

Public Document Pack



Tuesday, 12 November 2024

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EXECUTIVE

You are summoned to a meeting of the Executive which will be held in Council Chamber, Council Offices, Woodgreen, Witney, Oxfordshire OX28 1NB on **Wednesday, 20 November 2024 at 4.00 pm.**



Giles Hughes
Chief Executive

To: Members of the Executive

Councillors: Andy Graham, Duncan Enright, Lidia Arciszewska, Hugo Ashton, Rachel Crouch, Andrew Prosser, Geoff Saul, Alaric Smith and Tim Sumner

Recording of Proceedings – The law allows the public proceedings of Council, Executive, 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. **Apologies for Absence**
To receive any Apologies for Absence from Members of the Executive.
The quorum for the Executive is 3 Members.
2. **Declarations of Interest**
To receive any declarations of interest from members of the Executive on any items to be considered at the meeting.
3. **Minutes of Previous Meeting (Pages 5 - 10)**
To approve the minutes of the previous meeting, held on 9 October 2024.
4. **Receipt of Announcements**
To receive any announcements from the Leader of the Council, Members of the Executive or the Chief Executive.
5. **Participation of the Public**
Any member of the public, who is a registered elector in the District, is eligible to ask one question at the meeting, for up to three minutes, of the Leader of the Council, or any Member of the Executive on any issue that affects the district or its people.

Notice, together with a written copy of the question, must be provided to Democratic Services, either by email to:

democratic.services@westoxon.gov.uk

or by post to:

Democratic Services, West Oxfordshire District Council, Woodgreen, Witney OX28 1NB.

Questions are to be received no later than 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).

A response may be provided at the meeting, or within three clear working days of the meeting. 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 appropriate Executive Member will either respond verbally at the meeting or provide a written response which will be included in the minutes of the meeting.

6. **Reports from the Overview and Scrutiny Committee**
To consider any reports or recommendations from the Overview and Scrutiny Committee, which met on 6 November 2024.
7. **Matters raised by Audit and Governance Committee**
There has been no meeting of the Audit and Governance Committee since the last meeting of the Executive.

8. **Council Tax Support Scheme 2025/2026** (Pages 11 - 22)

Purpose:

To consider and recommend to Full Council the revised Council Tax Support Scheme for the financial year 2025/2026.

Recommendations:

That the Executive resolves to recommend to Full Council to:

1. Agree the inflationary increase in income bands as detailed in paragraphs 2.2 and 2.3 of this report from 1 April 2025.
2. Agree that any surplus in the Hardship Fund is transferred over to 2025/2026 for reasons detailed in paragraphs 2.5 and 2.6 of this report.

9. **Financial Performance Report 2024-25 Quarter Two** (Pages 23 - 40)

Purpose:

To detail the Council's financial performance for Quarter Two 2024-2025

Recommendations:

That the Executive resolves to:

1. Note the Council's Financial Performance Report for Quarter Two 2024-2025

10. **Counter Fraud and Enforcement Unit Collaboration Agreement** (Pages 41 - 72)

Purpose:

To seek approval to the Counter Fraud and Enforcement Unit Partnership Collaboration Agreement between Cheltenham and Tewkesbury Borough and Cotswold, Forest of Dean, Stroud and West Oxfordshire District Councils.

Recommendations:

That the Executive resolves to:

1. Approve the Council entering into the Counter Fraud and Enforcement Unit Partnership Collaboration Agreement.

11. **Westhive Criteria** (Pages 73 - 80)

Purpose:

To consider the strengthening and clarification of established criteria for Westhive civic crowdfunding platform

Recommendations:

That the Executive resolves to:

1. Agree the strengthened criteria and scheme outline for Westhive Crowdfund.

12. **Leisure Strategic Outcomes Planning Model** (Pages 81 - 166)

Purpose:

To consider the findings and recommendations proposed by consultants commissioned to develop a Strategic Outcomes Planning Model for the district.

Recommendations:

That the Executive resolves to:

1. Endorse the findings of the consultants and approves the Strategic Outcomes Planning Model, including its recommended key interventions.
2. Delegate authority to the Director of Place, in consultation with the Executive

Member for Leisure and Major Projects, to work in partnership with other organisations and stakeholders to establish the feasibility and funding sources for the projects and interventions identified and to prepare business cases, where opportunities arise, to bring them forward for consideration.

3. Delegate authority to the Director of Place, in consultation with the Executive Member for Leisure and Major Projects, to undertake a Leisure Management Options Appraisal to determine the most suitable delivery model, Contract scope and Contract terms for the Council owned leisure facilities, when the contract expires in July 2027, and allocate £15,000 from the 2025/26 leisure budget.

13. **West Oxfordshire Local Plan 2041 Update (Pages 167 - 186)**

Purpose:

To provide an update on the emerging draft West Oxfordshire Local Plan 2041, with particular regard to proposed national planning policy changes, and to agree a revised timetable for taking the plan through to adoption.

Recommendations:

That the Executive resolves to:

1. Note the content of the report;
2. Approve the updated Local Development Scheme (LDS) attached at Annex A including the following key milestones for the West Oxfordshire Local Plan 2041:
 - Regulation 18 preferred option consultation – May 2025
 - Regulation 19 pre-submission draft publication – October 2025
 - Submission for examination – March 2026

14. **Infrastructure Funding Statement 2023/24 (Pages 187 - 206)**

Purpose:

To note the West Oxfordshire Infrastructure Funding Statement (IFS) for 2023/24.

Recommendation:

That the Executive resolves to:

1. Note the content of the Infrastructure Funding Statement (IFS) 2023/24 attached at Annex A, with a view to it being published on the Council's website by 31 December 2023 in accordance with legislative requirements.

15. **Adoption of Asset Management Plan (Pages 207 - 240)**

Purpose:

To agree to adopt the Asset Management Strategy to provide a clear strategy for future decision making and investment in the Councils land and property assets.

Recommendations:

That the Executive resolves to:

1. Adopt the Asset Management Strategy attached at Annex A.
2. Agree that the Council proceeds with the development of Asset Plans for a number of key properties, in line with that Strategy.

(END)

WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the **Executive**

Held in the Council Chamber, Council Offices, Woodgreen, Witney, Oxfordshire OX28 1NB
at 2.00 pm on **Wednesday, 9 October 2024**

PRESENT

Councillors: Andy Graham (Leader), Duncan Enright (Deputy Leader), Hugo Ashton, Rachel Crouch, Andrew Prosser, Geoff Saul and Alaric Smith

Officers: Giles Hughes (Chief Executive), Madhu Richards (Director of Finance), Andrea McCaskie (Director of Governance), Bill Oddy (Assistant Director for Commercial Development), Phil Martin (Assistant Director for Business Support), Mandy Fathers (Environmental, Welfare, Revenue Services Business Manager) Andrew Brown (Democratic Services Business Manager) and Christine Elsasser (Democratic Services Officer)

Other Councillors in attendance: Michele Mead, Dan Levy, Julian Cooper and David Melvin

233 Apologies for Absence

Apologies for absence were received from Councillors Lidia Arciszewska and Tim Sumner.

234 Declarations of Interest

There were no declarations of interest.

235 Minutes of Previous Meeting

Councillor Andy Graham, Leader of the Council, proposed that the minutes of the previous meeting held on Wednesday 11 September 2024, be agreed by the Executive as a true and accurate record and signed by the Leader of the Council.

This was seconded by Councillor Duncan Enright, was put to a vote, and was unanimously agreed by the Executive.

The Executive Resolved to:

1. Agree the minutes of the previous meeting, held on Wednesday 11 September 2024, as a true and accurate record

236 Receipt of Announcements

Councillor Andy Graham, Leader of the Council, welcomed attendees to the meeting, and thanked members of the public for attending proceedings. The Leader gave the members of the public in attendance a brief overview of the way that the meeting would run.

The Leader wished to officially welcome Councillor Rachel Crouch as the new Executive Member for Stronger, Healthy Communities who replaced former councillor Rizvana Poole. He also wished to thank the former Executive Member Rizvana Poole for her service.

A review of the Future Oxfordshire Partnership (FOP), whereby the Oxfordshire Council Leaders and strategic partners meet to discuss common ground, was being undertaken to ensure the FOP could meet future challenges. There was a FOP meeting scheduled for November and the outcome would then be reported to Members. Furthermore, Councillor Graham had been appointed by the FOP as its representative on the Oxford to Cambridge pan-regional partnership just last week.

Executive

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Councillor Geoff Saul, Executive Member for Housing and Social Care provided an update on the ongoing work with Thames Valley Police (TVP), on a rural crime project and asked all Members to take part in the rural crime survey which could be completed online via the TVP website. A further short update on what had been achieved so far was also provided.

The Chief Executive reminded Members about the In-Person WODC All-Member Briefing – Publica Transition Phase I, Meet & Greet that would take place at 5:30pm on Thursday, 17 October.

237 Participation of the Public

There was no participation of the public.

238 Reports from the Overview and Scrutiny Committee

There were no recommendations from the Overview and Scrutiny Committee.

239 Matters raised by Audit and Governance Committee

No matters had been raised by the Audit and Governance Committee.

240 Waste Fleet Purchase

Councillor Alaric Smith, Executive Member for Finance, introduced the report, in the absence of Councillor Lidia Arciszewska, Executive Member for Environment. The report sought approval to procure ten new waste fleet vehicles and the associated infrastructure for any electric vehicles.

It was outlined that the waste service had thirty-five frontline collection vehicles with most of these approaching the end of their life. It was suggested that the Executive consider the purchase of four vehicles and to delegate responsibility for the purchase or lease of a further six vehicles. This would make the procurement of the vehicles smoother and will allow for better management of the Council's Capital Programme.

It was explained that without reliable replacements, the vehicles, and therefore the service, would become unstable and could result in service disruption and additional costs relating to repairs and maintenance. Waste was the only council provided service that most residents used each week, so having an unreliable vehicle fleet would lead to reputational damage and could lead to significant impacts on residents.

A Member/Officer Steering Group met on 17 July 2024 and determined that the following vehicles were due for renewal:

- 4 x Food Waste Vehicles 7.5te and retain one of the existing fleet as a spare;
- 1 x 7.5te vehicle with bin lift for ultra narrow access collections;
- 2 x 26te vehicles used across both refuse and garden waste collections;
- 3 x supervisor vans

In debate, Councillor Michele Mead requested that the report go to Overview and Scrutiny and it was agreed that there was time for it to go to the Overview and Scrutiny Committee. Recommendations 1 and 2 could go ahead as planned and recommendation 3 would be agreed in principal but it was suggested that proposed procurements under the delegated authority would be referred to the Overview and Scrutiny Committee for consideration. It was confirmed that the Council would be the first in the area that would operate a fully-electric food waste service.

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Councillor Alaric Smith proposed that the Executive agree the recommendations as listed on the original report. This was seconded by Councillor Andrew Prosser, was put to a vote, and was unanimously agreed by the Executive.

The Executive Resolved to:

1. Agree to the purchase of 3 fully electric supervisor vehicles;
2. Agree to the purchase 1 standard fuel ultra-narrow access vehicle;
3. Delegate authority to the Assistant Director for Commercial Development, in consultation with the Executive Members for Environment and Finance, and the Director of Finance, to purchase or lease up to 2 x full size HGV's and up to 4 food waste vehicles and necessary charging infrastructure up to an estimated cost of £2.8M, (including a procurement contingency and estimated cost of borrowing), on the understanding that proposals under this delegation will be considered by the Overview and Scrutiny Committee.

241 Long Term Empty Property Strategy 2024-2029

Councillor Alaric Smith, Executive Member for Finance, introduced the report, which presented an updated Long Term Empty Property Strategy to support the management of long-term empty properties within the West Oxfordshire district.

It was explained that this strategy stated the objectives West Oxfordshire District Council had set itself to bring as many long-term empty properties back into occupation as was practicable.

Work had continued over the years to address the impact that long term empty properties have within the district, and the objectives within this strategy aimed to build on this. The Council's intentions were to work with the owners of such properties to initially understand their reasons for keeping them vacant, and to support them, where possible, in bringing the properties back into use, to allow this unused resource to better serve the communities, mitigate the negative impact they have, and provide an increased opportunity to meet the Council's housing needs.

In debate, Councillor Duncan Enright said that there was also an with issue non-residential properties and therefore this strategy may be useful if applied to that issue as well. Councillor Michele Mead queried the resource around implementation of the strategy and whether there were financial implications and appropriate allowances for Officer time. The Chief Executive confirmed that they intended to keep the resource requirements under review to ensure the objectives of the strategy could be achieved.

The Environmental, Welfare, Revenue Services Business Manager explained that a collaborate approach was underway with Officers in other areas who would work together to achieve the objectives of the strategy.

Councillor Alaric Smith proposed that the Executive agree the recommendations as listed on the original report. This was seconded by Councillor Geoff Saul, was put to a vote, and was unanimously agreed by the Executive.

The Executive Resolved to:

1. Approve the implementation of the Long-Term Empty Property Strategy for 2024 - 2029.

242 Council Tax Premiums – Second Homes and Long Term Empty Properties

Councillor Alaric Smith, Executive Member for Finance, introduced the report, which sought Executive to consider the proposals to introduce a Council Tax Premium on second homes and apply a premium to long term empty properties after one year.

The report set out, for consideration, the introduction of a 100% Council Tax premium in respect of Second Home properties commencing on 1 April 2025 as well as reducing the period a premium could be applied to a Long-Term Empty property from two years to one year from 1 April 2025.

The report also supported the Local Plan and its ambition to provide 15,950 homes over its period and was an incentive for those owners of unoccupied or second homes to consider their properties to be brought back into use and made available for either rent or sale.

In debate, Councillor Hugo Ashton suggested that there were 250 holiday lets in the West of the District that had been subject to business rates; those exempt from business rates needed to be examined to ensure that proper payment for services they received was recouped in some way. The Environmental, Welfare, Revenue Services Business Manager explained that this was an issue for the Valuation Office Agency to deal with and there was movement between business rates and council tax properties.

Councillor Alaric Smith proposed that the Executive agree the recommendations as listed on the original report. This was seconded by Councillor Geoff Saul, was put to a vote, and was unanimously agreed by the Executive.

The Executive Resolved to:

1. Agree from 01 April 2025 to levy the maximum level of premium for Empty Homes as set out in the Levelling Up and Regeneration Act 2023:
 - i) Premium of 100% for dwellings which are unoccupied and substantially unfurnished (Empty Homes Premium) after 1 year up to 5 years of becoming empty;
 - ii) Premium of 200% for dwellings which are unoccupied and substantially unfurnished (Empty Homes Premium) between 5 years and 10 years;
 - iii) Premium of 300% for dwellings which are unoccupied and substantially unfurnished (Empty Homes Premium) for 10 years or more.
2. Agree from 1 April 2025 to the implementation of a premium (Second Homes Premium) of 100% for dwellings that are no one's sole or main residence and which are substantially furnished;
3. Note that where premiums are to be applied, the Council is mindful of the outcome of the government consultation which recommends exceptions in certain circumstances outlined within the report may be amended, and as such guidance may change;
4. Agree that any amendments to the guidance which may change the criteria for Premiums be delegated to the Chief Finance Officer in consultation with the Executive Member for Finance.

243 Public Health Funeral Policy

The Leader, Councillor Andy Graham on behalf of Lidia Arciszewska, Executive Member for Environment, introduced the report, which sought Executive to consider and approve a new policy in respect of Public Health Funerals.

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The report explained that the council did not currently have an adopted Public Health Funerals policy. This could possibly leave the Council open to legal challenge from interested parties if it takes on a very basic funeral arrangement and the family wants something more tailored.

The Council needed to ensure it has an adopted policy to provide both a basis for a procedural framework for staff and further provide a consistent and transparent approach to the public on how it deals with such cases.

The provisions of section 46 of the Public Health (Control of Disease) Act 1984 states: "It shall be the duty of a local authority to cause to be buried or cremated the body of any person who has died or has been found dead in their area, in any case where it appears to the authority that no suitable arrangements for disposal of the body have been or are being made otherwise than by the authority".

The purpose of section 46 was to prevent the spread of disease through the proper disposal of bodies of deceased individuals where no-one else is willing or able to take responsibility for the funeral arrangements. In many cases the lack of suitable arrangement was due to there being no known next of kin. These cases were generally referred to the Council by the coroner's office but on other occasions family members were traced who were unable or unwilling to take responsibility for arranging the funeral.

In some circumstances a successful application to the Social Fund would help meet the cost of paying for the funeral including arrangement fee costs. Where this could not be achieved the Council had an obligation to make and pay for the necessary arrangements. The Council undertook on average four to six public health funerals per year at a current cost of approximately £1,650 per funeral. These costs, however, could be offset through the removal and sale of possessions from the deceased's estate.

Councillor Andy Graham proposed that the Executive agree the recommendations as listed on the original report. This was seconded by Councillor Duncan Enright, was put to a vote, and was unanimously agreed by the Executive.


The Executive Resolved to:

1. Approve the Public Health Funeral Policy, attached at Annex A.

The Meeting closed at 2.46 pm

CHAIRMAN

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 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and Date of Committee</p>	<p>EXECUTIVE – 20 NOVEMBER 2024</p>
<p>Subject</p>	<p>COUNCIL TAX SUPPORT SCHEME 2025/2026</p>
<p>Wards Affected</p>	<p>ALL</p>
<p>Accountable Member</p>	<p>Councillor Alaric Smith –Executive Member for Finance Email: alaric.smith@westoxon.gov.uk</p>
<p>Accountable Officer</p>	<p>Jon Dearing – Assistant Director, Resident Services. Email: jon.dearing@westoxon.gov.uk</p>
<p>Report Author</p>	<p>Mandy Fathers – Business Manager, Environmental, Welfare and Revenue Services. Email: mandy.fathers@westoxon.gov.uk</p>
<p>Purpose</p>	<p>To consider and recommend to Full Council the revised Council Tax Support Scheme for the financial year 2025/2026</p>
<p>Annexes</p>	<p>Annex A – Financial Modelling Annex B – Equality Impact Assessment</p>
<p>Recommendations</p>	<p>That the Executive resolves to recommend to Full Council to:</p> <ol style="list-style-type: none"> 1. Agree the inflationary increase in income bands as detailed in paragraphs 2.2 and 2.3 of this report from 1 April 2025. 2. Agree that any surplus in the Hardship Fund is transferred over to 2025/2026 for reasons detailed in paragraphs 2.5 and 2.6 of this report
<p>Corporate Priorities</p>	<ul style="list-style-type: none"> • Working Together for West Oxfordshire • Enabling a Good Quality of Life for All
<p>Key Decision</p>	<p>YES</p>
<p>Exempt</p>	<p>NO</p>
<p>Consultees/ Consultation</p>	<p>Chief Executive, Chief Finance Officer, Monitoring Officer, Interim Head of Legal Services, Finance Business Partner, Interim Executive Director, Interim Managing Director</p>

1. BACKGROUND

- 1.1 Council Tax Support is a scheme to reduce Council Tax bills for people on low income and/or who receive benefits. This report brings forward proposals to amend the scheme for 2025 in order to give more support to those on low incomes.
- 1.2 Councils are required to review their Council Tax Support (CTS) schemes each year for those people of working age and decide if they want to make any changes.

2 MAIN POINTS

- 2.1 The Council implemented its own local CTS scheme of support to help those people on low incomes pay their Council Tax in April 2013. Further changes were made in April 2020 introducing the income banded scheme.
- 2.2 Annual wage growth is expected to be 4% in Q4 of 2024 and remaining at the same level during 2025. Without changes to the CTS scheme, this would result in more households being moved into a high-income band and therefore having to pay a higher share of the full Council Tax for their property.
- 2.3 To continue to give support to households during the ongoing cost of living crisis, proposals are being made to increase income bands by 4% as follows:

Suggestion 4%	Single	Couple	Lone +1	Lone +2	Lone +3	Lone +4	Couple +1	Couple +2	Couple +3	Couple +4	Entitlement
Band 1	0 - 137.80	0 - 154.34	0 - 192.92	0 - 214.97	0 - 237.02	0 - 281.11	0 - 248.04	0 - 270.09	0 - 292.14	0 - 336.23	100
Band 2	137.81 - 197.80	154.35 - 214.34	192.93 - 227.92	214.98 - 249.97	237.03 - 272.02	281.12 - 316.11	248.05 - 308.04	270.10 - 330.09	292.15 - 352.14	336.24 - 396.23	80
Band 3	197.81 - 252.80	214.35 - 269.34	227.93 - 282.92	249.98 - 304.97	272.03 - 327.02	316.12 - 371.11	308.05 - 363.04	330.10 - 385.09	352.15 - 407.14	396.24 - 451.23	60
Band 4	252.81 - 307.80	269.35 - 324.34	282.93 - 337.92	304.98 - 359.97	327.03 - 382.02	371.12 - 426.11	363.05 - 418.04	385.10 - 440.09	407.15 - 462.14	451.24 - 506.23	40
Band 5	307.81 - 362.80	324.35 - 379.34	337.93 - 392.92	359.98 - 414.97	382.03 - 437.02	426.12 - 481.11	418.05 - 473.04	440.10 - 495.09	462.15 - 517.14	506.24 - 561.23	20

- 2.4 Based on the current CTS caseload used for remodelling the scheme, there is no impact, either negative or positive on CTS claimants as all retain their initial modelling bands.
- 2.5 In 2022/2023 the Council implemented an Exceptional Hardship Fund to support those residents who were struggling financially and provided the Council with evidence of financial hardship. This fund was created with financial support from Oxfordshire County Council, and West Oxfordshire District Council. The fund was originally set at £100,000. To date there remains in excess of £87,000.
- 2.6 Recommendations are being made to transfer any funding surplus into the financial year 2025/2026 to ensure that the Council continues to support those residents in financial hardship.

2.7 The Council’s client support officers continue to reach and offer additional support to those who apply for this funding to ensure any long-term hardship is minimised. This might be through negotiating better details with utility companies, maximising benefit take-up, addressing expenditure or sign posting to another organisation for support.

3 FINANCIAL IMPLICATIONS

3.1. The Council administers a CTS scheme with an annual expenditure of approximately £6 million. From 2013/2014, the Government reduced the level of funding for the local scheme effectively creating a grant reduction of 10% a year across all of the precepting authorities.

3.2 Any increase in the take-up of CTS will lead to a reduced tax-base and therefore reduced income to precepting bodies.

3.3 The proposed changes increase the estimated cost of the CTS scheme by approximately £37,053. This will be reflected in a decrease in the Council Tax base and Council Tax income recognised in the Collection Fund. The decrease in income will be spread proportionately across the major precepting authorities (Oxfordshire County Council, Thames Valley Police and West Oxfordshire District Council as well as the Town and Parish Councils). Making these proposed changes will decrease the total tax base by the equivalent of 16 band D properties and a loss of income as follows:

Financial Year	OCC	Police	Town/Parish	WODC	Total
2025/2026	£29,071.87	£4,300.04	£1,694.91	£1,986.18	£37,053

3.4 The reduction in Council Tax income retained by the Council of £1,986.18 will be taken into account as part of the 2025/2026 budget setting process.

4. LEGAL IMPLICATIONS

4.1. The Welfare Reform Act 2012 abolished Council Tax Benefit and instead requires each authority to design a scheme specifying the reductions, which are to apply to amounts of Council Tax.

4.2 The CTS scheme is required under Section 13A of the Local Government Finance Act 1992 (“the Act”), as amended. The Act states that for each financial year, billing authorities must consider whether to revise their CTS scheme or replace it with another.

4.3 The deadline for making decisions is 11 March in the financial year preceding that for which the revision or replacement scheme is to take effect (under paragraph 5, schedule 1A of the

Act). If the Council does not make/revise a CTS scheme by 11 March 2025, a default scheme will be imposed on the Council, which will be effective from April 2025.

5. RISK ASSESSMENT

5.1 There are two risks to consider:

- That the benefit caseload increases significantly, resulting in expenditure exceeding the levels estimated within this report. To mitigate this risk monthly monitoring is conducted and any significant increase in caseload would be referred to the Chief Financial Officer.
- If the income bands are not increased in line with inflation, CTS for vulnerable households could reduce. This could cause reputational damage to the Council.

6. EQUALITIES IMPACT

6.1. To ensure compliance with the Equality Act 2010 an equality impact assessment has been completed and attached to this report under Annex B.

7. CLIMATE CHANGE IMPLICATIONS

7.1. None

8. ALTERNATIVE OPTIONS

8.1. None.

9. BACKGROUND PAPERS

9.1. None.

Annex A

2024/2025 current income bands

2024/2025	Single	Couple	Lone +1	Lone +2	Lone +3	Lone +4	Couple +1	Couple +2	Couple +3	Couple +4	Entitlement
Band 1	0 - 132.50	0 - 148.40	0 - 185.50	0 - 206.70	0 - 227.90	0 - 270.30	0 - 238.50	0 - 259.70	0 - 280.90	0 - 323.30	100
Band 2	132.51 - 192.50	148.41 - 208.40	185.51 - 220.50	206.71 - 241.70	227.91 - 262.90	270.31 - 305.30	238.51 - 298.50	259.71 - 319.70	280.91 - 340.90	323.31 - 383.30	80
Band 3	192.51 - 247.50	208.41 - 263.40	220.51 - 275.50	241.71 - 296.70	262.91 - 317.90	305.31 - 360.30	298.51 - 353.50	319.70 - 374.70	340.91 - 395.90	383.31 - 438.30	60
Band 4	247.51 - 302.50	263.41 - 318.40	275.51 - 330.50	296.71 - 351.70	317.91 - 372.90	360.31 - 415.30	353.51 - 408.50	374.71 - 429.70	395.91 - 450.90	438.31 - 493.30	40
Band 5	302.51 - 357.50	318.41 - 373.40	330.51 - 385.50	351.71 - 406.70	372.91 - 427.90	415.31 - 470.30	408.51 - 463.50	429.71 - 484.70	450.91 - 505.90	493.31 - 548.30	20

2025/2026 proposed income bands

Proposed 4% increase	Single	Couple	Lone +1	Lone +2	Lone +3	Lone +4	Couple +1	Couple +2	Couple +3	Couple +4	Entitlement
Band 1	0 - 137.80	0 - 154.34	0 - 192.92	0 - 214.97	0 - 237.02	0 - 281.11	0 - 248.04	0 - 270.09	0 - 292.14	0 - 336.23	100
Band 2	137.81 - 197.80	154.35 - 214.34	192.93 - 227.92	214.98 - 249.97	237.03 - 272.02	281.12 - 316.11	248.05 - 308.04	270.10 - 330.09	292.15 - 352.14	336.24 - 396.23	80
Band 3	197.81 - 252.80	214.35 - 269.34	227.93 - 282.92	249.98 - 304.97	272.03 - 327.02	316.12 - 371.11	308.05 - 363.04	330.10 - 385.09	352.15 - 407.14	396.24 - 451.23	60
Band 4	252.81 - 307.80	269.35 - 324.34	282.93 - 337.92	304.98 - 359.97	327.03 - 382.02	371.12 - 426.11	363.05 - 418.04	385.10 - 440.09	407.15 - 462.14	451.24 - 506.23	40
Band 5	307.81 - 362.80	324.35 - 379.34	337.93 - 392.92	359.98 - 414.97	382.03 - 437.02	426.12 - 481.11	418.05 - 473.04	440.10 - 495.09	462.15 - 517.14	506.24 - 561.23	20

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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 to be signed off by an equalities officer before being published.

1. Persons responsible for this assessment:

Names: Mandy Fathers	
Date of assessment: 13.08.24	Telephone: 01285 623571 Email: mandy.fathers@westoxon.gov.uk

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

Council Tax Support Scheme 2025-2026

3. Briefly describe it aims and objectives

To consider the revised Council Tax Support scheme for 2025/2026
--

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

Local Government Finance Act 1992, Section 13A. The Welfare Reform Act 2012

5. What evidence has helped to inform this assessment?

Source	✓	If ticked please explain what
Demographic data and other statistics, including census findings	<input type="checkbox"/>	
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 Oxfordshire	<input checked="" type="checkbox"/>	
Comparisons between similar functions / policies elsewhere	<input checked="" type="checkbox"/>	Other Local Authority policies
Analysis of audit reports and reviews	<input type="checkbox"/>	
Other:	<input checked="" type="checkbox"/>	Internal data

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

N/A

7. Has any consultation been carried out?

Comms will be sent out following November 2024 Executive

If NO please outline any planned activities

N/A

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	
LOW – Few members of the general public/staff will be affected by this proposal	
MEDIUM – A large group of the general public/staff will be affected by this proposal	<input checked="" 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

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	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 all ages	
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			✓		
Other Groups			✓	This proposal is inclusive to all other groups that are not mentioned	
Rural considerations: ie Access to services; leisure facilities, transport; education; employment; broadband.			✓	The proposal is inclusive to the whole of the West Oxfordshire district	

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10. Action plan (add additional lines if necessary)

Action(s)	Lead Officer	Resource	Timescale
Following full council approval the scheme will be updated to incorporate the amendments	Mandy Fathers	Craig Fisher	Following council call-in procedures

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


n/a

Declaration

I/We are satisfied that an equality impact assessment has been carried out on this policy, service, strategy, procedure or function and where a 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:	Mandy Fathers	Date:	13.08.24
Line Manager:		Date:	20.08.24
Reviewed by Corporate Equality Officer:		Date:	

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 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and date of Committee</p>	<p>EXECUTIVE - WEDNESDAY 20 NOVEMBER 2024</p>
<p>Subject</p>	<p>FINANCIAL PERFORMANCE REPORT 2024/25 QUARTER TWO</p>
<p>Wards affected</p>	<p>All</p>
<p>Accountable member</p>	<p>Cllr Alaric Smith Executive Member for Finance Email: alaric.smith@westoxon.gov.uk</p>
<p>Accountable officer</p>	<p>Madhu Richards, Director of Finance Email: madhu.richards@westoxon.gov.uk</p>
<p>Report Author</p>	<p>Georgina Dyer, Chief Accountant Email: georgina.dyer@westoxon.gov.uk</p>
<p>Annexes</p>	<p>Annex A – Detailed Revenue Budget Comparison Annex B – Capital Spend against Budget</p>
<p>Purpose</p>	<p>To detail the Council’s financial performance for Quarter Two 2024-2025</p>
<p>Recommendation</p>	<p>That the Executive resolves to: I. Note the Council’s Financial Performance for Quarter Two 2024-2025</p>
<p>Corporate Priority</p>	<p>Working Together for West Oxfordshire</p>
<p>Key Decision</p>	<p>Yes</p>
<p>Exempt</p>	<p>No</p>
<p>Consultees</p>	<p>None</p>

1. BACKGROUND

- 1.1. The purpose of this report is to provide an update on the financial performance of the council's activities for the first two quarters of the 2024/25 financial year from 1 April 2024 to 30th September 2024.
- 1.2. The report considers the significant variances in revenue income and expenditure against the approved revenue budget set by Full Council on 28th February 2024 which anticipated a contribution of £5,107 to General Fund reserves.
- 1.3. The report also includes progress in delivering the approved Capital Programme.
- 1.4. A year end revenue forecast is included based on the data available in Q2. This forecast does not include any potential variances in funding i.e. Interest on external borrowing, Minimum Revenue Provision, Retained Business Rates income and General Government Grants. These items made a significant impact on the 2023/24 outturn position, but at this stage in the year it is not possible to accurately predict their final position for the year.

2. MAIN POINTS

Financial Performance Revenue Budget Monitoring - Summary

- 2.1. At quarter 2 (Q2) there is an overall overspend of **£96,821** against the profiled budget for the period. At quarter 1 there was an overall overspend of £257,013 against the profiled budget.
- 2.2. The key factors driving this revenue position are income shortfalls in garden waste and development management, the delayed Elmfield office letting, the empty Carterton Industrial Estate units and increased expenditure on waste and recycling container replacement.
- 2.3. Development management income has struggled in the first half of the year but may yet recover should we receive a major application. The recycling contract with Suez expired at the end of September and the cost centre is showing a temporary underspend of £126,000 against the contract as officers and Suez are negotiating the final two months invoicing cost. The new contract, approved at the Executive meeting on 11th September 2024, is expected to deliver a budget saving of £300,000 from 2025/26 (£62,000 in 2024/25).
- 2.4. The Elmfield offices have been empty since August 2023 and requires capital investment before the new tenant occupies the building in January 2025. The tenant will undertake the work and has scheduled it to take 12 weeks. Rent will be paid from mid January, irrespective of whether the construction works have been completed.
- 2.5. The table below sets out the summary revenue monitoring position for the 30th September 2024 against profiled budget by service area.

WEST OXFORDSHIRE DISTRICT COUNCIL - Budget Monitoring

Revenue Budget Monitoring 2024/25 - 1st April to 30th September 2024

Service Area	Quarter 2				
	Original Budget 2024/25	Current Budget	Actual Exp	Variance (under) / over spend	Forecast to Year End
	£	£	£	£	£
Democratic and Committee Services	1,233,712	918,242	924,941	6,698	41,000
Environmental & Regulatory Services	726,038	321,201	333,075	11,874	6,500
Environmental Services	8,760,388	3,034,847	3,198,482	163,635	312,932
Finance, Human Resources & Procurement	1,089,330	613,958	613,843	(115)	1,500
ICT, Change & Customer Services	2,309,350	2,068,032	2,072,601	4,569	5,650
Land, Legal & Property	396,355	107,696	167,419	59,723	32,500
Leisure & Communities	227,208	(356,013)	(384,298)	(28,285)	(238,915)
Planning & Strategic Housing	1,061,472	573,543	677,968	104,425	169,000
Revenues & Housing Support	1,345,917	655,521	650,918	(4,603)	(20,656)
Investment Property and Retained Services	(318,880)	(342,240)	(409,014)	(66,775)	26,175
Total cost of services	16,830,890	7,594,789	7,845,934	251,145	335,686
<u>Plus:</u>					
Investment income receipts	(1,156,230)	(578,115)	(732,440)	(154,325)	(250,000)
Cost of services before financing:	15,674,660	7,016,674	7,113,494	96,821	85,686

Significant Variances

- 2.5. A full list of variances by cost centre is included in Annex A. The most significant variances, listed by Service Area (as set out in the table above), are as follows:

Environmental Services

Recycling

- 2.6. The Suez contract is currently showing as £126,000 underspent as the invoicing for the last two months of the contract are being negotiated. The new contract started on 1st October with savings anticipated to be £62,000 in this financial year. Container replacement is £51,000 overspent in Q2 and is included in the year end forecast. The final sum payable for the last two months of the Suez contract, which is expected to be finalised in Q3, could materially change the year end outturn position for the Recycling cost centre.

Green Waste

- 2.7. As reported at the end of Q1, income was £95,000 behind budget. This position has improved to £70,000 behind budget at the end of Q2 which is the forecast income position for year end. The number of licences renewed in this financial year is lower than in 2023/24 but there is also an error in the base budget. The budget should have been set based on 33,000 licences at £50 per licence i.e. £1.65m, however the budget has been set at £1.69m. This error will be corrected in 2025/26.

Trade Waste

2.8. Trade Waste income is £31,000 behind target for the first half of the year and there has been £29,000 of unbudgeted expenditure on containers. The budget for containers across the waste service is being reviewed as part of the 2025/26 budget setting process.

2.9. Household Waste

Excess expenditure on containers is £43,000 in Q2, which is likely to rise by another £10,000 by year end and has been included in the forecast figure. Unbudgeted expenditure of £20,000 is the spend on external consultants to help the Council with their ambitions to improve and increase partnership working with other Councils across Oxfordshire.

Land, Legal & Property

Elmfield

2.10. When the 2024/25 budget was set, it was anticipated that Elmfield would be tenanted from Q2 2024. Unfortunately, this timeframe slipped due to ongoing discussions around the capital works required to bring the building up to a letting standard. As an empty building, the Council bears the liability for Business Rates and therefore has incurred the full annual charge in April 2024. The capital works have now been agreed with the tenant, who has taken on the responsibility to deliver the works in a 12 week timeframe. Rent will be payable from mid January 2025, irrespective of whether the works have been completed.

Ubico Depot

2.11. It was reported in Q1 that reactive maintenance costs of £26,000 have been incurred for a number of small projects which, because the cost of each is less than £10,000, is not categorised as capital expenditure and therefore sits as a revenue cost. Projects include HGV charging points, a new electric shutter and external repairs to the building. In Q2, backdated service charges of £37,000 have been raised which has offset the maintenance overspends.

Democratic Services

2.12. Electoral Registration and District Elections are overspent by £18,000 in Q2, with a forecast overspend of £39,000 at year end. Increased printing and postage costs for voter registration and poll cards will continue to rise in the second half of the year requiring a review of the budget for 2025/26.

Planning & Strategic Housing

Development Management

2.13. Income from Planning applications is difficult to forecast as it is not consistent throughout the year and there is no discernible pattern over the longer term. At Q1 income was reported as £76,000 below target, a 23% drop from the same period last year. At Q2 this income position has worsened to £170,000 below target and realistically can only achieve budget if the Council receives a major application and the associated fees. At this point it is not possible to predict whether a major application will be received this financial year or not.

- 2.14. Major applications have a significant impact on our overall fee income but have an extended timeline and it is difficult to predict when exactly applications will be submitted. General economic conditions like interest rates, which have slowly started to fall, may increase planning application volumes as both individuals and developers are able to estimate their costs more confidently.

Development Management Appeals

- 2.14. External legal spend for Planning appeals at Q2 is £53,000 underspent, but there are two appeals waiting to be heard, the costs for which will be reported in future budget monitoring reports. The forecast for year end is that Planning Appeals will come in on budget, as long as the number of appeals does not exponentially rise.
- 2.15. A single Planning Inquiry can cost the Council up to £55,000 for significant sites and an average of £20,000-£30,000 for more standard sites as well as the requirement to pay the opponent's court costs for certain matters.

Retained Services

- 2.16. Bank and credit card charges have been reported as overspend for the last two financial years but the taking on of a new contract for credit card processing has brought costs back within the original budget envelope for the year in 2024/25. The Council has received a £54,000 refund of bank charges in Q2, relating to prior periods, an underspend that will persist until year end.
- 2.17. The timing of the delivery of the Asset Management Strategy (AMS) has produced an underspend of £49,000 in Corporate Finance. This variance is forecast to reduce to £20,000 at year end as the expenditure related to the AMS will be incurred in Q3.

Investment Property and Marriotts

- 2.18. In response to challenging and volatile market conditions for our Investment Property portfolio in 2023/24, the 2024/25 budget setting process revised the base budget to reflect the current rate of voids and was based on a detailed cashflow and taking account of service charges and business rates liability.
- 2.19. In Q2 Investment Property, excluding Carterton Industrial Estate is £37,000 ahead of budget and the forecast for year end is £31,000 ahead. Talisman, Des Roches, Chawley Park and all our Town Centre and out of district properties are fully occupied and are all returning rent which funds front line services. Carterton Industrial Estate is empty and requires a new roof which was approved by Executive in an increase to the Capital Programme for 2024/25 in the Q1 budget monitoring report.
- 2.20. Marriotts, which is not an Investment Property, is estimated to return £0.815m to the Council this financial year, ahead of budget by £15,000. The focus for Marriotts is on upgrading the landscaping and seating to encourage increased footfall and a local community feel. Marriotts is key to the economic development of the whole town, but it will take time to achieve full occupancy and for the total benefits to be seen. There are a number of leases that

have reached the Heads of Terms stage which will be brought forward to Executive in due course.

Leisure Contract

- 2.21. The budget includes a £200,000 income contingency against the contract sum, which will potentially show as a variance in Q4. Income for the first two quarters of the year is slightly higher than anticipated due to CPI inflation. The current contract is due to end in 2027 with work already well underway to scope the future offering by the Council to improve accessibility to leisure and wellbeing services and to increase the breadth of activities on offer.

Publica Review

- 2.22. Phase I of the transition of staff from Publica back to the Council was approved by full Council on 24th July 2024. A detailed transition cost model has forecast the additional employee costs to West Oxfordshire at £191,000 a year, with one off costs of £274,000. This is in line with the estimates included in the 2024/25 budget and reserves set aside to meet one off costs.

Capital Programme Budget Monitoring

- 2.23. At the end of Q2 capital expenditure is £2.58m against an approved Capital Programme for the year of £11.28m, which includes slippage from 2023/24 of £4m for the decarbonisation of Carterton Leisure Centre, Agile Working, Electric Vehicle charging points and Waste Vehicle replacement.
- 2.24. Tenants for Elmfield have taken on the responsibility to complete the refit works to the building, which will be funded through the Capital Programme. They estimate that it will be a 12 week schedule, ending in mid January 2025 when the tenancy becomes chargeable.
- 2.25. The installation of Solar PV on Council owned buildings has been more complicated than anticipated especially on buildings that are tenanted. Business cases have produced mixed results on the viability of individual schemes. Although there has been no expenditure in the first half of the year, the initial phase of work to replace the Solar PV on Elmfield started just after the end of the period.
- 2.26. The decarbonisation of Witney Leisure Centre has now moved to the appointment of external consultants to produce an investment grade proposal for the scheme. A business case will go forward to Executive in March 2025, but it is not possible to say at this stage if the scheme will be financially viable. The current capital programme includes a 12% contribution to the scheme from Council funds, in the amount of £224,866 with the rest of the funds coming from a grant. Significant improvement works will be required at the Leisure Centre in advance of any decarbonisation works, most notably to the roof which is estimated at £1.2m with further repairs to the building of £0.9m. Any additional expenditure over and above the budgeted cost envelope of £224,866 to the Council will have a significant impact on the scheme's viability in the absence of further grant funding.
- 2.27. The four new waste vehicles, approved by Executive in January 2024, have now been delivered and will reduce our reliance on hire vehicles to sustain service levels and should result in a reduction in the Ubico contract sum for hire vehicles and repairs as these new vehicles replace vehicles at the end of their economic life.

3. CONCLUSIONS

- 3.1. As reported in Q1 there continue to be some key areas of concern which have been highlighted in the body of this report. Some overspends that have been reported cannot be mitigated and will be an overspend at year end i.e. waste and recycling containers and the Business Rates liability at Elmfield and Carterton Industrial Estate. The most significant area of potential recovery is Planning Application income should we receive a major application.
- 3.2. The revenue outturn position, which is forecast to year end in the table at £87,203 overspent does not include the non revenue budget lines which can materially change the final outturn position i.e. retained Business Rates, Publica contract refund, interest on external borrowing and Minimum Revenue Provision. All of these elements, which are classed as funding, will not be known until year end and therefore the table offers a guide on the cost of services position only.
- 3.3. All areas will be closely monitored and reported on in future quarterly Financial Performance Reports.

4. FINANCIAL IMPLICATIONS

These are set out within section 2 of the paper.

5. LEGAL IMPLICATIONS

There are no legal implications arising from this paper.

6. RISK ASSESSMENT

- 6.1. Officers will continue to monitor budgets closely throughout the year to identify mitigating actions which will enable the overall budgetary position to be brought back in line with budget where possible.

7. EQUALITIES IMPACT

No direct equalities impact with regards to the content of this report.

8. CLIMATE CHANGE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

None arising from this report.

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Annex A - Comparison of Q2 Budget Monitoring

	Q2 position			
	Current Budget	Actual Exp	Variance (under) / over spend	Forecast to Year End
	£	£	£	£
Democratic Services				
DRM001-Democratic Representation	84,795	84,923	128	0
DRM002-Support To Elected Bodies	241,008	224,084	(16,924)	0
ELE001-Registration of Electors	23,780	33,648	9,868	21,000
ELE002-District Elections	72,700	81,558	8,858	18,000
SUP001-Administration	243,502	248,351	4,849	2,000
Total - Democratic Services	918,242	924,941	6,698	41,000

DRM002- there is an underspend in Members allowances as the 2023/24 increase has not been applied but will be backdated and the variance will not exist at year end.

ELE001/2 - the overspend relates to the increased cost of printing and posting out pollcards and electoral registration forms.

	Q2 position			
	Current Budget	Actual Exp	Variance (under) / over spend	Forecast to Year End
	£	£	£	£
Environmental & Regulatory Services				
BUC001-Building Control - Fee Earning Work	12,882	11,891	(992)	(8,000)
BUC002-Building Control - Non Fee Earning Work	1,771	1,799	28	0
EMPO01-Emergency Planning	7,182	5,911	(1,271)	(1,000)
ESM001-Environment - Service Mgmt & Supp Serv	54,100	54,963	863	1,500
PSHO02-Private Sector Housing-Condition of Dwellings	1,500	0	(1,500)	(3,000)
REG002-Licensing	(10,241)	(9,777)	464	(2,500)
REG009-Environmental Protection	111,073	117,968	6,895	5,000
REG011-Authorised Process	(6,000)	(9,057)	(3,057)	(5,000)
REG013-Pollution Control	68,699	74,904	6,205	4,000
REG016-Food Safety	75,722	76,278	556	500
REG021-Statutory Burials	2,500	(1,800)	(4,300)	0
TAC309-Other Trading Services - Markets	2,013	9,995	7,982	15,000
Total - Environmental & Regulatory Services	321,201	333,075	11,874	6,500

TAC309 - £8k behind income target, work is ongoing by the Economic Development team to outsource the management of the markets to improve the offering in the District.

Finance, Human Resources & Procurement

Q2 position				
Current Budget	Actual Exp	Variance (under) / over spend	Forecast to Year End	
£	£	£	£	
SUP003-Human Resources	100,835	100,490	(346)	0
HLD319 - New Initiatives	0	0	0	0
SUP009-Accountancy	195,275	197,076	1,801	3,000
SUP010-Internal Audit	146,409	148,176	1,768	2,000
SUP011-Creditors	22,080	20,574	(1,507)	(1,500)
SUP012-Debtors	30,966	28,357	(2,610)	(2,000)
SUP013-Payroll	29,716	28,839	(877)	0
SUP019-Health & Safety	18,112	19,092	980	0
SUP020-Training & Development	15,737	15,999	262	0
SUP033-Central Purchasing	20,607	20,935	329	0
SUP035-Insurances	5,285	5,369	84	0

Total - Finance, Human Resources & Procurement

613,958	613,843	(115)	1,500
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ICT, Change & Customer Services

Q2 position				
Current Budget	Actual Exp	Variance (under) / over spend	Forecast to Year End	
£	£	£	£	
SUP002-Consultation, Policy & Research	87,237	86,724	(513)	0
SUP005-ICT	704,206	705,241	1,035	5,000
SUP006-Telephones	0	(1,001)	(1,001)	0
SUP008-Reception/Customer Services	318,421	324,167	5,746	2,000
TMR002-Street Furniture & Equipment	(8,632)	(9,398)	(766)	(1,350)

Total - ICT, Change & Customer Services

2,068,032	2,072,601	4,569	5,650
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Q2 position			
Current Budget	Actual Exp	Variance (under) / over spend	Forecast to Year End
£	£	£	£

Land, Legal & Property

ADB301-3 Welch Way (Town Centre Shop)	8,377	5,120	(3,258)	0
ADB302-Guildhall	(805)	(13,746)	(12,942)	(12,000)
ADB303-Woodgreen	109,110	108,336	(774)	3,000
ADB304-Elmfield	24,407	118,547	94,140	50,000
ADB305-Corporate Buildings	360,973	351,753	(9,220)	(4,500)
ADB306-Depot	(87,213)	(74,714)	12,499	18,000
FIE346-Marriotts	(335,220)	(346,118)	(10,898)	(15,000)
LLC001-Local Land Charges	(33,160)	(28,605)	4,555	8,000
SUP004-Legal	75,843	64,907	(10,937)	(15,000)
TAC303-Swain Court & Newman Court Ind Est Witney	(14,618)	(18,060)	(3,443)	0
Total - Land, Legal & Property	107,696	167,419	59,723	32,500

ADB302- there is a £12k overachievement of income due to a backdated service charge to Chipping Norton Town Council

ADB304- the overspend is due to the Business Rates liability for the year being charged in April. The budget is based on a tenant occupying the building in Q2 and therefore the business rates liability would pass to them. The timing of the tenancy has slipped to January 2025 with fit out works due to begin in October.

ADB306- the overspend relates to reactive maintenance and repairs to the Depot which do not meet the criteria to be classed as capital expenditure

	Q2 position			
	Current Budget	Actual Exp	Variance (under) / over spend	Forecast to Year End
	£	£	£	£
Leisure & Communities				
CCR001-Community Safety (Crime Reduction)	31,840	24,377	(7,463)	(5,000)
CCR002-Building Safer Communities	(3,372)	(692)	2,680	6,000
CCR301 - Communities Revenue Grant	141,910	138,744	(3,166)	0
CCT001-CCTV	47,761	41,628	(6,133)	0
CSM001-Cultural Strategy	46,393	45,011	(1,382)	0
CUL001-Arts Development	24,176	26,461	2,285	2,285
ECD001-Economic Development	83,021	81,138	(1,883)	0
ECD010 – SPF Community and Place	(1,022,351)	(1,022,351)	(0)	0
ECD011 - Supporting Local Businesses	103,880	103,880	0	0
ECD012 - SPF People and Skills	119,841	119,841	0	0
REC001-Sports Development	(54,787)	(51,854)	2,933	3,500
REC002-Recreational Facilities Development	29,277	38,471	9,194	8,500
REC003-Play	71,008	79,263	8,255	6,500
REC301-Village Halls	7,839	7,964	125	0
REC302-Contract Management	(130,959)	(162,650)	(31,691)	(260,000)
SUP016-Finance - Performance Review	58,613	59,548	935	1,800
TOU001-Tourism Strategy and Promotion	89,898	86,923	(2,975)	(2,500)
Total - Leisure & Communities	(356,013)	(384,298)	(28,285)	(238,915)

REC302 - the budget includes an income contingency against the contract sum of £200,000 which will potentially show as a variance in Q4. Income for the first 2 quarters of the year is slightly higher than budget due to CPI.

Q2 position			
Current Budget	Actual Exp	Variance (under) / over spend	Forecast to Year End
£	£	£	£

Environmental Services

CCC001-Climate Change	143,041	145,099	2,058	2,500
COR301-Policy Initiatives - Shopmobility	8,670	8,809	138	0
CPK001-Car Parks - Off Street	193,994	160,427	(32,657)	(36,000)
ENI002-Grounds Maintenance	325,256	325,348	92	0
ENI303-Landscape Maintenance	63,730	68,503	4,773	7,500
FLD001-Flood Defence and Land Drainage	103,080	127,952	24,872	30,000
REG004-Dog Warden	25,186	47,527	22,341	35,000
REG019-Public Conveniences	80,560	85,906	5,346	6,500
REG023-Environmental Strategy	43,092	35,912	(7,179)	(3,000)
RYC001-Recycling	1,402,407	1,329,242	(73,165)	35,000
RYC002-Green Waste	(1,091,498)	(996,549)	94,949	95,000
RYC003-Food Waste	519,741	520,144	403	403
STC004-Environmental Cleansing	529,611	533,502	3,891	12,500
STC011 - Abandoned Vehicles	107,540	106,828	(711)	0
TRW001-Trade Waste	(411,782)	(356,852)	54,929	50,000
TRW002-Clinical Waste	(250)	(221)	29	29
WST001-Household Waste	977,767	1,043,525	65,758	80,000
WST004-Bulky Household Waste	6,953	3,029	(3,924)	(5,000)
WST301-Env. Services Depot, Downs Rd, Witney	7,750	9,441	1,691	2,500

Total - Environmental Services

3,034,847	3,197,572	163,635	312,932
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CPK001 - there is a £36,000 underspend against Business Rates which will continue until year end. The required budget for 2025/26 will be confirmed with Revenues

FLD001- there is £20,000 of unbudgeted expenditure for desilting & clearing drainage ditches. The budget will be re-assessed for 2025/26

REG004- expenditure represents boarding fees for stray dogs. The way this statutory service is delivered in future is currently under review.

