support. These are:

- a. constraining the initial London allocation to reflect an achievable delivery target in the capital's highly constrained housing market;
- b. capping the allocation per region at 25% of the total fund spend; and
- c. capping the allocation to any single local authority at 30 homes.

#### **4.2 Funding split between financial years**

The local authorities who are identified by the formula as eligible for funding will be contacted directly with an indicative offer of their total allocation. Authorities will be asked whether they will be able to spend this allocation to deliver the outlined number of homes, in accordance with the details set out in this prospectus (and if not, what they could deliver). Local authorities will also be asked whether they can deliver more than the allocation using the same grant per property (detailed at 4.3).



Funding will be paid in two tranches representing 30% and 70% of the local authority's allocation agreed in the MOU. We expect that the first tranche of funding will be paid in February/March 2023 – depending on when the MoU is agreed.

The second tranche of funding will pay 'the balance' of the local authority's allocation. There will be two predetermined tranche payment dates; the first at three months and the second at five months from the tranche one payment. Dates will be confirmed as part of the MOU process. To receive the second tranche payment the local authority must have spent at least 60% of the tranche one payment delivering on the objectives of the fund, which we will ask the local authority to declare to us at progress 'checkpoints'. Local authorities do not need to wait until receiving the second tranche of payment before spending more than their tranche one payment given 'the balance' will be paid following the checkpoint when they have spent 60% of their tranche one payment.

We will also ask local authorities about the number of property purchase offers they have made, how many of those offers have been accepted, and how many contracts they have exchanged, for example. To monitor delivery, we will ask for these progress updates at each funding checkpoint, regardless of whether the local authority has reached the 60% spending threshold.

We anticipate that any additional funding agreed via the reallocations process will be paid at the same time as the second tranche payment, with an update to the MOU following the reallocations process to reflect this additional funding. Where there is no direct allocation already in place (eg London councils) new MoU arrangements may be created.

### **4.3 Grant Rate and Eligible Spend**

**Allocations to each council have been calculated as follows:**

- For the "main element", the amount of grant per property is calculated as 40% of the average lower quartile property price in the council area (or for London, 40% of the average lower quartile property price in Greater London). A further £20k per property is then added to account for other costs (including refurbishment).
- For the "bridging element" (i.e. 4+ bedroom houses) the amount of grant per property is calculated as 50% of the estimated lower quartile property price for a 4+ bedroom property in the council area (or for London, 50% of the estimated lower quartile property price for a 4+ bedroom property in Greater London). A further £20k per property is then added to account for other costs, including refurbishment.

### **Grant rates and Eligible Expenditure for Main and Bridging Elements**

It is expected that councils will use their best endeavours to acquire the target number of units and to achieve value for money. The average grant per property rate should not exceed the maximum described below but the grant per property for individual

purchases can be higher. It is recognised that the grant will not meet all of the acquisition costs and so there is an expectation that the council, or its partners, will provide the remainder of the funding required.

The maximum average grant per property rate (for the portfolio of properties, not individual purchases) for the “main element” is 40% of the costs the council charges to its capital budget plus £20k per property. Eligible costs funded by the 40% and the 20k per property could include the purchase price, stamp duty, surveying, legal and other fees, refurbishments, energy efficiency measures, decoration, furnishings, or otherwise preparing the property for rent and potentially irrecoverable VAT incurred on these items. Councils should ensure they comply with the Code of Practice for Local Authority Accounting when deciding eligible costs.

The maximum average grant per property rate (for the portfolio of properties, not individual purchases) for the “bridging element” is 50% of the costs the council charges to its capital budget plus £20k per property. Eligible costs funded by the 50% and the 20k per property could include the purchase price, stamp duty, surveying, legal and other fees, refurbishments, energy efficiency measures, decoration, furnishings, or otherwise preparing the property for rent and potentially irrecoverable VAT incurred on these items. Councils should ensure they comply with the Code of Practice for Local Authority Accounting.

In some cases, the amount of money provided by the grant per property may equate to an intervention rate higher than the maximum set out above - for example if the local authority is focussing on smaller homes, such as 2 bedrooms, because these better suit the needs of the eligible cohort in the area or constitute the majority of the available stock to purchase. If this means the grant rate equates to more than the maximum, the local authority is expected to acquire more units with this funding than the estimated minimum (or outline in the MOU process that less funding is needed to deliver the number of units outlined in their allocation) in order to ensure value for money and not exceed the maximum grant rate.

During the validation process, if local authorities ask to deliver fewer units than allocated, then their funding allocation will be reduced, maintaining the same grant per property rate.

### **Eligible Expenditure for Improvement Budget**

The costs of obtaining a property are not the only costs councils may incur. They may also need to fund things like refurbishments, energy efficiency measures, legal costs, decoration, furnishings, or otherwise preparing the property for rent. We have included an un-ringfenced capital budget of £20,000 per property to account for this. This is a notional amount for the purposes of allowing for these costs in our formula. Councils can choose how much of the grant is to be spent on each individual property. For instance, it may choose to spend £10,000 on one property and £30,000 on another.

#### **Example “main element” allocation**

A local authority is allocated £380,000 to deliver 5 main element units plus £20k per unit nominally for refurbishment costs. In total it receives £480,000.