RYC001- the Suez contract ended on 30th September. The invoices for the service for August & September have not been paid as they are under negotiation. The year end position depends on the resolution of these negotiations.

RYC002- green waste licence income is £73,000 behind target for the year and there is an overspend of £15,000 on boxes & bins. The budget for containers is being reviewed for 2025/26.

TRW001- there is a £31,000 shortfall in income compared to budget and a £29,000 overspend containers, this overspend is partially offset by waste tipping charges.

WST001- there is an unbudgeted spend of £20,000 on external consultancy to help advance the Council's ambitions for more partnership working across Oxfordshire for waste services and a £43,000 overspend on containers.

Q2 position				
Current Budget	Actual Exp	Variance (under) / over spend	Forecast to Year End	
£	£	£	£	
Planning & Strategic Housing				
DEV001-Development Control - Applications	(238,858)	(85,874)	152,984	150,000
DEV002-Development Control - Appeals	109,986	57,063	(52,923)	0
DEV003-Development Control - Enforcement	91,632	90,933	(698)	0
ENA001-Housing Enabling	57,731	60,652	2,921	3,000
ENI301-Landscape Initiatives	30,751	36,567	5,816	6,000
HLD315-Growth Board Project (Planning)	87,071	86,250	(821)	0
PLP001-Planning Policy	317,601	324,789	7,188	20,000
PLP004-Conservation	57,048	57,778	730	1,000
PSM001-Planning Service Mgmt & Support Serv	60,583	49,810	(10,773)	(11,000)
Total - Planning & Strategic Housing	573,543	677,968	104,425	169,000

DEV001 - income is £170,000 behind target and is not likely to recover any ground unless a major application in received before year end. Due to a number of vacancies there will be a refund from Publica at year end which will more than offset the cost of agency staff brought in for cover.

DEV002 - legal costs relating to planning appeals are underspent at Q2 but there are appeals outstanding which have not yet been finalised which will potentially move this underspend to an overspend at year end.

Q2 position				
Current Budget	Actual Exp	Variance (under) / over spend	Forecast to Year End	
£	£	£	£	
Retained Services				
COR002-Chief Executive	168,049	180,724	12,674	10,000
COR003-Corporate Policy Making	39,164	39,397	234	0
COR004-Public Relations	11,738	2,229	(9,508)	0
COR005-Corporate Finance	297,470	247,956	(49,514)	(20,000)
COR006-Treasury Management	13,350	12,600	(750)	0
COR007-External Audit Fees	0	(5,206)	(5,206)	15,000
COR008-Bank Charges	39,250	(13,780)	(53,030)	(55,000)
COR012 - Publica Review	38,693	38,693	(0)	0
COR302-Publica Group	112,285	114,838	2,553	0
FIE341-Town Centre Properties	(204,027)	(214,558)	(10,531)	(7,000)
FIE342-Miscellaneous Properties	(239,482)	(238,819)	662	0
FIE343-Talisman	(615,930)	(632,097)	(16,167)	(20,000)
FIE344-Des Roches Square	(215,745)	(224,607)	(8,862)	0
FIE345-Gables at Elmfield	(25,068)	(27,154)	(2,087)	(4,000)
NDC001-Non Distributed Costs (Pensions)	383,000	406,946	23,946	47,000
TAC304-Witney Industrial Estate	(85,710)	(91,335)	(5,625)	(5,625)
TAC305-Carterton Industrial Estate	(53,212)	8,688	61,901	70,000
TAC306-Greystones Industrial Estate	(4,628)	(13,528)	(8,900)	(5,000)
TAC308-Other Trading Services - Fairs	(1,437)	0	1,437	800
Total - Retained Services	(342,240)	(409,014)	(66,775)	26,175

COR002 - the £11k contribution to the Cotswold Conservation Board is unbudgeted for in the current financial year but will be included in the budget setting process for 2025/26.

COR005 - the underspend results from a timing difference in the receipt of invoices relating to the Asset Management Strategy

COR008 - Bank charges have been refunded to the Council from our bank, producing an underspend that will persist throughout the rest of the financial year.

FIE343 - the budget includes £26,000 for reactive repairs which is currently underspent by £15,000.

TAC305 - Business Rates liability of £40,000 is unbudgeted. The premises are currently vacant and major repairs to the roof are required before the building can be tenanted. There is an additional spend of £20,000 for smaller repairs and security costs.

	Q2 position			
	Current Budget	Actual Exp	Variance (under) / over spend	Forecast to Year End
	£	£	£	£
Revenues & Housing Support				
HBPO01-Rent Allowances	235,217	225,789	(9,428)	(10,000)
HBPO05-Benefit Fraud Investigation	3,098	3,170	72	144
HOM001-Homelessness	206,409	210,511	4,102	(4,500)
HOM004-Refugees	0	0	0	0
HOM005-Homelessness Hostel Accomodation	(3,245)	(11,318)	(8,073)	(4,000)
HOM006 - The Old Court	(5,875)	7,208	13,083	15,000
HOM007-Afghan Resettlement Programme	(112,670)	(112,670)	(0)	0
HOM008-Homes for Ukraine	20,657	20,657	(0)	0
LTC001-Council Tax Collection	170,355	160,282	(10,073)	(7,500)
LTC002-Council Tax Support Administration	3,753	4,558	804	1,000
LTC011-NNDR Collection	65,885	63,642	(2,243)	(15,000)
PSH001-Private Sector Housing Grants	26,832	27,210	377	700
PSH004-Home Improvement Service	45,104	46,879	1,776	3,500
Total - Revenues & Housing Support	655,521	650,918	(4,603)	(20,656)

HOM006 - the overspend relates to external contractors employed to undertake emergency call outs and general maintenance work. This contract is currently under review and will be incorporated into the 2025/26 budget.


Appendix B

Capital Programme 2024/25

Scheme	Funded By	2024/25 Total Budget	Q2 Actual
Agile Working	Borrowing	1,447,068	119,852 a
Solar PV on Council Buildings	Borrowing	276,345	b
UK Shared Prosperity Fund	Grant		7,758
Chipping Norton LC Repairs	Borrowing	150,000	
Ubico Fleet - Replace Vehicle Hire Costs	Borrowing	3,500,000	582,486 c
Update to Planning System (Idox)	Borrowing	150,000	
Update to Finance System (ABW)	Borrowing	25,000	
Electric vehicle charging points	Borrowing	200,000	
In Cab Technology	Borrowing	100,000	
CCTV - Upgrading	Capital Receipts	255,635	
Shop Mobility - Replacement stock	Capital Receipts	10,000	
Affordable Housing - Cottsway	Grant	212,125	635,880 d
Improvement Grants (DFG)	Grant	880,000	443,865
Carterton Leisure Centre PSDS Project	Grant	1,300,000	
Windrush Place Public Art	Borrowing		6,725
Chipping Norton Creative	Borrowing		10,000
Witney Leisure Centre PSDS	Borrowing	1,874,000	e
IT Provision - Systems & Strategy	Revenue Contribution	100,000	
Weighbridge at Bulking Station	Capital Receipts	25,000	
Council Buildings Maintenance Programme	Revenue Contribution	200,000	
IT Equipment - PCs, Copiers etc	Revenue Contribution	40,000	7,830
Community Grants Fund	Revenue Contribution	200,000	9,055
Play Parks	S106	50,000	
Kilkenny Car Park Extension	S106		161,528
EVCP Woolgate	S106	167,000	
UK Rural Prosperity Fund	Grant		248,777
Carterton Connects Creative (Swinbrook s106)	S106	44,500	5,000
Raleigh Crescent Play Area (s. 106)	S106	75,000	
Developer Capital Contributions	S106		343,529
		11,281,673	2,582,285

Appendix B

- a. The Agile working programme is continuing at Elmfield, forming part of the building upgrades underway to make the building ready for the tenants who move into the building in January 2025.
- b. Implementing solar PV on Council buildings has been more complicated than expected, especially on buildings that are tenanted. Whilst there has been no expenditure in Q2, the initial phase of works to Elmfield Solar PV replacement began just after the end of the period.
- c. The four new vehicles, approved by Executive in January 2024 have now been delivered. This will reduce our reliance on hire vehicles to sustain service levels and should result in a reduction in the Ubico contract sum. The purchase of 3 electric supervisor vans and an ultra narrow access vehicle were agreed by Executive in October.
- d. The Council were successful in their bid for funding from the Local Authority Housing Fund. Collaborating with Cottsway Housing Association and Miller Homes, the Council has facilitated the construction of 23 affordable homes within the District.
- e. The Witney PSDS project is now advancing to the Investment Grade Proposal phase, which will be undertaken by external specialists. A report will be going forward to Executive in March 2025.

 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and date of Committee</p>	<p>EXECUTIVE – 20 NOVEMBER 2024</p>
<p>Subject</p>	<p>COUNTER FRAUD AND ENFORCEMENT UNIT</p>
<p>Wards affected</p>	<p>All indirectly</p>
<p>Accountable member</p>	<p>Councillor Andy Graham, Leader of the Council Email: Andy.Graham@westoxon.gov.uk</p>
<p>Accountable officer</p>	<p>Madhu Richards, Director of Finance Email: Madhu.Richards@westoxon.gov.uk</p>
<p>Report author</p>	<p>Emma Cathcart, Head of Service Counter Fraud and Enforcement Unit Email: Emma.Cathcart@cotswold.gov.uk</p>
<p>Summary/Purpose</p>	<p>To seek approval to the Counter Fraud and Enforcement Unit Partnership Collaboration Agreement between Cheltenham and Tewkesbury Borough and Cotswold, Forest of Dean, Stroud and West Oxfordshire District Councils.</p>
<p>Annexes</p>	<p>Annex A – Collaboration Agreement</p>
<p>Recommendation(s)</p>	<p>That the Executive: I. Approve the Council entering into the Counter Fraud and Enforcement Unit Partnership Collaboration Agreement.</p>
<p>Corporate priorities</p>	<ul style="list-style-type: none"> ● Working Together for West Oxfordshire
<p>Key Decision</p>	<p>YES</p>
<p>Exempt</p>	<p>NO</p>
<p>Consultees/ Consultation</p>	<p>The Collaboration Agreement has been reviewed by the Head of Service, Counter Fraud and Enforcement Unit, Legal Services and the Chief Finance Officer.</p>

1. BACKGROUND

- 1.1** In administering its responsibilities, the Council has a duty to prevent fraud and corruption, whether it is attempted by someone outside or within the Council such as another organisation, a resident, an employee or a Councillor.
- 1.2** The Counter Fraud and Enforcement Unit (CFEU) is a partnership formed in 2017 to mitigate fraud risk and to reduce criminal activity and financial loss in each member Council's jurisdiction.
- 1.3** The CFEU has evolved over the past seven years to provide a comprehensive, efficient and cost effective corporate, strategic and investigative work service for its partner authorities. The six partner Councils at present are Cheltenham Borough, Cotswold District, Forest of Dean District, Stroud District, Tewkesbury Borough and West Oxfordshire District. Stroud District Council has commissioned services from the CFEU for several years but only became a partner on 1 April 2024.
- 1.4** The Host Authority is Cotswold District Council who are the direct employers of the CFEU staff however, all staff are seconded to work at each partner Council making the delivery of the service as efficient as possible.
- 1.5** The current Collaboration Agreement which acts as the overarching legal framework is due to end on 31 March 2025. This report presents a revised Collaboration Agreement to commence on 1 April 2025.

2. MAIN POINTS

- 2.1** The team provides counter fraud, investigative and criminal enforcement support for the Partnership Councils. In addition, they also provide fraud prevention and detection services for Social Housing Providers and more recently, the CFEU commenced work for a Registered Charity, The Cheltenham Trust, and for the Royal Borough of Windsor and Maidenhead.
- 2.2** The CFEU acts as an in-house support service supplying preventative activities, proactive drives and reactive investigations and enforcement support. There is a focus on a holistic approach, sharing data and efficiencies across partners. Whilst some areas are generic for resource efficiencies the work plans are bespoke and consider district / borough demographic and individual Council priorities.
- 2.3** The structure of the unit allows partners to maximise the benefits they receive from the service, by providing resilience, shared knowledge and efficiencies of scale that could not be achieved by one Council as a stand-alone service.
- 2.4** Annual costs are subsidised by third party income and through the generation of revenue income streams.
- 2.5** The CFEU Partnership Board attendees are the Chief Finance (S151) Officer (CFO) at each Council. The Board meet biannually to discuss overall budget and resourcing. Regular meetings are also held with each CFO to agree work plans and to discuss delivery and results specific to their authority.
- 2.6** In addition, the CFEU reports biannually to Audit Committees across the partnership and attends each Council's Governance Group. The Head of Service meets quarterly with

Internal Audit to discuss activities and internal control risks. This ensures Councillors, corporate management and governance officers are briefed in relation to fraud risk and current activities. By having a dedicated team collecting and recording this data, the partnership is ensuring a well-rounded risk management approach that is working to continuously review and improve internal controls.

- 2.7 Externally the CFEU belongs to the local MAAF (Multi Agency Approach to Fraud) Group, working with Gloucestershire Constabulary, Trading Standards, Victim Support and the NHS to collaboratively reduce and disrupt fraud across the County. The CFEU are also members of the Thames Valley MAAF Group although this is not yet as well established as the Gloucestershire Group.
- 2.8 The CFEU works across its partners and the wider criminal enforcement community to share good practice, develop knowledge and improve detection and prevention.
- 2.9 The revised agreement is for 10 years with an option to extend for up 3 years at a time. There is no limit on the number of times the agreement can be extended.
- 2.10 There is an option for the Host Council to cease acting as host on 31 March in any year of the term by giving the other Councils 18 months' notice. Where notice is given to the Partnership Board, they are to meet to consider the appointment of another Council as the Host Authority.
- 2.11 Any Council can leave the agreement on the service of 12 months' notice to expire on the 31 March.
- 2.12 The Host Council is permitted to undertake third party work provided that they have the agreement of the Partnership Board. A clause has been included outlining that should there be an adverse effect on the services to the Councils due to the third party work the Partnership Board may require the host council to modify the services or terminate those provided to the third parties.

3. ALTERNATIVE OPTIONS

- 3.1 The Counter Fraud and Enforcement Unit is working with all Gloucestershire Local Authorities, West Oxfordshire District Council, Royal Borough of Windsor and Maidenhead and other public sector bodies such as housing associations.
- 3.2 The Council could decide to seek the services elsewhere, consider insourcing the provision or cease to fund these activities. These options have been considered but dismissed as being less effective and providing less value for money than the option recommended.

4. FINANCIAL IMPLICATIONS

- 4.1 The Service is a shared one across the County and, as such, overheads and management costs are also shared equally meaning there is increased value for money.
- 4.2 The support and delivery of corporate and strategic work streams is costed separately within the budget. Delivery of this support is consistent across partner Councils, with all benefitting equally.
- 4.3 In relation to operational investigation and enforcement delivery, the fee is proportionally based on the individual partner Councils' average use of operational days over the previous 3 years.

- 4.4 Any underspend is moved to reserves held by Cotswold on behalf of the CFEU with an option to utilise this to subsidise partner Council funding each year.
- 4.5 The fee for West Oxfordshire District Council for 2024/25 is £91,125 and is included within the budgets approved by Council in February 2024. The highest annual contribution from a partner Council for 2024/25 is £105,201.

5. LEGAL IMPLICATIONS

- 5.1 There are no significant legal implications associated with this report.
- 5.2 The agreement, with the intention of establishing a collaboration for the parties' respective counter fraud and enforcement activities, establishes a 'horizontal arrangement' between public bodies, with the aim of exercising public functions in accordance with paragraph 3 of Part 1 to the Procurement Act 2023. It is also entered into pursuant to section 113 of the Local Government Act 1972, section 1 of the Local Authorities (Goods and Services) Act 1970 and under general powers within section 1 of the Localism Act 2011.
- 5.3 The Council may leave the agreement by serving no less than 12 months' notice to the other parties, it should be noted that such notice must expire on 31 March of the following year. Otherwise, the term of this agreement is 10 years with the option to extend by periods exceeding no more than 3 years.

6. RISK ASSESSMENT

- 6.1 The Council is required to proactively tackle fraudulent activity in relation to the abuse of public funds.
- 6.2 Failure to undertake such activity would accordingly not be compliant and expose the authority to greater risk of fraud and/or corruption. If the Council does not have effective counter fraud and corruption controls, it risks both assets and reputation.

7. EQUALITIES IMPACT

- 7.1 The CFEU seeks to ensure that public authorities' actions are consistent with the Human Rights Act 1998 (HRA). It balances safeguarding the rights of the individual against the needs of society as a whole to be protected from crime and other public safety risks.

8. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

- 8.1 Not applicable.

9. BACKGROUND PAPERS

- 9.1 None.

(END)

Dated this day of

COTSWOLD DISTRICT COUNCIL

AND

WEST OXFORDSHIRE DISTRICT COUNCIL

AND

FOREST OF DEAN DISTRICT COUNCIL

AND

CHELTENHAM BOROUGH COUNCIL

AND

**THE COUNCIL OF THE BOROUGH OF TEWKESBURY
(NORTH GLOUCESTERSHIRE BOROUGH COUNCIL from
date of Agreement)**

AND

STROUD DISTRICT COUNCIL

**COLLABORATION AGREEMENT
in relation to the Counter Fraud and Enforcement Unit**

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THIS AGREEMENT is made on the day of

BETWEEN:

- (1) **COTSWOLD DISTRICT COUNCIL** of Trinity Road, Cirencester, Gloucestershire, GL7 1PX ("Cotswold")
- (2) **WEST OXFORDSHIRE DISTRICT COUNCIL** of Woodgreen, Witney, OX28 1NB ("West Oxfordshire")
- (3) **FOREST OF DEAN DISTRICT COUNCIL** of Council Offices, High Street, Coleford, GL16 8HG ("FOD")
- (4) **CHELTENHAM BOROUGH COUNCIL** of Municipal Offices, Promenade, Cheltenham, GL50 9SA ("Cheltenham")
- (5) **COUNCIL OF THE BOROUGH OF TEWKESBURY (NORTH GLOUCESTERSHIRE BOROUGH COUNCIL from date of Agreement)** of Public Services Centre, Gloucester Road, Tewkesbury, Gloucestershire, GL20 5TT ("Tewkesbury")
- (6) **STROUD DISTRICT COUNCIL** of Ebley Mill, Westward Road, Ebley, Stroud, Gloucestershire, GL5 4UB ("Stroud")

(together known as the "Councils" and each as a "Council").

BACKGROUND

- (A) The Councils have agreed that their respective counter fraud and enforcement activities will be best achieved through a collaborative arrangement in which a Host Council provides counter fraud and enforcement services for itself and each of the other Councils.
- (B) This Agreement sets out the terms and conditions for the establishment and operation of the Services between the Councils.
- (C) This Agreement is one that establishes an 'horizontal arrangement' between public bodies which is entered into with the aim of achieving objectives that the Councils have in common in connection with the exercise of a public function which is exercised solely in the public interest pursuant to paragraph 3 of Part 1 of Schedule 2 to the Procurement Act 2023.
- (D) This Agreement is entered into pursuant to and in reliance on the exclusive rights given to Local Authorities to undertake administrative arrangements of this nature in Section 113 of the Local Government Act 1972, Section 1 of the Local Authorities (Goods and Services) Act 1970 and the regulations made under these Acts; together with the general power within Section 1 of the Localism Act 2011.

IT IS AGREED as follows:

1 DEFINITIONS AND INTERPRETATION

1.1 In this Agreement, unless the context requires otherwise:

Agreement means this Agreement (including all Schedules).

Bribery Act: the Bribery Act 2010 and any subordinate legislation made under that Act from time to time together with any guidance or codes of practice issued by the relevant government department concerning the legislation.

Charges means the sums payable by the Councils to the Host Council for the provision of the Services

Chief Finance Officer means the Section 151 Officers of a Council.

Commencement Date means 1 April 2025.

Confidential Information means any information, data and/or material of any nature which has been designated as confidential by the Councils in writing or that ought to be considered as confidential (however it is conveyed or on whatever media it is stored) including information which relates to the business, affairs, properties, assets, trading practices, services, developments, trade secrets, Intellectual Property Rights, know-how, Staff and other personnel, service users and all personal data and sensitive personal data within the meaning of the Data Protection Act 1998.

Contract Term means the term of this Agreement as set out in Clause 2.

Data Processing Agreement means the obligations between the Host Council and each of the Receiving Councils as set out in Schedule 2.

Default means any breach of the Agreement which does not amount to a Fundamental Breach.

Direct Losses means all damages, losses, liabilities, claims, actions, costs, expenses (including the cost of legal or professional services, legal costs being on an indemnity basis), proceedings, demands and charges whether arising under statute, contract or at common law.

Dispute means any dispute relating to or arising from the terms of this Agreement.

Data Protection Legislation means all applicable data protection and privacy legislation in force from time to time in the UK including without limitation the UK GDPR (as defined under section 3(10) (as supplemented by section 205(4) of the DPA 2018) and the Data Protection Act 2018 as the same may be amended, as well as any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such legislation.

EIR means the Environmental Information Regulations 2004 and any subordinate legislation made under the Regulations from time to time, together with any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such legislation.

Exit Plan has the meaning given at Clause 15.6.

Financial Year means each financial accounting period of 12 months ending on the 31 March of each year.

FOIA means the Freedom of Information Act 2000 and any subordinate legislation made under the Act from time to time, together with any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such legislation.

Fundamental Breach means:

- (a) three or more Defaults in a six month period;
- (b) a Default which is not capable of remedy in accordance with Clause 13 (Defaults).

Host Council means the Council which employs the Staff and delivers the Services to the Councils under the terms of this Agreement.

Initial Term has the meaning given to it in Clause 2.1.

Intellectual Property Rights means any and all patents, inventions, trademarks, logos, service marks, domain names, registered designs, utility models, copyright, moral rights, rights in design, know-how, confidential information and all or any other intellectual or individual property rights whether or not registered or capable of registration and whether now or in future residing in the United Kingdom or any other part of the world together with all or any goodwill and accrued rights of action.

Lead Officer means the officer of each Council appointed pursuant to Clause 7.2

Monitoring Officer means the Monitoring Officer from time to time of each of the Councils.

Premises means any office address in any of the Councils' administrative areas from which the Service are provided or to which access is required from time to time for the performance of the Services.

Receiving Council means each and every Council (except the Host Council) to which the Services are being provided by the Host Council.

Services means the counter fraud services more particularly described in the Service Specification.

Service Specification means the description of the Services attached at Schedule 1 and such similar services as may be agreed between the Parties from time to time.

Service Delivery Plan: means the plan referred to in clause 5 detailing the planned work for each year of the Contract Term.

Staff means those employees engaged by the Host Council in the delivery of the Services.

Sub-Contract means any contract or agreement, or proposed contract or agreement between the Host Council and any third party whereby that third party agrees to provide to the Host Council the Services or any part of the Services, or facilities or services necessary for the provision of the Service or any part of the Service, or necessary for the management, direction or control of the Service.

Sub-Contractor means the third parties that enter into a Sub-Contract with the Host Council.

Working Day(s) means a day (other than a Saturday or Sunday) on which banks are open for domestic business in the City of London.

1.2 In this Agreement, unless the context requires otherwise:

1.2.1 references to clauses, paragraphs, recitals and Schedules are references to clauses and paragraphs of, and recitals and schedules to, this Agreement. The Schedules form part of this Agreement and shall have the same force and effect as if expressly set out in the body of this Agreement, and any reference to this Agreement shall include the Schedules. The recitals and headings to clauses and Schedules are for convenience only and shall not affect the construction or interpretation of this Agreement;

1.2.2 a reference to a statute or a statutory provision includes a reference to:

- (a) the statute or statutory provision as modified or re-enacted or both from time to time (whether before or after the date of this Agreement); and
- (b) any subordinate legislation made under the statute or statutory provision (whether before or after the date of this Agreement),

provided that any such modification, re-enactment or legislation made after the date of this Agreement does not materially change the relevant provision;

1.2.3 references to a **person** shall be construed so as to include any individual, firm, corporation, government, state or agency of a state or any joint venture, trust, association or partnership (whether or not having separate legal personality);

1.2.4 references to any gender shall include every gender, and the singular shall include the plural and vice versa;

- 1.2.5 words and expressions defined in the Companies Acts shall have the same meanings when used in this Agreement;
- 1.2.6 references to writing or written shall include any mode of reproducing words in a legible and non-transitory form;
- 1.2.7 references to a **party, Council** or the **Councils includes** any person who agrees to be bound by the provisions of this Agreement from time to time but, for the avoidance of doubt, shall not refer to any person who has ceased to have any obligations under this Agreement from time to time;
- 1.2.8 in construing this Agreement, the rule known as ejusdem generis rule shall not apply nor shall any similar rule or approach to the construction of this Agreement and accordingly general words introduced or followed by the word(s) **other** or **including** or **in particular** shall not be given a restrictive meaning because they are followed or preceded (as the case may be) by particular examples intended to fall within the meaning of the general words;
- 1.2.9 references to a **month** shall be construed as a reference to a period starting on one day in a calendar month and ending on the numerically corresponding day in the next calendar month or, if there is no numerically corresponding day in the next calendar month, the last day in the next calendar month; and
- 1.2.10 where in this Agreement an individual is referred to by name or by the post they hold within their organisation, such reference shall be deemed to mean either that individual or the person from time to time holding that appointment or post or such suitably qualified person as may from time to time be nominated by that organisation.

2 TERM

- 2.1 Subject to Clause 2.2 this Agreement will start on the Commencement Date and shall continue for a period of ten (10) years ("the Initial Term") unless terminated earlier in accordance with Clause 15 of this Agreement.
- 2.2 Upon the expiration of the Initial Term this Agreement may be extended for a further period or periods up to three (3) years on the same terms as set out in this Agreement unless notice is provided in accordance with Clause 15.

3 PRINCIPLES AND AIMS OF COLLABORATION

- 3.1 The Councils agree to co-operate fully with each other in relation to the Services and to act at all times in such a way as to safeguard and further the common interests of the Councils in respect of the Services.
- 3.2 The Councils agree to co-operate as follows:
- 3.2.1 to work together in the operation of the Services;
- 3.2.2 where appropriate, harmonising administrative and other relevant policies, procedures and structures;
- 3.2.3 developing and sharing resources where appropriate; and
- 3.2.4 developing and sharing any other common facilities.
- 3.3 The Host Council agrees that the following aims apply to the provision of the Services:
- 3.3.1 produce real and demonstrable savings for Councils from intelligence based counter fraud and enforcement activity.

- 3.3.2 pursue criminals with an effective, self-sufficient and robust counter fraud and enforcement team, which can operate locally with partners or with third parties and other public bodies.
- 3.3.3 continue to operate and adapt to any reorganisation, restructure or political change.
- 3.3.4 fight local fraud by matching datasets across all demographics.
- 3.3.5 fight regional fraud by legally exchanging data.

4 DATA PROCESSING

- 4.1 The Host Council shall comply with the Data Processing Agreement and obligations set out in Schedule 3.

5 THE SERVICES

- 5.1 Cotswold will act as the Host Council from the Commencement Date in respect of all aspects of the delivery of the Services.
- 5.2 Following consultation with each Council's Lead Officer, by no later than the end of February each year the Host Council shall submit to each Council a Service Delivery Plan for approval by each Council by the end of March in readiness for the start of each financial year.
- 5.3 The Host Council shall provide the Services:
 - 5.3.1 in accordance with this Agreement including the Service Specification; and
 - 5.3.2 with all the skill, care and diligence to be expected of a competent local authority carrying out the Services.
- 5.4 The Host Council shall provide a quarterly update against planned work in the Service Delivery Plan, identifying significant changes or any failure to meet targets or objectives identified in the said Plan.
- 5.5 With the prior approval of the Partnership Board, the Host Council may provide services similar to the Services to third parties such as local authorities and social housing providers where permitted by law provided that
 - i) these new services do not cause the Councils to be in breach of the requirements of paragraph 3(3) to Part 1 of Schedule 2 to the Procurement Act 2023
 - ii) in doing so there shall be no adverse effect on the provision of the Services to the Councils.

- 5.6 Should there be an adverse effect on the provision of the Services to the Councils provided to third parties pursuant to clause 5.5, without prejudice to the Councils rights under this Agreement, the Partnership Board may require the Host Council to terminate or modify the services provided to third parties

6 APPLICATION OF SECTION 113 LOCAL GOVERNMENT ACT 1972

- 6.1 Each Council agrees that where the Staff are engaged on work for that Council as a Receiving Council the provisions of Section 113 Local Government Act 1972 will apply and that the Staff will be placed at the disposal of the Receiving Council, with their agreement, for the purposes of the Receiving Council's functions and such Staff shall be treated at all times as an officer of the Receiving Council whilst so engaged. The Councils shall use an agreed Section 113 Agreement for each Receiving Council and each Staff member.

- 6.2 The Host Council confirms that they have duly consulted such employees prior to placing them at the Receiving Council's disposal and that such employees will remain employees of the Host Council for all relevant purposes.
- 6.3 The Councils acknowledge that there is no intention that the Transfer of Undertakings (Protection of Employment) Regulations 2006 will apply in relation to this Agreement or that there should be any movement of staff between the Councils unless specifically agreed following any necessary consultation.

7 GOVERNANCE

- 7.1 The Councils agree that that the Partnership Board, made up of the Chief Finance Officers shall meet twice a year (or as otherwise agreed between the Councils) at such time and place as shall be agreed between the Councils with the purpose of budget and resourcing oversight, strategic policy and performance management in respect of the Services and any other issues in respect of this Agreement.
- 7.2 Each Council's Chief Finance Officer shall be the Lead Officer for their Council and shall be empowered to act on behalf of that Council under this Agreement.

8 FINANCIAL ARRANGEMENTS

- 8.1 The proposed financial arrangements for the Services will be prepared by the Host Council and presented to each Council annually by no later than the end of November in each year. These financial shall include the Charges payable by each Council to the Host Council for the following Financial Year
- 8.2 Following receipt of the proposed financial arrangements pursuant to clause 8.1, each Council shall notify the Host Council whether they approve the proposed financial arrangements by the end of February of each year in readiness for the start of each Financial Year. If a Council does not approve the financial arrangements then the provisions of Clause 19 (Disputes) shall apply and the previous Financial Year's financial arrangements will continue until the dispute resolution process has been completed or the end of the Financial Year for which the financial arrangements have not been approved or otherwise agreed or determined whichever is the sooner.
- 8.3 The Councils shall promptly pay the Charges and any other money properly due in accordance with this Agreement to the Host Council quarterly in advance and the Host Council shall invoice each Council accordingly.
- 8.4 The Councils agree that the Host Council will be responsible for managing the budget of the Services and accounting for income and expenditure.
- 8.5 A full audit trail of income and expenditure relating to the Services shall be kept by the Host Council.
- 8.6 The financial arrangements shall each be reviewed annually by the Partnership Board and, if deemed reasonably necessary by the Councils (acting reasonably), revised and agreed in writing by the Councils.

9 MONITORING OF THE SERVICES

The Host Council shall provide and share such information (in such format as is agreed between the Councils) as is reasonably necessary and on such frequency as is reasonably required to enable the Receiving Councils at a meeting of the Partnership Board to review the overall delivery and operation of the Services.

10 EQUIPMENT

- 10.1 The Host Council shall provide all equipment and assets which are necessary for the provision of the Services at the Commencement Date (such equipment and assets being the "Host Council Equipment").

10.2 The Host Council Equipment shall remain the property of the Council which provided it at all times including upon termination or expiry of this Agreement.

10.3 The Host Council shall keep and maintain the Host Council Equipment in good repair and condition as is necessary for the proper and satisfactory provision of the Services.

11 INTELLECTUAL PROPERTY

11.1 Each Council grants to the other or shall procure the grant to the other of a non-exclusive, royalty-free, worldwide, irrevocable, freely assignable, perpetual licence of any Intellectual Property owned by that Council or licensed to it which is necessary or desirable for the effective and efficient operation of the Services. Ownership of such Intellectual Property shall not be affected by this Agreement and accordingly, to the extent that such Intellectual Property exists at the Commencement Date, ownership of it shall remain with the Council which owns it at that date.

11.2 All Intellectual Property created after the Commencement Date and during the term of this Agreement which is wholly or substantially connected with the Services shall be owned by the Councils jointly and each Council undertakes that it will, at its own cost, execute such further documents and do such acts as may be necessary for securing, confirming or vesting right, title and interest in such Intellectual Property in the other Councils.

12 PREMISES

12.1 The Councils agree that the Services are to be provided from the premises of each Council and each Council accordingly undertakes to make available to the Staff all necessary accommodation, working space and facilities including meeting rooms as shall be necessary for the proper performance of the Services.

12.2 Each Council hereby grants a licence to the Host Council to occupy a specified area as accommodation working space and facilities, as agreed prior to occupation, and agrees to permit the Host Council to utilise free of charge such associated services and facilities as are necessary for the delivery of the Services .

12.3 The Councils shall use reasonable endeavours to avoid or minimise any disruption to the other Council's operations for the duration of the Agreement.

12.4 The Councils shall (so far as is reasonably practicable) commit such non-monetary resources and assistance and in-kind support (including staff time of those of their respective staff who are not engaged in the provision of the Services) as shall be reasonably requested by the Host Council from time to time.

13 DEFAULTS

13.1 If any of the Councils commit a Default then they shall as soon as reasonably practicable notify the other Councils in writing and take such steps as are necessary to rectify the Default.

13.2 If the Default has not been rectified within thirty (30) Working Days to the reasonable satisfaction of the other Councils then the matter shall be referred to the relevant Lead Officers unless the Councils agree a longer period.

13.3 The Councils shall use reasonable endeavours to resolve the Default through the Lead Officers.

13.4 If the Councils cannot resolve the Default within a reasonable time any of the Councils may escalate the matter for resolution through their Chief Finance Officers in accordance with Clause 19 (Disputes).

14 WITHDRAWAL AND CHANGE OF HOST COUNCIL

14.1 A Council may withdraw from this Agreement by giving to the other Councils not less than 12 months' notice to expire on 31 March .

- 14.2 Where notice under 14.1 is given the Partnership Board shall meet to consider the financial arrangements and resourcing implications and agree appropriate action.
- 14.3 The Host Council may cease to act as Host Council by giving to the other Councils not less than 18 months' notice to expire on 31 March
- 14.4 Where notice under 14.3 is given the Partnership Board shall meet to consider the appointment of another Host Council or such other arrangements to ensure the continuation of the provision of the Services

15 TERMINATION OF THIS AGREEMENT

- 15.1 This Agreement shall terminate on the expiry of the Initial Term unless extended by prior agreement between the relevant parties in accordance with clause 2.2.
- 15.2 Any Council may terminate this Agreement by serving notice immediately at any time upon another Council committing a Fundamental Breach of this Agreement. Such a notice can only be served when the process set out in Clause 13 has been exhausted.
- 15.3 In the event of any Council not approving the financial arrangements set out in clause 8.2 and which are not subsequently agreed or determined by the dispute resolution process, this Agreement will terminate at the end of the Financial Year for which the financial arrangements have not been approved or otherwise agreed or determined.
- 15.4 This Agreement may be terminated by the mutual consent of all of the Councils on a date mutually agreed between the Councils.
- 15.5 Where by reason of any change in law or other reason not attributable to the fault of the Councils a Council is prohibited or prevented from giving effect to their obligations under this Agreement, any Council may terminate this Agreement so as to avoid that Council from breaching legislative or otherwise binding obligations upon it by giving written notice to the other Councils effective upon receipt , specifying the date upon which the termination should take effect, provided that the terminating Council has first entered into discussion in good faith with the other Councils and used all reasonable endeavours to negotiate a solution with the other Councils, whereby the intent and purpose of this Agreement may be fulfilled by other means
- 15.6 Upon termination the Partnership Board shall cooperate in good faith to agree an 'Exit Plan' setting out how the arrangements considered in this Agreement will be ended and which shall be in accordance with the following agreed principles:
- 15.6.1 ensuring continuation and quality of service delivery and the options available for the continuation of the delivery of the Services;
 - 15.6.2 the minimising of the costs to the Councils of exiting or terminating this agreement;
 - 15.6.3 the identification of critical timescales and issues as appropriate with proposals to address them;
 - 15.6.4 liabilities relating to the Services shall be, in the absence of specific agreed alternatives or provision in this Agreement, shared and/or borne by the Councils equally.

16 CONSEQUENCES OF TERMINATION

- 16.1 All liabilities under Clause 18 shall survive the termination of this Agreement.

- 16.2 In the event of termination of this Agreement under Clause 15.2 any Direct Losses of the Councils arising out of such termination shall be borne by the Council that has committed the Fundamental Breach of this Agreement.
- 16.3 In the event of termination of this Agreement under Clause 15.2 any of the Councils shall also be at liberty to pursue all remedies available to them at law.
- 16.4 In the event of termination of this Agreement under Clause 15.3, 15.4 or 15.5, the costs and losses of such termination shall be borne by the Councils in such proportions as they shall (acting reasonably) mutually agree and in the event of dispute shall be referred to dispute resolution as set out in Clause 19. each Council shall bear its own costs and losses as a result of such termination provided that if any Council has not entered into discussions in good faith with the other Councils and/or not used all reasonable endeavours to negotiate a solution with the other Councils, whereby the intent and purpose of this agreement may be fulfilled by other means, that Council shall indemnify the other Councils against all Direct Losses (which the other Councils shall take all reasonable steps to mitigate) incurred by the other Councils as a result of such termination.
- 16.5 In the event of termination of this Agreement under Clause 15.4 each Council shall bear its own losses as a result of such termination.
- 16.6 In the event of termination of this Agreement under Clause 15.5 each Council shall bear its own losses.

17 INSURANCE

- 17.1 The Host Council shall take out and maintain or procure the taking out and maintenance of the following insurances and any other insurance as may be required by law to cover the activities of the Services:
- 17.1.1 Public liability insurance in the sum of £10M;
 - 17.1.2 Employers liability insurance in the sum of £5M; and
 - 17.1.3 Professional indemnity insurance in the sum of £5M.
- 17.2 Each Council shall, at its own cost, take out and maintain or procure the taking out and maintenance of insurance to cover the use of its Premises by the Host Council and the Staff.
- 17.3 All Host Council Equipment shall be insured by the Host Council.
- 17.4 No Council shall take any action or fail to take any reasonable action or (insofar as it is reasonably within its power) allow anything to occur (including a failure to disclose any fact) which would entitle any insurer to refuse to pay any claim under an insurance policy in which that Council is assured, a co-insured or an additional person or which may make such a claim wholly or partly repayable.
- 17.5 Each Council shall provide to the others on request:
- 17.5.1 Copies of insurance policies required to be maintained under this Clause 17; and
 - 17.5.2 Evidence that the premiums under all insurances have been paid and that the insurances are in full force and effect in accordance with the requirements of this Clause 17.

18 INDEMNITIES AND LIABILITIES

- 18.1 Subject to the following provisions of this clause, each Council shall be responsible to the other Councils for and shall promptly make good all losses, damages, costs, expenses, liabilities, claims or proceedings suffered by the other as a result of any Default that the Council at fault commits.
- 18.2 A Council that suffers loss as a result of another Council's Default must:

- 18.2.1 in consultation with the defaulting Council, take such steps as are reasonable in order to mitigate its loss;
 - 18.2.2 promptly notify the defaulting Council of any claim or liability;
 - 18.2.3 allow the defaulting Council (if it so requests) to conduct and control (at the defaulting Council's sole expense) the defence of any claim and any related settlement negotiations; and
 - 18.2.4 afford the other defaulting Council all reasonable assistance (at the Defaulting Council's sole expense) and make no admission prejudicial to the defence of such claim.
- 18.3 Except in respect of fraud or of death or personal injury caused by the negligence of the Council at fault (for which no limitation applies) no Council shall be liable to any other Council for any loss of profit, loss of business, loss of revenue, loss of anticipated savings or loss of use or value or any indirect, special or consequential loss however arising by reason of:
- 18.3.1 any representation (unless fraudulent); or
 - 18.3.2 any implied warranty, condition or other term; or
 - 18.3.3 any duty at common law; or
 - 18.3.4 any express term of this Agreement.
- 18.4 Except in respect of death or personal injury caused by the negligence of the Council at fault (for which no limitation applies) the entire liability of each Council under or in connection with this contract shall not exceed the Charges payable by the Council in question for the Services in respect of the Financial Year in which such liability arose.

19 DISPUTES

- 19.1 The Councils shall attempt, in good faith, to resolve any Dispute promptly by negotiation which shall be conducted as follows:
- 19.1.1 the Dispute shall be referred to the Lead Officers of the disputing Councils
 - 19.1.2 if the Dispute cannot be resolved to the satisfaction of the Councils by the Lead Officers within fourteen (14) days after the Dispute has been referred in writing to the Lead Officers, the Dispute may be referred, by any Council, to the Partnership Board for resolution;
 - 19.1.3 if the Dispute cannot be resolved to the satisfaction of the Councils by the Partnership Board within fourteen (14) days after the Dispute has been referred in writing to the Partnership Board, the Dispute may be referred, by any Council, to the Chief Executives / Heads of Paid Service of the disputing Councils for resolution;
 - 19.1.4 if the Dispute cannot be resolved by the Chief Executives / Heads of Paid Service within fourteen (14) days after the Dispute has been referred in writing, any Council may give notice to the other Council in writing ("Dispute Notice") that a Dispute has arisen.
- 19.2 Within twenty-one (21) days of receipt of the Dispute Notice the disputing Councils may attempt to resolve the Dispute by mediation in accordance with Clause 19.3.
- 19.3 If the disputing Councils have failed to agree on a resolution, any Council may refer any Dispute for mediation pursuant to this Clause 19.3. No Council may commence any court proceedings / arbitration in relation to any Dispute until it has attempted to settle the Dispute by mediation and either the mediation has terminated or the relevant Council has failed to participate in the mediation, provided

that the right to issue proceedings is not prejudiced by a delay. The following provisions shall apply to any such reference to mediation:

- 19.3.1 the reference shall be a reference under the Model Mediation Procedure (MMP) of the Centre for Effective Dispute Resolution (CEDR) for the time being in force;
- 19.3.2 the Councils shall, immediately on such referral, co-operate fully, promptly and in good faith with CEDR and the mediator and shall do all such acts and provide all such information or documents as CEDR or the mediator may reasonably require to give effect to such mediation, including entering into an agreement in, or substantially in, the form of CEDR's Model Mediation Agreement for the time being in force; and
- 19.3.3 to the extent not provided for by such agreement of the MMP:
 - (a) the mediation shall commence by a Council serving on the others written notice setting out, in summary form, the issues in dispute and calling on the other Councils to agree the appointment of a mediator; and
 - (b) the mediation shall be conducted by a sole mediator (which shall not exclude the presence of a pupil mediator) agreed between the Councils or, in default of agreement, appointed by CEDR.

19.4 Should the mediation fail, in whole or in part, any of the Councils may, upon giving written notice, and within twenty eight (28) days thereof, apply to the President or the Deputy President, for the time being, of the Chartered Institute of Arbitrators, for the appointment of a single arbitrator, for final resolution. The arbitrator shall have no connection with the mediator or the mediation proceedings, unless the Councils have consented in writing. The arbitration shall be governed by both the Arbitration Act 1996 and the Controlled Cost Rules of the Chartered Institute of Arbitrators (2000 Edition), as amended, which Rules are deemed to be incorporated by reference into this clause. The seat of the arbitration shall be England and Wales

19.5 Without prejudice to any rights to seek redress in court, the Host Council shall continue to provide the Services and the Councils shall continue to perform their obligations under this Agreement notwithstanding any Dispute or the implementation of the procedures set out in this Clause 18.

20 CONFIDENTIALITY

20.1 Each Council undertakes to the other Councils that neither it nor any of its sub-contractors will at any time after the date of this Agreement (save as required by Law or by order of a Court of competent jurisdiction or any other relevant regulatory authority or as expressly permitted to be disclosed) use any Confidential Information (other than for the purposes of this Agreement) or disclose or divulge any Confidential Information to any person (other than to officers or employees of the Councils) and that it shall use its best endeavours to prevent such use or publication or disclosure of any Confidential Information by any other person.

20.2 Except to the extent set out in this Clause 20, or where disclosure is expressly permitted elsewhere in this Agreement, each Council shall:

20.2.1 treat the other Councils' Confidential Information as confidential; and

20.2.2 not disclose the other Councils' Confidential Information to any other person without the owner's prior written consent.

20.3 Clause 20.1 shall not apply to the extent that:

20.3.1 such information was in the possession of the Council making the disclosure, without obligation of confidentiality, prior to its disclosure;

20.3.2 such information was obtained from a third party without obligation of confidentiality;

20.3.3 such information was already in the public domain at the time of disclosure otherwise than through a breach of this Agreement; or

20.3.4 such information was independently developed without access to the other Councils' Confidential Information.

20.4 Each Council may only disclose Confidential Information to its employees who are directly involved in the provision of the Services and who need to know the information for the purposes of the Service. Each Council shall ensure that such employees are aware of, and comply with, these confidentiality obligations.

21 DATA PROTECTION

21.1 Subject to the Data Processing Agreement each Council agrees that in relation to any personal data (as defined in the Data Protection Legislation) it holds in relation to this Agreement it will comply, as a data controller if necessary, with the Data Protection Legislation including:

21.1.1 the data protection principles listed in the Data Protection Legislation;

21.1.2 requests from data subjects in respect of their rights under the Data Protection Legislation; and

21.1.3 the requirements relating to notification to the Information Commissioner by data controllers under Part 11 of the Data Protection Legislation.

21.2 Each Council agrees that if it acquires personal data from the other Councils in connection with this Agreement it will:

21.2.1 only undertake processing of such personal data where it is reasonably required in connection with the performance of its obligations under this Agreement;

21.2.2 not disclose such personal data to any third party other than:

(a) a disclosure on terms substantially the same as and no less stringent than those required by this Clause, to its employees, agents and contractors to whom such disclosure is reasonably necessary in connection with the performance of its obligations under this Agreement; or

(b) as required by court order;

21.2.3 bring into effect and maintain all technical and organisational measures to prevent unauthorised or unlawful processing of personal data and accidental loss or destruction of, or damage to, personal data including taking reasonable steps to ensure the reliability of staff having access to the personal data; and

21.2.4 where there is a lawful basis for that disclosure.

21.3 Nothing in this Agreement requires either Council to disclose any information to another party if that Council considers that to do so would be in breach of the Data Protection Legislation.

22 FREEDOM OF INFORMATION ACT 2000 AND ENVIRONMENTAL INFORMATION REGULATIONS 2004

22.1 Each Council acknowledges that the others are subject to the requirements of the FOIA and EIR and shall where reasonable assist and co-operate to enable the other Councils to comply with these information disclosure obligations.

- 22.2 Where a Council receives a request for information under the FOIA or EIR in relation to information which it is holding on behalf of the other Councils in relation to the Service, it shall (and shall procure that its sub-contractors shall) :
- 22.2.1 transfer the request for information to the other Council as soon as practicable after receipt and in any event within two (2) Working Days of receiving a request for information;
 - 22.2.2 provide the other Council with a copy of all information in its possession or power in the form that the authority requires within ten (10) Working Days (or such longer period as the authority may specify) of the Council requesting that information; and
 - 22.2.3 provide all necessary assistance as reasonably requested by the other Council to enable the Council to respond to a request for information within the time for compliance set out in the FOI or EIR.
- 22.3 Where a Council receives a request for information under the FOIA or EIR which relates to the Agreement or the Service, it shall inform the other Council of the request for information as soon as practicable after receipt and in any event at least two (2) Working Days before disclosure and shall use all reasonable endeavours to consult with the other Councils prior to disclosure and shall consider all representations made by the other Councils in relation to the decision whether or not to disclose the information requested.
- 22.4 Each of the Councils shall be responsible for determining in their absolute discretion whether any information requested under the FOIA or EIR:
- 22.4.1 is exempt from disclosure;
 - 22.4.2 is to be disclosed in response to a request for information.
- 22.5 Each of the Councils acknowledges that the other Councils may be obliged under the FOIA or EIR to disclose information:
- 22.5.1 without consulting with the other Councils where it has not been practicable to achieve consultation; or
 - 22.5.2 following consultation with the other Councils and having taken their views into account.

23 WAIVER AND SEVERABILITY

- 23.1 A failure or delay in exercising any rights, powers or privileges under this Agreement will not operate as a waiver of them. The single or partial exercise of any right, power or privilege does not prevent any other exercise of it or the exercise of any other right, power or privilege (whether arising out of the same factual situation or otherwise). Any waiver of a breach of this Agreement is not to be effective unless given in writing signed by the Council waiving its entitlement. No waiver is to be deemed a waiver of any subsequent breach or default nor is it to affect the other terms of this Agreement.
- 23.2 The receipt of money does not prevent the Councils receiving it questioning the correctness of the amount or any other statement in respect of the money.
- 23.3 If any term of this Agreement is illegal, void or unenforceable the remainder of this Agreement will continue in force as though that term had not been included in it.

24 CONFLICTS OF INTEREST

- 24.1 If any situation arises where there is an actual or potential conflict of interest or a perceived conflict of interest between the Councils or any of the Officers of the Councils then such conflict of interest shall be drawn to the attention of the Monitoring Officer of the relevant Council, in writing, specifying the details of the actual, potential or perceived conflict.

- 24.2 Upon receipt of written notice of such a conflict the Monitoring Officer shall advise the Monitoring Officers of the other Councils and each Monitoring Officer shall:
- 24.2.1 consider the position in relation to their own Council;
 - 24.2.2 notify the Lead Officers of the circumstances of the conflict;
 - 24.2.3 prepare recommendations for consideration by the Chief Finance Office Group as to how such a conflict may be managed or avoided or other appropriate action with a view to ensuring that Officers or the Councils are not compromised in performing their functions;
- 24.3 The Host Council shall keep a record on behalf of the Chief Finance Office Group specifying the details of all actual, potential or perceived conflicts of interest and how each one was managed or resolved.

25 ENTIRE AGREEMENT

- 25.1 This Agreement sets out the whole agreement between the Councils in relation to the Services. It supersedes the existing arrangements and invalidates all other commitments, representations and warranties relating to its subject matter which any of the Councils has made orally or in writing.
- 25.2 Each of the Councils warrants that it has not entered into this Agreement on the basis of any representation made by the other except to the extent that such representation is expressly included in it (but nothing in this Clause 25 excludes any liability for fraudulent misrepresentation).

26 EXTENT OF OBLIGATIONS AND FURTHER ASSURANCE

- 26.1 Nothing in this Agreement is to require any Council to act in any way which is inconsistent with its obligations as a Local Authority.
- 26.2 Each Council subject to Clause 26.1 shall do all things and execute all further documents that the other may reasonably require to give effect to this Agreement.

27 NO PARTNERSHIP OR AGENCY

- 27.1 Nothing in this Agreement is to constitute or be deemed a partnership within the meaning of the Partnership Act 1890, the Limited Partnerships Act 1907, the Limited Liability Partnerships Act 2000 or any other legislation concerning partnerships or limited liability partnerships.
- 27.2 No Council shall hold itself out as the agent of the other or have any authority to bind the other except to the extent that this Agreement expressly provides otherwise.

28 THIRD PARTIES

- 28.1 This Agreement does not create, and shall not be construed as creating, any right under the Contracts (Rights of Third Parties) Act 1999 which is enforceable by any person who is not party to this Agreement.

29 VARIATIONS

- 29.1 Any variations to this Agreement shall only be effective where agreed in writing by all of the Councils.
- 29.2 No consents to any variation to this Agreement are required from any person who is not party to this Agreement.

30 ASSIGNMENT AND SUBCONTRACTING

- 30.1 No Council may transfer, assign or pledge its rights or obligations under this Agreement.

30.2 The Host Council may subcontract any of its obligations under this Agreement with the consent of the other Councils (such consent not to be unreasonably withheld or delayed) but the Host Council is to be liable for the performance of its subcontractors

31 GOVERNING LAW AND ENFORCEMENT

31.1 The formation, construction, performance, validity and all aspects of this Agreement are to be governed by English law and subject to where provided otherwise under Clause 19 the Councils agree to submit to the exclusive jurisdiction of the courts of England and Wales.

31.2 The rights and remedies given by this Agreement are cumulative and do not exclude any other rights or remedies given by law or under this Agreement.

32 NOTICES

32.1 Notices or other communications under this Agreement will be duly served if given by and sent to the Lead Officer of each of the Councils to be served in accordance with the following table with the date of service and method of proof being as set out in it:

Method of service	Date of service	Proof of service
Personal delivery to the Lead Officer	Day of delivery	Proof of handing to the Lead Officer
Personal delivery of a letter addressed to the Lead Officer at the address for service.	Day of delivery if before 16.00 on a Working Day otherwise 10.00 on the next Working Day thereafter.	Proof of delivery.
First class letter addressed to the Lead Officer at the address for service.	48 hours after posting if that is a Working Day otherwise 10.00 on the next Working Day thereafter.	Proof of posting unless returned through the Post Office undelivered service within twenty one (21) days of posting.

32.2 Each Council’s address for service is the address set out at the start of this Agreement or such other address as it notifies to the other in writing.

32.3 The Lead Officer for the receipt of notices under this Agreement is the Section 151 Officer of each Council or such other person as that Council nominates by written notice to the others.

IN WITNESS whereof the Councils hereto have executed this Agreement as a Deed the day and year first written

The Common Seal of)
Cotswold District Council)
 was affixed to this Deed in the)
 presence of and attested by:)

Authorised Signatory

The Common Seal of)
West Oxfordshire District Council)
was affixed to this Deed in the)
presence of and attested by:)

Authorised Signatory

The Common Seal of)
Forest of Dean District Council)
was affixed to this Deed in the)
presence of and attested by:)

Authorised Signatory

Executed as a Deed by)
THE COMMON SEAL of CHELTENHAM)
BOROUGH COUNCIL being affixed hereto and)
authenticated by the undermentioned person)
authorised by the Council to act for that purpose:)

Authorised Signatory

THE COMMON SEAL of COUNCIL)
OF THE BOROUGH OF TEWKESBURY)
(NORTH GLOUCESTERSHIRE BOROUGH COUNCIL))
was hereto affixed In the presence of:)

Authorised Signatory

THE COMMON SEAL of STROUD DISTRICT)
COUNCIL being affixed hereto and)
authenticated by the undermentioned person)
authorised by the Council to act for that purpose:)

Authorised Signatory

SCHEDULE 1 – SERVICE SPECIFICATION

1. GENERAL DUTIES

- 1.1. To provide a Counter Fraud and Enforcement Service to the Client (and the Council's and Client's data processors) by way of Counter Fraud and Enforcement Unit Officer(s) which could include all or some of the general duties listed at 1.1 and any further activities which the parties agree which are associated with the general duties:
1. To deter proactively, prevent and detect fraud, corruption, misuse of public funds, bribery and theft within or against the Client.
 2. To provide proactive fraud drives and reactive investigatory work to promote income generation, loss avoidance and to act as a deterrent.
 3. To undertake internal disciplinary or code of conduct investigations.
 4. To consider reputational damage and the public interest test when investigating any instances of fraud, corruption, bribery or theft.
 5. To investigate and gather evidence in relation to alleged criminal actions relating to fraud, regulatory offences or other criminal matters within the remit of a Council Officer in accordance with the Criminal Procedures and Investigations Act 1996 (CPIA).
 6. To conduct interviews under caution when appropriate in accordance with the Police and Criminal Evidence Act 1984 (PACE).
 7. To undertake any surveillance operation or obtaining any communications data, adhering to the Regulation of Investigatory Powers Act 2000 (RIPA) and the Investigatory Powers Act 2016.
 8. To undertake verification and tracing activities in relation to applications for services for example housing, grants etc. or debt recovery.
 9. To report to the appropriate Statutory Officer, Senior Officer(s) (Director or equivalent) for decisions in relation to legal proceedings.
 10. To enable the Council to apply appropriate sanctions, to include criminal proceedings, and to assist in the recovery of losses in accordance with the Council's Policies and Procedures.
 11. To prepare Civil and/or Criminal Witness Statements and appropriate Civil/Criminal paperwork for the Council and the Client's Lawyers.
 12. To attend and present evidence in the Courts, Tribunals or other as a witness for the Client.
 13. To provide recommendations to inform Policy, system and internal control improvements.
 14. To provide fraud awareness or other appropriate training and updates for staff as requested.
 15. To publicise successes where appropriate.
 16. To keep records of all cases and of all sanctions imposed and provide regular reports.
 17. To ensure clear reporting protocols with the Client's External Auditors, Internal Auditors and the Client's appropriate governance groups and Committees.

18. The Counter Fraud and Enforcement Unit Officer(s) will perform the services with due diligence, skill and care in a good and professional manner and in accordance with legislative requirements.
19. In addition to the general duties, the Counter Fraud and Enforcement Unit can undertake other tasks requested by the Council including but not limited to the specific duties listed.

SCHEDULE 2– DATA PROCESSING AGREEMENT

DEFINITIONS

Authority: means either Cheltenham Borough Council, Forest of Dean District Council, Stroud District Council, Tewkesbury Borough Council or West Oxfordshire District Council as the context requires.

Host Authority: means the Authority acting as Host Council under the terms of this Agreement.

Controller: has the meaning set out in the Data Protection Legislation.

Data Subject: an individual who is the subject of Personal Data.

Data Loss Event: any event that results, or may result, in unauthorised access to Personal Data held by the Processor or Controller under this Agreement and/or potential loss and/or destruction of Personal Data in breach of this Agreement, including any Personal Data Breach

Personal Data Breach: has the meaning set out in the Data Protection Legislation and relates only to personal data, or any part of such personal data, of which the Authority is the Controller and in relation to which the Host Authority is providing services under this Agreement.

Personal Data: has the meaning set out in the Data Protection Legislation and relates only to personal data, or any part of such personal data, of which the Authority is the Data Controller and in relation to which the Host Authority is providing services under this Agreement.

Processing and process: have the meaning set out in the Data Protection Legislation.

Processor: has the meaning set out in the Data Protection Legislation.

Protective Measures: appropriate technical and organisational measures which may include: pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of such measures adopted by it.

DEFINITIONS

1. Obligations of the Processor

- 1.1. The Authority and the Host Authority acknowledge that for the purposes of the Data Protection Legislation, the Authority is the Controller and the Host Authority is the Processor of any Personal Data.
- 1.2. The Host Authority shall process the Personal Data provided by the Controller only to the extent, and in such a manner, as is necessary for the purposes specified in the Appendix to this Schedule and in accordance with the Authority's instructions from time to time and shall not process the Personal Data for any other purpose. The Host Authority will keep a record of any processing of Personal Data it carries out on behalf of the Authority.
- 1.3. The Host Authority shall promptly comply with any request from the Authority requiring the Host Authority to amend, transfer or delete the Personal Data.
- 1.4. In the event that the Host Authority is required to collect Personal Data on behalf of the Authority, the Host Authority shall only collect Personal Data via a suitable form approved by the Authority in advance of its use which will contain a privacy notice informing the Data Subject of the identity of the Controller and the Processor, the identity of any data protection representative it may have appointed, the purpose or purposes for which the Data Subject's Personal Data will be processed and any other

information required under the Data Protection Legislation and any other information which is deemed necessary having regard to the specific circumstances in which the Personal Data is, or is to be, processed to enable processing in respect of the Data Subject to be fair. The Host Authority shall not modify or alter the form in any way without the prior written consent of the Authority.

- 1.5. If the Host Authority receives any complaint, notice or communication which relates directly or indirectly to the processing of the Personal Data or to either party's compliance with the Data Protection Legislation, it shall immediately notify the Authority and it shall provide the Authority with full co-operation and assistance in relation to any such complaint, notice or communication including providing the Authority with full details and copies of the complaint, communication or request and providing such assistance in a timely manner so as the Authority can comply within the timescales set out in the Data Protection Legislation;
- 1.6. At the Authority's request, the Host Authority shall provide the Authority with a copy of all Personal Data held by it in the format and on the media reasonably specified by the Authority.
- 1.7. The Host Authority shall not transfer the Personal Data outside the UK without the prior written consent of the Authority.
- 1.8. The Host Authority will promptly and without undue delay notify the Authority if any Personal Data is lost or destroyed or becomes damaged, corrupted, or unusable. The Host Authority will restore such Personal Data within its control at its own expense.
- 1.9. The Host Authority will immediately and without undue delay notify the Authority if it becomes aware of:
 - a) any accidental, unauthorised or unlawful processing of the Personal Data; or
 - b) any Personal Data Breach.
- 1.10. Where the Host Authority becomes aware of (a) and/or (b) above, it shall, without undue delay, also provide the Authority with the following information:
 - a) description of the nature of (a) and/or (b), including the categories and approximate number of both Data Subjects and Personal Data records concerned;
 - b) the likely consequences; and
 - c) description of the measures taken, or proposed to be taken, to address (a) and/or (b), including measures to mitigate its possible adverse effects.
- 1.11. Immediately following any accidental, unauthorised or unlawful Personal Data processing or Personal Data Breach, the parties will co-ordinate with each other to investigate the matter. The Host Authority will reasonably co-operate with the Authority in the Authority's handling of the matter, including:
 - a) assisting with any investigation;
 - b) providing the Authority with physical access to any facilities and operations affected;
 - c) facilitating interviews with the Host Authority's employees, former employees and others involved in the matter;
 - d) making available all relevant records, logs, files, data reporting and other materials required to comply with all Data Protection Legislation or as otherwise reasonably required by the Authority; and

- e) taking reasonable and prompt steps to mitigate the effects and to minimise any damage resulting from the Personal Data Breach or unlawful Personal Data processing.
- 1.12. The Host Authority will not inform any third party of any Personal Data Breach without first obtaining the Authority's prior written consent, except when required to do so by law.
- 1.13. The Host Authority agrees that the Authority has the sole right to determine:
- a) whether to provide notice of the Personal Data Breach to any Data Subjects, supervisory authorities, regulators, law enforcement agencies or others, as required by law or regulation or in the Authority's discretion, including the contents and delivery method of the notice; and
 - b) whether to offer any type of remedy to affected Data Subjects, including the nature and extent of such remedy.
- 1.14. The Host Authority will cover all reasonable expenses associated with the performance of the obligations under clause 1.9 and clause 1.11 unless the matter arose from the Authority's specific instructions, negligence, wilful default or breach of this Agreement, in which case the Authority will cover all reasonable expenses.
- 1.15. The Host Authority will also reimburse the Authority for actual reasonable expenses that the Authority incurs when responding to a Personal Data Breach to the extent that the Host Authority caused such a Personal Data Breach, including all costs of notice and any remedy as set out in clause 1.13.
- 1.16. The Host Authority will at all times implement appropriate technical and organisational measures against accidental, unauthorised or unlawful processing, access, copying, modification, reproduction, display or distribution of the Personal Data, and against accidental or unlawful loss, destruction, alteration, disclosure or damage of Personal Data, and periodically review such measures to ensure they remain current and complete.
- 1.17. The measures under 1.16 above will be implemented so as to ensure a level of security appropriate to the risk involved including as appropriate:
- a) the pseudonymisation and encryption of personal data;
 - b) the ability to ensure the ongoing confidentiality, integrity, availability and resilience of processing systems and services;
 - c) the ability to restore the availability and access to personal data in a timely manner in the event of a physical or technical incident; and
 - d) a process for regularly testing, assessing and evaluating the effectiveness of the security measures.

2. The Host Authority's Employees

- 2.1. The Host Authority shall ensure that access to the Personal Data is limited to:
- a) those employees who need access to the Personal Data to meet the Host Authority's obligations under this Agreement; and
 - b) in the case of any access by any employee, such part or parts of the Personal Data as is strictly necessary for performance of that employee's duties.
- 2.2. The Host Authority shall ensure that all employees:

- a) Do not process Personal Data except in accordance with this Agreement and particularly the appendix to this Schedule
 - b) are informed of the confidential nature of the Personal Data;
 - c) have undertaken adequate training in the laws relating to and the use, care, protection and handling of Personal Data; and
 - d) are aware both of the Host Authority's duties and their personal duties and obligations under such laws and this Agreement.
- 2.3. The Host Authority shall take reasonable steps to ensure the reliability of any of the Host Authority's employees who have access to the Personal Data.

3. Rights of the Data Subject

- 3.1. The Host Authority shall notify the Authority within 1 working day if it
- a) Receives a request from a Data Subject for access to that person's Personal Data.
 - b) Receives a request to rectify, block or erase any Personal Data;
 - c) Receives any other request, complaint or communication relating to either party's obligations under Data Protection Legislation
- 3.2. The Host Authority shall provide the Authority with full co-operation and assistance in relation to any request made in accordance with clause 3.1.
- 3.3. The Host Authority shall not disclose the Personal Data to any Data Subject or to a third party other than at the request of the Authority or as provided for in this Agreement.

4. Rights of the Authority

- 4.1. The Authority is entitled, on giving at least 2 days' notice to the Host Authority, to inspect or appoint representatives to inspect all facilities, equipment, documents and electronic data relating to the processing of Personal Data by the Host Authority.
- 4.2. The requirement under clause 4.1 to give notice will not apply if the Authority believes that the Host Authority is in breach of any of its obligations under this Agreement.
- 4.3. The Host Authority shall notify the Authority within 1 working day if it;
- a) Receives any communication from the Information Commissioner or any other regulatory authority in connection with Personal Data processed under this Agreement;
 - b) Receives a request from any third party for disclosure of Personal Data where compliance with such request is required or purported to be required by Law.
- 4.4. The Host Authority shall provide such assistance as is reasonably requested by the Authority to enable the Authority to;
- a) comply with a Data Subject Access Request and do so within the timescales set out in the Data Protection Legislation; or
 - b) Review and answer with any request for information from the Information Commissioner's Office or other third party following a Data Loss Event; or
 - c) answer any request from the Information Commissioner's Office or any consultation by the Authority with the Information Commissioner's Office.

5. Warranties

- 5.1. The Host Authority warrants that:
- a) it will process the Personal Data in compliance with all the Data Protection Legislation and all applicable laws, enactments, regulations, orders, standards and other similar instruments; and

b) it will take appropriate Protective Measures against the unauthorised or unlawful processing of Personal Data and against the accidental loss or destruction of, or damage to, Personal Data.

5.2. The Host Authority shall notify the Authority immediately if it becomes aware of any advance in technology and methods of working which mean that the Authority may want to consider revising its security measures.

6. Appointment of sub-Contractors

6.1. Before allowing any Sub-Contractors to process any Personal Data related to this Agreement, the Host Authority must:

- a) Notify the Authority in writing of the intended Sub-Contractor and Processing;
- b) Obtain the written consent of the Authority
- c) Enter into a written agreement with the Sub-Contractor which give effect to the terms of this Schedule such as they apply to the Sub-Contractor; and
- d) Provide the Authority with such information about the Sub-Contractor as the Authority may reasonably require.

6.2. The Host Authority shall remain fully liable for all acts and omissions of any Sub-Contractor

7. Return or Destruction of Personal Data on Termination

7.1. On any termination of this agreement for any reason or on expiry of the Term the Host Authority shall as soon as reasonably practicable return or destroy (as directed in writing by the Authority) all Personal Data provided to it by the Authority or collected by the Host Authority on behalf of the Authority in connection with this Agreement.

7.2. If the Authority elects for destruction rather than return of the materials under clause 7.1 above, the Host Authority shall as soon as reasonably practicable ensure that all copies of the Personal Data are deleted from the Host Authority's systems and paper copies destroyed and within 7 days of the destruction of the Personal Data, shall send a written notice to the Authority confirming the destruction of the Personal Data.


Appendix - Purposes for which Personal Data shall be Processed

All data will be processed in accordance with the six principles of the Data Protection Act 2018. In summary, personal data for law enforcement purposes must be:

- (i) processed lawfully and fairly;
- (ii) obtained and held only for the purposes specified, which must be explicit, legitimate and not processed in a manner incompatible with the law enforcement purpose for which it was collected;
- (iii) only held when adequate, relevant and not excessive in relation to the purpose;
- (iv) accurate and, where necessary, kept up-to-date and if inaccurate is erased or rectified without delay;
- (v) held for no longer than necessary with appropriate time limits established for periodic review;
- (vi) processed in a manner that ensures appropriate security using technical or organisational measures, to include measures against unauthorised or unlawful processing and against accidental loss, destruction or damage.

Description	Details
Subject matter of the processing	Provision of counter fraud and enforcement activities
Duration of the processing	For the term of this agreement and any extensions agreed between the parties in accordance with this agreement
Nature and purposes of the processing	Prevention and detection of fraud pursuant to powers under various legislative provisions
Type of Personal Data	<p>All types of personal data including special categories of personal data, including but not limited to</p> <ul style="list-style-type: none"> • Name • Gender • Address • Contact details such as telephone numbers and email address • Date of birth • National Insurance Number • Details about family and relationship circumstances • Details about your involvement with a Council • Health records • Political affiliations • Racial or ethnic information • Religious or philosophical beliefs • Criminal conviction data
Categories of Data Subject	individuals, staff of the Councils, suppliers or prospective suppliers to the Councils, councillors,
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	The Host Authority will return to the relevant Authority all data held on its behalf either once the processing is complete (in accordance with the Host Authority's data retention schedule) or at the end of the agreement or an agreed extension to the agreement

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 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and date of Committee</p>	<p>EXECUTIVE – 20 NOVEMBER 2024</p>
<p>Subject</p>	<p>WESTHIVE CRITERIA</p>
<p>Wards affected</p>	<p>ALL</p>
<p>Accountable member</p>	<p>Cllr Alaric Smith – Executive Member for Finance Email: alaric.smith@westoxon.gov.uk</p>
<p>Accountable officer</p>	<p>Phil Martin, Director of Place Email: phil.martin@westoxon.gov.uk</p>
<p>Report author</p>	<p>Janine Sparrowhawk - Community Funding Officer Email: janine.sparrowhawk@westoxon.uk</p>
<p>Summary/Purpose</p>	<p>To consider the strengthening and clarification of established criteria for Westhive civic crowdfunding platform</p>
<p>Annexes</p>	<p>Annex A: Westhive Crowdfund - Scheme outline and fund criteria.</p>
<p>Recommendation(s)</p>	<p>That the Executive resolves to:</p> <ol style="list-style-type: none"> I. Agree the strengthened criteria and scheme outline for Westhive Crowdfund.
<p>Corporate priorities</p>	<ul style="list-style-type: none"> • Putting Residents First • Enabling a Good Quality of Life for All • Creating a Better Environment for People and Wildlife • Responding to the Climate and Ecological Emergency • Working Together for West Oxfordshire
<p>Key Decision</p>	<p>NO</p>
<p>Exempt</p>	<p>NO</p>
<p>Consultees/ Consultation</p>	<p>Learning from other councils on the Spacehive platform and the understanding gained from managing the Westhive scheme since the launch in October 2023.</p>

1. EXECUTIVE SUMMARY

- 1.1 Westhive is a 'movement' on Spacehive, set up to support community projects in West Oxfordshire. Westhive was launched in October 2023. The Civic Crowdfunding platform provides a new and accessible way that West Oxfordshire residents can be at the heart of civic change and provides a springboard for locally led ideas to attract funding more easily.
- 1.2 This report serves to confirm the established criteria and strengthen elements which have been noted as requiring clarification.

2. BACKGROUND

- 2.1 In March 2023, the Council agreed to commission Spacehive Ltd to create a Westhive 'movement' on its civic crowdfunding platform. This movement enables local people to promote ideas for civic projects and to raise money from local supporters including the Council, businesses and residents.
- 2.2 Officers and the Westhive Members Panel review and determine the Council pledges in line with the Westhive criteria. Since the launch of Westhive in October 2023, three rounds of pledge review meetings have taken place – in January 2024, June 2024 and October 2024. The existing contract with Spacehive Ltd will enable a further 3 rounds to take place.
- 2.3 Three online creator workshops have been hosted by Spacehive in conjunction with officers for potential project creators. These workshops provide information on how the civic crowdfunding platform works and enables break out rooms for sharing project ideas and tips for launching a campaign with one to one advice. Online workshops will continue to be provided in Spring and Autumn for potential project creators.
- 2.4 Five projects have successfully reached their project targets. The organisations are from a variety of sectors and include:
 - Creative programme for young people.
 - Community cycling project.
 - Gardening skills project for adults with learning difficulties.
 - Community food distribution project.
 - Project supporting victims of domestic violence.
- 2.5 The Pledge Review Group meeting on 30 October 2024 will consider Council pledges to 9 projects that are currently live on the Westhive platform.
- 2.6 Officers have drawn together the criteria agreed in all relevant reports to the Executive and as set out in original project initiation documents. Consideration has been given to wording used in previous Council grant schemes. Officers have also considered the approach taken by Cotswold District Council in relation to Crowdfund Cotswold.
- 2.7 The Council Plan Priorities are the foundation for the Westhive criteria.

3. CRITERIA AND SCHEME OUTLINE

- 3.1 The criteria and scheme outline are attached as Annex A. The first 3 rounds of the Westhive have provided a thorough test of the established criteria and process. Based on this experience the priorities for focus have been to:
 - Strengthen the definition of the eligibility of applicants.

- Clearly define the outcomes to be delivered.
- Improve information relating to phased projects, annual events and repeat applications.
- Ensure that the assessment process is clearly defined.
- Ensure that the Council's decision process is clearly defined.
- Clarify the requirements on successful projects.
- Ensure clear and concise information on the Westhive criteria and scheme outline is available to all involved including officers and members.

3.2 The revised criteria and scheme outline will be used by Spacehive during their verification process and be accessible to potential project creators on the Westhive platform.

4. ALTERNATIVE OPTIONS

4.1 The report does not seek to make any changes to the previously agreed approach – merely to provide additional clarification to aid understanding. The Council could choose not to provide this additional clarification. This may result in a greater amount of support being required from officers and could lead to some inconsistencies.

5. FINANCIAL IMPLICATIONS

5.1 There are no additional financial implications arising from this report. The agreed annual budget for the Westhive fund remains as £120,000.

5.2 Officers and the Westhive Members Panel review and determine the Council pledges in line with the Westhive criteria which ensures appropriate use of public money.

6. LEGAL IMPLICATIONS

6.1 There are no additional legal implications arising from this report. All Westhive applications are verified by Spacehive, to ensure that they are proposed by suitable organisations and to ensure that the arrangements in place for the delivery of projects are appropriate. Officers provide additional support. Officers and the Westhive Members Panel review the projects and supporting material, and this is reflected in the recommendations for pledges.

7. RISK ASSESSMENT

7.1 The clarification of the criteria included in this report provides greater reassurance of consistency in approach and assessment.

7.2 This verification process ensures that pitches will only be made by eligible applicants. While this process prevents pledges being given to support ineligible activities, it cannot mitigate wholly against dissatisfaction where projects are unsuccessful in reaching their targets.

7.3 While the Council's pledge fund is within the Council's control, projects will also need to attract sufficient funding to reach their campaign targets from other supporters by their campaign deadlines. While this is a feature of crowdfunding, it may impact on take-up in that projects the Council determines to support today may not meet their targets and thus will not draw down pledges.

7.4 Where pledges are drawn down, but change of circumstances prevent activity taking place, Spacehive have procedures in place to seek the return of pledges. The Council maintains its

discretion not to recover the grant where alternative or more limited activity could still take place.

8. EQUALITIES IMPACT

- 8.1** The scheme has been designed to be open to geographical communities and communities of interest. The range of projects that have come forward onto the Westhive platform is to a degree testament to this, as they cover a range of very different activities, from different communities of geography and interest across the district.

9. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

- 9.1** All projects on the Westhive platform have been asked to consider climate change, and any activity they could undertake to help mitigate its impacts. Positive actions to address climate change will be encouraged. The Council's Westhive Pledge Review Group meeting will consider applying a premium up to a total of 50% of a projects total cost, to projects which are seeking to directly address climate change and the ecological emergency.

10. BACKGROUND PAPERS

- 10.1** None.

(END)



Westhive: Scheme outline

Westhive is a movement on Spacehive, set up to support community projects in West Oxfordshire. Westhive was launched in October 2023. The Civic Crowdfunding platform provides a new and accessible way that West Oxfordshire residents can be at the heart of civic change and provides a springboard for locally led ideas to attract funding more easily.

The online platform presents an opportunity for projects to raise funding from a wide range of support, including local people, local groups, charities and businesses. This aligns directly with the key aims of the Council, which has a drive to be aspirational, innovative and bold; and sits well with the Council priorities of 'Putting residents first' and 'Working together for West Oxfordshire'.

Westhive will support both capital and revenue funded projects, vastly increasing its scope and reach. The Council is committed to pledge and support innovative and impactful projects, allowing residents to influence and shape their communities. To attract projects to the movement, the Council will use it to distribute its Crowdfunding Pledges budget.

The Council is allocating £120,000 annually to its Westhive Fund. Typically, projects can expect a pledge of up to £10,000, max 40% of the target, but the Council will consider applying a premium to projects which are seeking to directly address climate change, the ecological emergency or provide direct support to vulnerable groups, up to a total of 50%. A minimum of £20,000 from the pledge fund will be dedicated towards projects that matter most to West Oxfordshire young residents, enabling them to drive the changes they want to see in their communities.

Eligibility

Eligibility will principally be determined by the aims of the project. The following are able to apply:

- Public bodies, such as Parish Councils – where they are delivering or hosting community projects and if delivery benefits the wider community. Mainstream expenses which could otherwise be covered by the precept such as salaries, running costs or replacement street furniture will not be supported.
- Registered charities and excepted charities**.
- Charitable Incorporated Organisations.
- Community Interest Companies.
- Social Enterprises.

Annex A

- Unincorporated community groups.
- Faith groups, if the project pitch features non-religious activities and demonstrates the activity is inclusive and does not promote a religious view.
- Under 18's can create projects in conjunction with an eligible group, but the project will need a project delivery manager, who takes responsibility for delivering the project. The project delivery manager must be at least 18 years old.
- Projects must take place within West Oxfordshire.

Exclusions:

We will not fund:

- Commercial organisations and exempt* charities.
- Activity that is more properly the responsibility of other statutory service organisations e.g. social care; bus subsidies
- Groups proposing for-profit projects.
- Groups proposing projects with a political affiliation.
- Schools or religious organisations where the activity proposed does not provide wider public benefit or is of a religious nature.
- Projects pitched by individuals for individual endeavour/benefit. Individuals proposing projects must partner with an eligible group who will manage the project on behalf of the individual.

Outcomes

Through the Westhive Fund the Council would like to see the following outcomes delivered within West Oxfordshire:

- Community led change
- Improved health and food equity
- Well-connected and resilient communities
- Improved mental and physical wellbeing across all age groups and backgrounds
- Improved essential local infrastructure that facilitates rural living
- Improved environmental outcomes, such as carbon reduction, improved biodiversity or green infrastructure

The projects which will be more likely to attract Council support are those which:

- Improve the physical and mental wellbeing of our local communities
- Directly address climate change
- Enhance lives through events and activities
- Support young people's ideas and ambitions
- Help to tackle the barriers and challenges many of us experience in life, such as poverty, ill health, distance from services, social isolation/loneliness
- Cultivate food equity, building a fair food system for everyone
- Protect and enhance our natural and built environment
- Invest in and maintain the facilities we rely on for these activities to take place

Phased projects, annual events and repeat applications

Our funding is designed to support projects, not on-going costs however project creators can apply to more than one round so long as the project is broken down into different phases, where each individual phase can be delivered independently of the other (e.g. capital projects). Annually occurring activities, such as annual music festivals, are eligible to return for support on more than one occasion, where each year they can demonstrate the need for funding.

Where a project is broken down into phases, pledges from this fund will not usually exceed £10,000 in a single year. For events, applications for activity in consecutive years will be considered, but project creators should seek to increase their pool of supporters and investigate alternative means of sustaining activity. Projects contributing significantly to the Council's priorities or demonstrating innovation will be looked upon favourably.

Creators are welcome to propose multiple projects, although such projects should be clearly discreet activities and provide additionality (Spacehive do not recommend project creators propose more than one project per funding round, to focus backers towards one funding goal). Where projects, are part of a larger scheme, the Council reserves the right to view such activity in the round, and pledge accordingly.

Assessment

Project creators, where proposing a capital project, must check whether or not their project requires planning permission and/or building regulations approval. The project creator is expected to communicate directly with the appropriate planning department or building control body. Project creators will be expected to have all the necessary permissions in place and provide evidence of approval to enable verification of the project proposal.

Project creators will be required to provide copies of supporting documents for verification as specified, during their project proposal submission. This will be reviewed by Spacehive and must satisfy the necessary criteria for the project e.g. Safeguarding Policy.

Project creators will be required to advise if they have previously been awarded grant funding from the Council and provide the following:

- Details of each individual grant that they have received, the amount awarded and date of award.
- The dates of the project/activity in each award application
- Status of each grant (e.g. complete or ongoing).

The Council will review previous WODC grant conditions to ensure any project proposal is eligible for a partner pledge.

All projects seeking support will be expected to complete a set of questions to determine the eligibility of their projects. Projects will also need to demonstrate that they have local support for the project proposed which typically will be through pledges on the Spacehive website. Projects can upload offline and pre-existing funding offers at the start of the campaign, to evidence the support already offered. Projects will need to pass the verification process and demonstrate local support to be considered for a pledge by the Council.

Decision-making

The Council will review all projects typically 4-6 weeks after the creator pitch deadline. Recommendations will then be reported to the Council's Westhive Pledge Review Group meeting.

Project creators will be informed of the pledge decision shortly after the Council's pledge meeting. Successful projects will have the Council's pledge added during their live campaign. Pledges cannot be made retrospectively to a project. The Council retains its discretion to choose not to pledge against a project, or to pledge a higher or lower sum.

Only projects that are using the 'All or Nothing' funding model and hit their full fundraising target will be eligible for a proposed partner pledge from the Council. If the project does not look likely to hit its target and the project creator opts to choose 'Keep What you Raise', the Council's partner pledge will be removed from the crowdfunding campaign and returned to the Council's pledge pot. The project creator will receive the remaining funds raised from their campaign elsewhere.


In relation to each successfully funded project, the project owner agrees to the obligation requirements of Spacehive.

Impact Report

As part of the project creators pitch for funding, they agree to complete an online impact report once the project is delivered. This is shared with backers to their campaign and the Council. Impact reporting is a mandatory requirement following the completion of the project as evidence that the project outcomes have been met and promises have been delivered.

**Exempt charities – primarily larger education establishments or larger museums.*

***Excepted charities – charities which do not need to be registered – include schools, churches, scout, and guide groups.*

 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and date of Committee</p>	<p>EXECUTIVE – 20 NOVEMBER 2024</p>
<p>Subject</p>	<p>LEISURE STRATEGIC OUTCOMES PLANNING MODEL</p>
<p>Wards affected</p>	<p>All</p>
<p>Accountable member</p>	<p>Executive Member for Leisure and Major Projects – Cllr Tim Sumner Email: tim.sumner@westoxon.gov.uk</p>
<p>Accountable Officer</p>	<p>Director of Place – Phil Martin Email: phil.martin@westoxon.gov.uk</p>
<p>Report author</p>	<p>Leisure Strategy Manager – Rachel Biles Email: rachel.biles@westoxon.gov.uk</p>
<p>Summary/Purpose</p>	<p>To consider the findings and recommendations proposed by consultants commissioned to develop a leisure based Strategic Outcomes Planning Model for the district.</p>
<p>Annexes</p>	<p>Annex A – Summary of service and facility interventions. Annex B – Full Strategic Outcomes Planning Model report.</p>
<p>Recommendation(s)</p>	<p>That the Executive resolves to:</p> <ol style="list-style-type: none"> 1. Endorse the findings of the consultants and approves the Strategic Outcomes Planning Model, including its recommended key interventions. 2. Delegate authority to the Director of Place, in consultation with the Executive Member for Leisure and Major Projects, to work in partnership with other organisations and stakeholders to establish the feasibility and funding sources for the projects and interventions identified and to prepare business cases, where opportunities arise to bring them forward for consideration. 3. Delegate authority to the Director of Place, in consultation with the Executive Member for Leisure and Major Projects, to undertake a Leisure Management Options Appraisal to determine the most suitable delivery model, Contract scope and Contract terms for the Council owned leisure assets, when the current contract expires in

	July 2027 and allocate £15,000 from the 2025/26 leisure budget.
Corporate priorities	<ul style="list-style-type: none"> • Putting Residents First • A Good Quality of Life for All
Key Decision	NO
Exempt	NO
Consultees/ Consultation	<ol style="list-style-type: none"> 1) Key stakeholder consultation – Active Oxfordshire, Disability Services Oxfordshire County Council, ICE Centre, Integrated Care Board, Greenwich Leisure Limited, Publica Officers – Planning Policy, Healthy Communities and Climate change team. 2) Online community survey – 842 residents responses received. 3) Informal Executive. 4) Leisure and Wellbeing Overview and Scrutiny Task and Finish Group.

1. EXECUTIVE SUMMARY

- 1.1 This report sets out the headline facility and service interventions that have been established through the development of a Leisure Strategic Outcomes Planning Model (SOPM) for the district and provides a vision for future improvements to the Council's leisure and wellbeing services.
- 1.2 Executive is asked to endorse the findings and approve the SOPM for adoption and implementation.

2. BACKGROUND

- 2.1 At its meeting on 12th July 2023, the Executive agreed to undertake a districtwide SOPM, to develop a clear strategic approach to ensure any local investment provides effective and sustainable physical activity and leisure opportunities for local communities in the long term.
- 2.2 Leisure and wellbeing services have historically operated on low margins to ensure inclusivity and accessibility to all sectors of the community. Although the pandemic, economic and budgetary pressures (cost of living crisis and rising utilities) have accelerated the need for Councils to adapt and re-evaluate its leisure and wellbeing services, so that they are delivering the local community needs, whilst contributing to broader strategic outcomes to deploy and utilise resources effectively.
- 2.3 In addition, the financial position that leisure operators are facing is having a knock-on effect in the services they provide, which could have a detrimental effect on the health and wellbeing of residents and the future viability of the sector.
- 2.4 Taking into consideration all the points above and that the current Leisure Management Contract with Greenwich Leisure Limited is due to expire 31st July 2027, the Council needs to ensure it has a clear strategic direction, in terms of outcomes, contract scope and preferred operating model for its leisure facilities going forward.

3. MAIN POINTS

- 3.1 Leisure consultants Max Associates were commissioned to undertake the SOPM on behalf of the Council, utilising Sport England's guidance to develop the report. This guidance was launched in 2019, to support local authorities to make informed decisions about the development of capital projects and investment in Council owned leisure assets and services. The guidance was revised in 2021 to consider changes in the leisure sector post Covid-19.
- 3.2 The model follows a place-based approach, which builds on the Council's Built Sports Facilities Strategy (2021) and Playing Pitch Strategy (2022 – refreshed 2024). It also considers physical activity opportunities linked to active travel and open spaces, as leisure centres are not the only assets people use to be active.
- 3.3 The strategic outcomes approach is structured around four key stages.
 - a) Stage 1 Outcomes - Developing shared local outcome for your place.
 - b) Stage 2 Insight - Understand your community and your place.
 - c) Stage 3 Interventions - Identify how the outcomes can be delivered sustainably.
 - d) Stage 4 Commitment - Secure investment and commitment to outcome delivery.

- 3.4** Stage 1 involved the review of local and national strategies to identify common priorities and themes, along with stakeholder consultation with Members, Officers and external partners to find trends and links to themes. From stage 1 all the objectives and key messages were grouped into three priority strands:
- a. Good health for life.
 - b. Socially integrated communities.
 - c. Active Environments.
- 3.5** Stage 1 also identified that there is the ambition to increase collaboration amongst key stakeholders to develop joint initiatives, programmes and sharing networks, particularly focusing on those groups who face the greatest barriers to being active. Another key issue that emerged was the green agenda and the support for active travel and low carbon initiatives.
- 3.6** The next stage of the process is data insight and analysis to gain an understanding of the socio demographic context of the Council up to 2031. This includes a review of demographic profile, health profile, physical activity rates and active travel participation. It also incorporated a community survey which received 842 responses.
- 3.7** The research and intelligence gathered in stage 1 and 2 resulted in the establishment of interventions to deliver the outcomes sustainably – see Annex A. These interventions are aligned to the three themes established in stage 1 and are broken down into facility interventions, which will enable the Council to effectively deliver its strategic outcomes and service interventions, which aim to encourage target groups to be more active and should inform the future service delivery and priorities for leisure, including the leisure management contract.
- 3.8** The correct governance will be put in place to ensure the successful delivery of the SOPM which will include both the Executive and Overview and Scrutiny Committee. Delivery of all the interventions will require partnership working and supporting business cases, and Officers will seek approval to progress as the opportunities arise.
- 3.9** The full SOPM report is included in Annex B.
- 3.10** As mentioned in 2.4, the SOPM forms the strategic direction to take the Council’s leisure services forward, but a further piece of work is required to inform the contract scope and preferred operating model for its leisure facilities. Therefore, Officers are recommending that a management options appraisal is undertaken to explore the various delivery models, contract scope and term for the Council owned leisure facilities. This will help the Council to determine the most suitable management option to achieve financial sustainability.
- 3.11** Throughout the development of the SOPM regular briefings have been held with the Informal Executive and an Overview and Scrutiny Task and Finish Group, established to oversee the process.

4. ALTERNATIVE OPTIONS

- 4.1** Members could choose not to accept the report and/or its recommendations. The implications of not adopting the Strategic Outcomes Planning Model, could disadvantage the

Council when bidding for future external funding and seeking developer contribution towards specific projects and interventions – further risks are also identified in section 7.

5. FINANCIAL IMPLICATIONS

- 5.1 There will be financial implications for consultancy support to undertake the leisure management options appraisal. The Council will use a procurement framework to obtain a fee proposal for this piece of work. Using a framework mean that the consultants have already been through a series of due diligence check and demonstrate competitive fees.
- 5.2 It is request that the Council allocates funding of £15,000 for the options appraisal from the 2025/26 leisure budget.
- 5.3 The specific intervention recommendations set out in the SOPM will, if taken forward, have financial implications for the Council in the future. However, the SOPM will be used to provide evidence and support in securing external sources of grant funding and Section 106 contributions, which can be used to support individual business cases. If the SOPM is approved, further reports will be submitted to members identifying sources of funding for consideration and will request approval to progress the recommendations as opportunities arise.

6. LEGAL IMPLICATIONS

- 6.1 There are no legal implications arising directly from this report.
- 6.2 However, the SOPM is an important component of the wider evidence base supporting the Local Plan making process. This report together with other assessments, studies and strategies will help to ensure that future growth and planning policies accord with national policy including the Government's tests of 'soundness.'

7. RISK ASSESSMENT

- 7.1 Failing to adopt the SOPM could disadvantage the Council when bidding for future external funding and seeking developer contributions, towards specific projects and schemes. It would also directly affect the Council's ability to keep the West Oxfordshire District Local Plan up to date.
- 7.2 Should the Council not undertake a leisure management options appraisal it may have a costly impact on the Council's finances, as we may not achieve value for money through the selected operating models. It would limit our understanding of the level of risk that the Council may be taking on, which could lead to unforeseen financial, service and operational impact and would ultimately decrease chances of achieving our desired outcomes.

8. EQUALITIES IMPACT

- 8.1 Any projects/ interventions emerging because of the SOPM will be assessed individually for equalities impact. This is reinforced under the priorities of the Corporate Plan, where a range of actions have been identified to improve equal access to quality services and opportunities across the district.

9. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

- 9.1 There are no climate change implication arising immediately from this report.
- 9.2 The specific interventions and projects emerging from the SOPM's recommendations will have climate change implications and opportunities for carbon reduction. This will be considered at the feasibility stage of each project and reported on at a later stage. To

maximise the opportunity for carbon reductions through individual interventions and projects, carbon reduction will be included as an objective from the start of the design process, and a realistic estimate of the quantified carbon reduction benefit will be made in each case.

10. BACKGROUND PAPERS

10.1 None

(END)

Annex A - Summary of service and facility interventions.

Facility Interventions

Facility Intervention	Rationale	Strategic Outcome
A feasibility project is completed for Windrush Leisure Centre to determine ideal facility mix, scale of investment required and potential ongoing revenue improvement	<ul style="list-style-type: none"> As an ageing building it will be more expensive to repair and maintain and also be less energy efficient Future feasibility work was also identified in the Built Facility Strategy A new centre would improve financial performance, the centre has struggled to recover to pre-Covid levels, particularly on fitness income/memberships New competition has opened nearby (Pure Gym), impacting the demand and performance of the existing leisure centre Accessible / good quality facilities was the main encouragement factor to people using leisure centres Main encouragement factors to doing more physical activity was improved facilities 	<ul style="list-style-type: none"> Leisure centres and facilities to be carbon neutral by 2030 Leisure provision is inclusive and accessible to all people across West Oxfordshire Reduced rates of physical inactivity Reduce health inequalities across the most and least deprived areas
Ongoing refurbishment plan for existing leisure asset.	<ul style="list-style-type: none"> Built facility strategy highlighted the need for refurbishment of swimming pools and sports hall facilities at Carterton Leisure Centre, Chipping Norton Leisure Centre and Bartholomew Sports Centre to ensure they are fit for purpose and meet energy reduction targets. Ensure facilities are of a high quality and deliver positive customer experiences Retain and attract new users Accessible / good quality facilities was the main encouragement factor to people using leisure centres Main encouragement factors to doing more physical activity was improved facilities 	<ul style="list-style-type: none"> Leisure centres and facilities to be carbon neutral by 2030 Leisure provision is inclusive and accessible to all people across West Oxfordshire
Develop a sinking fund to deliver the ongoing maintenance and replacement requirements	<ul style="list-style-type: none"> To support the delivery of the ongoing refurbishment requirements detailed above 	<ul style="list-style-type: none"> Financial sustainability Leisure centres and facilities to be carbon neutral by 2030
Ensure facilities meet needs of an ageing population	<ul style="list-style-type: none"> Ageing population Over 65's are the most under-represented age group in the Council's leisure centres Older people are much less likely to be active Opportunity to impact health services through intervention for health issues that are specific to older people such as poor mobility 	<ul style="list-style-type: none"> Older people to be active, engaged and independent to maintain their quality of life Leisure provision is inclusive and accessible to all people across West Oxfordshire Reduced social isolation and loneliness
Maximise and improve green space and walking and cycling routes for informal and formal physical activity opportunities	<ul style="list-style-type: none"> Walking and cycling for travel rates are lower than the national average The community survey revealed notable interest in active modes of transportation, with over half expressing wish to cycle, run, or walk more than they currently do. Dedicated cycle lanes separated from traffic for safety reasons is important, as is better footpaths for those wanting to walk more Higher interest in active travel e.g. cycle, run, walk (53%) national benchmark (42%) which has potential to increase activity levels and improve the environment 	<ul style="list-style-type: none"> Active travel is the easy choice for residents – increased walking and cycling rates for travel Improved access to, and use of, West Oxfordshire's outdoor spaces for physical activity Active environment principles are incorporated into all new housing development projects Physical activity is embedded as part of everyday life
Address 3G pitch shortfalls identified in the Playing Pitch Strategy	<ul style="list-style-type: none"> There is also current and future shortfall of four full size 3G pitches. This will impact growth of football in the District which, as one of the most popular sports, will act as a barrier to children and adults participating 	<ul style="list-style-type: none"> Leisure provision is inclusive and accessible to all people across West Oxfordshire Encourage an active start in life and increase physical literacy and proficiency in life skills

Service interventions.

Strategic Outcome	Service Interventions
Good Health for Life	<ul style="list-style-type: none"> • Increased partnership working with: <ul style="list-style-type: none"> ○ Voluntary sector; ○ Community groups; ○ Public health; ○ Social prescribers; and ○ Disability groups. • Introduce healthy workplace initiatives - consider implementing the Health Workforce Award at West Oxfordshire District Council – lead by example • Develop outreach initiatives and programmes, delivered in partnership with other organisations, to increase physical activity opportunities in rural areas – utilising community and outdoor space. Particularly, focusing on areas at risk of inactivity • Ensure leisure centres are accessible through an effective pricing policy • Develop activity programmes for older age groups, who are currently under-represented in the leisure centres • Ensure there are specific activity programmes targeted at women and girls • Ensure the quality of offer compares to the private sector, to retain and attract users from the least deprived deciles • Ensure activity programmes are available around the working day e.g. offering lunchtime classes • Deliver specific health programmes for those with disabilities or in rehabilitation • Improve awareness of activities and services available to local residents, particularly in rural areas and areas with housing growth • Opportunity to promote healthy habits in young people to encourage them to be more active and lead healthy lifestyle into adulthood
Socially Integrated Communities	<ul style="list-style-type: none"> • Review and reframe the language used when speaking to local communities about physical activity to improve understanding and make it more accessible. E.g. move away from 'leisure, sport, exercise' etc. • Buddy schemes for those not confident to visit leisure facilities or participate in outreach programmes alone • Ensure there is a diverse physical activity programme that is accessible to all community groups and ages • Deliver apprenticeship and work experience schemes across the leisure centres • Provide social activities linked to physical activity programmes
Active Environments	<ul style="list-style-type: none"> • Introduce physical activity programmes that maximise use of outdoor spaces
	<ul style="list-style-type: none"> • Work with the Oxfordshire highways team to improve active travel options across West Oxfordshire • Improved promotion and marketing of walking and cycling routes • Utilise this strategy to support the Local Plan requirements and work with developers and planning department to ensure active environments are considered within any development schemes



WEST OXFORDSHIRE
DISTRICT COUNCIL

Strategic Outcomes Planning Model

Stage 1 - 3 - DRAFT



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Glossary	
WODC	West Oxfordshire District Council
SOPM	Strategic Outcomes Planning Model
PHE	Public Health England
SE	Sport England
DCMS	Department for Digital, Culture, Media and Sport
BMA	British Medical Association
BFS	Indoor Built Facility Strategy
Members	Current leisure centre known users
Centre	Includes Leisure Centres managed by GLL
Facility (ies)	The areas available within a centre such as sports hall, pool, tennis courts, changing rooms etc.
Leisure Activity	Activities people do to relax or enjoy themselves outside of work and other duties.
Physical Activity	Active living, recreational activity, sport, exercise, play and dance

Glossary	
Physical Literacy	Physical literacy is our relationship with movement and physical activity throughout life. This changes over our lifetime and is shaped by our experiences and our opportunities to be active
Sport	“All forms of physical activity which, through casual or organised participation, aim at expressing or improving physical fitness and mental wellbeing, forming social relationships or obtaining results in competitions at all levels.” (Council of Europe, 2001).
Healthy Living	The practice of health enhancing behaviours
Active Travel / Active Transport	‘Active travel’ (or active transportation or mobility) means walking or cycling as an alternative to motorised transport (notably cars, motorbikes/mopeds etc) for the purpose of making every day journeys. ¹

¹ PHE ‘Working Together to Promote Active Travel’ A briefing for local authorities 2016

I. Introduction and Background

II. West Oxfordshire District Council recognises the important role leisure has in supporting the wider health and wellbeing agenda and work is required to understand how people choose to use leisure facilities and the opportunity within them to address health and wellbeing issues in West Oxfordshire. The Council has therefore commissioned a Strategic Outcomes Planning Model (SOPM) for the District, building on the Built Facilities Strategy completed in 2021.