The local authority identifies 5 properties and the costs of obtaining and preparing them for rent:  
Property 1: £220,000 capital cost  
Property 2: £220,000 capital cost  
Property 3: £240,000 capital cost  
Property 4: £190,000 capital cost  
Property 5: £230,000 capital cost  
Total price: £1,100,000  
The local authority uses the £100,000 it received nominally for refurbishment costs, leaving £1,000,000.  
The £380,000 main element allocation equates to 38% of the remaining capital cost and is therefore within the 40% maximum average grant rate.  
The council funds the remaining costs from other sources.

#### 4.4 Validation forms

Eligible local authorities will have been emailed an indicative allocation offer email, a draft MOU, and a validation form. This email outlines the local authority's indicative allocation. Receipt of the initial indicative allocation email and completion the validation form is not a commitment to providing funding or a commitment by a local authority to receive and spend funding. Final allocations will be confirmed in writing following the department's review of the form(s) as outlined in this section. This does not prejudice a local authorities' right to not sign a Memorandum of Understanding.

We will ask all local authorities to submit the validation form no later than 25 January 2023 to confirm if they are willing and able to participate. This helps us understand which local authorities do not wish to take up this funding, how many units local authorities are willing to deliver and allows us to begin reallocating funding.

The validation form will ask local authorities to cover the key details of their delivery proposal; this will then be assessed and validated by the department.

In the validation form we will ask for information on:

- The number of homes that the local authority plans to acquire as part of this fund including the number of 4+ bedroom homes for families in bridging accommodation
- Delivery approach
- Project milestones
- Risks and barriers to delivery

A copy of the validation form questions is attached at Annex A. Validation forms must be submitted via [this page](#) no later than midday 25 January 2023. These will be reviewed and responded to as they are received, and we intend to respond to all forms by 15 February 2023.

After submitting your validation form, please send your completed and signed Memorandum of Understanding by email to the Local Authority Housing Fund Team via LAHF@levellingup.gov.uk <mailto:LAHF@levellingup.gov.uk>. The template MOU is [here](#), which are the standard terms that will be agreed with every local authority, and

the text of which is non-negotiable. If you are delivering the full allocation, complete the MOU using the numbers from your allocation email. If you are agreeing to deliver a lower number of units than your allocation, to complete your MOU, calculate the funding amount for your specified number of units, using the grant per property rate set out in your allocation email – further detail is included in the blank MOU.

We encourage local authorities to return their validation form and MOU as soon as they can as we may be able to work faster with those who agree to the terms of the programme and return their validation forms and MOU earlier. Any reallocations will be calculated and communicated by the end of March 2023.

Given that this is not a bid-based fund, proposals will be assessed acknowledging that accountability for delivery rests with the local authority. The questions have been designed to identify local authorities who would be unwilling or unable to deliver the fund. The assessed section of the validation form will consider responses regarding:

- The proposed scale of delivery relative to the indicative allocation
- Whether delivery plans meet fund objectives
- Confirmation that the local authority is content with formal reporting requests every 2 months
- Confirmation that the Section 151 Officer or Deputy Section 151 Officer has signed off the proposal

We will confirm by end of March 2023 any additional funding available to the local authority following a reallocations process based on validation form data.

If we have any queries on the answers provided in the validation form, we will contact the local authority directly.

#### **4.5 Reallocation**

During the validation process, local authorities will be asked whether they can deliver more than their initial allocation.

If in the validation form stage local authorities state they are unable to deliver the units allocated to them across the duration of the fund, the funding for the units they say they will be unable to deliver will be reallocated to other local authorities (including directly to London councils). This reallocation will be based on a process aligned with the fund objectives in 2.1, taking into account need and deliverability. If additional funding is available for local authorities who have told us they can deliver more than their initial allocation, we will contact them to confirm any further funding offer and to agree an update to the MOU to reflect this additional funding.

If a local authority misses the deadline for submitting their validation forms, they are unlikely to receive funding at tranche one. Whether it is still possible to provide them with any funding will depend on when we receive the necessary details from them and the progress of the reallocations process (including the amount of money left to reallocate). We ask that local authorities who foresee a difficulty in working to the

communicated deadlines get in touch with the Local Authority Housing Fund Team as soon as possible.

If money remains after allocating additional funding to the local authorities that have said they can deliver more across the two years of the fund, then the list of local authorities may be expanded beyond those in receipt of initial allocations.

If a local authority is allocated additional funding as part of the reallocation process, this will be paid together with the baseline funding amount for year two (agreed as in the original signed Memorandum of Understanding). As with the tranche two payment, this additional funding will be subject to the local authority having spent at least 60% of their tranche one payment at the 'checkpoint' before the tranche two payment. Where there is no pre-existing direct agreement (as would be the case with individual London councils), new agreements would be made.

The allocations for the "main element" and "bridging element" will be treated separately for reallocations, and so "bridging element" funding will not be reallocated to deliver more 'main element' properties. This is to avoid undermining the number of properties delivered for those in bridging accommodation.

#### **4.6 How grants will be delivered**

This fund will operate only in England and funding will be allocated direct to local authorities under section 31 of the Local Government Act 2003.