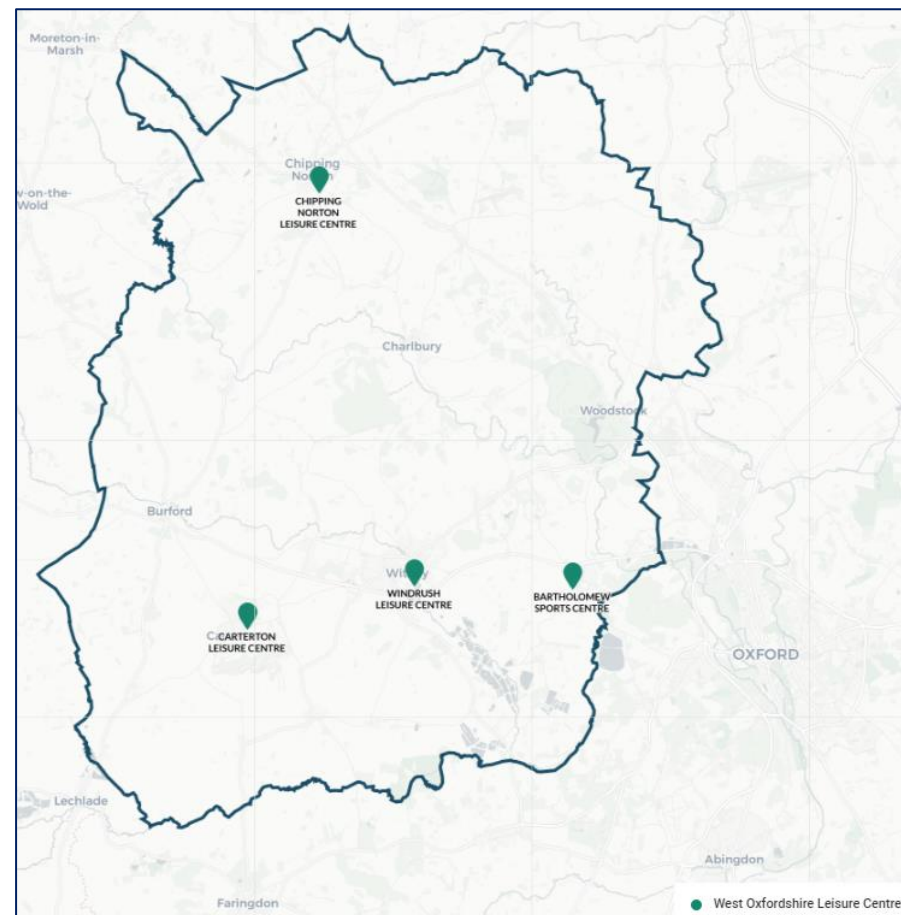
II.1. In addition to the national and local challenge of inactivity, the financial pressures for councils and across the sport, physical activity and leisure sector have increased in recent years with rising costs for service providers and the cost-of-living crisis for residents. Therefore, it is important for the Council to identify where resources should be prioritised to have the greatest impact on increasing activity levels and how working collaboratively in priority areas can have a positive long-term sustainable impact on residents' health and wellbeing.

II.2. Sport England published its Future of Public Sector Leisure report in response to the rising cost-of-living. The report prompts local and national partners to re-examine the purpose of their leisure services and assess whether they are delivering local community outcomes and aligning to broader strategic outcomes, particularly around health and wellbeing. It advocates that local authorities follow its direction of travel.



- III. The SOPM report follows a place-based approach to ensure provision reflects need. The strategy considers leisure provision across the whole Council area, however, when assessing the future options for the Council's leisure facilities the following centres were included:
- Windrush Leisure Centre, Witney;
 - Carterton Leisure Centre;
 - Chipping Norton Leisure Centre; and
 - Bartholomew Sports Centre, Eynsham.
- IV. The map opposite sets out the location of the Council's core leisure facilities. The Council also operates Carterton Pavilion and pitches, Carterton Artificial Turf Pitch, Witney Artificial Turf Pitch and Woodstock Open Air Pool as a seasonal activity.
- V. The SOPM also consider physical activity opportunities linked to active travel and open space. The Council recognises that leisure centres are only one asset people use to be active, and that walking, cycling, use of parks, open and water spaces are just as important in providing opportunities for people to be active.
- VI. This report has been produced using the Sport England Strategic Outcomes Planning Guidance (SOPG) approach to ensure that future facility and service interventions are designed to achieve the Council's strategic priorities and are based on local evidence and behaviours.

Map 1 – West Oxfordshire District Council Leisure Centre



VII. The Strategic Outcomes approach is structured around four stages:

Stage 1 – Outcomes – Develop shared local strategic outcomes for your place;

Stage 2 – Insight – Understand your community and your place;

Stage 3 – Interventions – Identify how the outcomes can be delivered sustainably;

Stage 4 – Commitment – Secure commitment to a strategic approach and delivery of outcomes.

Figure 1 – Sport England Strategic Outcomes Planning Model Approach

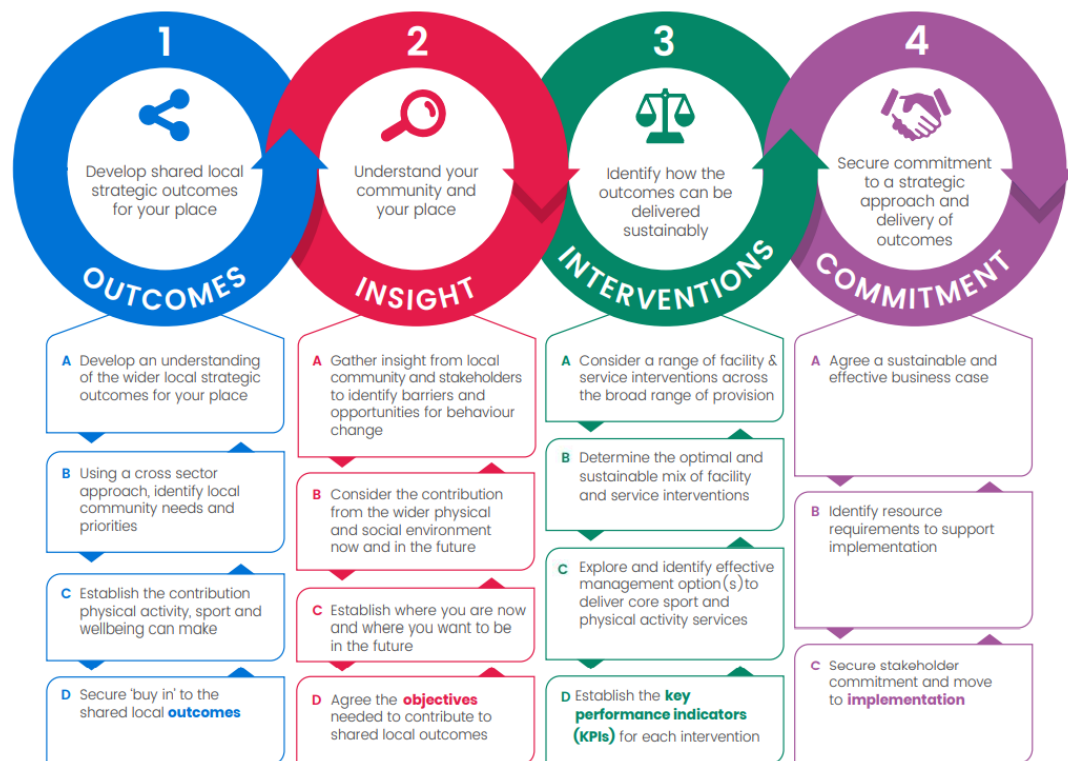
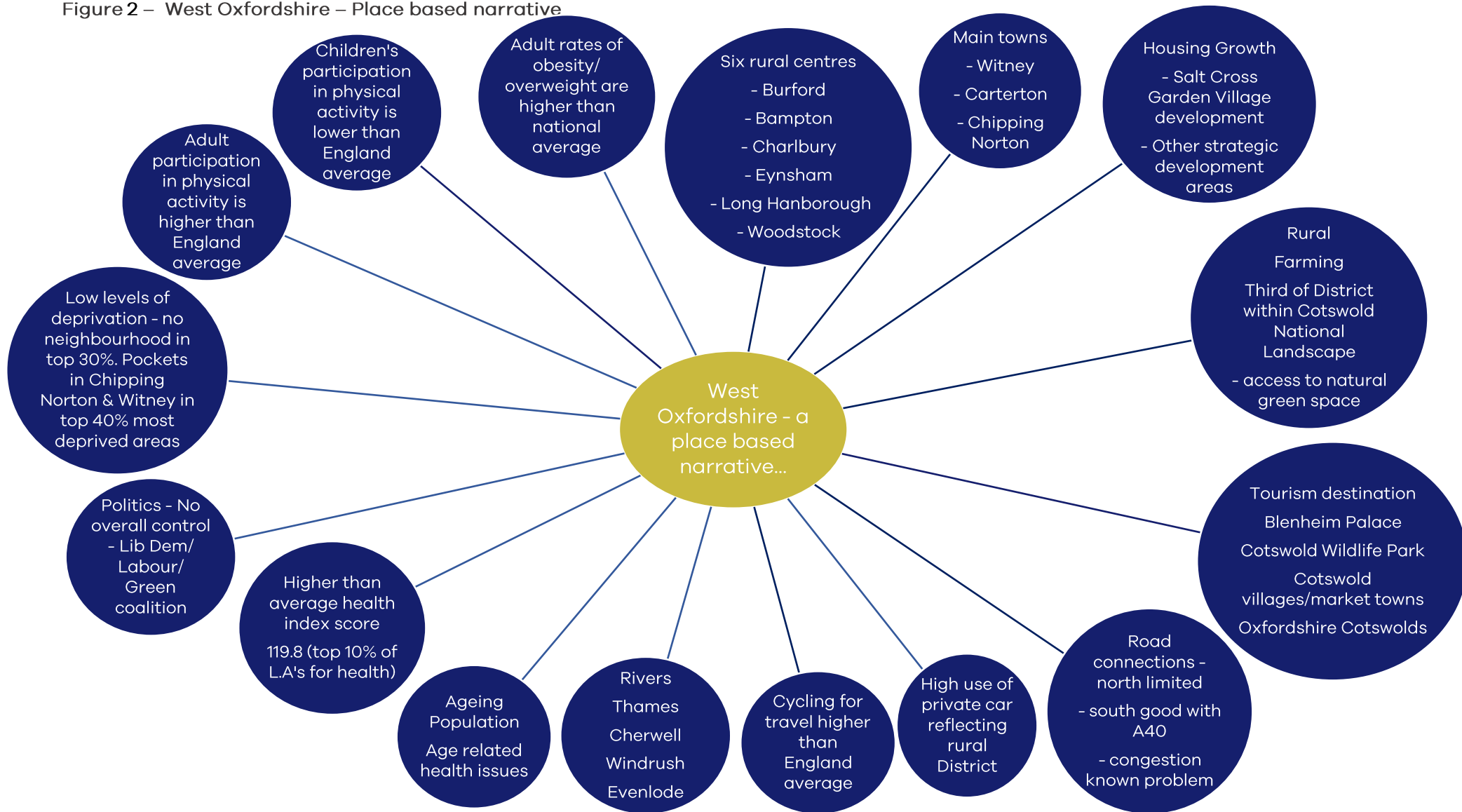


Figure 2 – West Oxfordshire – Place based narrative



- VIII. **How is sport and physical activity delivered across West Oxfordshire?**
- IX. Discretionary services like public sector sport and leisure and parks are being put at risk as councils are forced to look for ways to protect statutory services. However, there are significant opportunities to link discretionary services into existing council led strategic priorities and plans for active travel, public health, net zero to deliver on these objectives.²
- X. Finding new, innovative and cost effective ways of delivering activities has become a necessity. This has partly been driven by the Covid-19 pandemic which had a financial impact on public sector sport and leisure services and prompted recognition of the sectors contribution to tackling inequalities.
- XI. Sport and physical activity provision is delivered by many partners across West Oxfordshire be it the private sector, clubs, charitable organisations, educational sites, and the Council.
- XII. Active Oxfordshire delivers a wide range of initiatives. It is recognised that generally across all Council departments there are limited resources so interventions are targeted.
- XIII. The Council’s role is to identify what is being delivered and for whom, and to then prioritise its resources to deliver what other partners are not and in areas which will best meet its strategic outcomes. For example, the Council’s role is not

to compete with the private or budget fitness provision, but it will need to provide swimming opportunities and accessible parks, open spaces, and active travel opportunities.

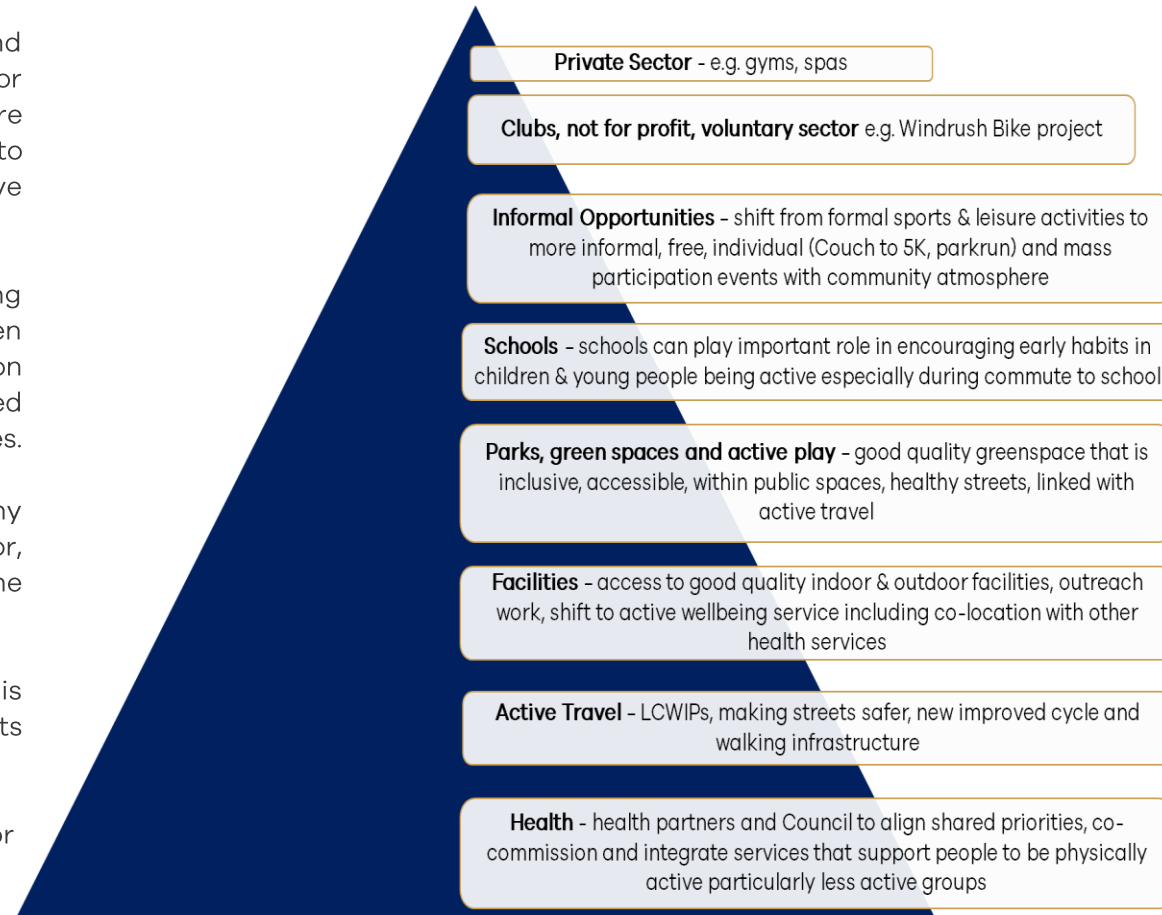


Figure 3 – Delivering sport & physical activity in West Oxfordshire

² [Reaching the less active: A guide for public sport and leisure services | Local Government Association](#)

1. Stage 1 – Outcomes








1.1. Stage 1 of the strategy outlines the key local and national strategic priorities and considers how sport, leisure and wellbeing can contribute towards achieving them.

1.2. National Strategies

1.2.1. Outlined below are seven key national strategies that influence a local authorities approach to delivering leisure and physical activity services to local communities.



Figure 4 – National Strategies

 <p>Department for Culture Media & Sport</p> <p>Get Active: a strategy for the future of sport and physical activity - GOV.UK (www.gov.uk)</p>	 <p>Uniting the Movement Sport England 2021-2031 Future of public leisure Sport England 2022</p>	 <p>Public Health England</p> <p>PHE Strategy 2020 to 2025 - GOV.UK (www.gov.uk)</p>	 <p>bma-physical-activity-briefing-get-move-on-oct-19-v2.pdf</p>	 <p>Department for Transport</p> <p>Gear change: a bold vision for cycling and walking (publishing.service.gov.uk)</p>	 <p>Ministry of Housing, Communities & Local Government</p> <p>National Planning Policy Framework - GOV.UK (www.gov.uk)</p>	 <p>Every Move sustainability strategy and action plan 2024 (sportengland-production-files.s3.eu-west-2.amazonaws.com)</p>
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1.2.2. The key priorities outlined in these strategies include:

- More investment in the sector is targeted at inactive groups.
- A strategic approach is established to ensure communities have access to the facilities they need.
- Making sport and physical activity more inclusive and welcoming for all, so that everyone can have the confidence that there is a place for them in sport.
- Connecting Communities - Focusing on sport and physical activity's ability to bring people together and make places better areas to live.
- Positive experiences for children and young people.
- Connecting with health and wellbeing.
- Transitioning from traditional leisure services into an active wellbeing service.

- Provision is place-based (ensuring health & wellbeing services are at the heart of local communities & aligned to the needs of people in the communities).
- Promote good mental health and contribute to the prevention of mental ill health.
- Promoting healthier and safer communities - Planning policies and decisions should aim to achieve healthy, inclusive and safe places which promote social interaction, and are accessible, to enable and support healthy lifestyles.
- Sport and physical activity sector to become environmentally sustainable, enabling greater opportunity for all people to participate in sport and physical activity, now and in the future.
- People's health and quality of life is improved by more people walking and cycling.

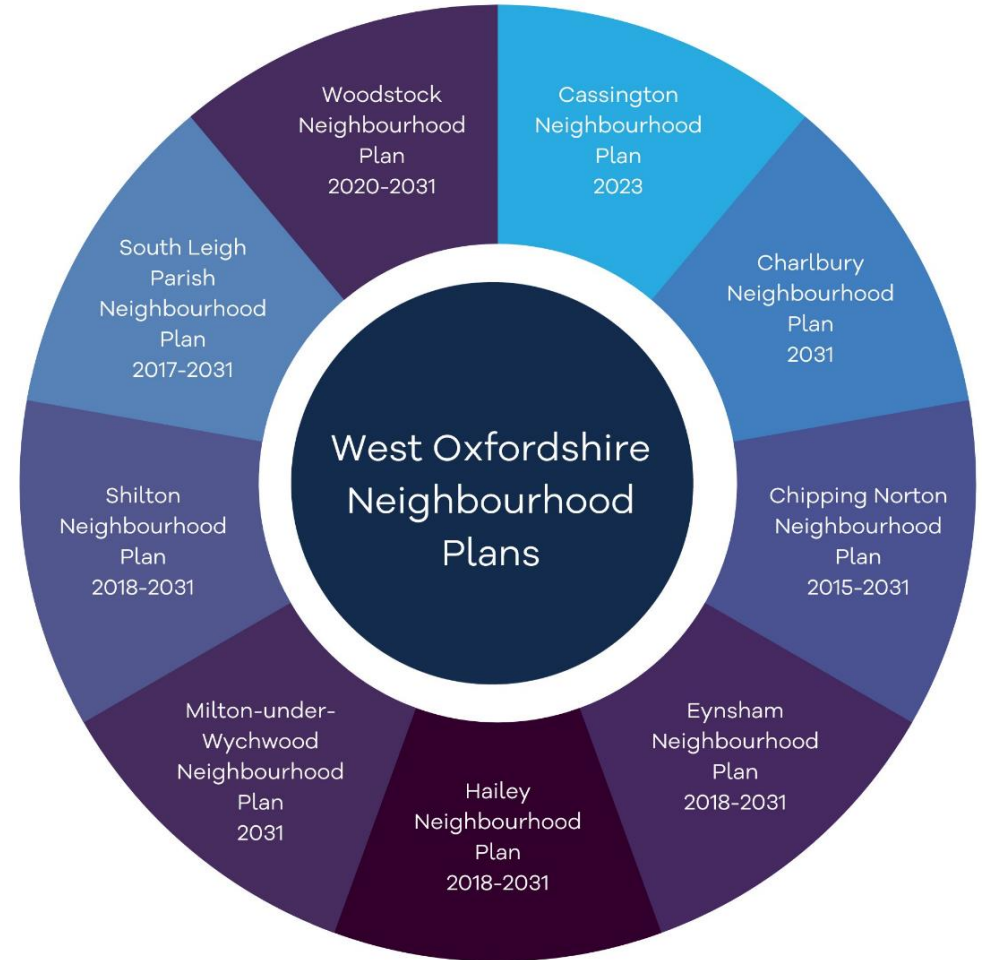
1.3. Local Strategies

- 1.3.1. The following local strategies and plans have been reviewed against national strategic priorities. A detailed local strategy analysis can be found in [Appendix 1](#).

Figure 6 – Key Local Strategies



Figure 5 – Adopted Neighbourhood Plans



1.3.2. Healthy Place Shaping

1.3.3. Oxfordshire and the Future Oxfordshire Partnership continues to support healthy place shaping as a strategic priority in enabling the regeneration of existing communities and the development of new communities, which promote health and wellbeing.

1.3.4. Healthy place-shaping is one of the ways to deliver the Council’s ambition to create ‘thriving communities for everyone in Oxfordshire’ – where people want to live, work and be part of something different.

1.3.5. Healthy place-shaping is a collaborative approach, which aims to create sustainable, well designed, thriving communities where healthy behaviours are the norm and which provide a sense of belonging, identity and community.

1.3.6. This approach can apply to new developments and to the regeneration of existing communities and involves action across these three areas:

- **The built environment:** shaping the built environment, public realm, green spaces and infrastructure at a local level to encourage healthy living
- **Community activation:** helping local people to live healthier lives with the support of community groups, schools, and employers
- **New models of care:** delivering new approaches to care closer to home and minimising hospital-based care.

1.3.7. The ambition is to create healthy communities which reflect the [UK Green Building Council’s concept of a healthy neighbourhood \(pdf format\)](#)

1.3.8. These can help to deliver Oxfordshire County Council’s commitment to climate action through supporting active travel, sustainable development, and the creation of healthy, sustainable food systems.

1.4. Stakeholder Consultation

- 1.4.1. Key stakeholder consultation was undertaken both within the Council with Members and Officers and with external partners. A detailed stakeholder consultation report is included at [Appendix 2](#).
- 1.4.2. The common themes and key messages that were taken into consideration from the review of national and local strategies and stakeholder consultation are set out opposite.
- 1.4.3. Increasing physical activity among target groups³ could help achieve these outcomes. Enablers identified to help deliver these outcomes are working collaboratively and increasing accessibility, so more residents have access to leisure services and facilities.
- 1.4.4. These key objectives and messages inform the strategic themes and outcomes for Stage 1 and are grouped in three priority strands as follows:



- 1.4.5. These are priority areas and increased physical activity can contribute towards the Council’s outcomes and the Council’s vision of ‘West Oxfordshire as a District which offers a fulfilling and meaningful quality of life for our residents with opportunities for all to flourish.’

³ Target groups identified can be found in [Appendix 3](#)



1.5. **Key Conclusions from Stage 1**

1.5.1. The key considerations from the review of national and local strategies and stakeholder consultation are set out below.

Strategic Review and Stakeholder Consultation – What does this mean for physical activity in West Oxfordshire?

- It is recognised both in the strategic review and stakeholder consultation that **increasing participation** in physical activity can help **improve West Oxfordshire’s residents’ health and social outcomes** such as **obesity, social isolation, dementia, falls prevention, and long-term health conditions**.
- There is an ambition to increase **collaboration amongst stakeholders and working together** rather than in silos. The **workshops identified the opportunity for closer collaboration with the voluntary sector, community groups, public health, social prescribers and disability groups to work in synergy together** ranging from joint initiatives, and programmes, and sharing networks.
- Increasing physical activity among target groups will help achieve outcomes such as a **healthy start**, (embedding healthy lifestyles for children from an early age) and **ageing well**, (improving strength and movement in older people to enable them to live independently for longer).
- It was agreed in the workshops that **focus should be on those groups who have the greatest barriers to being active**.
- Employers introducing healthy workplaces and initiatives was seen as an opportunity to improve efficiency and wellbeing of working adults.
- There is a need to shift the perception and stigma around traditional sport and exercise ‘not being for people like me’ to re-think and **re-frame facilities, services, programme, language and imagery used around physical activity** to help ‘build movement into everyday life’ and ‘connect everyone with the value of everyday activity’. This shift would help encourage people to participate in leisure activities and overcome a lack of confidence and anxiety that activity is not for them. Other factors that would help are leisure spaces to be inclusive, welcoming and disability friendly.
- Another barrier to participation is **people’s ability to reach provision**. Not all residents are able to access places to be physically active, particularly in rural areas with a lack (and high cost) of public transport. This highlights the need for physical activity to be delivered in a variety of safe, local locations, both indoor and outdoor and to change the view that physical activity has to be done at a specific venue or place.
- By providing more community focused and alternative ways to be active, such as cycling, organised walking groups and making most of West Oxfordshire’s wealth of natural outdoor spaces then communities can build activity into everyday life and stay connected.
- The importance of **connecting West Oxfordshire** socially and geographically (rural communities, lack of public transport) came across strongly and it was felt that **harnessing the positive impact of physical activity** could help reduce social isolation and bring communities together. It was mentioned that not only older people experience social isolation but often young families or people who are new to the area.
- Another key theme was the **green agenda, supporting a low carbon future and promoting and supporting active travel initiatives**, encouraging more walking and cycling. By reducing carbon emissions, it will also help improve people’s health.

1.6. The agreed themes and outcomes are detailed below.

Figure 7 – Strategic Themes and Outcomes

<p style="text-align: center; color: white;">Good Health for Life</p>	<ul style="list-style-type: none"> • Reduced rates of physical inactivity • Reduce health inequalities across the most and least deprived areas • Improved health index and mental health index scores • Physical activity is embedded as part of everyday life • Develop strong local partnerships to increase accessibility to physical activity and wellbeing opportunities • Improve the efficiency and wellbeing of the workforce • Increased knowledge of the benefits of physical activity • Older people to be active, engaged and independent to maintain their quality of life • Encourage an active start in life and increase physical literacy and proficiency in life skills e.g. cycling & swimming 	<p style="text-align: center;">Leisure Services and active wellbeing within WODC are financially sustainable</p> 
<p style="text-align: center; color: white;">Socially Integrated Communities</p>	<ul style="list-style-type: none"> • Reduced social isolation and loneliness • Communities more connected wherever they live through increased participation in physical activity • Leisure provision is inclusive and accessible to all people across West Oxfordshire • Increased training and education opportunities through leisure services • Increased collaboration with local communities, charity and voluntary sector 	
<p style="text-align: center; color: white;">Active Environment</p>	<ul style="list-style-type: none"> • Active travel is the easy choice for residents – increased walking and cycling rates for travel • Leisure centres and facilities to be carbon neutral by 2030 • Improved access to, and use of, West Oxfordshire’s outdoor spaces for physical activity • Active environment principles are incorporated into all new housing development projects 	

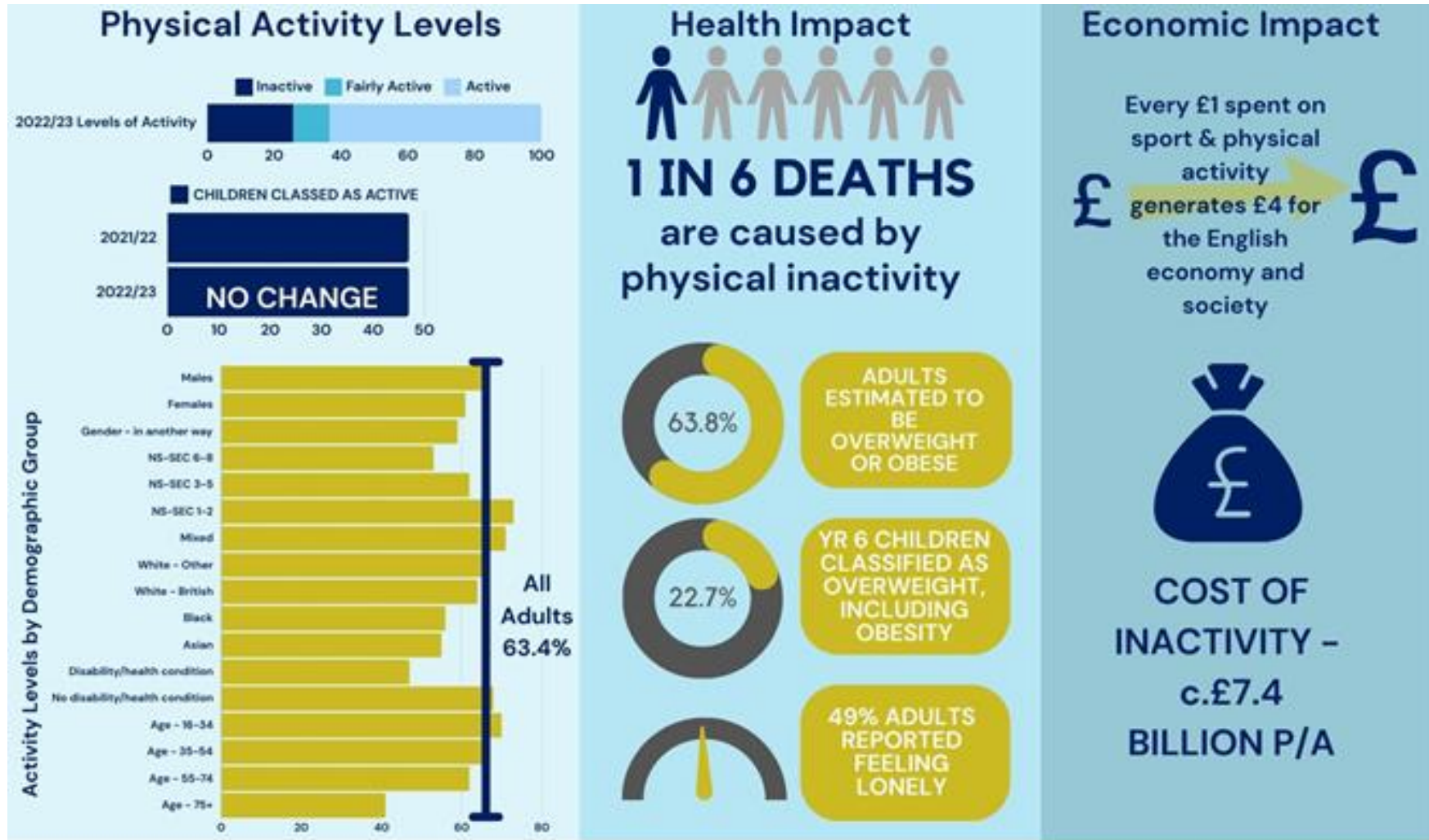
2. Stage 2 – Insight

- 2.1. Stage 2 sets out the insight data used to understand the socio demographic context of the Council up to 2031⁴. The services going forward will need to reflect the future and current population and health profile of the area.
- 2.2. It includes a review of the Council’s demographic profile, health profile, physical activity, active travel participation rates and identifies areas of deprivation.
- 2.3. **The National Context**
 - 2.3.1 Low levels of physical activity have a serious impact on people’s physical and mental health and the national economy as shown in the infographic overleaf.



⁴ Local Plan until 2031 (2041 plan in consultation)

Figure 8 – State of the Nation infographic



2.3.2 On average, England’s adult activity rate is 63%, the infographic highlights lower average rates for; women, older age groups, people with long-term health conditions and disabilities, people from lower socio-economic groups and people from ethnic minority backgrounds.

2.4. The Local Context

2.5. West Oxfordshire’s Population

2.5.1 The population of the Council area in 2021 was circa 114,200. This has risen by 9.0% from the 2011 Census. This is higher than the overall increase for England at 6.6% within the same timeframe⁵.

2.5.2 The population of the Council area is predicted to increase to 115,898 by 2031.⁶ 65-69 years age group will have the largest rise and will be the largest age group by 2031.

2.5.3 Predicted housing growth, could increase the population further and, therefore, services and facilities will need to be developed to meet the demands of the additional population.

2.5.4 Across the whole Council area, currently, there are lower numbers of children 0-4 years and people aged 15-39 years, but higher numbers of people aged 50+ and, in particular, 75+ years than the national average.

2.5.5 The Council area has a lower proportion of residents from ethnic minority groups. 95.2% of residents class themselves as white, higher than the England average of 81%.

2.5.6 In terms of what the demographics mean for physical activity levels locally, we know that West Oxfordshire has low ethnic diversity and deprivation levels, both contributing factors of lower participation rates. However, West Oxfordshire has higher than national 75+ years. Age continues to be a major factor that determines how likely a person is to be physically active, and the older a person is, the less likely they are to meet the Chief Medical Officers’ guidelines. However, West Oxfordshire bucks this trend with still higher levels of 75+ residents than the local and national picture.

⁵ ONS Census 2021

⁶ ONS Data (2018/2021)

2.6. **West Oxfordshire’s Health profile & Joint Strategic Needs Assessment (JSNA)**

- 2.6.1. As part of the Oxfordshire JSNA 2023, health indicators at a local level were analysed to help understand the socio demographic and health needs of West Oxfordshire.
- 2.6.2. Given the links between physical activity and public health priorities, this strategy reflects and supports the work already completed for the JSNA to help target inequalities in specific areas.
- 2.6.3. The table overleaf shows a breakdown of JSNA 2023 health data by each West Oxfordshire middle layer super output area (MSOAs). Red highlights statistics that are significantly worse than the England average, yellow statistics are in line with and green are statistics are better than the national average. Further health statistics for the Council area can be found in [Appendix 4](#).
- 2.6.4. West Oxfordshire overall has better health indicators than the national and regional averages. However, Chipping Norton and Carterton North have higher levels of ‘death all causes’. Chipping Norton also has lower than average life expectancy for males and females and higher than average emergency hospital admissions. Carterton North also has slightly lower life expectancy for females than the national average.

Figure 9 – Oxfordshire Local Area Inequalities JSNA Data ⁷

West Oxfordshire Demographic Summary

Measures	England	Oxfordshire	West Oxfordshire	Chipping Norton	Kingham, Enstone & Middle Barton	Charlbury & North Leigh	Chadlington & Wychwoods	Woodstock, Stonesfield & Tackley	Hanborough & Cassington	Leaffield, Minster Lovell & Duckington	Witney East	Witney West	Witney Central	Eynsham & Stanton Harcourt	Burford & Brize Norton	Carterton North	Carterton South	Bampton, Clanfield & Standlake
Health Index Score	100	112.2	119.8															
Active adults %	63.1	69	68.3															
Active children & young people %	47.2	46.6	45.8															
Obesity or overweight adults %	63.8	60	67.7															
Rate of obesity Yr6 %	21.6	17.3	15.9	16.3	15.6	12.5	11.8	7.8	13.2	15.6	13.0	18.2	21.3	13.5	16.7	21.3	20.0	13.5
IMD Deprivation Rank	21.7	11.7	8.7	10.8	11.7	6.4	8.3	5.6	4.7	8.1	8.5	11.3	10.7	11.2	11.4	7.2	7.6	7.3
Children under 16yrs living in poverty %	17.1	10.1	7.9	10.9	5.9	7.2	8.3	4.0	5.0	7.2	8.5	11.1	10.9	10.5	7.9	7.1	8.6	6.0
Unemployment %	5.0	2.9	2.7	3.3	2.0	2.6	2.5	2.6	2.4	2.4	2.6	3.4	3.5	4.1	2.3	2.3	1.9	2.5
Emergency Hospital admissions – all	100	93.1	87.8	123.1	79.6	86.9	81.4	75.4	83.2	83.2	87.4	88.7	93	100.1	87.6	85.5	83.1	81.2
Deaths – all causes (SMR)	100	87.1	88.6	151.2	63.2	74.1	97.9	75.5	101.0	82.9	93.1	70.1	81.7	76.6	84.4	122.3	83.7	85.5
Life expectancy - males	79.5	81.5	81.5	78.1	84.1	81.8	81.1	83.3	81.6	83.5	82.2	83.9	79.8	81.1	80.8	79.6	81.5	82.9
Life expectancy – females	83.2	84.8	84.8	80.0	88.5	88.2	85.0	86.5	83.8	85.3	83.4	86.1	86.0	87.5	86.2	82.3	84.7	84.5
Preventable mortality (SMR)	100	73.6	70	99.3	68.9	62.8	71.6	64.2	65.1	42.7	66.9	51.4	69.9	74.9	69.0	94.9	85.7	67.6

⁷ [Workbook: Oxfordshire Local Area Inequalities Dashboard \(tableau.com\)](#)

Deaths - all causes (SMR) SMR - standardised mortality ratio for deaths 2016-20

Preventable mortality (SMR) Standardised mortality ratio for deaths from causes considered preventable aged under 75 years

2.7. Participation in Physical Activity

2.7.1 Why Moving Matters

2.7.2 “The evidence is overwhelming that moving our bodies – through community sport, fitness, and physical activity – improves our lives, individually and collectively. From better mental and physical health to greater career opportunities and social cohesion, movement benefits us from the day we’re born through to old age. And if young people are able to have positive experiences of getting active, it can help build the foundations for an active life.” Sport England – Uniting the Movement Strategy 2021

2.7.3 There is a strong correlation between regular physical activity and reducing the risk of a number of health conditions including;

- Cardio vascular disease by up to 35%,
- Type 2 diabetes by up to 40%,
- Hip fractures by up to 68%,
- Breast cancer by up to 20%,
- Dementia by up to 30%, and,
- Depression by up to 30%

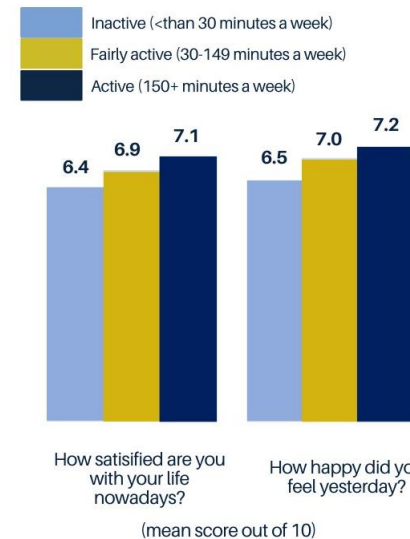
2.7.4 Recent research⁸ shows sports participation in school is associated with higher levels of wellbeing for young people and also a significant predictor of self-belief and mental toughness, key life skills for young people.

Figure 10 – Benefits of physical activity for mental wellbeing and loneliness

Mental Wellbeing³

There’s a positive association between activity levels and mental wellbeing – some activity is good, more is better

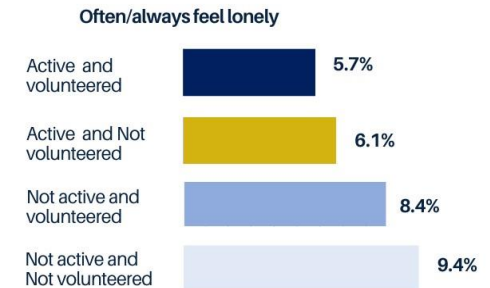
Sport England’s Active Lives survey has demonstrated the positive association between activity levels and mental wellbeing. In the latest survey findings, adults reaching the recommended levels of activity were more ‘satisfied with their life’ and ‘happy’ than less active people.



Loneliness⁴

People who engage in sport and physical activity are less likely to feel lonely

Those who are active are less likely to feel lonely than those who are not active, regardless of whether they also volunteer or not. However those who aren’t active, but do volunteer to support sport and physical activity, are less likely to feel lonely than those who don’t volunteer. Many forms of sport and physical activity include a social element, so this is perhaps not surprising.



SOURCE: 1, 2 – PUBLIC HEALTH ENGLAND: ALL OUR HEALTH (2021)
3, 4 – SPORT ENGLAND ACTIVE LIVES ADULTS SURVEY NOVEMBER 21-22

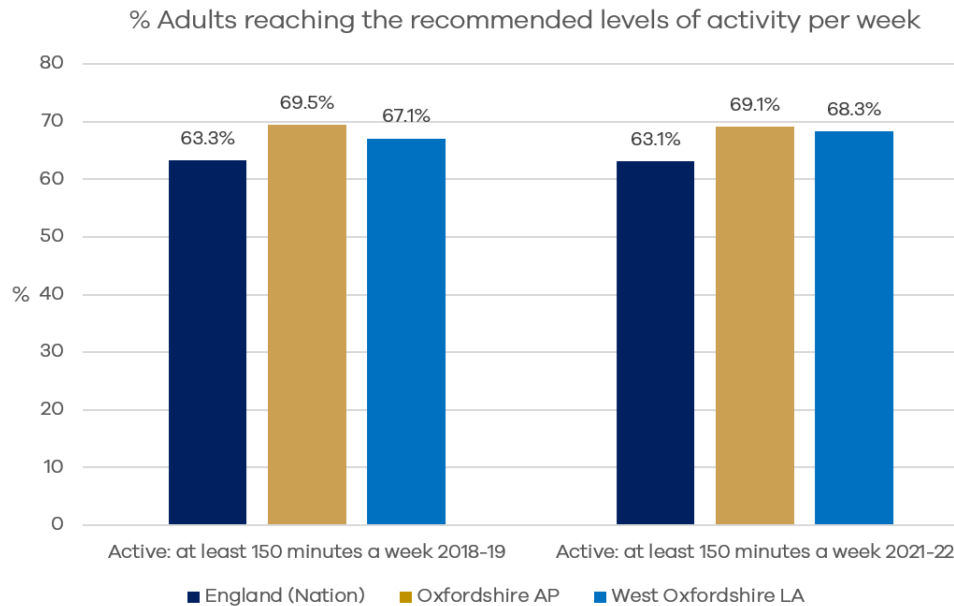
⁸ [The benefits of sport participation and physical activity in schools - Youth Sport Trust](#)

2.8. Current Levels of Physical Activity

2.8.1 It is important to understand the Council’s current activity levels, and whether levels of activity are impacted by socio-economic and geographical factors.

2.8.2 The levels of adults classified as active in West Oxfordshire are detailed in the graph below and are compared to regional and national levels.

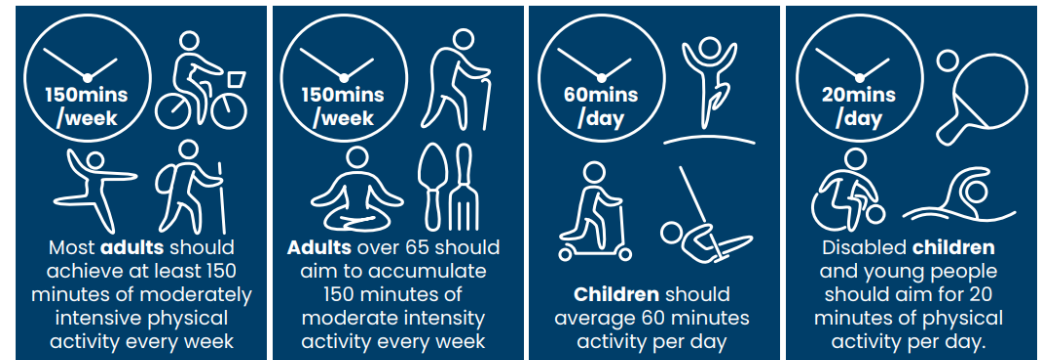
Figure 11 – West Oxfordshire Adult Physical Activity Profile



Sport England Active Lives Adult Survey November 2018-19/2021-22

2.8.3 68.3% of West Oxfordshire adults are reaching the Chief Medical Officers (CMO) required levels of physical activity.

Figure 12 – CMO Guidelines for Physical Activity



Above: Summary of the UK Chief Medical Officers' Physical Activity Guidelines¹

2.8.4 Nationally, Covid-19 impacted adult activity rates, however within West Oxfordshire area, adults classed as active have returned to pre-Covid levels.

2.8.5 The levels of active adults in West Oxfordshire are comparable to the regional average and 5% higher than the national average.

2.8.6 The levels of children and young people in West Oxfordshire reaching the CMO guidelines for physical activity compared to the Oxfordshire Active Partnership and national levels are shown in the graph opposite.⁹

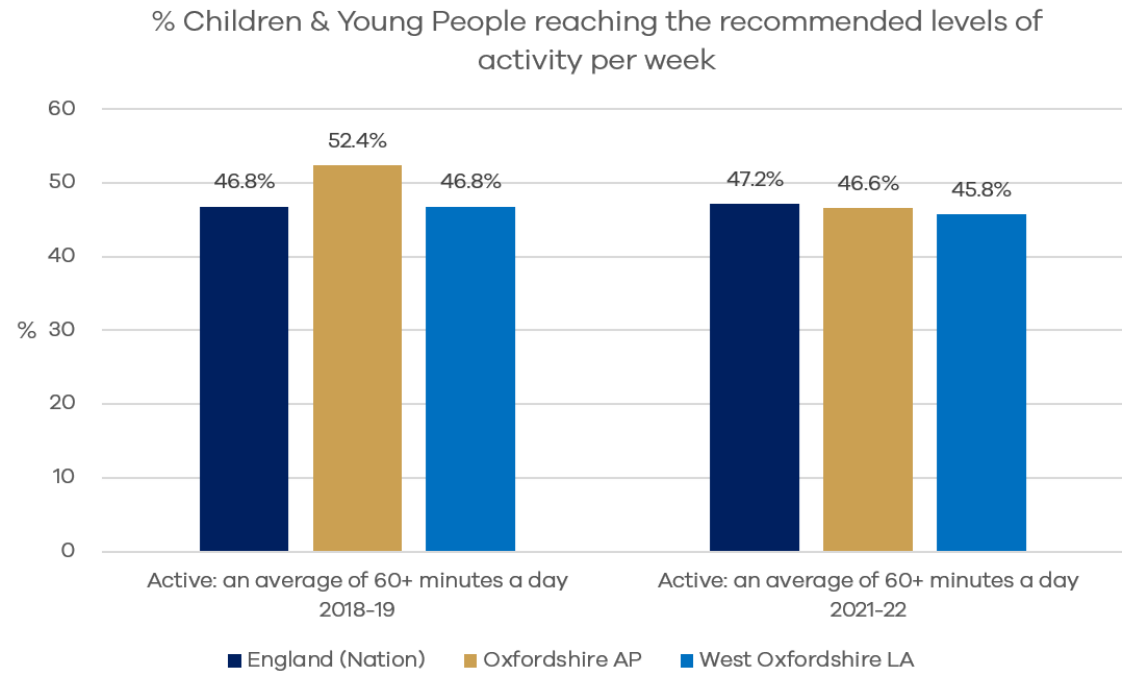
2.8.7 45.8% of children and young people are achieving CMO recommended levels of activity, lower than the regional and national levels.

2.8.8 Nationally and regionally the number of children and young people currently meeting the CMO recommended guidelines for activity has returned to pre-Covid levels.

2.8.9 Within West Oxfordshire they have almost returned to pre-Covid levels at just 1% lower. However, regionally, children’s participation rates are still 6% behind pre-Covid levels.

2.8.10 Although it should be noted that the 2021/22 regional participation rates are in line with national and local average (pre-Covid they were significantly higher at 52.4%).

Figure 13 – West Oxfordshire Children and Young People Activity Profile



Sport England Active Lives Children & Young People Survey Academic Year 2018-19/2021-22

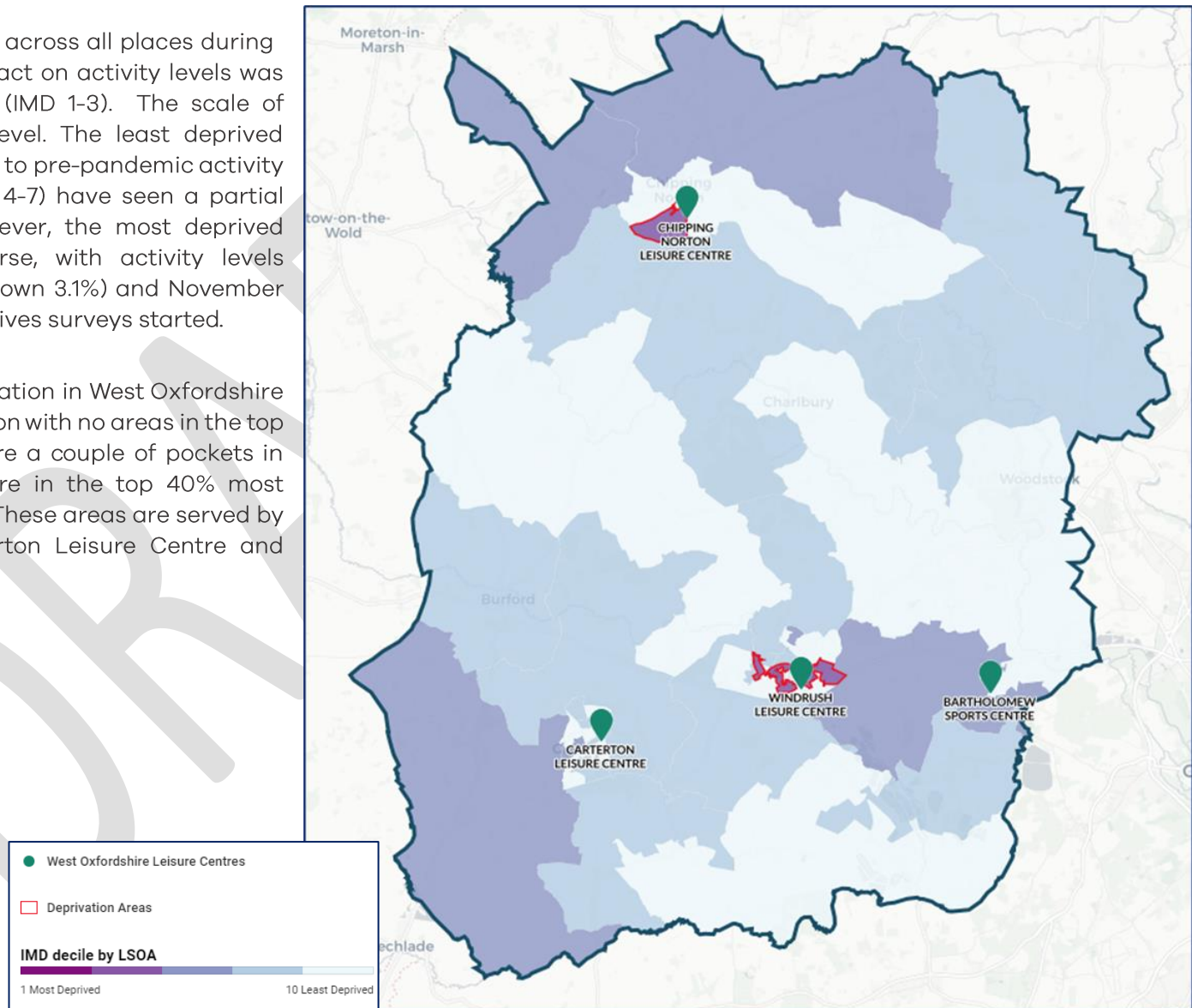
⁹ Data from academic year 22-23 is not available for West Oxfordshire so academic year 21-22 has been used

2.9. Demographic Variations

2.9.1 **Variations by Place** - Activity levels fell across all places during the pandemic. However, Covid-19's impact on activity levels was greatest in the most deprived places (IMD 1-3). The scale of recovery also differs by deprivation level. The least deprived places (IMD 8-10) have seen a full return to pre-pandemic activity levels, while mid-deprived places (IMD 4-7) have seen a partial recovery but remain 0.8% down. However, the most deprived places (IMD 1-3) have fared far worse, with activity levels remaining below both pre-pandemic (down 3.1%) and November 2015-16 levels (down 2.6%), when Active Lives surveys started.