The funding will be allocated to the appropriate district council or unitary authority. Initial allocations for London will be made via the Greater London Authority. Further allocations may be made directly to London councils.

We will contact local authorities directly with their indicative allocation based on the formula outlined above.

#### **4.7 Payment process**

Payments will be made in the form of grants under Section 31 of the Local Government Act 2003 and paid as two instalments, on agreement of an MOU between the local authority and the Department for Levelling Up, Housing and Communities.

Once we have contacted local authorities to confirm their final allocation, we expect local authorities to obtain any further necessary clearances to enter into a MOU with the Department based on the information they provided in the validation form. Funding will then be distributed to the local authority following the signing of the MOU.

For local authorities allocated any additional funding via the reallocations process, prior to payment of any additional funding there will be an update to the MOU agreed to reflect this additional amount, and this will be paid alongside the tranche two funding.

Tranche one payments will be made in February/March 2023 depending on the date the MOU is agreed. Payments for tranche two will be paid in May and July 2023 respectively, dependent on when the local authority's spending on this fund surpasses 60% of their tranche one payment.

Given the urgency of delivery we expect all local authorities to show flexibility in how they apply their approvals processes in order to participate in this fund. All MOUs should be signed ahead of the first tranche of payments. Local authorities will ultimately be responsible for delivery and ensuring value for money of the allocation they have received.

#### **4.8 Fraud Risk Assessments**

Local authorities shall be responsible for ensuring that fraud is a key consideration in all spend activity and that the following minimum standards are met:

- Follow the [Grants Functional Standards on Fraud Risk Assessment](#) (FRA) – pages 15-19;
- Undertake FRAs at an appropriate level to each individual project dependent on risk;
- Ensure that this spend is undertaken in accordance with effective authority fraud prevention policy and procedure, and via engagement with your organisations' specialists in this area;
- Ensure that relevant evidence and data to prevent fraud is gathered as part of due diligence undertaken ahead of releasing funds;
- Implement reporting and monitoring requirements that will identify irregularities or issues in use of funds which can be investigated further;
- Store and file all work undertaken on FRA in the event of any issues or audit requirements.

#### **4.9 Due Diligence**

Local authorities shall be responsible for ensuring that proportional due diligence is applied to all this fund spend and that the following minimum standards are met:

- Follow the [Grants Functional Standards on Due Diligence](#) – pages 20-24;
- Undertake due diligence at an appropriate level to each individual project dependent on risk;
- Ensure that due diligence is undertaken in accordance with effective authority rules and procedures through authorities' teams specialising in this area;
- Ensure that key areas of due diligence identified for projects in which local authorities invest are reported on and monitored throughout the term of delivery;
- Store and file all work undertaken on due diligence in the event of any issues or audit requirements.

#### **4.10 How we will monitor performance and delivery**

Key Performance Indicators (KPIs) will be detailed in MOUs with local authorities and will be based on the fund objectives outlined at section 2.1.

Every two months, local authorities will provide a mix of quantitative and qualitative summary updates to the Department for Levelling Up, Housing and Communities to track against agreed delivery milestones. The reports will be due every two months until delivery is completed, with the dates specified in the MOU.

We will ask for the following information either as part of ongoing monitoring and/or as part of evaluation of the fund:

- Offers accepted, including bedroom size and whether these are part of the “main” or “bridging” element of the funding;
- Number of properties where contracts exchanged, including bedroom size;
- Number of properties occupied, including bedroom size;
- Number of families housed, including which resettlement programme they belong to;
- Number of individuals housed, including which resettlement programme they belong to;
- Total expenditure (including grant and other funding);
- Total committed spend (including grant and other funding);
- Government grant used;
- Overall assessment (RAG rated) of whether delivery is on track.

#### Future evaluation requests

We will conduct an evaluation of the fund near the end of the monitoring period. To understand how the fund is being delivered in further detail, we will ask local authorities for the following information:

- How properties have been sourced (e.g. through stock acquisition or another delivery route);
- Breakdown of households housed by previous housing situation, e.g. emergency accommodation/temporary accommodation;
- Tenancy duration;
- Rent levels;
- Number of additional pledges made to provide housing for those in bridging accommodation;
- Number of properties obtained outside the local authority’s area, if applicable, and where these are located.

We expect that local authorities will respond to any reasonable additional requests from the Department for Levelling Up, Housing and Communities to support any retrospective assessment or evaluation as to the impact or value for money of the fund. We will expect the authority to, at minimum, monitor spend, outputs and outcomes against agreed indicators and keep this information for at least 5 years.

We may also ask for details about how the acquired properties are being used, for example if they are still publicly owned and if they have become part of the social housing or affordable stock. This will require local authorities to maintain address-level data. This is for us to examine the legacy impacts of the fund.