2.9.2 The map shows specific areas of deprivation in West Oxfordshire which, overall, has low levels of deprivation with no areas in the top 30% most deprived nationally. There are a couple of pockets in Chipping Norton and Witney, which are in the top 40% most deprived areas (shown outlined in red). These areas are served by local leisure facilities of Chipping Norton Leisure Centre and Windrush Leisure Centre.

Map 2 – West Oxfordshire Deprivation Map



2.9.3 As set out in figure 8, national context, there are differences in physical activity participation across demographic groups, including gender, ethnicity, and people who have disabilities and long-term conditions.

2.9.4 The following graph shows active adults in four demographic groups within West Oxfordshire compared to the national average for the same demographic groups.

2.9.5 It is encouraging to see that both males and females classed as active is higher than the national average, with females being over 7% higher than the national average. The gap between male and female participation is also lower in West Oxfordshire at just 1.5% compared to 4.8% nationally.

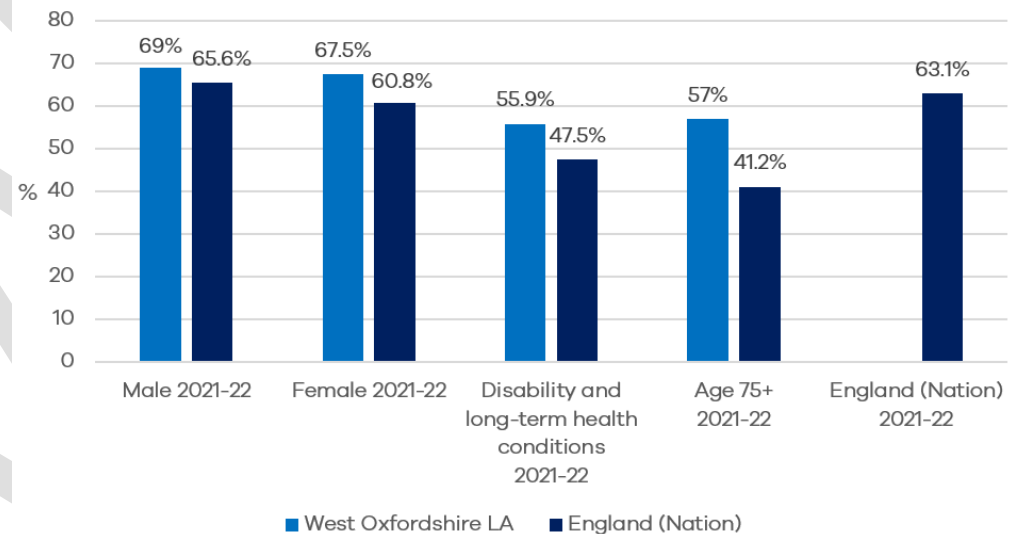
2.9.6 Within West Oxfordshire those that are classed as active and living with a disability or long-term health condition is just over 8% higher when compared to the national average for active adults with the same classification.

2.9.7 Those in the 75+ age range classed as active within West Oxfordshire is significantly higher than the national average, which goes against national trends as the 75+ age range sees the sharpest decline in activity levels.

2.9.8 There is no socio-economic group participation in activity data for West Oxfordshire.

2.9.9 Overall, the statistics are positive as these specific cohorts in West Oxfordshire have higher rates of recommended levels of activity compared to national averages.

Figure 14 – West Oxfordshire Active Adults Within Four Demographic % Adults reaching the recommended levels of activity per week



2.10. The Most Popular Sports and Physical Activities

2.10.1. According to recent Active Lives data (Nov 21-22) the main participation sports for adults within West Oxfordshire are as follows with the arrows indicating which activities have increased or decreased from the previous year (Nov 20-21) and how they compare to the national picture. West Oxfordshire participation by sport trends match the national pattern.

2.10.2. West Oxfordshire has higher participation than England in all the main sports (shown in green) apart from 'Dance' and 'Walking for Travel' (shown in red).

Table 1 – Popular sports and physical activities in England and West Oxfordshire summary

Type of activity	England	West Oxfordshire
Walking for leisure	79% ↓	86% ↓
Walking for travel	51% ↑	49% ↑
Swimming	23% ↑	30% ↑
Fitness classes	22% ↓	26% ↓
Cycling for leisure/sport	26% ↑	31% ↑
Cycling for travel	12% ↑	16% ↑
All dance	16% ↑	15% ↑
Golf	10% ↑	15% ↑

2.10.3. The number of people walking for leisure – which boomed during lockdowns – has understandably fallen back but remains above its pre-Covid-19 figure of 84%. Conversely, fitness activities and active travel saw big drops during the pandemic but have seen significant rises over the last 12 months, although fitness remains below the pre-coronavirus level of 28.4% whilst cycling is higher than its pre-Covid figure of 14.7%. While swimming in West Oxfordshire has seen a significant recovery, levels remain below pre-pandemic rate of 35%.

2.11. Active Travel

2.11.1. Car ownership is higher in West Oxfordshire than the national average (only 12% of households have no car or van compared to 25.8% across England) which, combined with the rural nature and inaccessibility of some areas in the District, may explain the lower walking for travel levels with residents choosing to use the car as their main mode of transport.

Figure 15 – West Oxfordshire Adults Active Travel participation levels



2.11.2. This is similar for children and young people with 39.9% having participated in walking to get to school or other places once a week or more, which is 7.6% lower than the Oxfordshire average and 10.6% lower than the national average.

Figure 16 – West Oxfordshire Children Active Travel participation



2.11.3. Again, this may be due to parents and carers driving children rather than them walking to their main place of education or recreation.

2.11.4. This active travel data and variety of sports and activities shows that physical activity does not just take place in leisure centres and that the active environment and active travel provide opportunities for people to incorporate physical activity into their daily lives.

2.12. Catchment Analysis

2.13.1 Member Mapping

2.13.2 A catchment analysis of current leisure centre users was completed to understand where existing members live and which groups are currently over or underrepresented. This will help the Council consider how well the centres are meeting the needs of the community in terms of accessibility and attracting all members of the community.

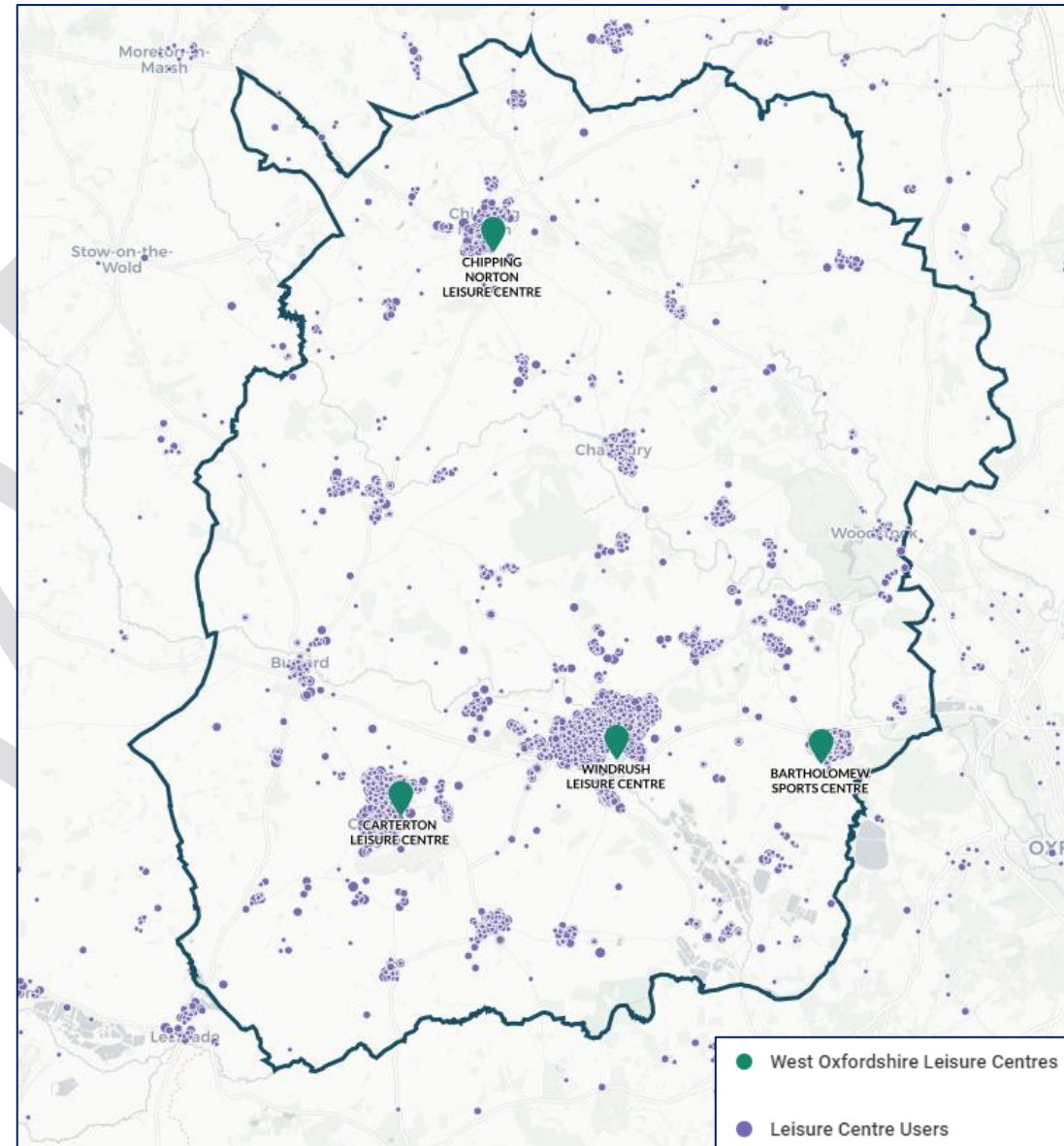
2.13.3 The link to this mapping detail is;
<https://datahubmaps.com/West-Oxfordshire-Leisure-Centres/>

2.13.4 The map opposite shows the catchment area for leisure users with the larger dots representing more people from that postcode area.

2.13.5 There are 8,486 known users of leisure centres, of which equates to 6.5% of West Oxfordshire residents.

2.13.6 Chipping Norton Leisure Centre attracts the most users from outside the Council area with 12.9% from across the border. As can be seen in the map, the highest proportion of users are located in the vicinity of each leisure centre and areas of higher population density. There are clusters of users from settlements such as Burford, Charlbury, and Milton-under-Wychwood.

Map 3 – West Oxfordshire Council Leisure Users Catchment Map



2.13. Understanding who is currently inactive

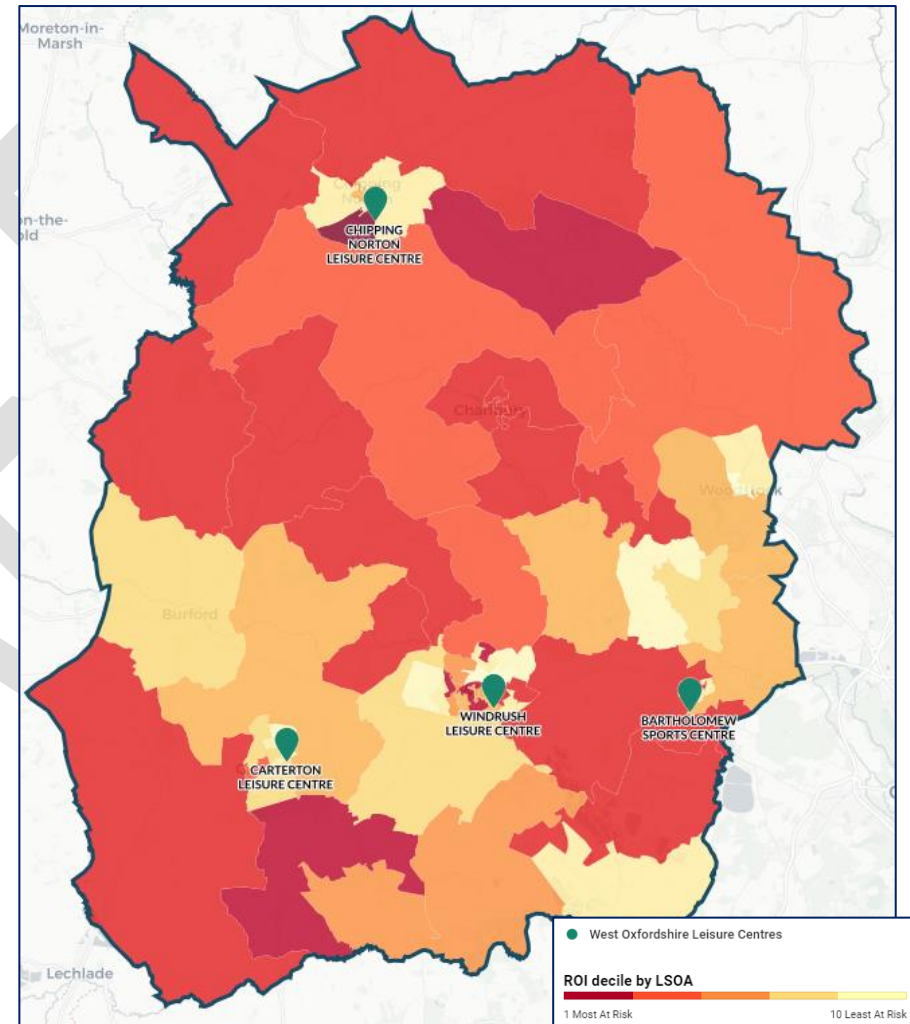
2.13.1. The mapping sets out geographical areas that have a high risk of inactivity¹⁰. This highlights that it is not only the more urban areas with higher levels of deprivation that are at high risk of inactivity but also rural communities who may have limited access to facilities and older populations.

2.13.2. Using Mosaic, a detailed segmentation system, each leisure centre user's postcode was assigned a Mosaic code. To ensure like for like comparison, leisure centre users are compared to the total population in the same area. This gives us a demographic profile of leisure users and the local population showing how well the Council managed or supported facilities are penetrating the market, as can be seen in the figure overleaf. Further details are found in [Appendix 5](#).

2.13.3. This analysis shows the most under-represented mosaic group across the Council's leisure centres is:

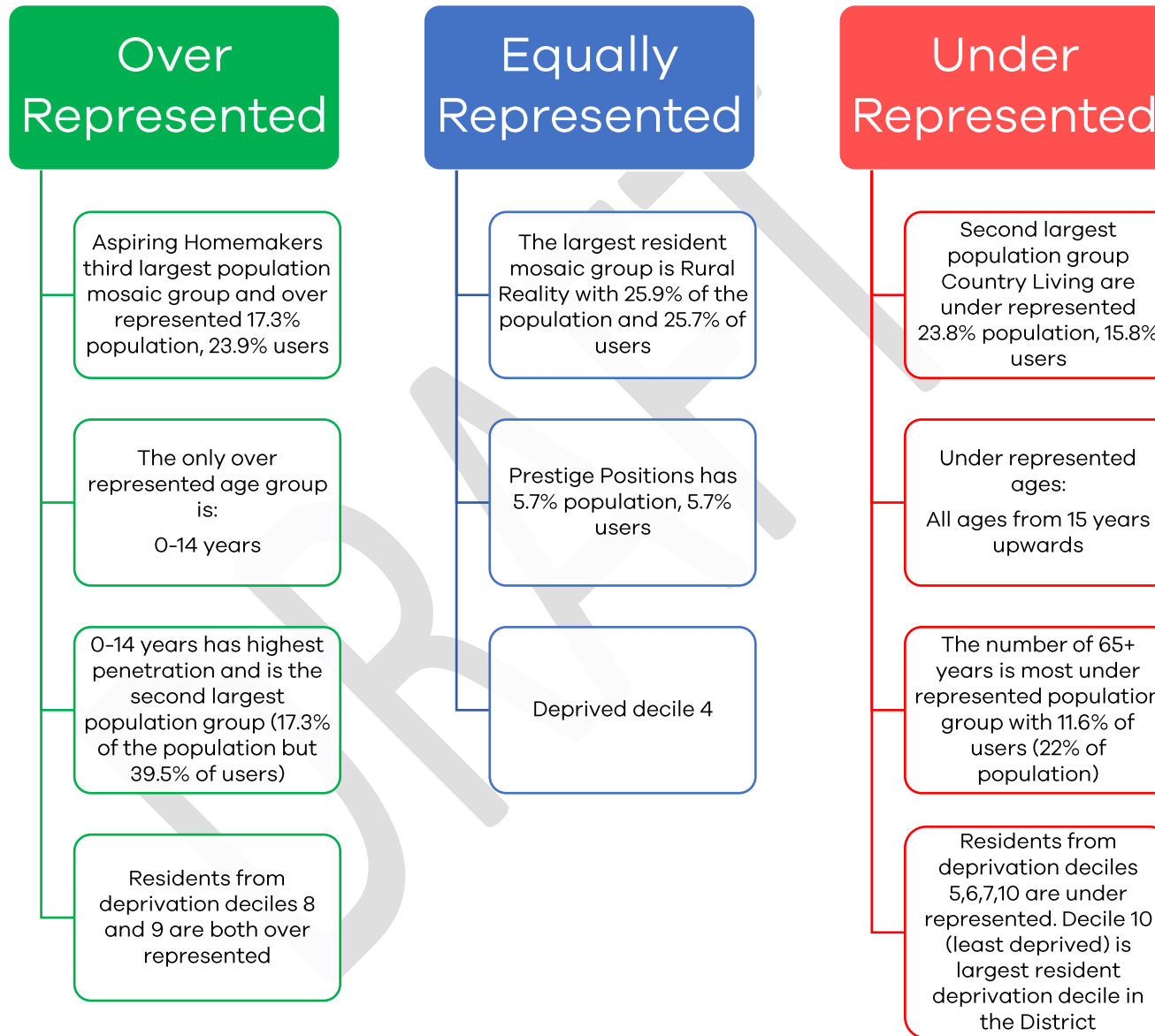
- **Country Living** group is under-represented, making up 15.8% of users. Country Living tend to be older people (66+) that own their own home in rural locations and have good income levels.
- **65+** is the most under-represented age group.

Map 4 – West Oxfordshire Council Risk of Inactivity



¹⁰ The risk of inactivity layer is informed by live participation data from over 750 million visits to over 2,000 leisure venues sourced from DataHub since 2012. Using this data we are able to identify which demographic segments (age, gender, deprivation and mosaic group) are likely to participate more or less than others. We overlay this information with the demographic profile of an area, in this case an LSOA, (based on ONS population data and Experian Mosaic information) and can calculate how at risk the population of the area is at being inactive. This aligns with the Sport England definition of inactivity showing how at risk the people in an LSOA are at doing less than 30 min of physical activity in a week from having the highest risk to having the lowest. Darker reds have the highest risk, whereas the lighter shades have the lowest.

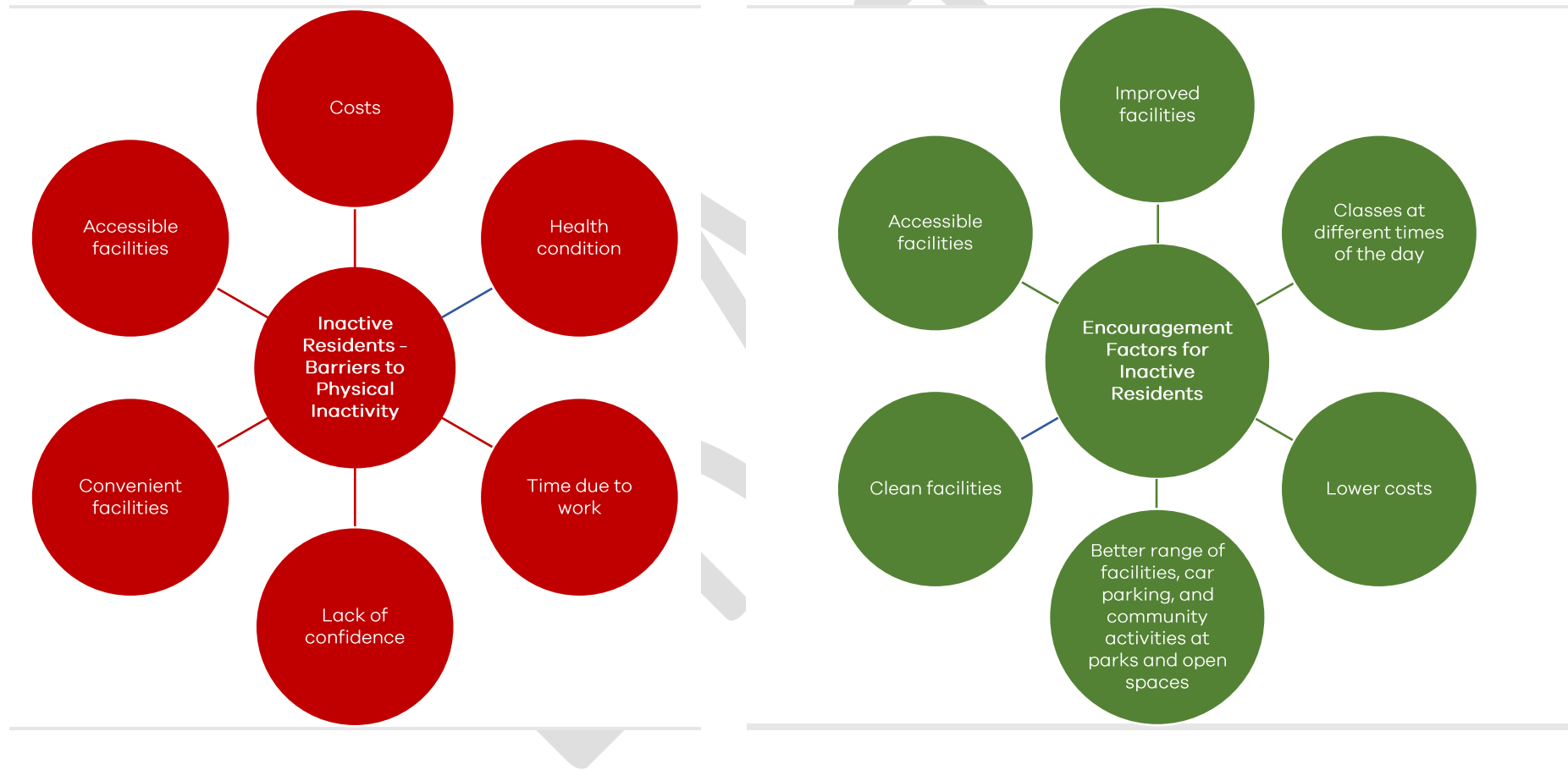
Figure 17 – User Profile Findings



2.13.4. Main barriers for people that are classed as 'inactive'

2.13.5. Analysis of the community survey respondents enables the identification of barriers and encouragement factors for those classified as inactive and those whose day to day activities are limited because of a health condition or disability.

Figure 18 – Main Barriers to Being Active and Encouragement Factors



Health, Demographic & Membership Analysis – What does this mean for physical activity in West Oxfordshire?

- Leisure facilities need to meet the demands of West Oxfordshire’s growing and ageing population as well as the demands of younger people.
- West Oxfordshire has good health overall but there are pockets of health inequalities in some MSOA areas such as Chipping Norton.
- There are some local health issues that increased participation in physical activity could positively contribute towards, such as mental health, social isolation, falls, hip fractures and levels of overweight and obese adults and children.
- West Oxfordshire (32.2%) has lower than national levels (37.8%) of obese, overweight children (Year 6) but this changes in adulthood with higher levels (67.7%) of adults overweight or obese than national levels (63.8%). There is an opportunity to promote healthy habits in young people to encourage them to continue leading a healthy lifestyle into adulthood.
- Known user analysis shows that older groups (particularly those aged over 65) are under-represented in leisure centres. With West Oxfordshire’s ageing population and higher than average numbers of people aged over 65 years providing programmes, initiatives, services and facilities that cater for an ageing population is important.
- There is a slight over-representation of females against the resident population and under-representation of males using leisure centres. This is encouraging as, generally, women have lower participation levels. Women often have good representation in leisure centres as they feel safe, can partake in classes and social interaction.
- Therefore from the analysis and evidence above the following groups would be identified as target groups to get more active:
 - **Children** – children and young people in West Oxfordshire have **lower** than regional and national activity levels. Increase activity levels and promote healthy habits to continue into adulthood
 - **Older people, particularly in Chipping Norton and Carterton North** – under-represented in leisure centres and ageing population are less likely to be active
 - **Women** – lower activity levels than men
 - **People living in areas of deprivation** – whilst well represented in leisure centres, there are high levels of risk of inactivity within these areas and higher health inequalities
- Overall, the user profile of the leisure centres is broadly comparable to the resident population in West Oxfordshire, with no specific mosaic groups or deprivation deciles significantly under-represented.

Physical Activity Profile – What does this mean for physical activity in West Oxfordshire?

- More West Oxfordshire adults are reaching the Chief Medical Officers (CMO) required levels of physical activity than the national average.
- Those in the 75+ age range classed as active within West Oxfordshire is significantly higher than national average, which goes against national trends, usually 75+ age range sees sharpest decline in activity levels. It will be important to understand how they are currently being active and what can be done to maintain these levels.
- Conversely, children and young people are achieving lower than regional and national levels CMO recommended levels of activity.
- Further understanding is required as to why children are less active than regional and national levels, but have lower obesity/overweight levels, adults are the opposite way round with higher obesity/overweight levels, but they are more active. Usually, those who participate in physical activity more are less likely to obese/overweight.
- The District's physical activity and sports offer (encompassing the commercial, public and community sectors) needs to attract those that have either always been inactive or have stopped being active since the Covid pandemic.

Active Travel

- Car ownership is higher than national average which, combined with the rural nature and inaccessibility of some areas in the District, may explain lower walking and cycling levels, with residents choosing to use the car as their main mode of transport.
- There is an opportunity to increase active travel initiatives. Having appropriate cycling and pedestrian facilities will also encourage participation in active travel via walking and cycling, which increases the opportunities for people to be more active.

Inactive

- Services and resource need to target those with greatest need and 'hard to reach' groups to help reduce health inequalities. Parts of Chipping Norton and Witney were identified as areas at risk of inactivity but fall within a 20-minute walk and drive time catchment of Chipping Norton Leisure Centre and Windrush Leisure Centre respectively.
- Other areas identified at risk of inactivity include more rural areas to the east of Chipping Norton around Enstone and in the south of the District around Black Bourton and Clanfield.
- Outreach programmes are required in rural locations and areas at risk of inactivity to encourage social interaction movement and wellbeing activities in local places they feel comfortable.
- The quality, cleanliness and accessibility of facilities is very important for inactive residents and increasing the likelihood of them participating in recreation, physical activity and wellbeing sessions in a leisure centre setting.
- Movement needs to be built into everyday life, such as walking to work/school, which has no cost and is also time efficient – both issues raised as barriers by inactive residents.
- Considering timing of programmes and activities to work around peoples' work commitments, e.g. shift workers, to help reduce time as a barrier.

2.14. Community Engagement

2.14.1. Community engagement took place to help understand what, where and how residents are accessing leisure facilities and outdoor spaces for physical activity across West Oxfordshire, the barriers they face to being active and what improvements should be considered to encourage more participation. Full details can be found in [Appendix 6](#).

2.14.2. Insight has been collected via previous consultation work and an online community survey which took place December 2023 – January 2024.

Figure 19 – Community Survey Key Findings

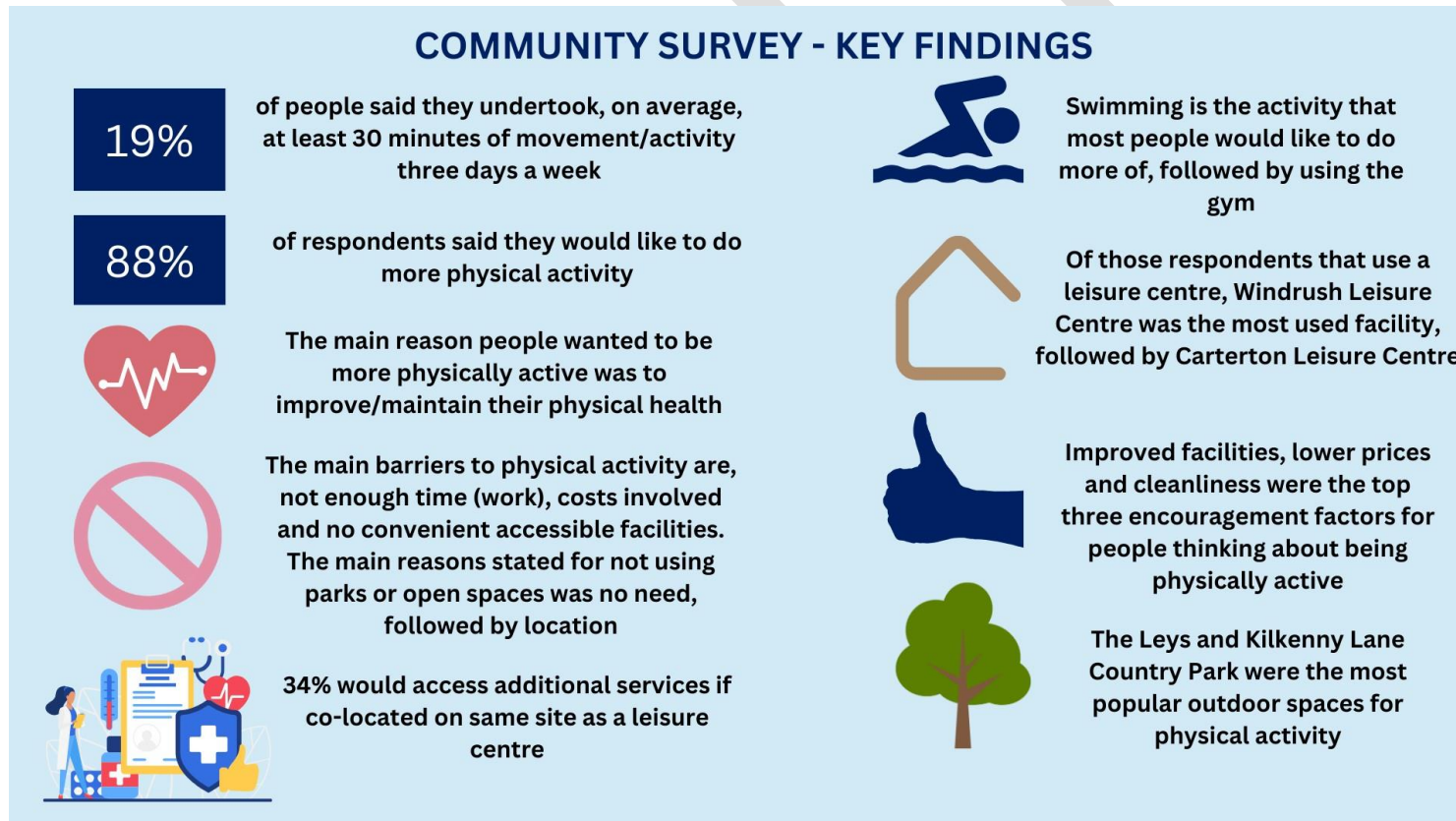


Figure 20 – Previous Engagement by Healthwatch Oxfordshire – Carterton Men Focus Groups

PREVIOUS ENGAGEMENT - KEY FINDINGS

31

Men in Carterton engaged in focus groups about health



They wanted to feel encouraged, respected and valued in interactions with health services



Barriers to health and wellbeing including lack of time, caring responsibilities, cost of living pressures, loneliness and long hours of work



Male friends and men in workplaces could be important in giving peer support for men to talk about health



Men did not always know where to turn for help and support or aware of local services



Hobbies and being part of local groups gave opportunity for men to support one another. Less choices for younger men to find groups and activities locally aside from sport



Clear messaging, straightforward language and proactive communication was important to the men in the focus group

Figure 21 – Previous Engagement by Community First Oxfordshire and Healthwatch Oxfordshire – Rural Isolation in Oxfordshire Report

PREVIOUS ENGAGEMENT - KEY FINDINGS

Rural Isolation in Oxfordshire Report March 2022

25%

25% of respondents sometimes felt lonely and 8% often felt lonely



Main way residents involved in the community was through volunteering, local social media channels and exercise/sport classes



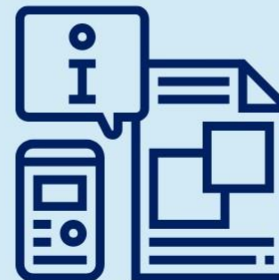
Work responsibilities / lack of time main reason that prevented respondents from getting involved in community activities, followed by lack of confidence, physical health reasons and transport availability



The survey highlighted breadth of community activities and groups. These formal and informal groups offer link in for people feeling socially isolated either directly or indirectly. Most of these groups and activities are volunteer-led



Accessible and affordable public transport appears to be a key factor in reducing perceived isolation, despite high levels of car ownership



Information and services are accessed in multiple ways (face to face, online, through local groups within the community and hard copies on notice boards and through doors). It is, as a result, essential that multiple ways to access key information and services are made available for all people

Figure 22 – Previous Engagement West Oxfordshire – Youth Needs Assessment 2022

PREVIOUS ENGAGEMENT - KEY FINDINGS

Youth Needs Assessment - 2022



The most common barriers to accessing activities are due to having to travel too far to attend them, activities are too expensive, and they don't have anyone to attend activities with



Climate change is very important to young people and some of them have worries about the future because of this



Mental health is incredibly important to young people and they have experienced difficulties getting the help they need



Activities that young people participate in are:

- 48.7% physical activity
- 12.6% theatre, dance, music
- 7.4% youth clubs
- 6% outdoor adventure
- 5.9% computer / tech / gaming
- 4.8% work



Young people and their parents feel that West Oxfordshire is a safe place to live



Football is the top activity young people would like to do, followed by basketball, boxing, swimming and gym

2.14.3. The community survey echoes the top participation sports shown in Table 1 with recreational walking (21%) the most popular activity among those that responded, followed by going to a leisure centre (12%), then swimming (9%). The survey also showed a higher level of interest in forms of active travel with 53% expressing a desire to cycle, run, or walk more than they currently do. This is much higher than the national benchmark and suggests cycling for travel rates may, like the Active Travel data, increase in the future.

2.14.4. The variety of most popular sports highlights the importance of different partners to offer both indoor and outdoor spaces to be physically active.

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Engagement – What does this mean for physical activity in West Oxfordshire?

- **Over half of respondents wishing to do more activity said their primary motivation was to ‘improve/maintain my physical health’.** It is encouraging that residents wish to be more active and that they recognise the importance and value of increasing their physical activity levels.
- For those wanting to do more activity, ‘swimming (lane or family swimming sessions)’ emerges as top preference. Leisure centres and health clubs can enhance engagement and encourage more individuals to participate in activities that align with their interests and fitness goals.
- Interestingly, for **those who didn’t want to do more exercise, the main reason was because they do enough already** at 67%, which is much higher than national benchmark of 58%. This reflects higher than national physical activity levels in West Oxfordshire.
- The survey results revealed that **‘lack of time due to work’ was a significant barrier to engaging in more activity and higher than national benchmark.** It indicates that lots of individuals experience time constraints related to work commitments. Considering timing of programmes and activities to work around peoples’ work commitments, e.g. shift workers, to help reduce time as a barrier. No convenient & accessible facilities were also cited as a barrier.
- **Another common barrier was ‘costs involved’**, this suggests that financial considerations are a factor hindering physical activity. This reflects a recent Sport England study (January 2024) – 36% of respondents could not afford to be active, while 29% said they had less time to exercise, often as result of having to work more. [How rising cost of living is impacting sport and physical activity | Sport England](#)
- The study also outlines that people from most deprived areas and lower socioeconomic backgrounds are more likely to say their levels of physical activity have been negatively affected by cost-of-living increases. There are plenty of low and no cost options for getting active, whether that's running for free with parkrun, using outdoor gym equipment that can be found in many parks or simply going for a walk and building movement into everyday life.
- **Main encouragement factors to doing more physical activity were improved facilities, lower costs (prices), cleanliness of facilities, better range of facilities/equipment, classes available at different times of the day and increased range of sessions and classes.**
- **Accessible / good quality facilities was the main encouragement factor to people using leisure centres.** Followed by direct costs and availability of time. Outreach work in local community facilities would make services more accessible to rural communities.
- **Location was main reason** for not using leisure centres/health club. Windrush was the most popular followed by Woodstock open air pool then Carterton. **Those not using Windrush – 48% would consider using in future** – opportunity if offering right.
- A third would use leisure centres more if other services co-located on site. This is worth considering for any new builds or redevelopments.
- 59% use a park/open spaces – The Leys is most popular.
- **Higher interest in active travel** e.g. cycle, run, walk (53%) national benchmark (42%) which has potential to increase activity levels and improve the environment.
- Making being active ‘easy’ helps enable people to build activity into everyday life. Walking was the most popular activity, presenting an opportunity to extend existing walking projects and work with partners to increase walking for active travel.
- Previous engagement also emphasised that lack of time due to work responsibilities stops people from partaking in physical activities and/or getting involved in volunteering. This prevents people from reaping benefits of being more active, interacting, volunteering and feeling connected in their community. The previous engagement also highlighted role that health and leisure services have in signposting clear information about what is going on.

2.15. Current Leisure Provision

2.15.1 All the existing indoor facilities have been mapped, including village and community halls, where physical activity is being offered. The interactive map can be accessed here: <https://datahubmaps.com/West-Oxfordshire-Leisure-Centres/>

2.15.2 The supply and demand of the existing provision has been assessed in the West Oxfordshire Indoor Built Facilities Strategy.

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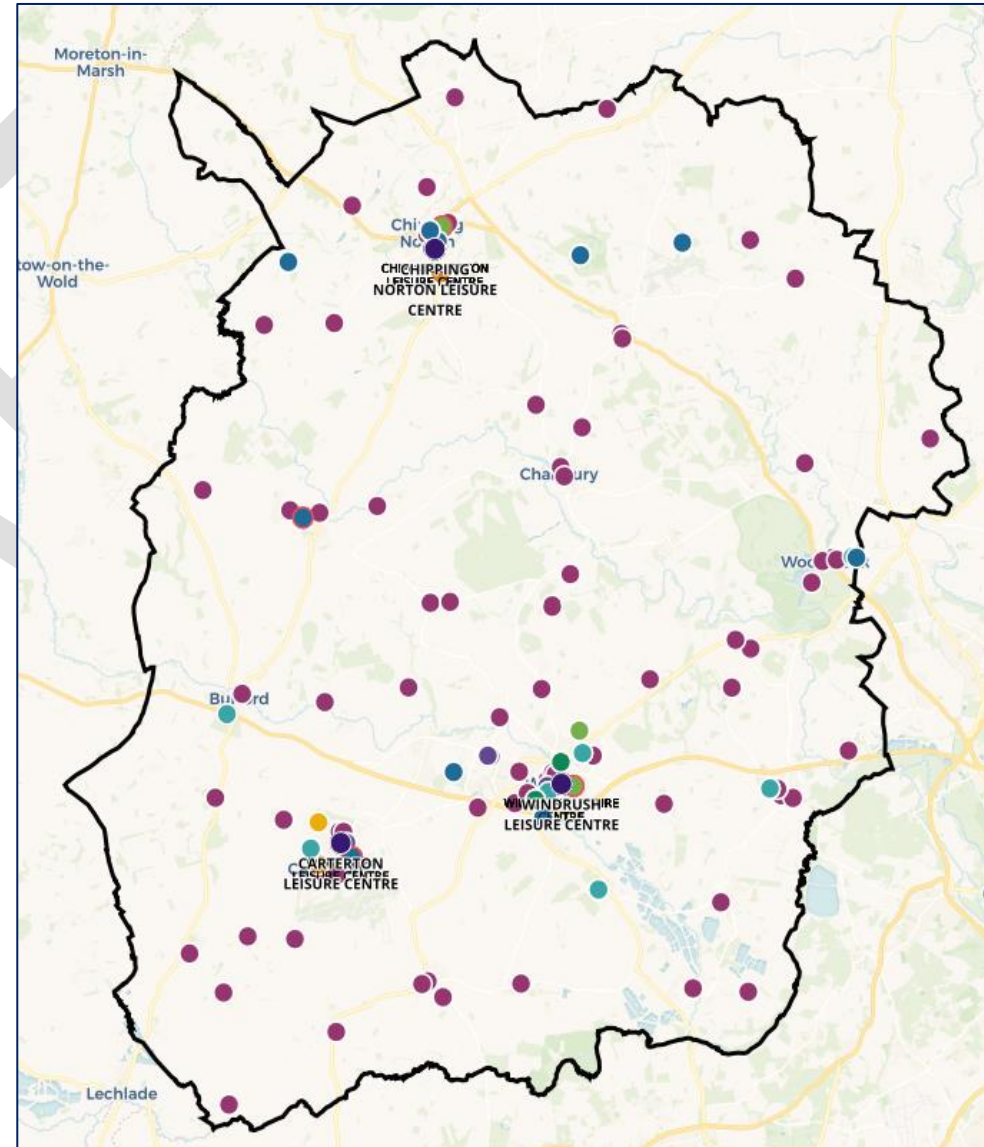
2.15.3 The map shows all main facility types within West Oxfordshire. There is a good spread of facilities across the Council area, with provision concentrated in the more urban areas.

2.15.4 Of the Council owned leisure centres some of the key issues are:

- **Windrush Leisure Centre** – Built in 1975. Despite some refurbishment in 2017/18 (including gym extension and new spin studio) the site is ageing, and the swimming pool is nearing end of its economic life. Moving Communities data highlighted how older buildings have had slower recovery post-Covid. As an aging building it will be more expensive to repair and maintain and less energy efficient.
- **Chipping Norton Leisure Centre** – Built in 2002. Some refurbishment took place in 2017/18 including a gym extension. More refurbishments will be required to keep centre competitive and efficient in the market. Roof fabric is being replaced in 2024.
- **Carterton Leisure Centre** – The centre had extensive redevelopment in 2020, including expansion of the gym, new dance studio, fitness & swimming pool changing rooms, crèche, cafe and swimming viewing area, soft play, trampoline park and sports hall.
- **Bartholomew Sports Centre** - Built 2007. Ongoing refurbishment will be required to retain and attract users.

2.15.5 We know through the engagement work that the quality of facilities is important to encouraging people to visit leisure centres and participate in physical activity.

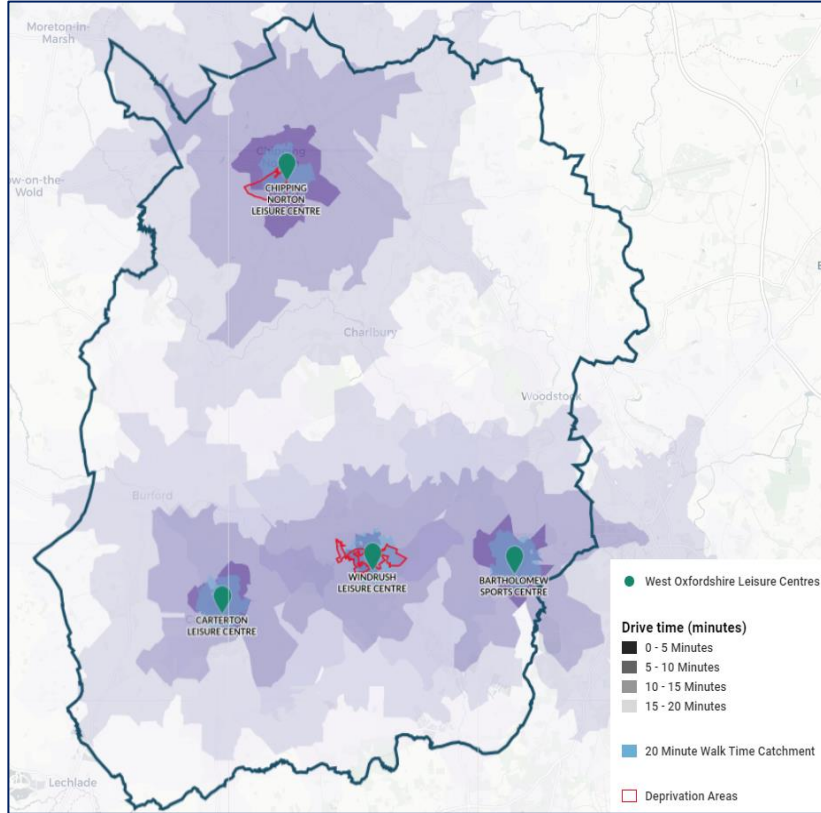
Map 5 – West Oxfordshire Current Leisure Provision Map



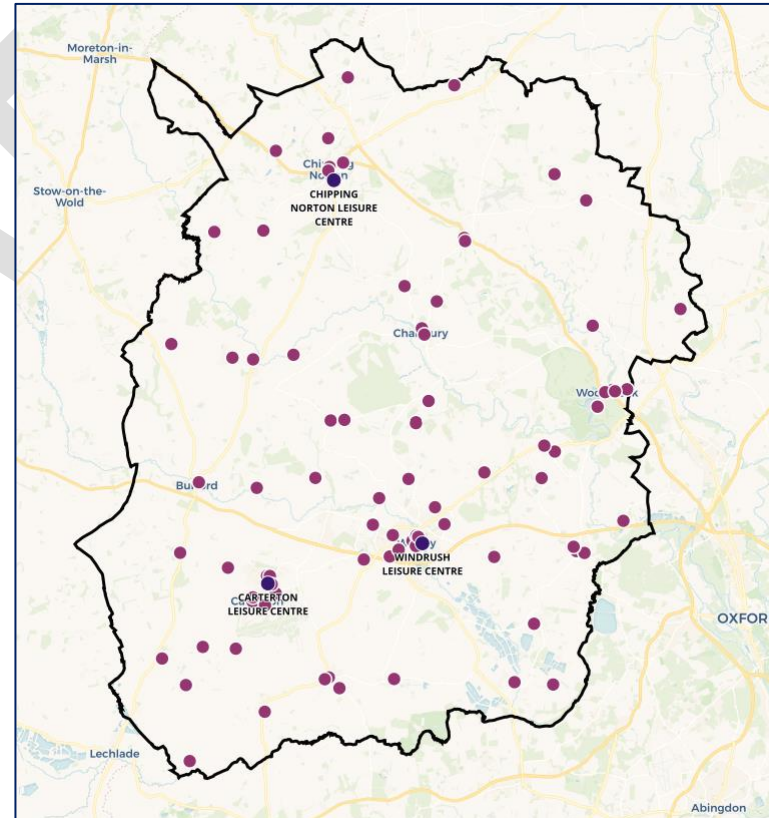
2.15.6 The first map below highlights the Council’s leisure centres, the 20-minute drive time and walk time catchment and the top 40% most deprived areas. All areas of deprivation are within a 20-minute drive time of a leisure centre and mostly in a 20-minute walk time, apart from Witney Central ward and west of Chipping Norton ward.

2.15.7 Some areas of West Oxfordshire are not within the catchment of a Council leisure centre, however there are community facilities (as seen in the second map) that offer opportunities for organised physical activities in these areas e.g. Wooton Village Hall and Alice Marshall Hall to the north east. These community centres often serve more rural local communities and are an important facility that support wider active wellbeing opportunities. Some of the areas not within a West Oxfordshire Council leisure centre catchment will fall into bordering facility catchments, particularly to the east on the boundary with Oxford.

Map 6 – Leisure Centre 20-minute walk, cycle catchment time & deprivation



Map 7 – Community facilities in West Oxfordshire



2.16. Indoor Built Facility Strategy

2.16.1 An Indoor Built Sports Facilities Strategy was completed in March 2022, whilst it has not been formally adopted by the Council it is important to consider the recommendations from the strategy and how the status of the existing stock is impacting performance potential.

2.16.2 The key recommendations were:

- A feasibility study is completed for the replacement of Windrush Leisure Centre due to its age (50 years in 2025).
- Swimming Pools at both Chipping Norton and Carterton Leisure Centres will need to be refurbished by 2028.
- Dilapidation surveys are required for the sports halls at Chipping Norton, Carterton and Bartholomew Sports Centre. This is to ensure that all leisure stock has a rolling programme of refurbishment work to ensure that facilities are fit for purpose and meet energy performance targets – working towards carbon-neutral status.
- Existing levels of community accessible and affordable fitness suite provision in West Oxfordshire should be retained as the Council’s sport and leisure facilities as a minimum. Opportunities to provide and enhance the fitness facilities in the future should be considered. As part of these plans there needs to be a full latent demand /needs/business case justification undertaken at the time.
- Existing levels of community accessible squash court/multi-function space provision across West Oxfordshire should be retained.
- Protect all indoor sports facilities within the new local plan. This is to ensure against the loss of strategically valuable sports facilities that are available for community use or could contribute to meeting future community needs, unless replaced by equivalent or better provision in terms of quantity and quality in a suitable location.
- Where appropriate, West Oxfordshire District Council and its partners seek to secure developer contributions from strategic developments that could contribute towards the development of strategic facilities, additional and safe walking, running and cycling routes, and, where possible, to open up other informal, multipurpose places and spaces where people can be active.
- There is an identified need for informal community space / centres to provide for sports and physical activity, particularly in the rural areas of the District.

2.17. Commercial Leisure Provision

2.17.1 A review of commercial leisure competition within the Council area was undertaken. Commercial leisure provides an opportunity for children and adults to be active. The level of current provision is illustrated in the map opposite.