#### 4.11 Next steps and important dates

- Local authorities who have been identified as eligible for funding will be sent a link to a validation form, to confirm their interest in participating, and to set out how they intend to deliver this fund. Submissions will be reviewed as they are received and therefore forms submitted earlier may receive an earlier response.
- Local authorities must submit their validation form by 25 January 2023 via this [link](#). Forms will only be accepted submitted by the link above. After submitting their validation forms, we encourage local authorities to email their signed MOU as soon as possible.
- In the event we have any clarification questions about the contents of a validation form, we will contact the local authority directly for further detail.
- If a validation form is accepted, we will make best endeavours to contact the local authority to confirm their allocation by 15 February 2023. We will be prepared to sign a Memorandum of Understanding with local authorities as soon as they have received the appropriate internal clearances. We expect local authorities to have signed this no later than 1 March 2023 but will work flexibly with local authorities.
- Tranche one of funding is due to happen in February/March 2023 (depending on the date the MOU is agreed), tranche two is due to happen in May or July 2023, dependent on when the local authority's spending on this fund surpasses 60% of their tranche one payment as reported during the monitoring and evaluation windows.
- Local authorities will be asked to complete a monitoring return every two months on the basis as set out in the Memorandum of Understanding and we will discuss any concerns about delivery with local authorities directly. The final monitoring return is scheduled to take place in November 2023, however we will expect monitoring returns to be completed until delivery is complete. We expect to carry out an evaluation from December 2023.
- For any questions about this fund please contact LAHF@levellingup.gov.uk.



## **Annex A – Validation Questions**

### Overview

The Local Authority Housing Fund will provide up to £500 million in capital grants to help councils obtain additional housing to accommodate the defined eligible cohort at risk of homelessness or living in bridging accommodation.

Councils' funding offer has been allocated on the basis of a formula, taking into account housing pressures and the number of recent Ukrainian arrivals.

This form applies to eligible councils in England only.

The validation form will be split into two parts, assessed and non assessed additional questions.

If you need to edit or revisit any sections of the validation form you will need to use the browser back button. Be aware that if you use the browser back button, the screen that you are currently viewing will not be saved.

Once you have submitted your validation form you will not be able to edit your response.

Please keep a copy of your answers for future reference.

After submitting your validation form, please send your completed and signed Memorandum of Understanding by email to the Local Authority Housing Fund Team via LAHF@levellingup.gov.uk.

### Validation Questions

1. Are you willing and able to participate in the Local Authority Housing Fund programme?
  - Yes (form proceeds to question 3)
  - No (form proceeds to question 2)
2. Please provide further details of why you are not willing or able to participate in the programme (form proceeds to end).
3. Does the proposal you outline in this form meet the fund objectives outlined below? (Please note this is requirement of the fund and if not agreed you will not be able to participate in the fund.)
4. For the "main element" of the fund, how many homes can you acquire by 30th November 2023 (this is a target date, payments will be honoured assuming delivery within financial years 2022/23 and 2023/24)?

Note: if you can deliver fewer than your initial allocation, your funding will be scaled down proportionally to reflect the number of homes, based on the grant per property outlined in your allocation email. If you state you can deliver more homes at this grant rate than your initial allocation, we will progress with the MoU using your initial allocation and following reallocation process, we will

confirm whether any additional funding is available to enable you to deliver more than your initial allocation.

All delivery proposals in this section should be based on the policy in section 2.1 of the prospectus and the grant per property set out in your allocation email.

5. For the "bridging element" of the fund, how many 4+ bedroom homes can you acquire by 30th November 2023 (this is a target date, payments will be honoured assuming delivery within financial years 2022/23 and 2023/24)?

Note: if you can deliver fewer than your initial allocation, your funding will be scaled down proportionally to reflect the number of homes, based on the grant per property outlined in your allocation email. If you state you can deliver more homes at this grant rate than your initial allocation, we will progress with the MoU using your initial allocation and following reallocation process, we will confirm whether any additional funding is available to enable you to deliver more than your initial allocation.

All delivery proposals in this section should be based on the policy in section 2.1 of the prospectus and the grant per property set out in your allocation email.

6. Do you agree to provide progress reports every 2 months until delivery is completed including Management Information (MI) and reporting against Key Performance Indicators (KPIs) as detailed in the prospectus?

(Please note this is requirement of the fund and if not agreed you will not be able to participate in the fund.)

7. Has your Section 151 Officer or Deputy S151 Officer approved this submission?

(Please note this is requirement of the fund and if not agreed you will not be able to participate in the fund.)

### **Additional non-assessed questions**

The next set of questions are not assessed and will be used by the department to aid policy development and evaluation design only.

1. If the number of "main element" properties you can deliver is fewer than your allocated number, please outline the reasons for this.
2. If the number of 4+ bedroom "bridging element" properties you can deliver is fewer than your allocated number, please outline the reasons for this.

3. How do you plan on delivering your proposed/target number of homes?  
Please provide details of the type of stock you plan to acquire, noting the non-exhaustive list of examples provided in section 3 of the programme prospectus.
4. If your chosen delivery plan will add to existing housing in your area, please provide an estimate of the number of new homes.
5. Please provide your key milestones for delivery, including decision making timelines.
6. Based on the indicative approach(es) identified in your delivery plan above, please provide a brief overview that shows a financial projection of how and when the budget will be spent versus the timescales / number of homes to be acquired.
7. How do you intend to fund your contributory share required to secure your proposed/target number of homes? (e.g. from capital receipts, revenue, borrowing or funded by a partner?)
8. What are the key risks for delivery and how do you intend to mitigate them?
9. If this programme continued into future years using the same or a similar approach, (e.g. assuming launch in late 2023 and running for the following 12 months), how many homes could you deliver in this time period?