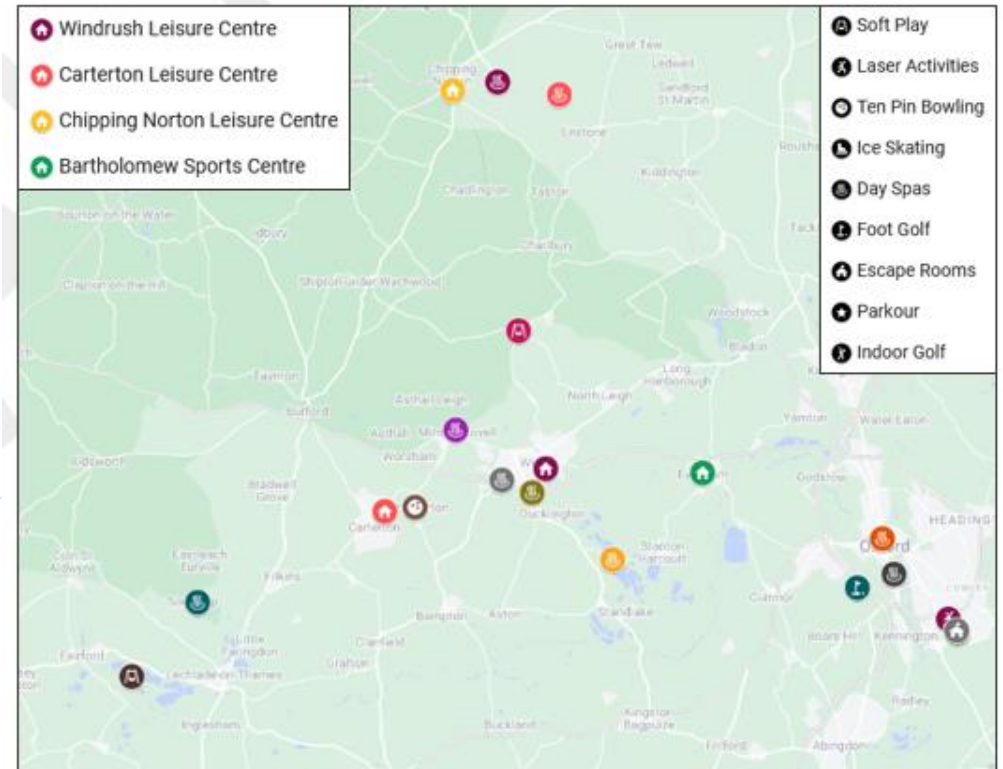
2.17.2 The overall analysis shows that outside of the Carterton trampoline and soft play facilities, there is limited soft play and other commercial leisure provision within the Council area. There are no TAGactive sites, trampoline parks or traditional climbing/clip 'n climb sites.

2.17.3 There is soft play available at Chipping Norton Leisure Centre. It is a fully enclosed two storey play structure and is open from 9.30am-6pm weekdays and 9am-3pm at weekends. It is aimed at children under the age of 10.

2.17.4 Other commercial leisure provision is well provided for in Oxford meaning that the Council facilities are unlikely to attract people from the City and surrounding areas, thereby reducing the catchment area for the Council's centres.

2.17.5 Additionally, just outside the Council area is Swindon which has sufficient commercial leisure provision to serve residents to the south west.

Map 8 - Commercial Leisure Provision



2.17.6 Day spas offer a high level of competition within the Council area and in the surrounding areas.

2.17.7 The map above shows all competition for the Council area. All competition, including specific activities, can be viewed via the interactive map [HERE](#). You can filter by activity type to show specific demand within the catchment.

2.18. Outdoor Provision

2.18.1 Leisure centres are not the only environment for people to be active. The wider physical environment, green infrastructure and open spaces play an important role in enabling more people to get active through active design and active environment to help improve the health of residents.

2.18.2 There are several parks and outdoor adventure play areas in West Oxfordshire, such as Kilkenny Lane Country Park situated between Brize Norton and Carterton, which has 2.5km of footpaths (suitable for wheelchair and pushchair access) and bridleways, and an adventure play area. Other parks include Deer Park and Madley Park Playing Fields. In the community survey, The Leys was the most popular park.

2.18.3 There are a number of open spaces in West Oxfordshire supported by the Council, such as North Leigh Common, The Lower Windrush Valley Project, Wychwood Forest Trust and Berks, Bucks & Oxon Wildlife Trust.

2.18.4 West Oxfordshire has blue spaces from lakes to four rivers running through the District (Thames, Cherwell, Windrush and Evenlode), which provide the opportunity to be physically active through water sports such as; outdoor swimming, water ski club, kayaking and paddle boarding. Hardwick watersports in the south east of the District offers a wide range of water sport activities.

2.18.5 There are two seasonally heated outdoor swimming pools at Woodstock Open Air Pool and Chipping Norton Lido.

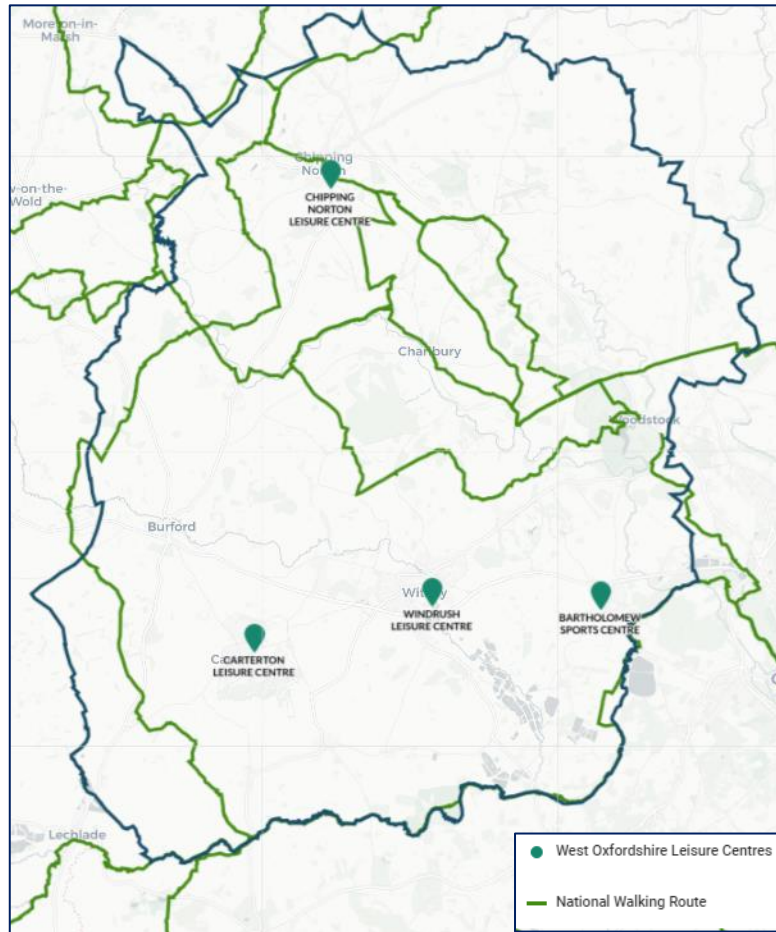
2.18.6 There are more than 80 play areas in West Oxfordshire, several of which have skate parks. Most are owned and managed by the local parish or town council.

2.18.7 According to the West Oxfordshire Open Space Study 2013-2029, there are nine allotment sites (20.62 hectares in total) in West Oxfordshire, which are managed by the town and parish councils.

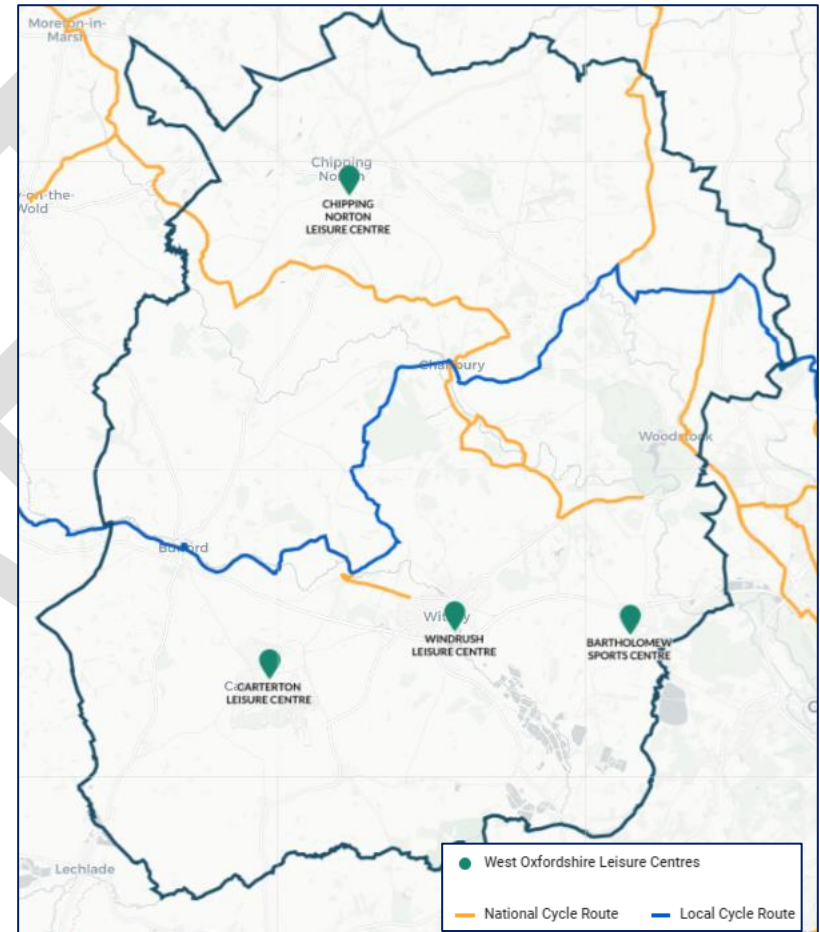
2.18.8 The report also identifies that there are eight amenity green spaces (covering 40.36 hectares), 12 parks and recreation grounds (public – over 52.61 hectares), and eight accessible natural green spaces (across 90.73 hectares).

2.18.9 The maps below show the national cycling and walking routes as well as local cycling routes. It can be seen that the rural areas (where there are less leisure facilities) are better served compared to the urban areas. There is an opportunity to utilise these routes for outreach programmes and initiatives in rural areas. However, cycling on roads in rural areas can often be risky and slightly dangerous. Well maintained off road routes can offer the chance for communities to be better connected through active travel.

Map 9 – National Walking Routes in West Oxfordshire



Map 10 – National and Local Cycling Routes in West Oxfordshire



2.18.1. Oxfordshire County Council has secured £520,415 of funding from the Government's Active Travel Capability Fund¹¹ to invest in improving access to active travel options across the County. The projects include:

- Planning for priority cycleways in Witney.
- Extending the County Council bike library scheme to enable low-income families to be able to cycle to school.
- Community cycle loan services, cycle maintenance training and community bike repair stands.
- Implementing cycle safety support in secondary schools and workplaces.
- Creating user-friendly local cycling and walking/wheeling maps.

2.18.2. In addition, The Windrush Bike project is a not for profit social enterprise that runs a community bike workshop in Witney where they teach vulnerable children and adults to fix donated bikes. Outside the workshop they deliver bikeability cycle training. Recently their 'Cycle for Good' initiative has received funding through the Council's partnership with community fundraising platform Westhive. This project expands the Windrush inclusive bike library, youth mechanics drop-in and builds on the Rusty Riders programme.

2.18.3. These initiatives, along with the improvements identified in the Local Cycling and Walking Infrastructure Plans (LCWIP) in development, will help increase walking and cycling

participation levels for adults and children in West Oxfordshire.

- Carterton has also been selected as one of two mobility hub pilot schemes by Oxfordshire County Council¹². Mobility hubs can help to support the prioritisation of sustainable transport modes and improve health and well-being of residents.

¹¹ <https://news.oxfordshire.gov.uk/plans-for-new-active-travel-funding-announced-by-oxfordshire-county-council/>

¹² [Mobility Hub Strategy \(oxfordshire.gov.uk\)](https://www.oxfordshire.gov.uk/mobility-hub-strategy)

Indoor, Commercial and Outdoor Provision – What does this mean for physical activity in West Oxfordshire?

Indoor

- There is a good spread and variety of indoor facilities across the Council area, with provision concentrated in the more urban areas.
- There is also a good number of community centres and halls across the District. These informal spaces can be used for a wide range of activities, including sport and physical activity, arts, community, meetings, playgroups and events, particularly valuable in the rural areas which are out of the leisure centre drive time catchments.
- The majority of residents can access the main indoor facilities such as sports halls, swimming pools, health & fitness, studios, squash and gymnastics within a 20-minute drive time. Where there are some gaps, these areas fall within catchments of bordering authority facilities.
- The Indoor Built Facility Strategy highlights that there is no requirement for additional sports facilities including sports halls and swimming pools in the future but an ongoing refurbishment/replacement programme will be required as most of stock is dual use, reaching capacity or ageing. Ongoing secured use of educational facilities for community use is important.

Commercial

- There is already good provision at Carterton Leisure Centre with the soft play and trampolining facilities.
- There is limited other soft play and other commercial leisure provision within the Council area.

Outdoor

- Covid-19 raised awareness of the importance of open spaces in encouraging healthy lifestyles and improving the quality of health of residents.
- Over 90% of adults report that time spent outdoors is good for their physical and mental health.*
- In West Oxfordshire there is a **good range of outdoor and open spaces locally for residents and visitors to be physically active** from; parks, play areas, outdoor gyms, walking and cycle routes, playing pitches and blue spaces for water sports.
- The community survey revealed notable interest in active modes of transportation, with over half expressing wish to cycle, run, or walk more than they currently do. Dedicated cycle lanes separated from traffic for safety reasons is important, as is better footpaths for those wanting to walk more.
- Outdoor swimming has increased in popularity and West Oxfordshire is in a good position with outdoor heated pools at Woodstock and Chipping Norton Lido.
- The Playing Pitch Strategy 2022 assessed outdoor sport provision and highlighted that there is **sufficient supply of provision for outdoor bowling and cricket**. However, there is **insufficient capacity to meet demand for hockey and rugby union and there is a lack of outdoor tennis courts to meet club demand**.
- There is also **current and future shortfall of four full size 3G pitches**. This will impact growth of football in the District which, as one of the most popular sports, will act as a barrier to children and adults participating.

*Ref. Environmental improvement plan 2023

2.19. Active Oxfordshire – Case Study

2.20.1 Move Together is an example of an excellent initiative being delivered by Active Oxfordshire across West Oxfordshire.

2.20.2 This example shows how partnership working can have a real impact on strategic outcomes and target community groups that are more likely to be inactive such as those living in deprived areas or people with long term health issues.

2.20.3 Continuing to work with the Active Partnership will be critical to maximising participation in physical activity and getting the inactive active,

Figure 23 – Active Oxfordshire Move Together case study

MOVE Together

Move Together Programme



Active
Oxfordshire

Helping you to move more & feel better

What the Move Together Programme Offers

- Support, advice and guidance about starting to move more that's tailored to what residents need, in the way they need it
- Kind voice on phone or a friendly face on the doorstep to provide advice and information about moving more, with local volunteers to support if needed
- ideas about ways to get back more strength and mobility, and become more confident about going out
- Support to find out more about local community activities, walking groups or how to move more within comfort of own home
- Help to access specially designed home activity packs, exercise sessions for specific conditions, online classes
- All of the Move Together advice is provided by physical activity experts, designed to support residents to be more active and improve their health and wellbeing






Testimonials

"I have really enjoyed the advice I have been given about making certain changes to my lifestyle, which has really motivated me and made such a difference. It has really made me push myself positively to make the changes as I have struggled with my diabetes for around 2-3 years. It really has worked wonders for me."

"I really enjoyed receiving the Welcome pack with all the information, resistance band and pedometer. I keep the bag in the kitchen so I can see 'Move' and it makes me think and encourages me to move more if I haven't done so already."

"Great benefits, I feel stronger, happier with body and enjoying seeing small improvements has been what keeps me going. I know that may not last forever but I feel supported by your offer of updating/help with programmes going forward."

"Since exercising it has changed my mood and I feel more happier and motivated to do more, also I don't feel as anxious as I did when I first started."

2.20. Future Measurements of Success

2.20.1 Utilising all the insight data to understand ‘where we are now’, future measurements have been established for ‘how are we going to measure success?’. These are shown in the tables below under the same themes of Good Health for Life, Socially Integrated Communities and Active Environment

Table 2 – Future Measurements

Good Health for Life				
Outcomes	Where we are now: demographic, health and activity profile	Where we are now: facilities and assets	Where we are now: engagement	How are we going to measure success?
<ul style="list-style-type: none"> • Reduced rates of physical inactivity • Reduce health inequalities across the most and least deprived areas • Improved health index and mental health index scores • Physical activity is embedded as part of everyday life • Develop strong local partnerships to increase accessibility to physical activity and wellbeing opportunities • Improve the efficiency and wellbeing of the workforce • Increased knowledge of the benefits of physical activity • Older people to be active, engaged and independent to maintain their quality of life 	<ul style="list-style-type: none"> • West Oxfordshire has a growing and ageing population • Good health overall but health inequalities in some wards e.g. Chipping Norton • Active adults in District comparable to regional average, 5% higher than national average but adults have higher obese & overweight levels. Usually, those who are more active are less likely to be obese or overweight • Active 75+ years significantly higher than national average. Positive as often this age is less active. Important to understand how they are currently being active and what can be done to maintain these levels especially as 65+ are under-represented in Council leisure centres • Children & young people have lower levels of activity than national and 	<ul style="list-style-type: none"> • There is a good provision but refurbishment/replacement will be required to meet future demand • 6.5% of West Oxfordshire residents use the Council leisure centre sites • There is a good spread and variety of indoor facilities across the Council area, with provision concentrated in the more urban areas • Majority of residents can access main indoor facilities such as sports halls, swimming pools, health & fitness, studios, squash and gymnastics within a 20-minute drive time. Where there are some gaps, these areas fall within catchments of bordering authority facilities. 	<ul style="list-style-type: none"> • The community survey showed residents are already taking part in physical activity which correlates to higher than average adult activity levels • Of those who would like to participate in more physical activity main motivation is to ‘improve/maintain physical health’ which is encouraging residents wish to be more active and recognise importance of increasing their physical activity levels • The quality, cleanliness and accessibility of facilities is very important for inactive residents and increasing the likelihood of them participating in recreation, physical activity and wellbeing sessions in a leisure centre setting 	<ul style="list-style-type: none"> • Rates of physical inactivity across West Oxfordshire (Active Lives data) • Percentage of children in year Six who are overweight or obese • Percentage of adults who are classed as overweight or obese • Health Index Scores • Swimming attainment levels - % of pupils achieving 25m by year six • Participation in physical activity/health programmes by demographic groups e.g. over 65, long-term health issue/disability, people living in areas of higher deprivation

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Good Health for Life				
Outcomes	Where we are now: demographic, health and activity profile	Where we are now: facilities and assets	Where we are now: engagement	How are we going to measure success?
<ul style="list-style-type: none"> Encourage an active start in life and increase physical literacy and proficiency in life skills e.g. cycling & swimming 	<p>regional levels but better (lower) than national levels of obesity, overweight</p> <ul style="list-style-type: none"> Local health issues - mental health, social isolation, falls, hip fractures, obesity No areas in top 30% most deprived deciles Pockets of Chipping Norton and Witney, within top 40% most deprived and areas at risk of inactivity but served by Chipping Norton Leisure Centre and Windrush Leisure Centre respectively Other at risk of inactivity locations include rural areas From the analysis target groups identified to get more active are: <ul style="list-style-type: none"> Children Older people, particularly in Chipping Norton and Carterton North Women 	<ul style="list-style-type: none"> The Indoor Built Facility Strategy highlights that there is no requirement for additional sports facilities including sports halls and swimming pools in the future but an ongoing refurbishment/replacement programme will be required. Ongoing secured use of educational facilities for community use is important. Commercial - There is already good provision at Carterton Leisure Centre with the soft play and trampolining facilities. There is limited other soft play and other commercial leisure provision within the Council area. 	<ul style="list-style-type: none"> Movement needs to be built into everyday life, such as walking to work/school, which has no cost and is also time efficient – both issues raised as barriers by inactive residents Consider timing of programmes and activities to work around peoples' work commitments, e.g. shift workers, to help reduce time due to work commitments as a barrier Those not using Windrush Leisure Centre, nearly half would consider using in future – opportunity if offering right The Youth Needs Assessment highlighted importance of providing activities and programming that young people they are interested in to help encourage them to be more physically active 	<ul style="list-style-type: none"> Leisure centre usage – broken down by demographic groups

Socially Integrated Communities				
Outcomes	Where we are now: demographic, health and activity profile	Where we are now: facilities and assets	Where we are now: engagement	How are we going to measure success?
<ul style="list-style-type: none"> • Reduced social isolation and loneliness • Communities more connected wherever they live through increased participation in physical activity • Leisure provision is inclusive and accessible to all people across West Oxfordshire • Increased training and education opportunities through leisure services • Increased collaborate with local communities, charity and voluntary sector 	<ul style="list-style-type: none"> • 27.7% of people in West Oxfordshire have volunteered in last 12 months (Active Lives Nov 21-22) • Volunteer Link Up connects volunteers with people and organisations that need help. Main areas are: <ul style="list-style-type: none"> ○ transport to medical appointments ○ befriending service offering companionship and help with errands ○ Help with practical tasks e.g. DIY, gardening • Volunteer Link Up supports the Good Neighbour Scheme (GNS) Network across West Oxfordshire 	<ul style="list-style-type: none"> • There is a good number of community centres and halls across the District • These informal spaces can be used for a wide range of activities, including sport and physical activity, arts, community, meetings, playgroups and events, particularly valuable in the rural areas which are out of the leisure centre drive time catchments 	<p>Community survey</p> <ul style="list-style-type: none"> • 34% would use leisure centres more if services co-located <p>Rural Isolation in Oxfordshire Report</p> <ul style="list-style-type: none"> • Accessible and affordable public transport key factor in reducing people’s perceived isolation, despite high levels of car ownership • Work responsibilities / lack of time main reason that prevented respondents from getting involved in community activities, followed by lack of confidence, physical health reasons and transport availability • Survey highlighted breadth of community activities and groups. These formal and informal groups offer a link in for people feeling socially isolated either directly or indirectly. Most of these groups and activities are volunteer-led 	<ul style="list-style-type: none"> • Number of voluntary sector partnerships delivering health and wellbeing programmes • Mental health index score • Attendance of health and wellbeing programmes, including monitoring those from areas of higher deprivation • Attendance figures of leisure centres – adults/children/areas of deprivation • Customer satisfaction/NPS score of leisure centres • Number of training courses delivered through leisure services • Number of apprentices at the leisure centres

Active Environment

Outcomes	Where we are now: demographic, health and activity profile	Where we are now: facilities and assets	Where we are now: engagement	How are we going to measure success?
<ul style="list-style-type: none"> Active travel is the easy choice for residents – increased walking and cycling rates for travel Leisure centres and facilities to be carbon neutral by 2030 Improved access to, and use of, West Oxfordshire's outdoor spaces for physical activity Active environment principles are incorporated into all new housing development projects 	<ul style="list-style-type: none"> Lower levels of adults walking for travel within West Oxfordshire than national and regional average Higher levels of adults cycling for travel than national average but significantly lower than regional average Car ownership is higher than the national average which, combined with rural nature and inaccessibility of some areas in the District, may explain lower walking and cycling levels with residents choosing to use the car as their main mode of transport Lower levels of children and young people have participated once a week or more in walking to school or other places than regional and national average. Again this may be due to parents/carers driving children to places due to rural locations. 	<ul style="list-style-type: none"> In West Oxfordshire there is a good range of outdoor and open spaces locally for residents and visitors to be physically active from; parks, play areas, outdoor gyms, walking and cycle routes, playing pitches and blue spaces for water sports Outdoor swimming has increased in popularity and West Oxfordshire is in a good position with outdoor heated pools at Woodstock and Chipping Norton Lido The Playing Pitch Strategy 2022 assessed outdoor sport provision and highlighted there is sufficient supply of provision for outdoor bowling and cricket However, there is insufficient capacity to meet demand for hockey and rugby union and there is lack of outdoor tennis courts to meet club demand There is a current and future shortfall of four full size 3G pitches. This will impact growth of football in the District which, as one of most popular sports, could act as a barrier to participation 	<ul style="list-style-type: none"> The community survey revealed notable interest in active modes of transportation, with over half expressing wish to cycle, run, or walk more than they currently do. Therefore there is an opportunity to increase active travel initiatives if appropriate cycling and pedestrian infrastructure is in place The survey revealed that dedicated cycle lanes separated from traffic for safety reasons is important, as is better footpaths for those wanting to walk more Over half of those in the community survey use a park/open spaces with The Leys being the most popular park followed by Kilkenny Lane Country Park 	<ul style="list-style-type: none"> Rates of walking and cycling for travel Reduced carbon footprint of leisure venues Number of physical activity programmes delivered in green spaces and total attendance Attendance of active travel initiatives and programmes

3. Stage 3 – Interventions

3.1 Stage 3 identifies how the outcomes can be delivered sustainably.

3.2 Facility Interventions

3.2.1 The following facility interventions have been identified based on the evidence identified in Stage 2 that will enable the Council to effectively deliver the strategic outcomes.



Table 3 - Facility Interventions

Facility Intervention	Rationale	Strategic Outcome
A feasibility project is completed for Windrush Leisure Centre to determine ideal facility mix, scale of investment required and potential ongoing revenue improvement	<ul style="list-style-type: none"> As an ageing building it will be more expensive to repair and maintain and also be less energy efficient Future feasibility work was also identified in the Built Facility Strategy A new centre would improve financial performance, the centre has struggled to recover to pre-Covid levels, particularly on fitness income/memberships New competition has opened nearby (Pure Gym), impacting the demand and performance of the existing leisure centre Accessible / good quality facilities was the main encouragement factor to people using leisure centres Main encouragement factors to doing more physical activity was improved facilities 	<ul style="list-style-type: none"> Leisure centres and facilities to be carbon neutral by 2030 Leisure provision is inclusive and accessible to all people across West Oxfordshire Reduced rates of physical inactivity Reduce health inequalities across the most and least deprived areas
Ongoing refurbishment plan for existing leisure asset.	<ul style="list-style-type: none"> Built facility strategy highlighted the need for refurbishment of swimming pools and sports hall facilities at Carterton Leisure Centre, Chipping Norton Leisure Centre and Bartholomew Sports Centre to ensure they are fit for purpose and meet energy reduction targets. Ensure facilities are of a high quality and deliver positive customer experiences Retain and attract new users Accessible / good quality facilities was the main encouragement factor to people using leisure centres Main encouragement factors to doing more physical activity was improved facilities 	<ul style="list-style-type: none"> Leisure centres and facilities to be carbon neutral by 2030 Leisure provision is inclusive and accessible to all people across West Oxfordshire

Facility Intervention	Rationale	Strategic Outcome
Develop a sinking fund to deliver the ongoing maintenance and replacement requirements	<ul style="list-style-type: none"> To support the delivery of the ongoing refurbishment requirements detailed above 	<ul style="list-style-type: none"> Financial sustainability Leisure centres and facilities to be carbon neutral by 2030
Ensure facilities meet needs of an ageing population	<ul style="list-style-type: none"> Ageing population Over 65's are the most under-represented age group in the Council's leisure centres Older people are much less likely to be active Opportunity to impact health services through intervention for health issues that are specific to older people such as poor mobility 	<ul style="list-style-type: none"> Older people to be active, engaged and independent to maintain their quality of life Leisure provision is inclusive and accessible to all people across West Oxfordshire Reduced social isolation and loneliness
Maximise and improve green space and walking and cycling routes for informal and formal physical activity opportunities	<ul style="list-style-type: none"> Walking and cycling for travel rates are lower than the national average The community survey revealed notable interest in active modes of transportation, with over half expressing wish to cycle, run, or walk more than they currently do. Dedicated cycle lanes separated from traffic for safety reasons is important, as is better footpaths for those wanting to walk more Higher interest in active travel e.g. cycle, run, walk (53%) national benchmark (42%) which has potential to increase activity levels and improve the environment 	<ul style="list-style-type: none"> Active travel is the easy choice for residents – increased walking and cycling rates for travel Improved access to, and use of, West Oxfordshire's outdoor spaces for physical activity Active environment principles are incorporated into all new housing development projects Physical activity is embedded as part of everyday life
Address 3G pitch shortfalls identified in the Playing Pitch Strategy	<ul style="list-style-type: none"> There is also current and future shortfall of four full size 3G pitches. This will impact growth of football in the District which, as one of the most popular sports, will act as a barrier to children and adults participating 	<ul style="list-style-type: none"> Leisure provision is inclusive and accessible to all people across West Oxfordshire Encourage an active start in life and increase physical literacy and proficiency in life skills

3.2.2 Windrush Leisure Centre

3.2.3 Given the evidence and research it is recommended that a feasibility study for the future of Windrush Leisure Centre is completed. This feasibility should consider the options of:

- Maintaining the existing leisure centre
- Refurbishing the existing leisure centre
- Replacing the existing leisure centre

3.2.4 The feasibility will set out the capital and ongoing revenue impact of each option, which will enable the Council to understand future financial commitment and overall affordability. It will also provide an overview of funding options and procurement routes for the design and build of the refurbished/new centre options.

3.2.5 With the replacement options a site options analysis should be incorporated to identify the most suitable location within Witney for a new centre (including consideration of the current site).

3.2.6 The evidence collated in this report suggests the following facilities are required in Witney as part of any refurbishment/replacement of Windrush Leisure Centre. This facility mix will be refined through any feasibility process.

Table 4 - Windrush Leisure Centre - Facility Mix

Current Facility Mix	Proposed Facility Mix	Rationale
6 lane 25m swimming pool	6 lane 25m swimming pool	BFS highlights existing water space meets demand Swimming income has recovered well post-Covid
Teaching pool – 12m x 7m	17m x 10m (subject to specific local FPM run)	The BFS highlights a specific local run is required to determine whether additional water space is required in future years given housing development. It is recommended that any additional space be considered for the teaching pool provision as the current pool is small and a larger pool will enable growth of learn to swim whilst retaining the main pool for casual and other use
125 station gym	c.100 station gym	Fitness membership has not recovered to pre-Covid levels due to new competition in Witney, therefore a larger gym is not required. An up to date latent demand for fitness would be completed as part of the feasibility study to determine proposed size. Based on current membership levels and industry benchmarks for members

Current Facility Mix	Proposed Facility Mix	Rationale
		per station a gym of c.100 stations should meet current and future demand
4 court sports hall	4 court sports hall	BFS highlights need to retain existing provision but additional sports hall space is not required Final recommendation will depend on any sports provision provided within any housing developments through S106 funding
Studio	2 x studio	Additional studio space will allow for growth of group exercise programme to support membership growth Flexible space that can deliver other services outside of the group exercise programme
Cycling studio	Cycling Studio	Retain as demand for current facility Enables the delivery of a strong and varied group exercise programme Adds value to membership offer
Café	Café	Offers a social space to be utilised by leisure centre users and non-users Create a secondary income stream Supports other activities on site and increases dwell time
Wellness hub	Wellness hub	Provides facility for an ageing population Facility for people with disabilities or long term health issues Contributes towards health priorities Increases accessibility to leisure facilities by target groups
	Flexible community space 2 x rooms c.10 person capacity	Flexible spaces that can be used for physical activity, health and other community programmes

3.2.7 A commercial offer such as soft play or ten pin bowling is not included in the current recommendations due to the competition and the facilities at Carterton Leisure Centre. It is recommended that an assessment of usage of the Carterton facilities is completed before any such facilities are considered in Witney.

3.3 Service Interventions

3.3.1 The table below includes service interventions, which have been identified from Stages 1 and 2 of this report and taken from industry best practice. These interventions include some specific recommendations to help encourage the target groups to be more physically active. These interventions should inform future service delivery and priorities, including future leisure management contracts.

Table 5 – Service Interventions

Strategic Outcome	Service Interventions
Good Health for Life	<ul style="list-style-type: none"> • Increased partnership working with: <ul style="list-style-type: none"> ○ Voluntary sector; ○ Community groups; ○ Public health; ○ Social prescribers; and ○ Disability groups. • Introduce healthy workplace initiatives - consider implementing the Health Workforce Award at West Oxfordshire District Council – lead by example • Develop outreach initiatives and programmes, delivered in partnership with other organisations, to increase physical activity opportunities in rural areas – utilising community and outdoor space. Particularly, focusing on areas at risk of inactivity • Ensure leisure centres are accessible through an effective pricing policy • Develop activity programmes for older age groups, who are currently under-represented in the leisure centres • Ensure there are specific activity programmes targeted at women and girls • Ensure the quality of offer compares to the private sector, to retain and attract users from the least deprived deciles • Ensure activity programmes are available around the working day e.g. offering lunchtime classes • Deliver specific health programmes for those with disabilities or in rehabilitation • Improve awareness of activities and services available to local residents, particularly in rural areas and areas with housing growth • Opportunity to promote healthy habits in young people to encourage them to be more active and lead healthy lifestyle into adulthood
Socially Integrated Communities	<ul style="list-style-type: none"> • Review and reframe the language used when speaking to local communities about physical activity to improve understanding and make it more accessible. E.g. move away from ‘leisure, sport, exercise’ etc. • Buddy schemes for those not confident to visit leisure facilities or participate in outreach programmes alone • Ensure there is a diverse physical activity programme that is accessible to all community groups and ages • Deliver apprenticeship and work experience schemes across the leisure centres • Provide social activities linked to physical activity programmes
Active Environments	<ul style="list-style-type: none"> • Introduce physical activity programmes that maximise use of outdoor spaces

Strategic Outcome	Service Interventions
	<ul style="list-style-type: none">• Work with the Oxfordshire highways team to improve active travel options across West Oxfordshire• Improved promotion and marketing of walking and cycling routes• Utilise this strategy to support the Local Plan requirements and work with developers and planning department to ensure active environments are considered within any development schemes

APPENDIX 1 – Local Strategies Analysis

The Council is working on a new Local Plan to 2041, which is currently in consultation.

Table 6 – Local Strategies Analysis

Strategy	Vision	Key Priorities
Council Plan 2023-2027	Shaping West Oxfordshire as a District which offers a fulfilling and meaningful quality of life for our residents with opportunities for all to flourish, a thriving and prosperous place for entrepreneurs and businesses, where local people and visitors can enjoy the beauty and heritage of our landscape, built, farmed and natural environment.	<ul style="list-style-type: none"> • Putting residents first • Enabling a good quality of life for all • Creating a better environment for people and wildlife • Responding to the climate and ecological emergency • Working together for West Oxfordshire
Local Plan 2031 (2041 local plan is in consultation)	Our vision for the future is to meet the needs of West Oxfordshire’s communities and play a role in helping to meet wider needs, without significant change to the intrinsic character of the District. We want this area to continue to be one of the best places in which to live, work, play and visit.	<ul style="list-style-type: none"> • Strong market towns and villages • Meeting the specific housing needs of our communities • Sustainable economic growth • Sustainable communities with access to services and facilities • Protecting and enhancing our environment and reducing the impact from climate change
Climate Change Strategy 2021-2025	Leading the way in protecting and enhancing the environment by taking action locally on climate change and biodiversity	<ul style="list-style-type: none"> • The restoration of natural ecosystems and biodiversity are delivered widely and consistently • Everyone feels they have access to wildlife-rich sites, to the benefit of their health and wellbeing • Housing-energy retrofit is a continuous programme of activity and is helping to reduce energy consumption for households, addressing fuel poverty and improving health • Clean and local energy is commonplace, providing local communities with energy independence and resilience • Active forms of travel including cycling and walking are widely adopted and ultra-low-emission transport infrastructure is equipped to meet rising demand • Growth and new development are designed to the highest standards of energy performance and environmental sustainability

Strategy	Vision	Key Priorities
		<ul style="list-style-type: none"> Partnership with national, regional, county, district and local partners and communities continues to progress clear and positive outcomes for climate action Everyone feels they can work collectively to make a difference, taking climate action at home, at work and as part of their local communities
Carbon Action Plan	The Carbon Action Plan now sets out the Council’s pathway for how it will achieve its target of carbon neutral.	<ul style="list-style-type: none"> Present a Greenhouse Gas (GHG) emissions account as a baseline and measure of the Council’s current impact on climate change so that it can measure the success of actions taken to reduce and remove emissions Define a set of Guiding Principles for planning all future research and projects implemented by the Council towards its target of carbon neutral Identify a Pathway and Priorities for Action as the trajectory for achieving carbon neutral Set out a process for the monitoring and review of action in progress and new action planned so that the Plan remains live and responsive to external influences, technological changes and innovation within the low-carbon and renewable energy sector Lead by example, establishing, as a Council, an assessment methodology and set of Guiding Principles that partners working across the District may apply to their own projects planned in response to the climate emergency
West Oxfordshire Playing Pitch Strategy 2022	To provide a robust and objective assessment of the current quality and quantity of pitch provision and changing facilities, to determine the need now and in the future.	<ul style="list-style-type: none"> To protect the existing supply of outdoor sports facilities where it is needed to meet current and future needs To enhance outdoor sports provision and ancillary facilities through improving quality and management of sites To provide new outdoor sports facilities where feasible and there is current or future demand to do so
Built Indoor Facility Strategy 2022	To support residents to be fit for the future by facilitating healthy lifestyles and better wellbeing for everyone. The Council wishes to adopt a place-based approach, working collaboratively with the health sector, voluntary sector and local communities to enhance health and wellbeing.	<ul style="list-style-type: none"> Strong local communities Climate action Healthy towns and villages Vibrant district economy Meeting housing needs

Strategy	Vision	Key Priorities
		<ul style="list-style-type: none"> • Modern Council services and sustainable finance
West Oxfordshire Community Safety Partnership Action Plan 2018-2021	West Oxfordshire Community Safety Partnership action plan is dedicated to assisting the delivery of the priorities in the Thames Valley Police Crime Commissioners Police and Crime Plan	<ul style="list-style-type: none"> • Support vulnerable members of the community • Prevention and early intervention to create better outcomes • Reduce re-offending and risk • Disrupt Organised Crime and terrorism including Rural crime
West Oxfordshire Equality Policy 2020	The aim of this policy is to reduce any inequality and to ensure equality of opportunity both in providing services and as an employer. It aims to provide clear outcomes that intend to improve our approach to equality and diversity and aid in meeting our legal requirements.	<ul style="list-style-type: none"> • Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the act • Advance equality of opportunity between people who share a protected characteristic and those who do not • Foster good relations between different groups including those who share a protected characteristic and those who do not
Witney Local cycling and Walking Infrastructure Plan	By 2041, Witney will have safe, convenient, and well-connected walking (including wheeling) and cycling networks that are accessible for people of all abilities, ages and backgrounds. These networks will connect people to where they want to go, including excellent routes to access public transport. Walking and cycling will become the everyday choice for short journeys or as part of longer journeys combined with using public transport in Witney and beyond. A culture of walking and cycling will be achieved. This will create a thriving, healthy, inclusive and climate sensitive community, where improvements preserve and enhance the natural and historic environment and make Witney a great place to live, work and visit	<ul style="list-style-type: none"> • Deprivation • Health • Conservation • Carbon emissions and air quality • Flooding • Rurality • Compact town • High car dependency • Congestion • Collisions • Existing cycling and walking networks • Propensity to cycle • Future development and transport schemes • 20mph speed limit
Active Oxfordshire’s Strategic Plan 2020-2024	Oxfordshire will be the least inactive county in England by 2024	<ul style="list-style-type: none"> • Reduction in physical inactivity • Improved physical health • Improved mental wellbeing • Reducing the gap in health inequalities • Increased knowledge of the benefits of physical activity • Physical activity is in all strategic plans at policy level and care pathways

Strategy	Vision	Key Priorities
<p>Oxfordshire Joint Health and Wellbeing Strategy 2024-2030</p>	<p>To improve health and wellbeing for local people between 2024-2030</p>	<ul style="list-style-type: none"> • The best start in life • Children and young people’s emotional wellbeing and mental health • Healthy people and healthy places • Physical activity and active travel (residents in Oxfordshire should be able to remain active throughout their lives, especially in our most deprived areas) • Maintain independence (we will support our older residents to remain independent and healthy, for longer) • Strong social relationships (we want to reduce levels of loneliness and social isolation, especially in rural areas) • Financial wellbeing and healthy jobs • Climate change and health • Healthy homes • Thriving communities (support and enable all communities to play their key role delivering better health and wellbeing for people across Oxfordshire)
<p>Oxfordshire JSNA 2023</p>	<p>The Oxfordshire Joint Strategic Needs Assessment identifies the current and future health and wellbeing needs of our local population.</p>	<ul style="list-style-type: none"> • Health and wellbeing overall • Start Well • Live Well • Age Well
<p>Oxfordshire Infrastructure Strategy (OxIS) 2021-2040</p>	<ul style="list-style-type: none"> • Set out the priority strategic infrastructure investment needed to good growth as defined in the Oxfordshire Strategic Vision and aligned to the emerging OxIS Themes • Continue to shape and influence investment strategies at a national, sub-national and local level; maximising the efficiency and effectiveness of existing infrastructure and reducing the demand for new infrastructure, supporting Oxfordshire’s role as a global innovation hub • Plan for infrastructure over a longer-term horizon to complement and provide evidence to support the emerging Oxfordshire Plan 2050 • Provide an investment prioritisation that can be applied as relevant funding sources become available 	<ul style="list-style-type: none"> • Environment • Health – to improve health and wellbeing and reduce health inequalities by enabling independence, encouraging active and healthy lifestyles, facilitating social interaction and creating inclusive, safe and resilient communities • Place-Shaping • Productivity • Connectivity

Strategy	Vision	Key Priorities
<p>Oxfordshire’s Strategic Vision for Long Term Development</p>	<p>Our aim is to utilise the unique opportunities and assets in Oxfordshire to realise sustainable growth, and shape healthy, resilient communities in which it is possible for all residents to thrive and which can be an exemplar for the rest of the UK and other locations internationally.</p>	<ul style="list-style-type: none"> • We will reverse the impacts of climate change • We will create conditions to support a world-leading and innovation-rich economy which is clean, prosperous, diverse, inclusive, successful and sustainable • We will improve our overall health and wellbeing and reduce inequalities • We will enhance our natural environment • We will reflect our distinctive and diverse communities and places • We will deliver homes that meet the needs of current and future generations • We will embrace technological changes • We will expect high quality development • We will help people to help each other by supporting communities and individuals to achieve positive change for themselves • We will maximise the benefits of strong collaboration within Oxfordshire • We will proactively and positively engage and collaborate beyond Oxfordshire
<p>Oxfordshire Active Travel Strategy 2022</p>	<p>Vision for walking - Oxfordshire will be an area where walking is encouraged and provided for by good quality infrastructure. Town centres will have high quality urban squares and spaces to enhance the economic vitality and viability of towns. Walking routes will be improved along main urban corridors to create a pleasant and welcoming experience. Walking in villages will be safe and pleasant particularly to local shops, schools and recreation. Wayfinding will be used to enable people to use safe, attractive walking routes to access local facilities, including parks, schools, local retail centres and leisure and community facilities</p> <p>Vision for cycling - Oxfordshire towns and villages will be places where most residents choose active travel (walking and cycling) as the natural first choice for making most of their local journeys and many of their longer journeys in tandem with train and bus. Oxford will become a world class cycling city where cycling is celebrated</p>	<ul style="list-style-type: none"> • Commitment and governance • Walkable communities • Inclusive cycle networks • Managing motor traffic • Building the cultural norm • Tackling Climate Emergency

Strategy	Vision	Key Priorities
	and open to everybody, regardless of age, background or cycling experience	
Local Transport and Connectivity Plan 2022-2050	Our Local Transport and Connectivity Plan vision is for an inclusive and safe net-zero Oxfordshire transport system that enables all parts of the county to thrive. It will tackle inequality, be better for health, wellbeing and social inclusivity and have zero road fatalities or life-changing injuries. It will also enhance our natural and historic environment and enable the county to be one of the world's leading innovation economies. Our plan sets out to achieve this by reducing the need to travel and private car use through making walking, cycling, public and shared transport the natural first choice	By 2030 our targets are to: <ul style="list-style-type: none"> • Replace or remove one out of every four current car trips in Oxfordshire • Increase the number of cycle trips in Oxfordshire from 600,000 to 1 million cycle trips per week • Reduce road fatalities or life changing injuries by 50% By 2040 our targets are to: <ul style="list-style-type: none"> • Deliver a net-zero transport network • Replace or remove an additional one out of three car trips in Oxfordshire By 2050 our targets are to: <ul style="list-style-type: none"> • Deliver a transport network that contributes to a climate positive future • Have zero, or as close as possible, road fatalities or life-changing injuries
The Village Travel Network Active Travel Plan	Bringing villages together to enable sustainable travel, connectivity and networking that enhances community safety, wellbeing, social opportunities, and longer term environmental and low carbon benefits	<ul style="list-style-type: none"> • The LTCP outlines a clear vision to deliver a net-zero Oxfordshire transport and travel system that enables the county to thrive whilst protecting the environment and making Oxfordshire a better place to live for all residents. The policies included in the LTCP are the tools that we believe are necessary to achieve this
Living Longer, Living Better. An Older People's Strategy for Oxfordshire 2019-2024	Ageing is not lost youth but a new stage of opportunity and strength Together we aim to make Oxfordshire a great place to live and grow older	<ul style="list-style-type: none"> • Theme 1: Being Physically and Emotionally Healthy • Theme 2: Being part of a Strong and Dynamic Community • Theme 3: Housing, Homes and the Environment • Theme 4: Access to Information and Care
Children and Young People's Plan 2018-2023	Oxfordshire, a great place to grow up and have the opportunity to become everything you want to be	<ul style="list-style-type: none"> - Have the best start in life - Access high quality education, employment and training that is motivational - Go to school and feel inspired to stay and learn • Have good self-esteem and faith in themselves

Strategy	Vision	Key Priorities
<p>Oxfordshire Health NHS Trust Foundation Strategy 2021-2026</p>	<p>Outstanding care delivered by an outstanding team</p>	<p>Caring</p> <ul style="list-style-type: none"> - Put people and patients first - Be understanding - Show respect - Listen and communicate <p>Safe</p> <ul style="list-style-type: none"> - Create a safe environment for patients and staff - Be self-aware - Be open and honest - Give and receive help <p>Excellent</p> <ul style="list-style-type: none"> - Strive to be the best (quality improvement culture) - Take pride - Learn and improve - Work together - Be professional in everything we do
<p>Oxfordshire University Hospitals Clinical Strategy 2023-2028</p>	<p>Over the next year, we will turn this 5-year blueprint into a programme of implementation, working across our teams and with our partners to turn our ambitions into reality</p>	<ul style="list-style-type: none"> • Strengthen our System Role as a Specialist Provider • Transform where we deliver our services • Transform how we deliver our services • Tackle inequality and focus on Prevention and Population Health • Develop World Class Research, Innovation and QI • Develop and support Our People, adopting new roles and opportunities and getting the basics right • Collaborate with Our Partners to deliver greater collective value • Deliver Digitally Enabled Care • Make the best use of our Estate • Deliver Sustainable and Productive Services
<p>Oxfordshire Mental Health Prevention Framework 2020-2023</p>	<p>Our vision is that everyone in Oxfordshire has the opportunity to achieve good mental health and wellbeing</p>	<ul style="list-style-type: none"> • Increase people’s knowledge, skills and confidence • Targeted action and robust evaluation • Support and advice for good mental wellbeing • Working with partners across the system

Strategy	Vision	Key Priorities
Oxfordshire Mind Strategy 2022-2025	<p>Vision We won't give up until everyone experiencing a mental health problem gets both support and respect</p> <p>Purpose We promote good mental health through the provision of high-quality services and campaigning for positive change</p>	<ul style="list-style-type: none"> • Be slightly smaller in income terms • Be ever-more ambitious for our organisation and service users • Be proudly non-clinical • Be more independent, not afraid to speak out and campaign • Continue to complement the NHS and work in partnership with the NHS, Local Authorities, and the third sector • Increase our fundraising in order to foster this change of direction and diversify our income streams • Increase the profile of our organisation, be proud of what we achieve (and say so), and speak out for the Mental Health needs of our service users and all people facing Mental Health challenges
Oxfordshire Age UK Plan 2022-2025	Enabling and empowering older people to stay independent and live life to the full	<ul style="list-style-type: none"> • Making sure people can find the right help at the right time to live well in their communities • A preventive approach, promoting good health and wellbeing for all • Enhancing meaning, joy and celebration in all lives • Ensuring that age is not a barrier to living well in age friendly communities • Strengthening the infrastructure and resilience of the organisation
Oxfordshire Food Strategy 2022	Everyone in Oxfordshire can enjoy the healthy and sustainable food they need every day	<ul style="list-style-type: none"> • Tackle food poverty and diet-related ill health • Build vibrant food communities with the capacity and skills to enjoy food together • Grow the local food economy through local enterprises, local jobs, local wealth generation • Strengthen short, transport local food supply chains • Improve the health and sustainability of institutional catering
Oxfordshire Strategic Vision	Oxfordshire is a unique location: What we do here matters, not just for the benefit of our residents and communities, but also for the wellbeing of the UK and communities across the globe. We are at the frontier in addressing and solving the most pressing challenges facing humanity. We want Oxfordshire to thrive so that the lives of current and future generations are improved. To achieve this will	<ul style="list-style-type: none"> • Our natural environment will be in a better state than that in which we found it • We will already be carbon neutral and accelerating towards a carbon negative future • Our residents will be healthier and happier, and overall wellbeing will have improved

Strategy	Vision	Key Priorities
	<p>require bold, collaborative, and inclusive thinking to deliver real and lasting change in ways that build resilience and enhance environmental, social, and economic wellbeing. We will draw on our worldclass economy, our spirit of discovery and Oxfordshire’s global reputation to power this change through the adoption of clean and sustainable technology.</p>	<ul style="list-style-type: none"> • Our local economy will be globally competitive, sustainable, diverse and inclusive • Our community will be a more equal, fair and inclusive place for everyone • Our vibrant historic and cultural offer will be rich, diverse and enhanced • We will have energy efficient and affordable homes in the right number, location and tenure • Our county’s connectivity will be transformed in ways that enhance wellbeing • Our diverse and vibrant communities will thrive with a strong sense of identity

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APPENDIX 2 – Stakeholder Report

See separate document

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APPENDIX 3 – Target Groups

The diagram below illustrates the target groups identified in the stakeholder workshops with larger circles depicting those mentioned the most. Many of these target groups align with those identified by Active Oxfordshire as priority groups to reach to help achieve their strategic priorities.

Figure 24 – Target Groups



Figure 25 – Active Oxfordshire Strategic Priorities

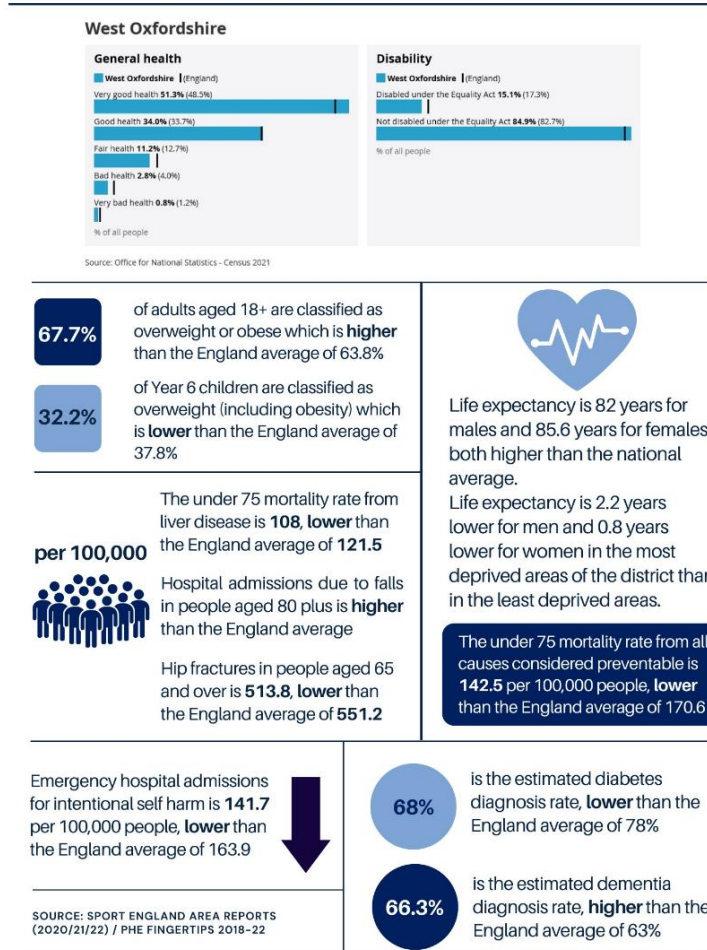
Strategic priorities



APPENDIX 4 – West Oxfordshire Health Profile

Figure 26 – Health Profile

Health Profile



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APPENDIX 5 – Member User Analysis

Age - Children aged 0-14 years are overrepresented, highlighting the strength of youth programmes such as learn to swim. However, all other age groups are under-represented, although as highlighted in the graph below this is only marginal until 50+ years where the gap increases further. Currently the residents aged 65+ make up 22% of the population, however they only account for 11.7% of the user base

There is an opportunity to attract more older residents to the facilities and consider programmes and activities that will be attractive to them.

Figure 27 – Age Profile Comparison

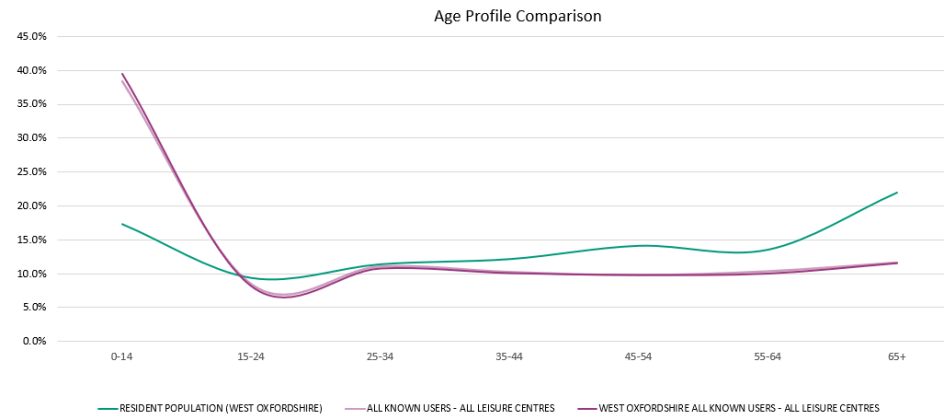


Figure 28 – Gender Profile Comparison



Gender - 50.9% of users are female and 49.1% male. This is a slight over-representation of females against the resident population and under-representation of males.

Deprivation - with regards to deprivation, there are no residents in deciles one to three. The most under-represented deciles are 6 and 7 and over-represented 8 and 9.

Mosaic Profiling - the mosaic profiling shows that Group D – Rural Reality and Group C – Country Living are the most dominant mosaic groups in the Council area (25.9% and 23.8%). The current West Ox resident user profile shows that Rural Reality is well represented against the resident population at the leisure centres, making up 25.7% of users.

Group H – Aspiring Homemakers is the most over-represented group, followed by group G – Domestic Success and Group F – Suburban Stability.

Figure 29 – Index of Multiple Deprivation

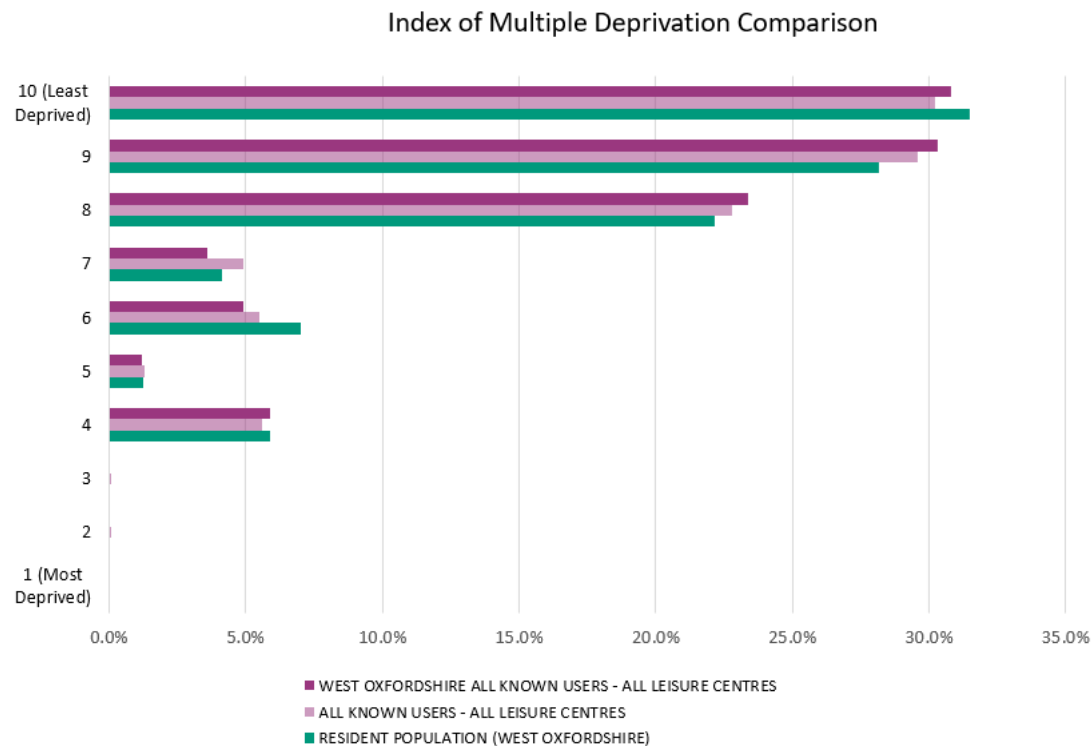


Table 7 – Mosaic Profile Summary

EXPERIAN MOSAIC GROUP***	RESIDENT POPULATION (WEST OXFORDSHIRE)	RESIDENT POPULATION (WEST OXFORDSHIRE) PERCENTAGE	ALL KNOWN USERS - ALL LEISURE CENTRES		WEST OXFORDSHIRE ALL KNOWN USERS - ALL LEISURE CENTRES		PENETRATION RATE (WEST OXFORDSHIRE)
			TOTAL	PERCENTAGE OF USERS	TOTAL	PERCENTAGE OF USERS	
A City Prosperity	0	0.0%	10	0.1%	0		
B Prestige Positions	6,319	5.7%	476	6.0%	417	5.7%	1.01
C Country Living	26,594	23.8%	1,396	17.7%	1,153	15.8%	0.66
D Rural Reality	28,927	25.9%	2,022	25.6%	1,878	25.7%	0.99
E Senior Security	5,148	4.6%	318	4.0%	303	4.2%	0.90
F Suburban Stability	4,530	4.1%	353	4.5%	343	4.7%	1.16
G Domestic Success	9,921	8.9%	872	11.1%	836	11.5%	1.29
H Aspiring Homemakers	19,341	17.3%	1,788	22.7%	1,747	23.9%	1.38
I Family Basics	2,310	2.1%	143	1.8%	140	1.9%	0.93
J Transient Renters	958	0.9%	61	0.8%	58	0.8%	0.93
K Municipal Tenants	126	0.1%	10	0.1%	8	0.1%	0.97
L Vintage Value	4,096	3.7%	148	1.9%	144	2.0%	0.54
M Modest Traditions	952	0.9%	61	0.8%	61	0.8%	0.98
N Urban Cohesion	544	0.5%	45	0.6%	39	0.5%	1.10
O Rental Hubs	1,994	1.8%	116	1.5%	102	1.4%	0.78
U Unclassified	0	0.0%	72	0.9%	67	0.9%	
Unknown	0		595		0		
Total	111,758		8,486		7,296		

Overall, the user profile of the leisure centres as a whole is broadly comparable to the resident population in West Oxfordshire, with no specific Mosaic groups or deprivation deciles significantly under-represented.

Country Living – Under Represented Mosaic Profile

Figure 30 – Mosaic Group – Country Living



Mosaic UK

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APPENDIX 6 – Community Online Survey Report

 [WODC Online Community Survey FINAL.pdf](#)

Disclaimer

Although the information in this report has been prepared in good faith, with the best intentions, on the basis of professional research and information made available to us at the time of the study, it is not possible to guarantee the financial estimates or forecasts contained within this report. Max Associates assumes no responsibility or liability for any errors or omissions in the content of this report.

Max Associates cannot be held liable to any party for any direct or indirect losses, financial or otherwise, associated with any information provided within this report. We have relied in a number of areas on information provided by the client and have not undertaken additional independent verification of this data.

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 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and Date of Committee</p>	<p>EXECUTIVE – 20 NOVEMBER 2024</p>
<p>Subject</p>	<p>WEST OXFORDSHIRE LOCAL PLAN 2041</p>
<p>Wards Affected</p>	<p>All</p>
<p>Accountable Member</p>	<p>Councillor Hugo Ashton – Executive Member for Planning Email: hugo.ashton@westoxon.gov.uk</p>
<p>Accountable Officer</p>	<p>Chris Hargraves – Planning Policy Manager Email: chris.hargraves@westoxon.gov.uk</p>
<p>Report Author</p>	<p>Chris Hargraves – Planning Policy Manager. Email: chris.hargraves@westoxon.gov.uk</p>
<p>Purpose</p>	<p>To provide an update on the emerging draft West Oxfordshire Local Plan 2041, with particular regard to proposed national planning policy changes, and to agree a revised timetable for taking the plan through to adoption.</p>
<p>Annex</p>	<p>Annex A – Local Development Scheme (LDS) Update – November 2024</p>
<p>Recommendations</p>	<p>That the Executive resolves to:</p> <ol style="list-style-type: none"> 1. Note the content of the report; 2. Approve the updated Local Development Scheme (LDS) attached at Annex A including the following key milestones for the West Oxfordshire Local Plan 2041: <ul style="list-style-type: none"> - Regulation 18 preferred option consultation – May 2025 - Regulation 19 pre-submission draft publication – October 2025 - Submission for examination – March 2026
<p>Corporate Priorities</p>	<ul style="list-style-type: none"> • Putting Residents First • A Good Quality of Life for All • A Better Environment for People and Wildlife • Responding to the Climate and Ecological Emergency • Working Together for West Oxfordshire
<p>Key Decision</p>	<p>NO</p>

Exempt	NO
Consultees/ Consultation	<p>The emerging West Oxfordshire Local Plan 2041 is currently at the Regulation 18 'plan preparation' stage, with two major public consultations having been carried out in autumn 2022 and autumn 2023. This has been interspersed with focused engagement with various key stakeholders.</p> <p>The original intention had been to undertake a further Regulation 18 'preferred options' consultation in October 2024, however, significant national planning policy changes were announced in July which have a direct bearing on the preparation of the new plan.</p> <p>As a result, the preferred options consultation will now take place in May 2025, followed by publication of the formal pre-submission draft plan in October 2025.</p> <p>Public consultation will take place in accordance with the Council's approved Statement of Community Involvement (SCI).</p>

1. INTRODUCTION

- 1.1** Members will be aware that the District Council is in the process of producing a new Local Plan covering the period up to 2041.
- 1.2** Good progress is being made with preferred policy options currently being drafted and supporting technical evidence being prepared.
- 1.3** However, significant national planning policy changes were announced in July and these have a direct bearing on the new local plan. The purpose of this report is therefore to set out and agree a revised timetable for taking the new local plan forward.

2. PROGRESS TO DATE

- 2.1** Work on the new West Oxfordshire Local Plan 2041 is now well underway. To date, there have been two main periods of public consultation which have been interspersed with focused engagement with key stakeholders.
- 2.2** The anticipated structure of the plan is now agreed and is expected to comprise a series of cross-cutting District-wide strategic policies, a number of geographically specific 'place-based' policies and a suite of development management policies.
- 2.3** Preferred policy options are currently being drafted, the intention being to set out the Council's preferred approach and in doing so, to explain why other approaches have been ruled out. The purpose of the preferred options consultation is to firm up on the overall content of the plan ahead of it being formally published.

3. IMPACT OF PROPOSED NATIONAL PLANNING POLICY CHANGES

- 3.1** Earlier this year in July, the Government launched its consultation on proposed changes to the National Planning Policy Framework (NPPF) and other wider reforms to the planning system. A number of the proposed changes have direct implications for the preparation of the new Local Plan.
- 3.2** Of particular significance is the introduction of a new standard method for assessing housing need which, if introduced in its proposed form, would see West Oxfordshire's local housing need increase from 549 homes per year to 889 homes per year.
- 3.3** The results of the consultation are yet to be announced and the new NPPF is expected to be published early in the new year.
- 3.4** However, the direction of travel is clear and has a direct bearing on the new local plan including the number of site allocations that will be needed and supporting technical evidence on housing and economic needs, infrastructure provision and transport modelling etc.
- 3.5** Importantly, in recognition of the potential impact on local plans, the Government has pushed back the original deadline for submitting local plans for examination under the current system of plan-making from June 2025 to December 2026.
- 3.6** Reflecting the above, Officers have prepared a new local plan timetable as outlined below.

4. REVISED LOCAL PLAN TIMETABLE

- 4.1 The timetable for taking forward the Local Plan is set out in the Council's Local Development Scheme (LDS).
- 4.2 The most recent LDS was published in July but as outlined above, proposed national planning policy changes have necessitated a further update and a revised LDS is attached at Annex A.
- 4.3 Key milestones are therefore now expected to be as follows:
- Regulation 18 preferred option consultation – May 2025
 - Regulation 19 pre-submission draft publication – October 2025
 - Submission for examination – March 2026
- 4.4 It is important to note that between these specific stages, Officers will continue to engage with key stakeholders on a focused basis including the other Oxfordshire local planning authorities and other relevant bodies in accordance with the Duty to Co-Operate.
- 4.5 In updating the LDS, Officers have also taken the opportunity to update other aspects including the anticipated timing of the Salt Cross Area Action Plan (AAP).

5. NEXT STEPS

- 5.1 Subject to the approval of Members, the updated LDS will be published online and made available at a number of locations across the District.
- 5.2 Officers will continue to draft the Regulation 18 preferred options consultation paper and the relevant supporting evidence will continue to be prepared.
- 5.3 It is anticipated that the preferred option consultation paper will be brought to the Executive for agreement in March 2025 and that the 6-week public consultation would then begin in early May 2025.

6. ALTERNATIVE OPTIONS

- 6.1 The District Council could choose not to progress with an update of the Local Plan. However, local authorities are required to keep plans up to date, typically reviewing them every 5-years or so.
- 6.2 The Regulation 10A review of the current Local Plan carried out in September 2023 highlighted a number of policies which require updating, including those relating to housing provision.

7. FINANCIAL IMPLICATIONS

- 7.1 The preparation and adoption of a new Local Plan has significant financial implications with provision for this having been made through the District Council's budget setting process.

8. LEGAL IMPLICATIONS

- 8.1** The report raises no direct legal implications. The Local Plan must be prepared in accordance with legislative requirements and when considered at examination, the appointed Planning Inspector will determine whether or not the District Council has fulfilled those requirements.

9. RISK ASSESSMENT

- 9.1** The report presents no significant risks.

10. EQUALITIES IMPACT

- 10.1** An Equality and Health Impact Assessment (EHIA) of the Local Plan will accompany the next stage of public consultation in May 2025.

11. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

- 11.1** The climate and ecological emergencies form a central component of the emerging Local Plan.

12. BACKGROUND PAPERS

- 12.1** None.

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**WEST OXFORDSHIRE
DISTRICT COUNCIL**

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West Oxfordshire Local Development Scheme (LDS)

November 2024

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1. Introduction

- 1.1 This is the West Oxfordshire District Council Local Development Scheme (LDS). It explains what planning policy documents the Council already has in place and what will be prepared during the three-year period November 2024 – November 2027.

2. West Oxfordshire Local Plan 2031

- 2.1 The current [West Oxfordshire Local Plan 2031](#) was formally adopted on 27 September 2018. The plan provides an overall framework for growth in the period up to 2031.
- 2.2 Because the Local Plan became five years old in September 2023, a [formal review](#) was undertaken in accordance with Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012.
- 2.3 The review concluded that although the adopted local plan policies remain generally consistent with national policy, many of them could usefully be strengthened and updated, in particular those policies relating to the plan's housing requirement given they are based on evidence dating from 2014.
- 2.4 Work on a new Local Plan to 2041 is therefore now well underway as outlined below.

3. West Oxfordshire Local Plan 2041

- 3.1 The District Council is currently in the process of producing a new Local Plan covering the period up to 2041.
- 3.2 The plan is currently at the Regulation 18 'plan preparation' stage, with two main periods of public consultation carried out in October 2022 and October 2023.
- 3.3 The first consultation sought general views on the overall scope of the new Local Plan. A [consultation summary report](#) has been made available online.
- 3.4 The second consultation started to explore draft plan objectives and potential patterns of development. It also included a specific call for sites, ideas and opportunities. A [consultation summary report](#) has again been made available online.
- 3.5 It had been anticipated that a further Regulation 18 'preferred options' consultation would take place in October 2024, however, significant national planning policy changes have been announced and are expected to come into force in early 2025. These have a significant bearing on the content of the new Local Plan including in relation to the number of new homes that will need to be planned for.
- 3.6 As such, the proposed 'preferred options' consultation will now be considered by the Council's Executive in March 2025 and then subject to a 6-week public consultation beginning in early May 2025.

- 3.7 Depending on the outcome of that consultation, it is anticipated that the Regulation 19 pre-submission draft plan will be formally published for a statutory 6-week period of consultation in October 2025.
- 3.8 The Council should then be in a position to formally submit the draft Local Plan for examination by March 2026 with a view to examination in summer 2026.
- 3.9 Further information on the purpose, scope and timing of the Local Plan 2041 is set out at Appendix I.

4. Salt Cross Garden Village Area Action Plan (AAP)

- 4.1 A key element of the adopted Local Plan is the allocation of land to the north of the A40 near Eynsham for a new garden village of around 2,200 homes, together with business space and other supporting uses and facilities. The proposal is being supported by central Government through its locally led garden village, towns and cities programme.
- 4.2 The planning of the garden village is being led by a separate [Area Action Plan](#) (AAP) which, when adopted, will form part of the statutory development plan for West Oxfordshire.
- 4.3 The AAP was formally submitted in February 2021 and following hearing sessions in June/July 2021 and further work on the phasing of infrastructure, the Inspector published his final report in March 2023, concluding that the AAP is sound subject to a number of Main Modifications.
- 4.4 However, following a successful 3rd party legal challenge, those parts of the Inspector's report which related to AAP Policy 2 – Net Zero Carbon Development have been quashed and in April 2024, the examination was re-opened, with a new Inspector appointed to re-consider Policy 2. Further information is available on the Salt Cross Garden Village AAP web page¹.
- 4.5 The following timings are now anticipated to apply:
- Preparation of Main Modifications and supporting evidence – May to October 2024
 - Submission to Inspector – November 2024
 - Inspector prepares and publishes Matters, Issues and Questions (MIQs) – November - December 2024
 - Hearing session/s – February 2025

¹ <https://www.westoxon.gov.uk/gardenvillage>

4.6 Timings beyond this will depend on the outcome of the examination including any need for public consultation on further Main Modifications to Policy 2. It is anticipated that the Council should be in a position to formally adopt the AAP in summer 2025.

4.7 Further information on the purpose, scope and timing of the AAP is set out at Appendix I.

5. Supplementary Planning Documents (SPDs)

5.1 Supplementary planning documents do not form part of the statutory development plan but are important material considerations in the determination of planning applications. Their main purpose is to elaborate on specific local plan policies and explain in more detail how those policies will operate.

5.2 At present, the Council has four adopted SPDs:

- West Oxfordshire Design Guide SPD – adopted in 2016
- Affordable Housing SPD – adopted in October 2021
- Developer Contributions SPD – adopted in July 2023
- Combe Village Design Statement SPD – adopted in July 2023

5.3 These are all available [online](#).

Hanborough Station Masterplan

5.4 The District Council has previously agreed to provide funding, in conjunction with Oxfordshire County Council, to commission a masterplan for Hanborough Station. Potentially, any such document could be taken forward as a Supplementary Planning Document (SPD) subject to due process.

5.5 At the current time, discussions remain ongoing between the District Council and County Council on the scope of the work. Once the scope and timing of the project has been agreed, this will be reflected in an updated future iteration of the LDS.

6. Neighbourhood Planning

6.1 Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area.

6.2 There are currently nine adopted Neighbourhood Plans in West Oxfordshire including:

- Cassington Neighbourhood Plan (adopted 26 June 2023)
- Charlbury Neighbourhood Plan (adopted 14 June 2021)
- Chipping Norton Neighbourhood Plan (adopted 15 March 2016)
- Eynsham Neighbourhood Plan (adopted 6 February 2020)
- Hailey Neighbourhood Plan (adopted 2 September 2019)
- Milton under Wychwood Neighbourhood Plan (adopted 26 June 2023)
- Shilton Neighbourhood Plan (adopted 2 September 2019)
- South Leigh Neighbourhood Plan (adopted 8 January 2019)
- Woodstock (adopted 23 January 2023)

6.3 There are six other Neighbourhood Plans currently in progress including:

- Ascott under Wychwood Neighbourhood Plan
- Brize Norton Neighbourhood Plan
- Ducklington Neighbourhood Plan
- North Leigh Neighbourhood Plan
- Stonesfield Neighbourhood Plan
- Wootton by Woodstock Neighbourhood Plan

6.4 Because the progress and timing of neighbourhood plans are beyond the control of the District Council, the LDS does not include any information on their anticipated timetables. Further information can however be obtained from the District Council's [website](#).

7. Statement of Community Involvement (SCI)

7.1 A Statement of Community Involvement (SCI) explains how local communities and other stakeholders will be engaged in the preparation of the Local Plan and other related documents. It also provides information about how local communities and other stakeholders will be engaged in relation to the determination of planning applications.

- 7.2 Local planning authorities are required to review their Statements of Community Involvement every 5 years with the Council's most recent SCI being adopted in February 2020².
- 7.3 The Council will therefore prepare an update of the SCI in early 2025, in particular to reflect the increased use of digital engagement tools, with the District Council having secured funding from central Government to develop its approach in this field.

8. LDF Monitoring Report

- 8.1 In accordance with national planning regulations the Council is required to produce a monitoring report addressing various matters including plan progress and implementation, neighbourhood planning, CIL (where applicable) and the duty to co-operate.
- 8.2 The Council's most recently published monitoring report covers the period 1st April 2021 – 31st March 2023 and is available [online](#). A further update covering the period 1st April 2023 – 31st March 2024 will be published in December 2024.

9. LDS availability and updates

- 9.1 The LDS must be made publicly available and kept up-to-date.
- 9.2 In terms of availability, a copy of this LDS is available [online](#)
- 9.3 Hard copies are also available in the locations listed in the following table.
- 9.4 The LDS will be updated annually or more often if there are any significant changes in timescales or documents being prepared.

² <https://www.westoxon.gov.uk/media/jo0g3prh/statement-of-community-involvement.pdf>

<p>West Oxfordshire District Council Witney Town Centre Shop 3 Welch Way Witney OX28 6JH Tel: 01993 861000 Open: Monday – Friday 9am to 5pm</p>	<p>Witney Town Council Town Hall Market Square Witney OX28 6AG Tel: 01993 704379 Open: Mon, Tues and Thurs 8.30am to 5pm, Wed 9.30am to 5pm and Fri 8.30am to 4.30pm.</p>	<p>Carterton Town Council 19 Alvescot Road Carterton OX18 3JL Tel: 01993 842156 Open: Monday – Friday 9.30am to 4.00pm</p>
<p>Chipping Norton Town Council The Guildhall Market Place Chipping Norton OX7 5NJ Tel: 01608 642341 Open: Monday – Friday 9am to 1pm</p>	<p>Bampton Library Old Grammar School Church View Bampton OX18 2NE Tel: 01993 850076</p>	<p>Burford Library 86A High Street Burford OX18 4QF Tel: 01993 823377</p>
<p>Carterton Library 6 Alvescot Road Carterton OX18 3JH Tel: 01993 841492</p>	<p>Charlbury Library Charlbury Community Centre Enstone Road Charlbury OX7 3PQ Tel: 01608 811104</p>	<p>Chipping Norton Library Goddards Land Chipping Norton OX7 5NP Tel: 01608 643559</p>
<p>Eynsham Library 30 Mill Street Eynsham OX29 4JS Tel: 01865 880525</p>	<p>North Leigh Library Memorial Hall Park Road North Leigh OX29 6SA Tel: 01993 882935</p>	<p>Stonesfield Library Village Hall Longore Stonesfield OX29 8EF Tel: 01993 898187</p>
<p>Witney Library Welch Way Witney OX28 6JH Tel: 01993 703659</p>	<p>Woodstock Library The Oxfordshire Museum Fletcher's House Park Street Woodstock OX20 1SN Tel: 01993 814124 07759 140531</p>	<p>Wychwood Library 29 High Street Milton-under-Wychwood OX7 6LD Tel: 01993 830281</p>

Appendix I – Document Profiles

West Oxfordshire Local Plan 2041	
Status	Development Plan Document (DPD)
Overview	The Local Plan will set out the overall framework for future growth in West Oxfordshire to 2041. This is expected to include strategic policies dealing with the overall strategy for the pattern, scale and quality of development as well as non-strategic policies dealing with other matters including site allocations and development management policies.
Geographical coverage	District-wide
Timetable	<p>Regulation 18 initial scoping consultation – August - October 2022 (COMPLETE)</p> <p>Regulation 18 focused consultation on draft plan objectives and spatial strategy options along with a ‘call for sites’ exercise – August – October 2023 (COMPLETE)</p> <p>Regulation 18 consultation on preferred policy options – May 2025</p> <p>Publication of pre-submission draft Local Plan (Regulation 19) – October 2025</p> <p>Submission of pre-submission draft Local Plan (Regulation 22) – March 2026</p> <p>Examination and adoption – 2026</p>
Conformity	Prepared in conformity with the National Planning Policy Framework (NPPF) and National Planning Practice Guidance (NPPG).
Management arrangements	Document production to be led by the Council’s Planning Policy Team under the direction of the Planning Policy Manager. Cross Party Member Working Group established to oversee the process.
Resource requirements	Internal resources comprise the Council’s Planning Policy Team with input from other teams and services as appropriate via Local Plan Officer Working Group. External resources will be drawn upon in terms of the production of supporting technical evidence.

Community engagement	Engagement to be carried out in accordance with the requirements of the adopted Statement of Community Involvement (SCI).
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Salt Cross Garden Village Area Action Plan (AAP)	
Status	Development Plan Document (DPD)
Overview	Supplements the Local Plan 2031 providing additional detail on the Oxfordshire Cotswolds Garden Village Strategic Location for Growth (SLG) – now referred to as Salt Cross Garden Village. The AAP will establish a vision for the garden village, supported by a series of core objectives and policies arranged on a thematic basis. A key focus of the AAP will be delivery and implementation.
Geographical coverage	Oxfordshire Cotswolds Garden Village Strategic Location for Growth (SLG) north of Eynsham
Timetable	<p>Submission – February 2021 (COMPLETE)</p> <p>Examination hearings – June/July 2021 (COMPLETE)</p> <p>Consultation on Main Modifications – September/November 2022 (COMPLETE)</p> <p>Inspector’s Report received – March 2023 (COMPLETE)</p> <p>Examination re-opened to consider Policy 2 - Net Zero Carbon Development – April 2024 (COMPLETE)</p> <p>Preparation of Main Modifications and supporting evidence - May to October 2024</p> <p>Submission to Inspector – November 2024</p> <p>Inspector prepares and publishes Matters, Issues and Questions (MIQs) – November/December 2024</p> <p>Hearing session/s – February 2025</p> <p>Adoption – June 2025</p>
Conformity	Prepared in conformity with the National Planning Policy Framework (NPPF) National Planning Practice Guidance (NPPG) and the West Oxfordshire Local Plan (2031).
Management arrangements	Document production to be led by the Council’s Planning Policy Team under the direction of the Planning Policy Manager.

Resource requirements	Internal resources comprise the Council's Planning Policy Team with input from other teams and services as appropriate. External resources will be drawn upon in terms of the production of supporting technical evidence.
Community engagement	Engagement on the preparation of the document to be carried out in accordance with the requirements of the adopted Statement of Community Involvement (SCI).

Appendix 2 – Overall Timetable

Document	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	
West Oxfordshire Local Plan 2041									IC					FC						S
Salt Cross Area Action Plan (AAP)			S																	
Key: IC = Informal Consultation; FC = Formal Consultation; S = Submission																				

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 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and Date of Committee</p>	<p>EXECUTIVE – 20 NOVEMBER 2024</p>
<p>Subject</p>	<p>INFRASTRUCTURE FUNDING STATEMENT (IFS) 2023/24</p>
<p>Wards affected</p>	<p>ALL</p>
<p>Accountable member</p>	<p>Councillor Hugo Ashton – Executive Member for Planning Email: hugo.ashton@westoxon.gov.uk</p>
<p>Accountable officer</p>	<p>Chris Hargraves – Planning Policy Manager Email: chris.hargraves@westoxon.gov.uk</p>
<p>Report Author</p>	<p>Jasper Lamoon – Infrastructure Delivery Lead Email: jasper.lamoon@cotswold.gov.uk</p>
<p>Purpose</p>	<p>To note the West Oxfordshire Infrastructure Funding Statement (IFS) for 2023/24</p>
<p>Annexes</p>	<p>Annex A - Infrastructure Funding Statement 2023/24.</p>
<p>Recommendations</p>	<p>That the Executive Resolves to:</p> <ol style="list-style-type: none"> 1. Note the content of the Infrastructure Funding Statement (IFS) 2023/24 attached at Annex A, with a view to it being published on the Council’s website by 31 December 2024 in accordance with legislative requirements; and 2. Request that Officers prepare an Infrastructure Spending Strategy to help prioritise the timely expenditure of unallocated S106 monies on appropriate projects for the benefit of local communities.
<p>Corporate Priorities</p>	<p>The main purpose of the Infrastructure Funding Statement (IFS) is to provide greater clarity on the receipt and use of developer contributions including Section 106 planning obligations to fund new and enhanced infrastructure in support of planned growth. As such, the IFS helps to support several aims and objectives of the Council Plan.</p>
<p>Key Decision</p>	<p>NO</p>
<p>Exempt</p>	<p>NO</p>
<p>Consultees/ Consultation</p>	<p>Nil.</p>

I. BACKGROUND

- 1.1. Local authorities are required to report annually on the receipt and use of developer contributions through the publication of an Infrastructure Funding Statement (IFS).
- 1.2. The main purpose of the IFS is to set out in a transparent manner, future infrastructure requirements and expected costs, contributions received during the previous financial year, anticipated funding from developer contributions and the Council's future spending priorities.
- 1.3. In particular, the IFS must include:
 - A report relating to the previous financial year on section 106 planning obligations;
 - A report relating to the previous financial year on the Community Infrastructure Levy (where CIL is in place); and
 - A report on the infrastructure projects or types of infrastructure that the Council intends to fund wholly or partly through CIL.
- 1.4. Any authority that receives a contribution from development through Section 106 planning obligations or CIL must prepare an IFS. This includes County Councils.
- 1.5. The IFS must be updated annually (although local authorities can produce more regular updates if they wish) and should be published on the Council's website no later than 31st December each year.
- 1.6. The IFS is intended to feed back into Local Plan reviews and effectively replaces previous local authority CIL regulation 123 lists (which set out CIL spending priorities) where these were in place.
- 1.7. It should be noted that the figures in the IFS are set out as per the requirements in the CIL regulations, which is different from the Council's Statement of Accounts which is compiled in line with accounting standards.

2. WEST OXFORDSHIRE INFRASTRUCTURE FUNDING STATEMENT 2023/24

- 2.1. The Council's Infrastructure Funding Statement (IFS) covering the period 1 April 2023 – 31 March 2024 is attached at Annex A.
- 2.2. Section 2 of the IFS provides an overview of future infrastructure needs in West Oxfordshire with reference to several sources of information including the West Oxfordshire Infrastructure Delivery Plan (2016) prepared in support of the Local Plan and more recent infrastructure studies prepared for the Eynsham area and Woodstock respectively which have helped to inform the Salt Cross Area Action Plan (AAP).
- 2.3. Importantly, it notes that a new Infrastructure Delivery Plan is currently being prepared to support the emerging West Oxfordshire Local Plan 2041. This will be essential in helping to identify future infrastructure needs in West Oxfordshire to support planned growth and will feed into future iterations of the IFS as these needs are identified and prioritised.
- 2.4. Section 3 reports on S106 planning obligations (agreed, received, spent etc.) in the period 1 April 2023 – 31 March 2024.

2.5. The key figures are as follows:

- £3,183,352.60 in financial contributions as well as 287 affordable homes were secured in Section 106 legal agreements during 2023/24;
- £892,062.70 of Section 106 funds were collected by the District Council in 2023/24;
- £1,510,850.55 of Section 106 funds were either spent by West Oxfordshire District Council or transferred to another party (such as Oxfordshire County Council or Town/Parish Councils) for expenditure;
- £2,281,472.15 of received Section 106 funds are allocated (i.e. committed to a certain project) but not spent;
- A total of £8,873,356.16 has been received from Section 106 funds before 1st April 2023 but has not yet been allocated (i.e. committed to a certain project) by the District Council;
- Including £1,171,107.35 in commuted sums for maintenance of open spaces, as of 1st April 2024, the District Council held a total of £13,150,009.86 in S106 monies.

2.6. It is important to note that although a relatively large amount of money is listed as being not yet allocated to a particular project, this is not an unusual position and is reflective of the fact that:

- Some agreements are received in instalments and can often only be spent once the total amount has been received in its entirety;
- Some of these monies will have only been received relatively recently and will have a long 'spend-by' deadline date of 10 years or so; and
- Some of these monies, whilst not yet formally allocated towards a particular project, are nonetheless informally being targeted for expenditure on certain schemes at a later date once those schemes have been worked up in more detail.

2.7. Notwithstanding this, Officers acknowledge that more could be done to pro-actively identify new projects that are able to be funded via S106 monies and bring them forward to delivery more quickly than at present.

2.8. This is reflected in the second report recommendation which invites relevant Officers to prepare an Infrastructure Spending Strategy to help prioritise the timely expenditure of unallocated S106 monies on appropriate projects for the benefit of local communities.

2.9. The intention is that this will be able to draw on infrastructure planning work being undertaken in support of the emerging West Oxfordshire Local Plan 2041 and will, in due course, help to prioritise the spending of CIL receipts when the Council's CIL charging schedule is formally introduced in 2025.

2.10. It could be a standalone document or could be incorporated into future iterations of the annual Infrastructure Funding Statement (IFS).

2.11. Section 4 of the IFS provides a brief update on the proposed introduction of the Community Infrastructure Levy (CIL) into West Oxfordshire, with Section 5 explaining the extent of the infrastructure funding gap that has previously been identified for West Oxfordshire through the preparation of the adopted Local Plan.

- 2.12. Whilst the extent of the funding gap is very significant, this is not an unusual position, with most local authorities identifying funding gaps of a similar magnitude, if not greater. The extent of the funding gap serves to emphasise the importance of maximising funding through developer contributions including S106 and CIL as well as other forms of funding (e.g. central Government) wherever possible.
- 2.13. Section 5 also provides an overview of the District Council's future spending priorities with reference to several relevant sources including the West Oxfordshire Infrastructure Delivery Plan (2016) and the Council's Developer Contributions Supplementary Planning Document (SPD) which was adopted in July 2023.
- 2.14. As outlined above, this will be augmented in future iterations of the IFS as further infrastructure work is prepared in support of the emerging Local Plan 2041 and as further work takes place on the new Infrastructure Spending Strategy in accordance with the second report recommendation.

3. FINANCIAL IMPLICATIONS

- 3.1. The IFS provides information on monies received and spent in relation to Section 106 planning obligations during the period 1 April 2023 – 31 March 2024. It also provides an overview of future infrastructure needs and costs and the spending priorities of the Council in relation to Section 106 planning obligations and CIL, once implemented.

4. LEGAL IMPLICATIONS

- 4.1. Publication of the Infrastructure Funding Statement (IFS) is a requirement of the Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019.
- 4.2. There are potential legal implications if the Council does not fulfil its obligations in respect of Section 106 legal agreements. The preparation of the IFS provides much greater transparency in relation to S106 funds including those which have been received, spent, allocated and not yet allocated or spent.

5. RISK ASSESSMENT

- 5.1. The report raises no specific risks.

6. EQUALITIES IMPACT

- 6.1. The report raises no specific implications in respect of equality.

7. CLIMATE CHANGE IMPLICATIONS

- 7.1. The report raises no specific implications in respect of climate change.

8. ALTERNATIVE OPTIONS

- 8.1. None. The publication of the IFS is a legislative requirement. Its content is dictated by the Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019.

9. BACKGROUND PAPERS

- 9.1. None.

West Oxfordshire District Council

**Infrastructure Funding Statement (IFS)
2023/2024**

November 2024



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I. Introduction

- I.1. In order to support planned growth, developers are often asked to make contributions towards new or improved infrastructure (schools, roads etc.). These developer contributions can take a number of different forms but most typically include Section 106 (S106) legal agreements and the Community Infrastructure Levy (CIL).
- I.2. Section 106 agreements often relate to direct provision e.g. a developer agreeing to provide a certain number of affordable homes as part of a residential scheme but can also take the form of a financial contribution e.g. where the developer makes a payment towards improving community facilities nearby.
- I.3. The Community Infrastructure Levy (CIL) applies where local authorities have adopted a CIL Charging Schedule and is essentially a fixed financial contribution based on the size of development proposed. Unlike S106 agreements, money received through CIL is not tied to a particular development and can be spent more flexibly on new and enhanced infrastructure across the District.
- I.4. West Oxfordshire District Council is currently in the process of introducing CIL, with public consultation on a draft CIL charging schedule having taken place over an 8-week period from 2 August – 27 September 2024. Subject to the outcome of the consultation and subsequent examination, it is anticipated that CIL will be introduced in 2025.
- I.5. To ensure greater transparency on the receipt and use of developer contributions, local authorities are required to produce an annual Infrastructure Funding Statement (IFS) in accordance with the CIL Regulations (2019) as amended¹.
- I.6. The main purpose of the IFS is to provide information on Section 106 agreements and CIL monies that have been agreed, received, allocated and spent over the previous financial year².
- I.7. The IFS must also set out, where possible, estimated future income from developer contributions along with the Council's future infrastructure spending priorities.

¹ Regulation 121A

² For this report from the 1 April 2023 – 31 March 2024.

- I.8. There is no set format for preparing an IFS but, as a minimum, it must include the following information:
- A report relating to the previous financial year on section 106 planning obligations;
 - A report relating to the previous financial year on the Community Infrastructure Levy (where CIL is in place); and
 - A report on the infrastructure projects or types of infrastructure that the Council intends to fund wholly or partly through CIL.
- I.9. This IFS should also be read in conjunction with Oxfordshire County Council's IFS which is available to view [online](#).

2. Infrastructure needs in West Oxfordshire

West Oxfordshire Infrastructure Delivery Plan

- 2.1. The primary source of information on infrastructure needs in West Oxfordshire is the District Council's Infrastructure Delivery Plan (IDP) 2016.
- 2.2. The IDP was prepared in support of the Council's current Local Plan and identifies the infrastructure that is needed to support housing and employment growth in West Oxfordshire in the period 2011 – 2031.
- 2.3. It considers infrastructure needs under three broad categories.
 - **Physical infrastructure** (including transport, water, energy, waste and recycling, minerals and telecommunications);
 - **Social infrastructure** (including education, leisure and sport, health, public safety, community and culture, social care and criminal justice); and
 - **Green infrastructure** (including informal and formal green space, public rights of way, Local Wildlife Sites, Conservation Target Areas etc.)
- 2.4. The IDP includes a schedule of infrastructure projects based on these three main categories. For each project, the schedule provides details of the anticipated costs (where known) expected delivery partners, any funding which has already been secured and how any shortfall is expected to be funded (e.g. S106, CIL).
- 2.5. A number of key projects identified in the IDP have now been completed including Phase 2 of Carterton Leisure Centre, a pedestrian crossing on Bridge Street in Witney, improvements to the Downs Road/A40 junction at Witney and the new Park and Ride at Eynsham.
- 2.6. Other projects such as the proposed improvements to the Shores Green A40 junction and the A40 corridor more generally (bus priority and active travel measures) are still in the process of coming forward.
- 2.7. As part of the supporting evidence base for the emerging Local Plan 2041, a new IDP has been commissioned. This will build on the previous 2016 IDP and consider afresh what infrastructure enhancements are needed to support planned growth in the period 2021 – 2041. As those needs are identified and prioritised, they will be reflected in future iterations of the annual IFS report.

Eynsham Area Infrastructure Delivery Plan (July 2020)

- 2.8. The West Oxfordshire Local Plan 2031 identifies the provision of around 3,200 new homes to the north and west of Eynsham, the former comprising a new garden village of around 2,200 homes and the latter, a sustainable urban extension of around 1,000 homes (237 of which have already been built).
- 2.9. Delivery of the garden village (now referred to as Salt Cross) is being led by an Area Action Plan (AAP) and West Eynsham through a developer-led masterplan.
- 2.10. An Eynsham Area IDP (Stage 1 Draft Report, May 2019 and Updated Draft Report, July 2020) has been prepared, forming part of the evidence base for the Salt Cross AAP and also helping to inform discussions on future infrastructure provision at West Eynsham.

Woodstock Community and Infrastructure Delivery Plan (2019)

- 2.11. In February 2019 the Blenheim Estate and Woodstock Town Council commissioned Community First Oxfordshire (CFO) to consult the community about the current and future infrastructure needs of Woodstock.
- 2.12. Following extensive consultation during 2019, the findings of the CFO work were launched at community events held in November 2019. Their report can be viewed online including a series of supporting appendices.
- 2.13. The report will be taken into account in future discussions on potential planning obligations associated with development in the Woodstock area and will also be taken into account in the preparation of the new IDP supporting the West Oxfordshire Local Plan 2041.

Oxfordshire Infrastructure Strategy (OXIS)

- 2.14. Further information on the future infrastructure requirements associated with planned growth across Oxfordshire is set out in the Oxfordshire Infrastructure Strategy or OXIS. There have been two previous iterations of OXIS in 2017 and 2022³ respectively.
- 2.15. A further update to OXIS is currently in the process of being commissioned and will be taken into account as far as possible through the preparation of the new Local Plan 2041.

³ <https://www.futureoxfordshirepartnership.org/partner-projects/oxis>

3. Section 106 Planning Obligations

- 3.1. Planning obligations (generally referred to as S106 agreements) are legal obligations entered into in order to mitigate the impacts of a development proposal and make it acceptable in planning terms.
- 3.2. Most often, this will be via a planning agreement under Section 106 of the Town and Country Planning Act 1990 – known as a Section 106 or S106 agreement and will involve both the person with an interest in the land and the Council. It can also be achieved via a unilateral undertaking without the Council’s involvement.
- 3.3. Planning obligations should only be used where it is not possible to address the unacceptable impact of development through a planning condition or by the use of other statutory controls. They are legally binding and enforceable if planning permission is granted and they are tied to the land.
- 3.4. Importantly, planning obligations must meet three legal tests; they must be:
 1. Necessary to make the development acceptable in planning terms;
 2. Directly related to the development; and
 3. Fairly and reasonably related in scale and kind to the development.
- 3.5. The District Council has been negotiating, securing and entering into S106 agreements for many years. This has helped to deliver a raft of benefits to West Oxfordshire residents including new affordable housing, highway improvements, pedestrian and cycling routes, leisure and sports facilities, culture and art, primary health care provision and so on.
- 3.6. Set out below is an overview of the S106 contributions which have been secured (i.e. formally agreed), collected, spent and allocated during the 2023/24 financial year.

S106 contributions secured (formally agreed) in 2023/24.

- 3.7. The Council secured a total of **£3,183,352.60** in financial contributions through S106 agreements entered into during 2023/24. This sum is broken down in Table I, which sets out the location of each development and the type of provision/contribution made.
- 3.8. As these contributions are expected to come forward in a phased manner and many are index-linked, the total amount should not be taken as the exact sum that will be received by the District Council.
- 3.9. The Council also secured a number of ‘non-monetary’ obligations from S106 agreements signed in 2023/24, including on-site affordable housing provision. These are categorised and listed by location in Tables 2 and 3.

Table 1 – S106 funds secured through S106 agreements entered into in 2023/24

Reference	Location	Type	Amount (£)
21/00189/FUL	Land East of Hill Rise, Woodstock	Affordable Housing	TBC ³
		Community Engagement	18,900.00
		Healthcare Facilities	162,072.00
		Outdoor Sports Pitch Facilities	322,200.00
		S106 Monitoring	5,500.00
		Swimming Pools	86,322.60
21/03342/OUT	Land Southwest of Downs Road, Curbridge Business Park, Witney	Community Facilities	15,000.00
		Sports Facilities	£1,790 per dwelling
21/03711/FUL	Land at Tar Farm, Tar Road, Stanton Harcourt	Biodiversity and landscape enhancements	45,000.00
22/00986/FUL	Land North of Cote Road, Aston	S106 Monitoring	500
		Sports and Leisure Facilities	71,600.00
22/02498/OUT	Land (E) 438738 (N) 212506, Witney Road, North Leigh	Affordable Housing	TBC ³
		Healthcare Facilities	47,520.00
		S106 Monitoring	1,500.00
22/02980/FUL	Bliss, Brassey and Wilkins House, Hailey Avenue, Chipping Norton	S106 Monitoring	1,000.00
22/03240/OUT	Land South of Burford Road, Minster Lovell	Affordable Housing	TBC ³
		Healthcare Facilities	115,776.00
		Outdoor Pitch Provision	239,860.00
		S106 Monitoring	5,500.00
		Sport Hall Provision	65,588.00
		Swimming Pool Provision	72,519.00
22/03415/FUL	The Driving Centre, Enstone Airfield, Enstone	Affordable Housing	1,250,000.00
		Air Quality	67,941.00
		Car Parking	200,000.00 ²
		Commuted Sum	TBC ¹
		Middle Barton Community Bus	50,000.00
		S106 Monitoring	5,750.00
23/00469/FUL	Abbott Diabetes Care, Range Road, Windrush Industrial Park, Witney	S106 Monitoring	300
23/00536/OUT	Land South of Hit or Miss Farm, Banbury Road, Chipping Norton	Affordable Housing	TBC ³
		Healthcare Facilities	77,760.00
		Off-site Sports and Leisure Facilities	253,744.00
		S106 Monitoring	1,500.00
			3,183,352.60

¹ 5% of the excess of the annual income towards projects the District Council considers necessary to mitigate any unanticipated environmental and/or social effects arising from the Development.

² Only due if on-site car park is not delivered by the developer.

³ This will only become due if First Homes are sold as market housing. Contribution will depend on the sales value.

Table 2 – Affordable housing required from S106 planning obligations signed in 2023/24

Reference	Location	Total Units
21/00189/FUL	Land East of Hill Rise, Woodstock	90
21/03342/OUT	Land Southwest of Downs Road, Curbridge Business Park, Witney	30
22/00986/FUL	Land North of Cote Road, Aston	40
22/02498/OUT	Land (E) 438738 (N) 212506, Witney Road, North Leigh	22
22/02980/FUL	Bliss, Brassey and Wilkins House, Hailey Avenue, Chipping Norton	12
22/03240/OUT	Land South of Burford Road, Minster Lovell	57
23/00536/OUT	Land South of Hit or Miss Farm, Banbury Road, Chipping Norton	36
		287

Table 3 – Non-monetary contributions from S106 planning obligations signed in 2023/24

Reference	Location	Type
21/00189/FUL	Land East of Hill Rise, Woodstock	9 Self/Custom Build Houses
		Allotments
		Biodiversity Plan
		Community Space
		Play Area
		Public Open Space
21/03342/OUT	Land Southwest of Downs Road, Curbridge Business Park, Witney	Public Open Space
22/00986/FUL	Land North of Cote Road, Aston	Public Open Space
22/02498/OUT	Land (E) 438738 (N) 212506, Witney Road, North Leigh	Multi-Use Games Area
		Public Open Space
22/03240/OUT	Land South of Burford Road, Minster Lovell	7 Self/Custom Build Houses
		Public Open Space
22/03415/FUL	The Driving Centre, Enstone Airfield, Enstone	Car Parking ¹
23/00376/OUT	Land East of The Drive, Enstone	Self/Custom Build Housing
23/00469/FUL	Abbott Diabetes Care, Range Road, Windrush Industrial Park, Witney	Car Parking
23/00536/OUT	Land South of Hit or Miss Farm, Banbury Road, Chipping Norton	Public Open Space

¹ The developer has the option to pay a financial contribution towards car parking instead.

SI06 contributions collected in 2023/24.

3.10. The Council collected a total of **£892,062.70** through SI06 planning obligations in 2023/24. Table 4 below provides a full breakdown of the contributions.

Table 4 – SI06 funds collected in 2023/24

Reference	Location	Contribution for	Received (£)
14/0091/P/OP	Land East of Monahan Way, Carterton	Public Art	22,181.47
		SI06 Monitoring	8,000.00
		Sports Pavilion	524,961.39
16/03627/OUT	Land at Butts Piece, Main Road, Stanton Harcourt	Play and Recreation	37,927.69
		Public Art	8,403.11
		Sport and Recreation	53,599.52
18/03403/FUL	Olivers Garage, 80 - 82 Main Road, Long Hanborough	Play and Recreation	31,461.54
		Public Art	5,592.37
		Sport and Leisure	33,687.11
20/00140/FUL	Unit 2-3, Stanton Harcourt Road, Eynsham	Public Transport	9,207.95
		Travel Plan	1,633.99
20/02422/FUL	Land East of Swinbrook Road, Carterton	Biodiversity Net-Gain	106,260.00
21/00189/FUL	Land East of Hill Rise, Woodstock	SI06 Monitoring	5,500.00
21/02248/FUL	Gateway House, Windrush Park Road, Windrush Industrial Park, Witney	Public Transport	27,363.90
21/02364/FUL	Land at Downs Road, Curbridge	Cycling	6,112.66
		SI06 Monitoring	120.00
22/02498/OUT	Land at Witney Road, North Leigh	SI06 Monitoring	1,500.00
22/02980/FUL	Bliss, Brassey and Wilkins House, Hailey Avenue, Chipping Norton	SI06 Monitoring	1,000.00
22/03415/FUL	The Driving Centre, Enstone Airfield, Enstone	SI06 Monitoring	5,750.00
23/00469/FUL	Abbott Diabetes Care, Range Road, Windrush Industrial Park, Witney	SI06 Monitoring	300.00
23/00536/OUT	Land South of Hit or Miss Farm, Banbury Road, Chipping Norton	SI06 Monitoring	1,500.00
			892,062.70

S106 funds spent in 2023/24.