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## Guidance for completing the MOU – please delete before submitting your MOU

After submitting your validation form, please use this template to return a signed and completed MOU to us via email so that we can progress with your MOU and funding as soon as your validation form has been approved.

Please send your signed and completed MOU to: [LAHF@levellingup.gov.uk](mailto:LAHF@levellingup.gov.uk)

If you are agreeing to deliver the full allocation, complete the MOU using the numbers you received in your allocation email on 21 December.

If you state you can deliver *more* homes at this grant rate than your initial allocation, please complete the MOU using the numbers from your allocation email. Following the reallocation process (outlined in Sections 4.4 and 4.5 in the Prospectus), we will confirm whether any additional funding is available to enable you to deliver more than your initial allocation. We will update the MOU accordingly following the reallocations process to reflect this additional funding.

If you are agreeing to deliver a *lower* number of units than your allocation, to complete your MOU, calculate the funding amount for your specified number of units, using the average Grant per Property set out in your allocation letter – more detail is set out below on how to calculate this.

You will have received details of your LAHF allocation in an email from DLUHC on 21 December. If you would like more clarity about which number corresponds to which part of the MOU, the spaces for numbers in the MoU are labelled with letters and we have labelled the below extract of the email you received to show where these numbers can be found:

‘ *[Your Local Authority]* has provisionally been identified as eligible for capital grant funding (under section 31 of the Local Government Act 2003), with the following indicative allocation:

Main element: **(G)** in funding. With this funding we expect you to provide a minimum of **(C)** homes.

Bridging element: **(J)** in additional funding. With this funding we expect you to provide a minimum of **(D)** larger 4+ bed home(s) to be allocated to households currently residing in bridging accommodation.

[...]

Main element: properties for households that meet the eligibility criteria for this Programme  
Year 1 Allocation **(E)**

Year 2 Allocation **(F)**

Total Grant **(G)**

4+ bed properties for households currently in bridging accommodation

Year 1 Allocation **(H)**

Year 2 Allocation **(I)**

Total Grant **(J)**

Total Grant

Year 1 **(K)**

Year 2 **(L)**

Total Funding **(B)'**

**Total Units (A)** can be calculated by adding together **(C)** and **(D)**.

### **Calculating funding to deliver a lower number of units than your allocation**

The average grant per property cannot be increased, and therefore the funding amount is based on the number of units you agree to deliver and the grant per property set out in your allocation email. The Grant per Property can be found in this section of the allocation email:

'For 'main element' housing, government funding equates to 40% of total capital costs (average **£(M)** grant per property) plus £20,000 per property. For 'bridging element' housing, government funding equates to 50% of total capital costs (average **£(N)** grant per property) plus £20,000 per property.'

Please email us if you have further questions. We will also cross check the numbers when we receive the signed MOU.

### **Calculating funding for main element units**

**(G)** = (£20,000 plus **M**) multiplied by the number of main element units you are willing to deliver

**(E)** = 30% of **(G)**

**(F)** = 70% of **(G)**

### **Calculating funding for bridging element units**

**J** = (£20,000 plus **N**) multiplied by the number of bridging element units you are willing to deliver

**H** = 30% of **J**

**I** = 70% of **J**

# MEMORANDUM OF UNDERSTANDING

*Between*

**Department for Levelling Up, Housing and Communities**

*-and-*

**Insert Local Authority Name**

## **1. Purpose**

- 1.1. This Memorandum of Understanding ('MOU') sets out the terms that will apply to the working relationship between the Department for Levelling Up, Housing and Communities ('DLUHC') and Insert **Local Authority Name** ('the Council') regarding the administration and delivery of the Local Authority Housing Fund ('LAHF').
- 1.2. This MOU will be for the period Q4 2022/23 and 2023/24. It will be reviewed and updated only where either of the signatories deem it necessary, in which case it will require joint agreement. Further detail on changing the MOU is set out in Paragraph 4.4.
- 1.3. This MOU sets out both the universal fund wide conditions and expectations for appropriate spend of LAHF.
- 1.4. This MOU is not intended to create legal or binding obligations. It describes the understanding between both parties for the use of funding specified in Section 3 of this agreement.

## **2. Background**

- 2.1. The LAHF was launched on 14 December 2022. The details of the fund were shared on that date with the Council in the document 'Local Authority Housing Fund – Prospectus and Guidance' ('the Prospectus').
- 2.2. LAHF is a £500m capital grant fund to support local authorities in England to provide sustainable housing for those unable to secure their own accommodation that meet the eligibility criteria outlined in Section 3.2 of the Prospectus.
- 2.3. The objectives of LAHF are to:
  - Ensure recent humanitarian schemes (Afghan and Ukraine schemes) which offer sanctuary, via an organised safe and legal entry route, to those fleeing conflict, provide sufficient longer term accommodation to those they support.

- Support areas with housing pressures which have generously welcomed substantial numbers of Ukrainian refugees so that these areas are not disadvantaged by increased pressures from these arrivals on the existing housing and homelessness systems.
  - Mitigate the expected increased pressures on local authority homelessness and social housing resources which arise from the eligible cohort (as defined at section 3.2 of the Prospectus) as sponsorship/family placements/bridging accommodation arrangements come to an end by increasing the provision of affordable housing available to local authorities to support those in the cohort who are homeless, at risk of homelessness, or in bridging accommodation;
  - Reduce emergency, temporary and bridging accommodation costs;
  - Deliver accommodation that as far as possible allows for the future conversion of housing units to support wider local authority housing and homelessness responsibilities to UK nationals (i.e. after usage by this cohort ends);
  - Utilise accommodation solutions to enable effective resettlement and economic integration of the eligible cohort;
  - Reduce pressures on the existing housing and homelessness systems and those waiting for social housing.
- 2.4. DLUHC has accepted the Council's plan to provide **TOTAL UNITS** (A) homes ('the delivery target') under LAHF, and DLUHC will provide a grant of **TOTAL ALLOCATION** (B) ('the total allocation'). The Council agrees the following targets to deliver at least:
- **MAIN ELEMENT TOTAL UNITS** (C) properties for households that meet the eligibility criteria outlined in section 3.2 of the Prospectus ('the main element');
  - **BRIDGING ELEMENT TOTAL UNITS** (D) 4+ bed properties to be allocated to households currently in bridging accommodation ('the bridging element');
- 2.5. This MOU covers the funding commitments from DLUHC and the delivery, financial expenditure, agreed milestones, reporting and evaluation, and communications between the Parties. It also sets out the steps DLUHC could take in the event of underperformance if required.

### 3. Purpose of the Funding

- 3.1. LAHF funding has been provided specifically for spending on LAHF priorities and the Council agrees to spend LAHF funding on activity set out



in this MOU as agreed by DLUHC or subsequently agreed by DLUHC as per Paragraph 4.4.

- 3.2. DLUHC will part fund the cost of the Council obtaining properties for use by households that meet the eligibility criteria. The Council will use its best endeavours to meet the delivery target and to achieve value for money. DLUHC’s contributory share of funding (‘the average grant rate per unit’) should not exceed the maximum described below but the grant per unit for individual properties can be higher.
- 3.3. The maximum average grant rate per unit (for the portfolio of properties, not individual purchases) for the main element is 40% of the costs the council charges to its capital budget plus £20,000 per property. Eligible costs funded by the 40% and the £20,000 per property could include the purchase price, stamp duty, surveying, legal and other fees, refurbishments, energy efficiency measures, decoration, furnishings, or otherwise preparing the property for rent and potentially irrecoverable VAT incurred on these items. The Council should ensure it complies with the Code of Practice for Local Authority Accounting.
- 3.4. The maximum average grant rate per unit (for the portfolio of properties, not individual purchases) for the bridging element is 50% of the costs the council charges to its capital budget plus £20,000 per property. Eligible costs funded by the 50% and the £20,000 per property could include the purchase price, stamp duty, surveying, legal and other fees, refurbishments, energy efficiency measures, decoration, furnishings, or otherwise preparing the property for rent and potentially irrecoverable VAT incurred on these items. The Council should ensure it complies with the Code of Practice for Local Authority Accounting.
- 3.5. The Council can determine how it uses the £20,000 per property and can choose how much of the grant is to be spent on each individual property.
- 3.6. The Council or its delivery partner(s) will fund the outstanding share for each property.
- 3.7. The funding provided by DLUHC in Q4 2022/23 (‘the Year 1 allocation’) is 30% of the total allocation. The funding provided by DLUHC in 2023/24 (‘the Year 2 allocation’) is 70% of the total allocation. Both are set out in Table 1.

	Year 1 allocation £ (million)	Year 2 allocation £ (million)	Total allocation £ (million)
Properties for households that meet the eligibility criteria for this Programme	INSERT MAIN ELEMENT GRANT COST YEAR 1 (E)	INSERT MAIN ELEMENT GRANT COST YEAR 2 (F)	INSERT MAIN ELEMENT COST TOTAL (G)

4+ bed properties for households currently in bridging accommodation	INSERT BRIDGING GRANT COST YEAR 1 (H)	INSERT BRIDGING GRANT COST YEAR 2 (I)	INSERT BRIDGING COST TOTAL (J)
<b>Total funding</b>	<b>INSERT YEAR 1 ALLOCATION (K)</b>	<b>INSERT YEAR 2 ALLOCATION (L)</b>	<b>INSERT TOTAL ALLOCATION (B)</b>

Table 1 – Funding allocation

#### 4. Delivery Profile

- 4.1. Delivery of the fund will be measured on the basis of exchange of contracts, or equivalent milestone where exchange of contract will not occur, and number of families housed. Any variations to this, and necessary changes to the MOU will need to be agreed by the parties and an amendment to this MOU made.
- 4.2. Funding outlined in Table 1 is provided to deliver the delivery target. The Council agrees to make best endeavours to deliver the delivery target by 30 November 2023. DLUHC is committed to funding any contract the Council enters into, even if completion occurs after this date.
- 4.3. This MOU is for the full term of the total allocation unless signatories agree to change as per Paragraph 4.4. A further Grant Determination Letter (GDL) will be provided following confirmation of the annual payment for each year.
- 4.4. DLUHC and the Council both have the right to request a change to the MOU. With regards to changing the target amount of units, the Council may ask for either a higher or lower target. Any proposed change will impact the amount of funding received (as set out in the Prospectus) unless the Council is seeking to deliver more units for the same amount of money. Requests will be considered based on the progress of the reallocations process as outlined in Sections 4.4 and 4.5 of the Prospectus and confirmed in writing.

#### 5. Financial Arrangements

- 5.1. The agreed funds will be issued to the Council as grant payments under section 31 of the Local Government Act 2003. The Council may pass on the funding to a third party (e.g. Registered Providers) as appropriate to deliver the delivery target, complying with the Subsidy Control Act 2022.
- 5.2. Table 2 sets out the timetable for payments to be made to the Council. Payment of the Year 1 allocation will be made in February 2023. The Year 2 allocation will be paid once the Council has demonstrated that at least 60% of the Year 1 allocation has been committed ('the spend requirement'). This will be paid in line with timings outlined in Table 2.

- 5.3. Should the Council not meet the spend requirement in time for payment in May 2023, the payment for the Year 2 allocation may then be made in July 2023 should the Council meet the spend requirement in time for that payment date as set out in Table 2. DLUHC will put in place further payment dates should the Council not meet the spend requirement for payment in July 2023 and will confirm any further dates in writing. The Council may wish to return unspent monies to the Department.

Payment month	February 2023	May 2023	July 2023 (if applicable)
<b>MI from the Council to support payment</b>	<ul style="list-style-type: none"> <li>Signature of this MOU before the date below.</li> </ul>	<ul style="list-style-type: none"> <li>April MI Touchpoint</li> <li>S151 officer statement of grant usage in April</li> </ul>	<ul style="list-style-type: none"> <li>June MI Touchpoint</li> <li>S151 officer statement of grant usage in June</li> </ul>
<b>DLUHC confirm payment latest by</b>	15 February	10 April	8 June
<b>DLUHC make payment</b>	By the last working day in February	By the last working day in May	By the last working day in July

*Table 2 – Payments timetable*

## 6. Roles and Responsibilities

### DLUHC Responsibilities

- 6.1. DLUHC is responsible for setting national housing policy, providing grant(s) to the Council and monitoring the delivery of homes.

### Council Responsibilities

- 6.2. The Council will make housing investment decisions, review existing housing policies and products, maximise leverage of this public sector investment and ensure that funds provide value for money and are deliverable within the timescale of the fund. The Council may work in partnership with private Registered Providers and local authority housing companies to deliver homes. The Council will also report on the fund by providing Management Information (MI) as set out in **Annex A** of this MOU and will work with DLUHC to ensure they have the capability to deliver the fund and provide MI within the set timescales.
- 6.3. The Council is expected to have the necessary governance and assurance arrangements in place and that all legal and other statutory obligations and consents will be adhered to, which may include, but not solely:

- **subsidy control**, at all levels e.g. the funding the Council allocates to project deliverers and subsidies that project deliverers provide to third parties.
  - **equalities duties**, the Council must ensure that all LAHF funded activity is delivered in accordance with its obligations under the public sector equality duty (PSED)
  - **procurement**, the Council must ensure that the allocation of funding to project deliverers that constitutes a procurement is managed in compliance with the public contract regulations
  - **fraud**, the Council must ensure that robust arrangements are in place to manage fraud risk, including ensuring that project deliverers have robust fraud risk management process and paying particular attention to projects that involve the payment of grants to beneficiaries e.g. businesses.
- 6.4. The Council's Section 151 Officer is expected to ensure that these legal duties and all other relevant duties are considered and that delivery of LAHF investment is carried out with propriety, regularity and value for money.

## 7. Monitoring Arrangements and Accountability

- 7.1. The Council will put in place appropriate governance and oversight arrangements to ensure that delivery of housing is on track and that plans remain ambitious and provide value for money.

### Reporting Arrangements

- 7.2. The Council has agreed to provide reporting information to DLUHC on fund allocations and delivery. The Council will be asked to provide a mix of quantitative and qualitative summary updates to DLUHC; a full list of MI can be found in **Annex A**.
- 7.3. The first report will be due in April 2023 and then every two months thereafter, until the Council's programme has completed. The schedule for monitoring reports is outlined in **Annex B**.
- 7.4. Spend outturn and forecast should be signed off by the S151 officer or deputy S151 officer.
- 7.5. The Council also agrees to work with the department to provide any reasonable additional MI as and when requested by the DLUHC Senior

Reporting Officer (SRO). DLUHC will provide an appropriate amount of time to return any additional MI requests.

- 7.6. The Council agrees to work collaboratively with any requests from DLUHC to support any retrospective assessment or evaluation as to the impact or value for money of LAHF. As a minimum, the Council is expected to monitor spend, outputs and outcomes against agreed indicators and keep this information for at least 5 years.

## 8. Governance & Assurance

- 8.1. The Council is expected to ensure that all legal and other statutory obligations and consents will be adhered to, which may include, but not solely, state aid / subsidy control, equalities duties, procurement, health and safety, and fraud prevention. The Council has prerogative to establish internal governance and assurance arrangements as they see fit to achieve this.

- 8.2. The Council will ensure data can be shared for the prevention and detection of fraud by including the following clause in all agreements with companies or external entities in relation to LAHF – including, but not limited to, property contracts, professional services contracts, construction contracts and lease agreements:

“Data may be shared with other enforcement agencies for the prevention and detection of crime.”

### Signed for and on behalf of DLUHC

Signature:

Name:

Position:

Date:

### Signed for and on behalf of Insert **Local Authority Name**

Signature:

Name:

Position:

Date:

## Annex A – Reporting and Monitoring Arrangements

### Scope and Purpose

1. This annex sets out the agreed reporting and monitoring arrangements for LAHF, including the expected frequency and content of the regular reports that the Council will provide to DLUHC.

### DLUHC Role

2. DLUHC will support the running of the fund and maintain a national picture of delivery by putting in place a proportionate monitoring and governance framework. This will include a fund governance board(s) attended by the DLUHC Senior Reporting Officer (SRO) and other relevant stakeholders. Wherever possible DLUHC will avoid duplication of requests towards the Council.

### Council Role

3. Day-to-day project monitoring and delivery responsibilities will be delegated to the Council. The Council will submit reports to DLUHC in accordance with the agreed timescales and frequency set out in the MoU. The Council will also work with DLUHC to provide any reasonable additional MI required as and when requested by the DLUHC Senior Reporting Officer. DLUHC will provide an appropriate amount of time to return any additional MI requests.

### Management Information (MI)

4. The list of MI is split between operational data – required for monitoring the ongoing fund delivery (Table 3) and evaluation data (Table 4) required to assess the strategy-level success of the fund and inform future policy development. Tables 4 and 5 present the required routine MI and is subject to change, with agreement by DLUHC and the Council. For MI purposes, “committed spend” is considered funding which has been allocated to a property where there has been an exchange of contracts or equivalent milestone where exchange of contract will not occur.

Item	Frequency
No. of offers accepted, including bedroom size and whether these are part of the ‘main’ or ‘bridging’ element of funding	Every 2 months
No. of properties where contracts exchanged, including bedroom size	Every 2 months
No. of properties occupied, including bedroom size	Every 2 months
Number of families housed, including which resettlement programme they belong to	Every 2 months
Number of individuals housed, including which resettlement programme they belong to	Every 2 months
Total expenditure (incl grant and other funding)	Every 2 months
Total committed spend (incl grant and other funding)	Every 2 months
DLUHC grant used	Every 2 months
Overall assessment (RAG rated) of whether delivery is on track as determined by the responsible Council officer	Every 2 months

Table 3 – Monitoring Data

Item	Frequency
How properties have been sourced (e.g. through stock acquisition or another delivery route)	In December 2023 and thereafter upon request to aid with evaluation of the fund
How the Council has funded its contributory share	
Breakdown of households housed by previous housing situation, e.g. emergency accommodation/temporary accommodation	
Tenancy duration	
Rent levels	
Number of additional pledges made to provide housing for those in bridging accommodation	
Number of properties obtained outside the local authority's area, if applicable, and where these are located.	
Evaluation of additional pledges, number of individuals houses, number of properties occupied.	

Table 4 – Evaluation Data

5. In addition, to enable the assessment of relative value for money and to assist with future spending reviews, we may occasionally ask for additional information including details of how the fund is delivered and housing market conditions. This will provide important data to support future policy developments and will also support engagement with HM Treasury. This information will be provided to agreed timeframes when requested by DLUHC.
6. Should the Council wish to amend and/or not collect any of these proposed data points, they should submit a proposal to DLUHC for agreement.

### Frequency of Reporting

7. The Council will be asked to provide reports every two months. The schedule for monitoring reports is outlined in Annex B.

### Data Consistency

8. DLUHC and the Council have a shared commitment to ensure that, for clarity and transparency purposes, consistent methods of recording outputs are maintained. It is expected that the provided reporting will be robust, accurate and quality assured to a high standard. As such minimal revisions would be expected – although, where these are required, DLUHC should be advised as soon as practical.

### Use of Material Provided

9. DLUHC will use the provided material to monitor delivery nationally.





## Annex B – Monitoring Milestones

<b>Date</b>	<b>Milestone</b>
February 2023	Payment of the Year 1 allocation
April 2023	MI touchpoint
May 2023	Payment of the Year 2 allocation
June 2023	MI touchpoint
July 2023	Payment of the Year 2 allocation if the spend requirement for payment in May was not met.
August 2023	MI touchpoint
October 2023	MI touchpoint
30 November 2023	The Council agrees to make best endeavours to deliver the delivery target by 30 November 2023.
December 2023	Final MI touchpoint following 30 November 2023. DLUHC-led evaluation of LAHF begins.

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## DELIVERY VEHICLE - OPTION APPRAISAL

Option / Rank	Housing Revenue Account Issues	Cost	Control	Management & Supervision	Asset Value	Delivery	Added Value	Total
(1)Provide Directly	4	=2	=1	=2	=1	=2	=3	15
(2)Provide by wholly owned LA Housing Company;	=2	4	=1	=2	=1	4	2	16
(3)Provide via existing Teckal Company (Publica);	=2	=2	3	=2	=3	=2	=3	17
(4)Provide via Housing Association Partners;	1	1	4	1	4	1	1	13
(1) And (2) Combined	=2	4	=1	=2	=1	=2	2	14

Rank Order – lower is better

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