3.11. A total of **£1,510,850.55** collected from S106 planning obligations was spent in 2023/24. Table 5 below provides a full breakdown of this expenditure.

3.12. The Council did not spend any funds collected from S106 planning obligations on repaying borrowed money.

Table 5 – S106 funds spent in 2023/24*

Reference	Contribution for	Recipient	Amount (£)
08/1341/P/FP	Ditch Clearance (Eynsham)	West Oxfordshire District Council	3,250.11
08/1341/P/FP	Multi-Use Games Area	Eynsham Partnership Academy	1,160.00
10/0672/P/FP	Public Art	Carterton Community Centre	7,000.00
10/0672/P/FP	Kilkenny Lane Play Area	West Oxfordshire District Council	44,699.66
12/0084/P/OP	Public Art (Witney)	Artist (Creative Connector)	16,232.86
12/0084/P/OP	Public Art (Witney)	Cherwell Theatre Company	4,390.00
12/0084/P/OP	Public Art (Witney)	Artist (Mosaic Work)	4,450.00
12/0084/P/OP	Public Art (Witney)	Artist (Art Workshop)	286.95
12/0084/P/OP	Public Art (Witney)	(workshops at) Windrush Dreamers club	300.00
13/1465/P/OP	Post Office Toilet	Bampton Parish Council	11,998.44
13/1465/P/OP	Mercury Close Play Area	Bampton Parish Council	18,440.00
14/0091/P/OP	Elder Bank Hall	Brize Norton Parish Council	63,899.61
14/0091/P/OP	Brize Meadow Play Area	Brize Norton Parish Council	535,989.89
14/0091/P/OP	S106 Monitoring	West Oxfordshire District Council	8,000.00
14/01884/FUL	Cotswold Crescent Play Area	Chipping Norton Town Council	26,424.00
14/0450/P/FP	Libraries (Witney)	Oxfordshire County Council	1,450.00
14/0450/P/FP	Primary Education (Witney)	Oxfordshire County Council	1,450.00
14/0754/P/FP	Worcester Road Playing Field	Chipping Norton Town Council	587.41
14/1234/P/OP	Skate Park	Hanborough Parish Council	118,592.00
15/00166/OUT	Recreation Ground	Burford Town Council	12,835.45
15/01934/OUT	Adventure Playground	North Leigh Parish Council	10,367.94
15/03128/OUT	Public Art	Milton under Wychwood Parish Council	9,716.18
15/03148/OUT	Oxford Road Skate Park	Eynsham Parish Council	6,700.00
15/03148/OUT	Oxford Road Sports Pavilion	Eynsham Parish Council	11,053.00
15/03148/OUT	Old Witney Road Play Area	Eynsham Parish Council	80,600.00
15/03165/FUL	Village Hall	Northmoor Village Hall Foundation	28,363.91
16/01353/OUT	Public Art	Freeland Parish Council	5,164.00
16/01450/OUT	Parish Hall	Curbridge & Lew Parish Council	21,727.97
18/01611/FUL	Cricket Club	Stanton Harcourt Parish Council	900.00
18/02841/FUL	Recreation Ground	Bladon Parish Council	16,770.00
20/00140/FUL	Bus Shelter (Eynsham)	Oxfordshire County Council	9,207.95
20/00140/FUL	Travel Plan Monitoring (Eynsham)	Oxfordshire County Council	1,633.99
21/00189/FUL	S106 Monitoring	West Oxfordshire District Council	5,500.00
21/00228/FUL	Biodiversity Net Gain at Radford Farm, Chipping Norton	Trust for Oxfordshire's Environment	214,535.93
21/02248/FUL	Bus Shelter (Witney)	Oxfordshire County Council	27,363.90
21/02364/FUL	Lighting at Colwell Brook path, Witney	Oxfordshire County Council	6,112.66

21/02364/FUL	S106 Monitoring	West Oxfordshire District Council	120.00
22/02498/OUT	S106 Monitoring	West Oxfordshire District Council	1,500.00
22/02980/FUL	S106 Monitoring	West Oxfordshire District Council	1,000.00
22/03415/FUL	S106 Monitoring	West Oxfordshire District Council	1,000.00
22/03415/FUL	S106 Monitoring	West Oxfordshire District Council	4,750.00
23/00469/FUL	S106 Monitoring	West Oxfordshire District Council	300.00
23/00536/OUT	S106 Monitoring	West Oxfordshire District Council	1,500.00
STC032	Maintenance of Open Spaces	West Oxfordshire District Council	77,533.44
Various	Chipping Norton Leisure Centre	West Oxfordshire District Council	34,243.30
Various	Heylo Affordable Housing Project	HH2 No Ltd	51,750.00
			1,510,850.55

*West Oxfordshire District Council has passed on the contributions and the responsibility for the actual spend is normally with the recipient of the S106 monies.

S106 money received by the Council but not spent in 2023/24.

3.13. The CIL Regulations require local authorities to report on the total amount of money under any planning obligations that was received before the reported year but which has not been allocated by the authority, and the total amount of money under any planning obligations that was allocated but not spent during the reported year.

3.14. A total of **£2,281,472.15** received was allocated for funding infrastructure but not spent during 2023/24. Table 6 below provides a breakdown of the allocations.

Table 6 – Allocated S106 funds

Reference	Allocated to	Amount (£)
07/1970/P/FP	Temporary public art programme at Windrush Place, Witney	788.24
08/1341/P/FP	Annual Maintenance Programme Flood Management	16,904.89
12/0084/P/OP	Public Art Features in West Witney	101,779.29
13/0345/P/FP	Raleigh Crescent Play Area, Witney	75,000.00
13/0345/P/FP	Public Art in Witney	2,603.27
13/1465/P/OP	Buckland Road Recreation Ground, Bampton	12,765.00
13/1752/P/FP	Temporary public art and interpretation in Carterton provided by West Oxfordshire DC	40,370.90
14/0091/P/OP	Public art features and programme in village and Brize Meadow by Brize Norton Parish Council	29,640.98
14/01884/FUL	Temporary public art programmes for youth and community in Chipping Norton delivered by various organisations	11,889.71
14/1215/P/OP	West Witney Sports Ground	356,669.58
16/01450/OUT	3G Football Pitch in Witney	941,335.54
16/01450/OUT	Curbridge Parish Hall	3,060.00
16/04230/FUL	Chipping Norton Leisure Centre	5,545.92
17/00629/FUL	Recreation Ground, Rack End, Standlake	904.76
17/01859/OUT	Ripley Avenue Play Area, Minster Lovell	72,294.19
18/01517/FUL	Kilkenny Lane Country Park Trees	19,875.67

21/00228/FUL	3G Pitch at Carterton Football Club	373,195.42
Various	Kilkenny Lane Country Park Play Area	37,462.37
Various	Car park at Kilkenny Lane Country Park	179,386.42
		2,281,472.15

3.15. A total of **£8,873,356.16** was received through S106 planning obligations before 1st April 2023, and which has not yet been allocated by the District Council.

3.16. This reflects the fact that:

- Some agreements are received in instalments and can often only be spent once the total amount has been received in its entirety;
- Some of these monies will have only been received relatively recently and will have a long ‘spend-by’ deadline date of 10 years or so; and
- Some of these monies, whilst not yet formally allocated towards a particular project, are nonetheless informally being targeted for expenditure on certain schemes at a later date once those schemes have been worked up in more detail.

3.17. A breakdown per category is set out in Table 7 below. As and when decisions are made to allocate these various S106 contributions, this will be set out in future iterations of the IFS as per the information in Table 6 above.

Table 7 – Non-allocated S106 funds

Contribution for	Available (£)
Affordable Housing	2,789,317.67
Biodiversity Net Gain	11,572.35
Car Parking	166,999.77
Cemeteries	97,382.07
Community Facilities	570,952.64
Education	9,947.00
Flood and Water Management	460,990.50
Green Infrastructure	53,798.60
Healthcare	16,645.87
Highways and Sustainable Transport	13,047.00
Public Art	207,741.40
Sports, Play and Leisure	3,598,081.12
Town Centre Improvements	750,604.28
Waste and Recycling	126,275.89
	8,873,356.16

- 3.18. The District Council held a total of **£13,150,009.86** in S106 monies on 1st April 2024 as per the table below.

Table 8 – Overview of S106 funds held on 1 April 2024

Contribution for	Available (£)
Maintenance of Open Spaces	1,171,107.35
Non-allocated	8,873,356.16
Allocated	2,281,472.15
Received (but not spent) in 2023/24	824,074.20
	13,150,009.86

4. Community Infrastructure Levy (CIL)

- 4.1. CIL is a charge which can be levied by local authorities on new development in their area to help fund supporting infrastructure. Whereas S106 planning obligations are specific to particular developments, CIL is a more general financial contribution, the receipts from which can be spent on new and enhanced infrastructure across the whole District. CIL can however only be charged where there is an approved CIL Charging Schedule in place.
- 4.2. The Council is in the process of introducing CIL into West Oxfordshire, with public consultation on a draft CIL charging schedule having taken place over an 8-week period from 2 August – 27 September 2024.
- 4.3. Subject to the outcome of the consultation and subsequent examination, it is anticipated that CIL will be introduced in 2025.
- 4.4. Further information on CIL is available [online](#).


5. Infrastructure Funding Gap and Future Spending Priorities

- 5.1. The District Council prepared an [Infrastructure Funding Gap Analysis](#) in 2020 to help quantify the likely infrastructure funding gap that exists in West Oxfordshire to meet identified needs⁴.
- 5.2. The analysis identified a total infrastructure funding gap of between £192.2m and £198m when taking account of expected costs and known sources of funding. Whilst the extent of the funding gap is very significant, this is not an unusual position, with most local authorities identifying funding gaps of a similar magnitude, if not greater. In this case, it was largely a result of the absence of secured funding for proposed improvements to the A40 at that time.

⁴ i.e. The shortfall in funding available to meet identified infrastructure requirements when the total cost (where known) is set against known or likely available funding.

- 5.3. The extent of the funding gap serves to emphasise the importance of maximising funding through developer contributions including S106 and CIL as well as other forms of funding (e.g. central Government) wherever possible.
- 5.4. Future infrastructure spending priorities will be influenced by a number of factors including the current West Oxfordshire Infrastructure Delivery Plan (2016) but in particular, the new IDP which is being prepared in support of the Local Plan 2041.
- 5.5. Regard will also be had to any locally specific evidence of infrastructure needs such as the Eynsham Area IDP and Woodstock Community and Infrastructure Delivery Plan (2019) as well as any relevant countywide assessments of need set out in the Oxfordshire Infrastructure Strategy (OXIS).
- 5.6. In considering infrastructure priorities emerging from these studies the Council will have regard to relevant changes in circumstance (e.g. projects since having been completed, or additional/alternative sources of funding having been identified etc.) as well as the degree of importance of each infrastructure item in supporting planned growth.
- 5.7. Future funding will be drawn from a variety of sources including Section 106 legal agreements (planning obligations), CIL and other potential sources of funding where applicable and available (e.g. proposed improvements to the A40 which are intended to be funded primarily by Central Government via Homes England).
- 5.8. Further information on the District Council's future spending priorities is set out in the Developer Contributions Supplementary Planning Document (SPD) which was adopted in July 2023. The SPD provides information on what contributions will be sought from new development in West Oxfordshire and from what source i.e. Section 106 and/or CIL.
- 5.9. Subject to the agreement of Members, Officers propose to draft an Infrastructure Spending Strategy to help prioritise the timely expenditure of unallocated developer funding. This will either be a standalone document or will be incorporated into future iterations of the IFS.

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 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and date of Committee</p>	<p>EXECUTIVE - 20 NOVEMBER 2024</p>
<p>Subject</p>	<p>ADOPTION OF ASSET MANAGEMENT STRATEGY</p>
<p>Wards affected</p>	<p>All</p>
<p>Accountable member</p>	<p>CLlr Alaric Smith - Executive Member for Finance Email: alaric.smith@westoxon.gov.uk</p>
<p>Accountable officer</p>	<p>Claire Locke, Assistant Director - Property & Regeneration Email: democratic.services@westoxon.gov.uk</p>
<p>Report Author</p>	<p>Andrew Turner, Business Manager – Assets and Council Priorities Email: democratic.services@westoxon.gov.uk</p>
<p>Summary/Purpose</p>	<p>To agree to adopt the Asset Management Strategy to provide a clear strategy for future decision making and investment in the Councils land and property assets.</p>
<p>Annexes</p>	<p>Annex A – Asset Management Strategy Annex B – Schedule of assets by priority</p>
<p>Recommendation(s)</p>	<p>That Executive:</p> <ol style="list-style-type: none"> 1. Adopts the Asset Management Strategy attached at Annex A. 2. That the Council proceeds with the development of Asset Plans for a number of key properties, in line with that Strategy.

Corporate priorities	<ul style="list-style-type: none"> ● Putting Residents First ● Enabling a Good Quality of Life for All ● Creating a Better Environment for People and Wildlife ● Responding to the Climate and Ecological Emergency ● Working Together for West Oxfordshire
Key Decision	YES
Exempt	No
Consultees/ Consultation	Specialist Council officers representing the property, leisure and waste services, the S151 and Executive Member for Finance were consulted in the drafting of this Strategy.

1. BACKGROUND

- 1.1 The Council owns assets totalling £128m. These assets are held principally as either commercial investments (£51m) to provide services such as Leisure, Waste, Parking or Council Offices (£73m), or as a result of historic ownership, particularly small plots of land (£4m).
- 1.2 Recent audit reports have identified significant risks to the Council in managing its Assets without an Asset Management Strategy (AMS) in place.
- 1.3 In April 2024 Executive agreed funding for the preparation of an Asset Management Strategy, Asset Plans and Condition surveys.

2. STRATEGIC MANAGEMENT OF ASSETS

- 2.1 In order to effectively manage this estate, the Council needs to understand its condition so it can plan and budget for pro-active repairs and maintenance and future investment can form part of decision making on whether an asset is retained, redeveloped or sold.
- 2.2 An AMS would provide a strategic approach to property, establishing what the Council wished to achieve from its estate, aligning it with other Council priorities and ensuring decision making is based on clear policy. Decisions on purchasing, investing in or disposing of property would be based on pre-agreed principles to maximise return, reduce expenses and manage risk, enabling a far more strategic approach rather than consideration of individual properties in a piecemeal way.
- 2.3 The overarching strategic document would then be complimented by a review of the Council's assets to consider what future approach should be taken. This would be based on data such as current value, how the property is performing (lease income and return on investment) and broader opportunities to maximise income or in some cases dispose of a financial liability.
- 2.4 There is scope to significantly increase the efficiency with which assets are managed by streamlining delegations and decision making based on the adopted strategy and transferring or selling assets that provide no value but take time and money to manage and maintain.
- 2.5 The Council used a Procurement Framework to appoint consultants Carter Jonas to undertake a two-stage process. The first stage was the production of a AMS document. The second is to undertake a review of key land and property assets held by the Council in line with the Strategy once it has been adopted. Assets will be prioritised, with a focus on those that are underperforming, underutilised or may require significant investment. The Asset Plans produced will guide decision making based on opportunities and costs and may result in subsequent reports coming back to Executive with the Asset Plan, recommending disposal or investment.
- 2.6 The draft AMS produced is attached at Annex A.

3. FINANCIAL IMPLICATIONS

- 3.1 There are no financial implications associated with the adoption of the Strategy. The subsequent review of individual assets will result in an Asset Plan. This is likely to include recommendations for action such as investment, disposal or rent reviews. Reports for decision will be brought forward as appropriate setting out the financial implications
- 3.2 The preparation of the AMS and Asset Plans is being funded from the Property budget 2024/25 at a total cost of £50,000.
- 3.3 A budget allocation of £30,000 per year was allocated for a rolling programme of building and car park condition surveys.

4. CONCLUSIONS

- 4.1 The adoption of the AMS provides a clear framework for the management of the Councils' assets ensuring a coordinated approach, linked to Council priorities and the Medium-Term Financial Strategy.
- 4.2 Once adopted the strategy will be applied in a review of all Land and Property assets to ensure the Council is achieving the maximum benefit from its assets.
- 4.3 Asset Plans will then be commissioned based on priority, in consultation with the S.151 and Executive Member for Finance. A good example of an asset that would be the subject of an Asset Plan is the Greystones Depot at Chipping Norton. This depot is a satellite depot for Ubico but the wider site is underutilised and the buildings on the site are in a very poor state of repair. Considerations would include investment in the site to then attract additional lease income or disposal of the site.

5. LEGAL IMPLICATIONS

- 5.1 The Council has statutory duties to provide certain services such as Planning, Benefits and Waste collection. The Council also provides essential discretionary services which benefit the public such as leisure centres and public conveniences. The Council needs to have access to appropriate land and buildings to provide these services. In addition, the Council owns some commercial investments and acts as landlord. The Council has legal responsibilities regarding the standard of leased properties.

6. RISK ASSESSMENT

- 6.1 If the Council decides not to adopt the AMS there is a risk that a lack of clear strategic direction in the investment, regeneration, acquisition or disposal of assets negatively affects the Councils finances or that activities do not align with the Council strategic objectives or plans such as the Local Plan, Parking Strategy or Leisure strategy.

7. EQUALITIES IMPACT

- 7.1 None associated with this report.

8. CLIMATE AND ECOLOGICAL EMERGENCIES PLANNING

8.1 None associated with this report. Decarbonisation of assets will be considered on a building specific basis and form part of any decision report.

9. ALTERNATIVE OPTIONS

9.1 The Council could decide not to adopt the Strategy.

10. BACKGROUND PAPERS

10.1 None.

(END)

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West Oxfordshire District Council Asset Management Strategy (Word Format) 2024 to 2029

PART 1: STRATEGIC CONTEXT

Executive Summary

Policy and Context

The Estate

Freehold Interests

Leasehold Interests

PART 2: SHAPING THE FUTURE

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Capital Programme

Estate Planning - Operational Estate

Estate Planning - Investment Portfolio

Marriot's Walk, Witney

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Non-Strategic Housing Opportunities

Sustainability, Climate Change and Decarbonisation

Governance and Management

PART 3: DELIVERY

Asset Management Strategy Property Recommendations (Informing Phase 2)

Implementation Plan Methodology (Phase 2 Asset Plans)

Foreword

This Asset Management Strategy, which has been prepared by West Oxfordshire District Council, provides the strategic direction on how to manage buildings over the next five to ten years. This work pulls together the Council's corporate objectives, latest financial situation, service needs, regeneration and housing requirements to guide future property decision making.

This strategy presents an overview of the land and buildings which the Council owns and leases and how they are being used. The strategy will improve the visibility of how the estate is being managed, the challenges faced and how the Council might use the buildings in the future.

Engagement meetings with Executive Members, Service Team Heads and Officers have given understanding of the latest requirements and the future property opportunities. There are complex property decisions to be made and bringing together the right people within the organisation, who understand the wider estate, is key to successful property management.

Successful asset management in the past has provided efficient accommodation for services and an investment estate which produces good returns. The Council will continue to look for greater efficiency in how buildings are used, drive the management of investment assets to protect income and look for new income streams. More data is being gathered about the estate in order to measure the performance of the buildings and better understand future costs and opportunities.

The Council is committed to investing in the estate to support the needs for the long term. The next phase of the strategy will focus on implementation through development of asset plans which will consider options for individual sites, enabling planned, strategic decisions to ensure asset management is aligned to the Council's priorities.

Executive Summary

The Council property portfolio includes operational buildings for Council services and investment properties providing income and receipts, to support the cost of services. Some properties are held to support regeneration and delivery of housing. Property is expensive to occupy and maintain. Acquiring or disposing of property can take years before completion. This asset management strategy allows the Council to be proactive and make informed property decisions to achieve best value for the future.

A growing challenge is the cost of upgrading buildings, to modernise and improve energy efficiency, most notably the Council's leisure facilities. The Council's commitment to create a carbon neutral estate by 2030 sets a deadline for decarbonisation projects. The Council is compiling important building cost and occupation data to fully understand the financial outlay for decarbonisation and modernisation of all key service buildings for the long term. As part of ongoing service reviews, the Council will need to make important decisions on several key service facilities which may not be fit for purpose for future service provision.

The Council owns nearly all of the properties in the estate and has consolidated office space for staff allowing a former office building to be leased for income. The Council has invested cautiously in the past and is not overly exposed from its property investments although the income from investment properties may decline, reflecting economic uncertainty.

The Council assesses all socio-economic value opportunities from our land and buildings. The Marriott's Walk Shopping Centre acquisition is part of the Council's commitment to support town centres, ensuring Witney and the surrounding area benefits from community engagement and employment opportunities within the shopping centre. The Council is focused on progressing key strategic housing developments but also smaller, targeted non-strategic housing sites providing affordable housing for local communities.

There are opportunities to create further savings in how the properties are used, protect income from investments and use land and buildings to support communities. Phase 2 of this strategy will progress implementation.

The Purpose of the Asset Management Strategy - a Tool for Continuous Estate Transformation

This Asset Management Strategy Paper (Phase 1) sets out a longer term (five to ten year) strategy for the estate. The Implementation Plan (Phase 2) will provide targeted Asset Plans for those properties being considered for change, considering income and expenditure profiles, tenant events, hold and disposal options for implementation.

Strategic Asset Management is the process of aligning property assets with the Corporate Vision and Objectives of the Council. The corporate objectives set a clear direction of travel which passes down through the organisation into detailed service planning, which should be accommodated by a functional, well-maintained estate. Asset Management is an iterative, ongoing process rather than a one-time exercise. This Asset Management Strategy therefore will be used as a 'living document', creating a foundation for the management of the Council's portfolio.

Whilst the Asset Management Strategy will focus on redevelopment and investment opportunities, it is still 'service led'. Meetings with stakeholders provide the latest service requirements, directing future need for property. The strategy is also 'data driven', using the latest data to assess the properties, ensuring the basis of recommendations are accountable and can be easily updated.

Policy and Context

The Asset Management Strategy is guided by the following corporate strategies:

West Oxfordshire Council Plan 2023-2027 key priorities:

- **Putting Residents First:** Enhance transparency, inclusivity, and accessibility; improve public consultations and decision-making; manage budgets efficiently.
- **Enabling a Good Quality of Life for All:** Provide timely infrastructure; collaborate on public transportation; offer diverse housing options; support local economy with jobs and entrepreneurship.
- **Creating a Better Environment for People and Wildlife:** Protect land, air, and water quality; improve access to green spaces; engage in nature recovery strategies.
- **Responding to the Climate and Ecological Emergency:** Reduce carbon emissions; promote net zero carbon buildings; support renewable energy and retrofitting; improve active travel and public transport infrastructure.
- **Working Together for West Oxfordshire:** Support businesses, start-ups, and the voluntary sector; address young people's needs and mental health; invest in diverse housing needs.

West Oxfordshire Local Plan 2031

The Local Plan provides a vision for the district up to 2031, focusing on sustainable development shaped by community engagement. It includes policies to manage change and ensure all new developments are environmentally sustainable and beneficial for the community.

Climate Change Strategy for West Oxfordshire 2021-2025

The Climate Change Strategy focuses on protecting and restoring natural ecosystems, delivering net zero buildings, and facilitating green and active travel.

Carbon Action Plan 2024-2030

The Carbon Action Plan commits the Council to minimising carbon emissions and achieving carbon neutrality by 2030. Actions include minimising energy demand, increasing energy efficiency, low carbon heating and renewable energy on council properties and leisure centres, and transitioning the Council's fleet away from fossil fuels.

Preventing Homelessness Strategy 2018-2023

The strategy aims to prevent homelessness, secure accommodation, and support homeless households. It includes measures such as financial assistance, collaboration with housing associations, and providing local emergency accommodation.

West Oxfordshire Parking Strategy 2016-2031

The strategy addresses district-wide parking issues, emphasising the need to make best use of the car parking assets. The Council aims to support and promote sustainable transport and improve car park facilities in conjunction with customers.

Equality Policy Act 2020

The policy promotes equality, diversity, and respect in service provision and employment, adhering to the Equality Act 2010. Actions include conducting Equality Impact Assessments, supporting fair recruitment and training, and ensuring transparency through workforce and gender pay gap data publication.

West Oxfordshire District

Population and Geography

West Oxfordshire District Council, with a population of about 114,200 and spans 276 square miles, situated to the west of Oxford and home to settlements including Eynsham, Carterton, Witney, Burford, Chipping Norton and Woodstock. West Oxfordshire is a predominantly rural area and enjoys a strong sense of place derived from the Cotswold vernacular style of building, rolling countryside and river valleys.

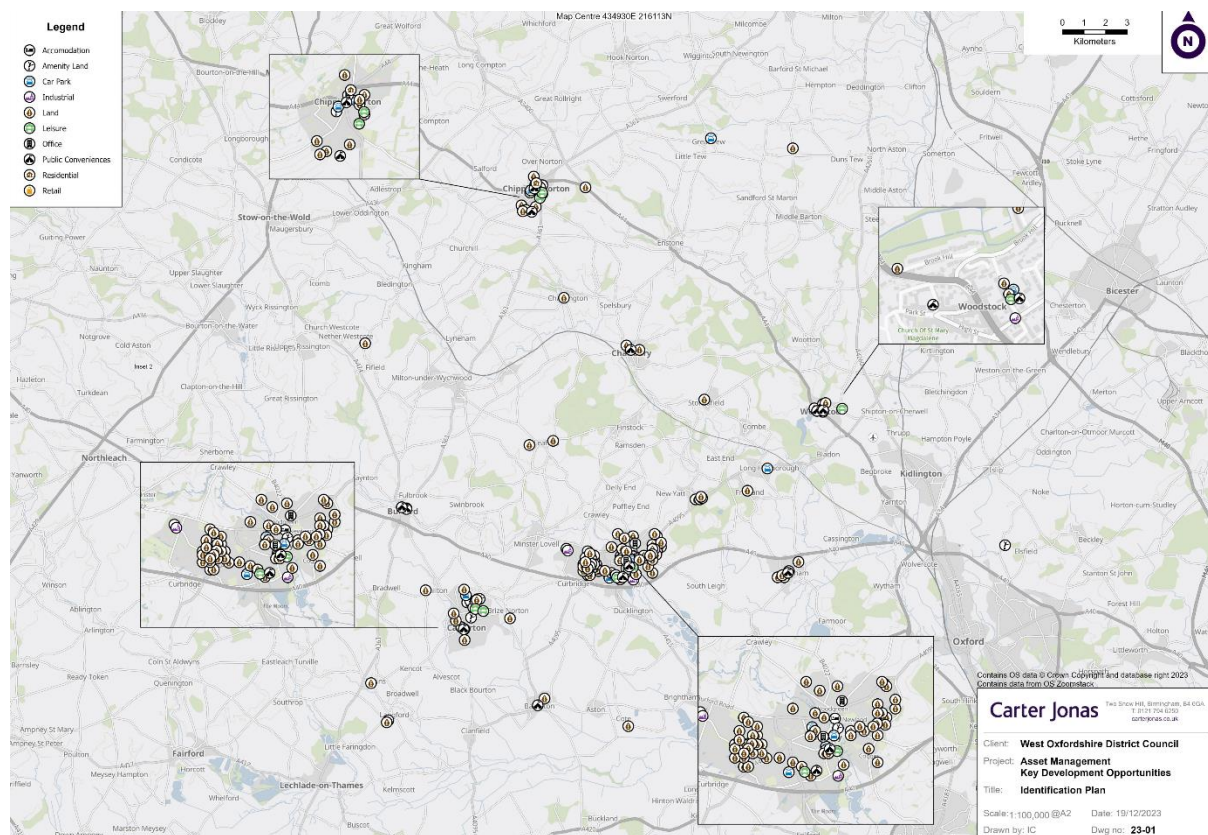
Environmental and Heritage Assets

West Oxfordshire boasts a rich natural and historic environment. About 34% of the area lies within the Cotswolds Area of Outstanding Natural Beauty (AONB) and includes parts of the Oxford Green Belt and Cassington Meadows Special Area of Conservation. The district features numerous Sites of Special Scientific Interest, ancient woodlands, and local wildlife sites. It also contains 3,200 listed buildings, 51 conservation areas, and the World Heritage Site of Blenheim Palace. The area's rivers support biodiversity and recreation but also pose flood risks. Post-mineral extraction sites offer opportunities for leisure, tourism, and nature reserves.

Local Economy

West Oxfordshire has a resilient local economy with high economic activity and low unemployment rates, outperforming regional and national averages. The district has seen strong employment growth, particularly in financial services and manufacturing. Tourism is significant, contributing substantially to the local economy. The area is characterised by a high proportion of small businesses and a notable rate of home working. Employment is mainly concentrated in Witney, Eynsham, and Woodstock.

Figure 1: The Estate Mapped



Freehold Ownership

Estate Ownership

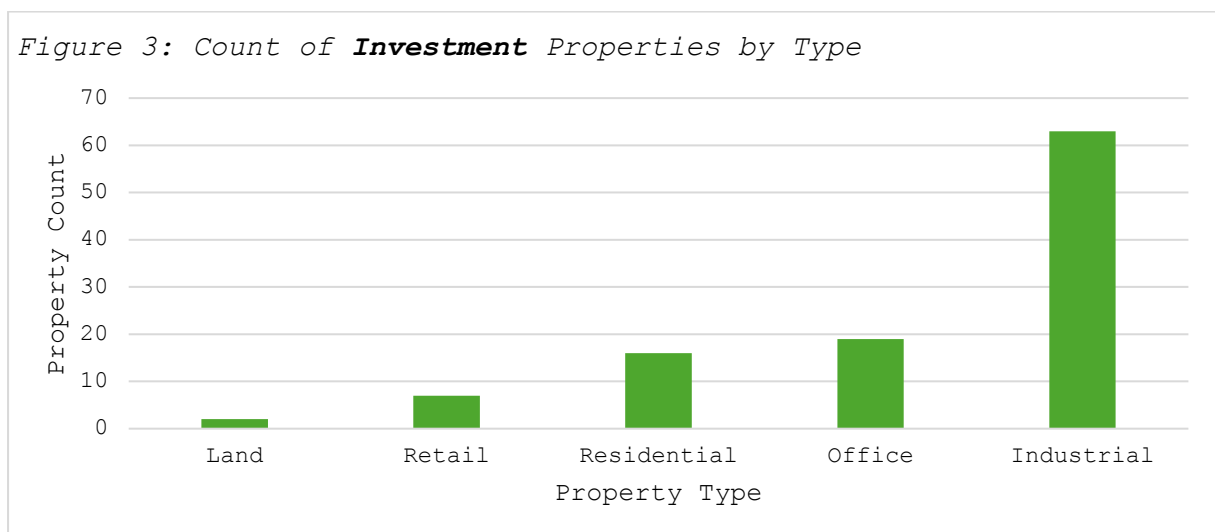
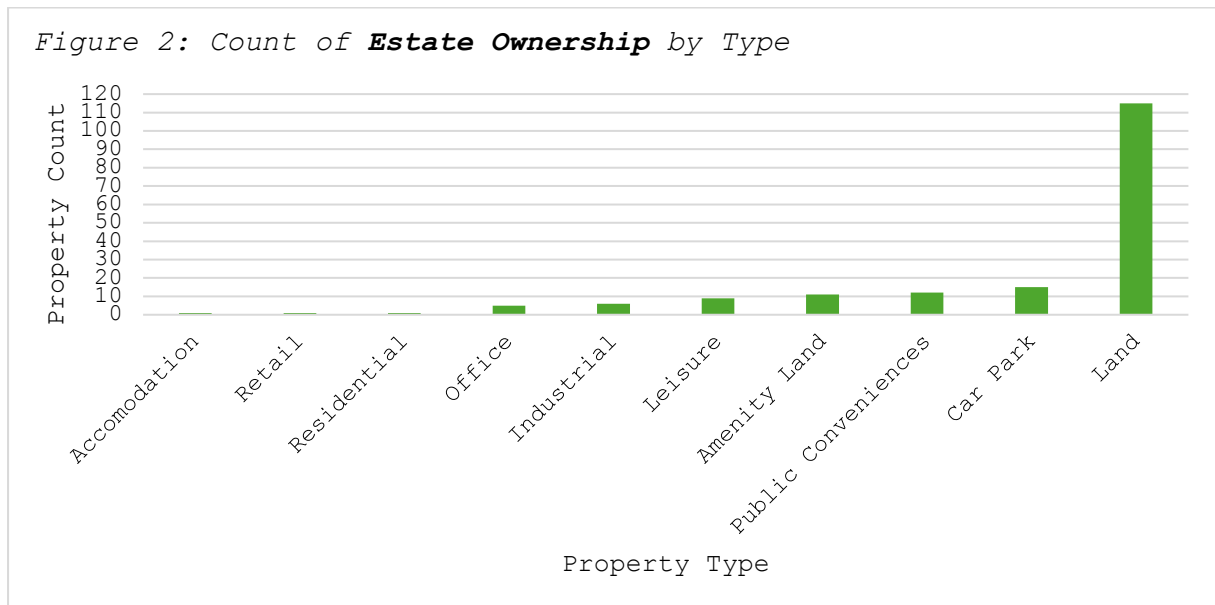
Most of the Council estate is owned freehold, which provides control and flexibility for future change or the ability to raise a capital receipt from disposal of buildings that may be unsuitable. Within the district, the Council owns 92 freehold buildings and an additional 116 smaller land parcels.

Operational Portfolio

The Council currently owns 66 operational properties comprising office buildings, leisure facilities, depots, car parks, residential properties and public conveniences. All operational properties are in the district. Most of the buildings are between 20 and 40 years old with some period, listed buildings. All leisure facilities are managed by GLL, and the depots are leased to the Councils Waste Contractor, Ubico.

Investment Portfolio

The Council owns 26 investment properties with over 92 tenants, distributed across industrial, retail, office, and residential sectors. Most of the properties are located within the district with some located in Oxfordshire, Essex, and Dorset.



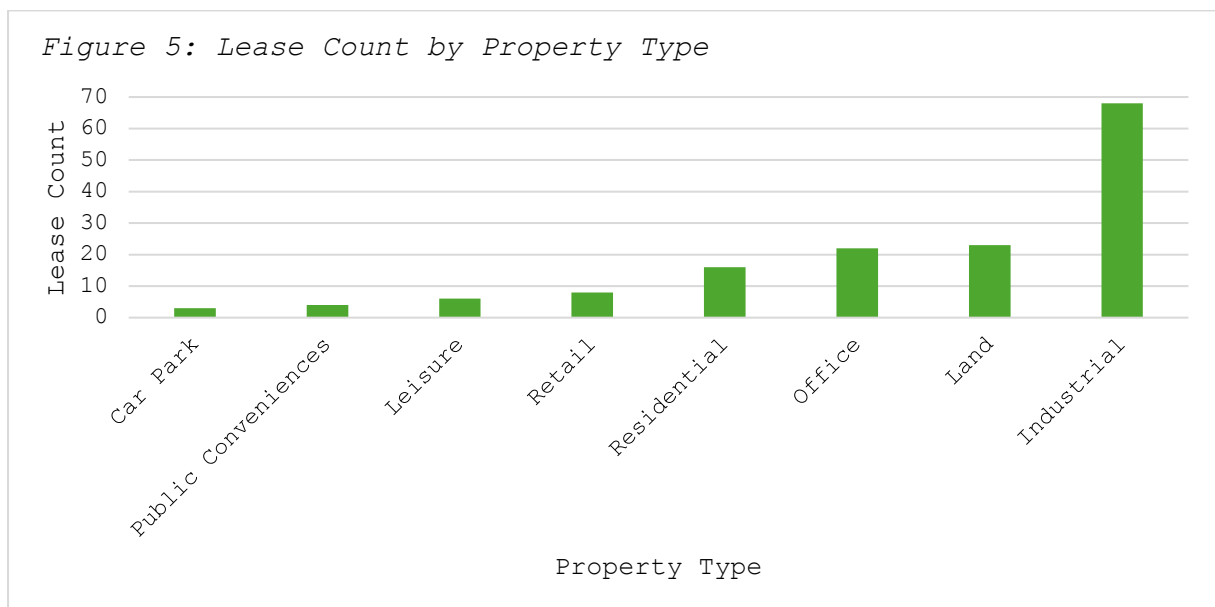
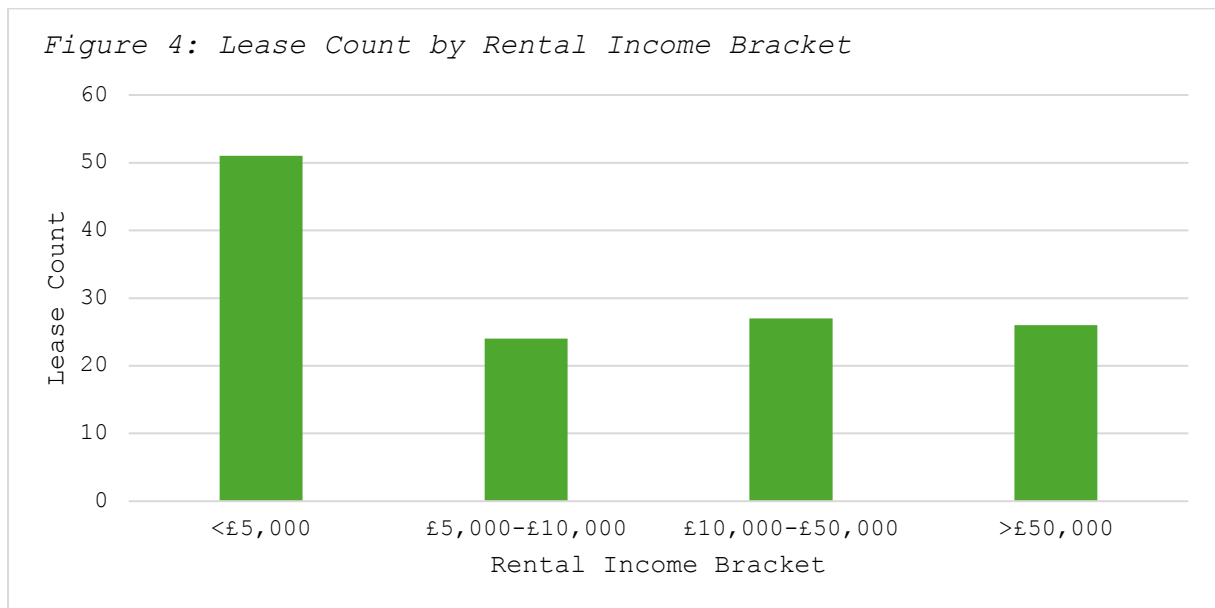
Leasehold Interests

Council as Lessee

The Council lease seven operational properties, the largest rent payable being the Down's Road depot site. The Council leases two income producing properties, Newman Court and Swain Court. These properties are then sub-leased to individual tenants, generating annual profit rents of £24,000 and £17,000 respectively.

Council as Lessor

The Council currently leases out 105 individual properties (units) which generate approximately £3.15 million in revenue. There are approximately 15 expired leases and 2 leases that are currently holding over. Most of the rents received under £5,000 per annum are for ground leases and smaller industrial units.



Strategic Asset Management Objectives

Asset Management Objectives

At the time of writing the 2024 Asset Management Strategy there is continued uncertainty both politically and economically. Central Government funding continues to reduce and whilst there is a balanced budget for 2024/25, further cuts to funding will likely require the Council to use its reserves to balance the budget. There is further uncertainty from 2026/27 onwards with a predicted drop in retained business rates income with unknown government compensation.

The Asset Management Strategy is guided by the latest Medium-Term Financial Strategy (MTFS). Every year the budget gap is forecast to increase and reserves which are being used to balance the budget, could be exhausted by 2027. In light of these continuing funding shortfalls and other financial challenges including general and wage inflation, the Asset Management Strategy must provide a clear direction of travel to maximise income, reduce costs for operational property and ensure clarity on planned maintenance costs.

There is no need for an immediate or urgent programme of disposals of property, rationalisation or downsizing of operational buildings. Instead, the Council will follow long-term asset management objectives and make informed, strategic and data led decisions.

To Decarbonise and Modernise Our Buildings

The Council will need to decarbonise buildings to become carbon neutral by 2030, which includes minimising energy demand, increasing energy efficiency, low carbon heating and renewable energy.

The Council will continue to monitor the utilisation of our buildings and collaborate with public partners to seek site sharing and bring our services together. Subject to further detailed reviews, buildings that are expensive to maintain and not fit for purpose will be considered for disposal. However, there will need to be a wider strategic review, considering availability and cost of alternative provision, which is in the right location and fit for the future.

For those buildings the Council is retaining in the longer term, modernisation is important to support the effective operation of services and reduce energy consumption. The cost of repair and modernisation of the Council's buildings will continue grow. The Council will undertake condition surveys to gather building repair cost data for all buildings allowing us to understand future liability for the estate and improved proactive maintenance and repair.

To Manage the Estate Commercially

Whilst the Council has invested cautiously, it must be wary of future losses from the investment properties which may impact the budget significantly. Whilst the Council will seek new income streams, we can only expect limited income growth from existing investment properties. Good commercial asset management including detailed analysis of pending key lease dates will be needed to retain income levels and forecast future income. The cost of managing the estate and the cost to maintain and improve it should be considered against the rental income achieved. Where there is no net profit or margins are slim, disposal or termination of head leases should be considered, unless holding the property is delivering strongly against other Council objectives.

To Support Regeneration and Affordable Housing Initiatives

The Council will proactively seek opportunities for using its land and buildings to support regeneration initiatives and progress new housing development. It is a clear corporate and political objective to increase the level of affordable housing, and particularly social rented housing in order to meet need.

Capital Programme

Capital (Programme) Spend for Future Years

It is more important than ever to forecast future costs for the Council's buildings. With increasing land, property values and construction costs, any changes made to the estate can have a significant financial impact. The Council will need to modernise some buildings and is committed to achieving a carbon neutral position for its estate by 2030.

Relocating or building new larger operational facilities such as leisure centres or waste depots can take a number of years. For those larger key buildings, the Council will need to make long term decisions using accurate cost data. For some buildings, the Council will consider relocation if modernisation costs are too high, and disposal receipts can support the purchase of a newer, efficient facility that can be made carbon neutral more easily. However, this will be dependent on the availability of suitable buildings or land, a business case for relocating and the availability of funding.

As with most public sector property, a lack of investment has meant some of the Council's buildings are in need of repair. Decisions are needed to understand future use and potential for some of the operational and investment buildings before further repairs and maintenance are carried out. For those buildings which are not economical to repair or upgrade, the Council will consider disposal.

Detailed Planned Preventative Maintenance (PPM) information is being collated to inform the next capital estates programme, allowing the Council to forecast spend over the next five years. This will be vital in understanding the future costs for the Council's buildings. The Council will continue to proceed with caution when considering major building projects or redevelopment work. Any proposal for major repairs will be led by a business case which adheres to this Asset Management Strategy.

Capital receipts from disposals of existing properties deemed surplus to requirements may fund major works for the Council's existing buildings. Reinvesting monies from disposals align with plans being considered by the Ministry of Housing, Communities and Local Government which will allow Councils greater flexibility to use money raised from asset disposals to address budget pressures.

At the time of writing the Council are progressing the following major capital works projects:

- Windrush Leisure Centre, decarbonisation programme
- Elmfield Offices, refurbishment and solar PV installation
- Chipping Norton Leisure Centre, roof repairs and internal refurbishment
- Woodgreen Council Offices, windows and internal repairs, solar PV, and landscaping
- Old Court House roof repairs
- Unit 6 Des Roches Square, solar PV installation (pending)
- Unit 5 Talisman, solar PV installation (pending)

The phase 2 (Implementation Plan) of this strategy will use the PPM information to help identify poorly performing and costly property stock.

The condition surveys will identify backlog maintenance of property assets to inform and develop a five-year planned capital investment strategy. The condition surveys will also identify opportunities to contribute to the carbon neutral target by replacing equipment such as boilers with ground source and air source heat pumps and the installation of energy efficient materials and plant such as solar panels. This may guide future grant funding applications, as heat pumps are costly and unlikely to be affordable without external funding. The Council is actively driving forward the installation of Solar PV on council owned buildings, where there is a sound business case and tenants are willing to enter into a Power Purchasing Agreement.

For key buildings PPM surveys may provide the following information.

- Condition surveys
- Running cost and energy performance
- Future maintenance, repair and replacement costs
- Occupancy and space data

Estate Planning - Operational Estate

West Oxfordshire District Council Offices

The Woodgreen Council offices are well utilised and offer efficient, centralised accommodation and collaboration space for the Councils administrative functions. The building also offers the opportunity for future increase in staff capacity through further reconfiguration and hybrid working. A major refurbishment programme has recently been completed to improve key areas of the building including refitting the Council Chamber and committee rooms and facilitate the consolidation of Council office space. Wall insulation was added to improve energy efficiency.

Staff have recently been relocated from Elmfield offices into the Woodgreen building, allowing Elmfield to be fully let, generating new income. Agile office space above 3 Welch Way Customer Services shop unit offers further working space.

Depots

The Council has two main depot facilities, one owned and one leased, and three other smaller sites used as satellite locations for street cleaning services. The Station Lane, Witney site is Council owned and is well utilised and fit for purpose and may be able to accommodate in-house vehicle servicing to save costs.

The Downs Road facility is leased by the Council at a rent of just over £100,000 per annum. The Council continues to monitor other available site options to ensure best value is being received for the ongoing lease commitments. A lease was obtained when the Council transferred waste collection services from a private contractor to its teckal company Ubico and no suitable site could be found for the Council to purchase.

These sites are leased to the Council's Waste Contractor

The Waste service is currently being reviewed to assess future service provision. The outcome of this review will inform future depot needs. This could include a continuation of a two site operation or a new single depot site to centralise environmental, waste and recycling facilities. Whilst this will bring operational benefits, provide opportunities for a net zero facility, and allow the space needed for electric vehicle charging, the costs could be considerable, with challenges to find the right site for this specialist function. Any decision to purchase a site would need to consider acquisition and development costs, as well as any increased operational costs resulting from a change in location.

There may be an opportunity to relocate the small Greystones Depot street cleaning facility allowing disposal or redevelopment of this site, which is underutilised with buildings in a poor state of repair.

Leisure and Recreational Services

The Council operates three leisure centres, two outdoor heated pools, sports pitches (natural and artificial turf) including changing/pavilion facilities, a country park, and playing fields. A leisure strategy is being prepared in summer 2024 which will consider whether the existing facilities are suitable for the future demand for leisure services. All of the leisure facilities will be reviewed to understand if they meet the needs of the emerging new leisure strategy.

Building condition surveys are underway for the leisure centre buildings to understand longer term maintenance and repair costs which the Council may be responsible for. Both the building condition surveys and leisure strategies will feed into the preparatory work which will be completed to allow the Council to make an informed decision on future leisure management options and to undertake the relevant procurement processes which will be employed by the Council for the leisure services contract renewal in the summer 2027.

Car Parks

There are 15 Council car parks located across West Oxfordshire providing circa 2,500 car parking spaces and 76 electric vehicle spaces with charging points. Some car parks are connected to council service buildings such as leisure centres. Most car parks serve town and village centre locations for access to retail and leisure facilities. With the exception of the Woolgate, the EVCPs were installed under a countywide Park and Charge scheme which ties the Councils into contracts. This has a bearing if the Council wishes to redevelop any of these sites and needs to remove or relocate the charge points, as financial penalties will apply. This would need to be included in any site development business case.

All car parks are free to use. The cost of operating the off-street car parks is circa £350,000 per year. Some of the Council's car parks require modernisation and reconfiguration.

As part of any process when investing in the modernisation of Council property, a review is needed to understand the long term future for that facility, which includes car parks. This work is a complex analysis of opportunities, and the Estates Team will be guided by the output of that review. For any car parks deemed to be surplus to requirements, there may be alternative uses which could support local regeneration including sites which facilitate housing development to address local housing pressures.

Customer Services

The property at 3 Welch Way in Witney provides 'One Stop Shop' services on the ground floor with Council offices on the first floor and has been recently refurbished with further plans to improve energy efficiency. Use of services at this location will continue to be monitored to ensure the building is being used efficiently.

The unit is near to several other public sector facilities. This is being considered as a long term One Public Estate collaboration project. As part of this project there may be a longer term opportunity for the Customer Services facility to co-share (*or be reprovided as part of a larger scheme*) with the County Council Library, Police or NHS.

Public Conveniences

There are 13 public conveniences located throughout the district. There is a charge to use the facilities which part-funds the service. The cost of operating the service is circa £220,000 per year.

Emergency Homeless Accommodation

The Council own and operate two emergency homeless hostels; The Old Courthouse, Bridge Street, Witney which provides 15 units of self-contained accommodation and Horsefair House, Chipping Norton which provides 6 units of shared accommodation and one self-contained flat. The day to day management of the residents is run by the Housing Team. The property maintenance / emergency repairs arrangements are outsourced to Veritas but contract managed by the Property / Assets Team.

In recent years there has been an increasing demand for homeless accommodation, and the Council is urgently reviewing other accommodation options. Placement in hotels, B&Bs and other third-party accommodation is very expensive, so provision of suitable council owned units may provide better accommodation for the individuals welfare and a more affordable option for the Council.

Homeless accommodation for single occupancy is usually either a shared house, with individuals having their own bedrooms but sharing facilities, or self-contained bedsits/flats. The council has a

duty to provide families with self-contained accommodation as shared accommodation is not suitable beyond 6 weeks. This is a requirement set in homelessness legislation.

The type of accommodation will depend on demand i.e. single people, couples or families. The location of accommodation will depend on factors such as the need to be located close to local services or support networks or alternatively the need to be relocated away from an area where an individual may be at risk.

The design, layout and construction of homeless accommodation needs to be able to facilitate appropriate levels of fire safety, with safe escape routes, alarm systems, structural fire protection etc.

Ideally any new homeless accommodation that is acquired should be modern and carbon neutral, to reduce utility bills and increase comfort. Adaptation of existing buildings can be expensive, so the Council may wish to consider purpose-built accommodation in the right locations to meet service needs, alongside other options such as leasing or purchasing accommodation from the open market that is flexible and can be repurposed should the current high demand for temporary accommodation ease in future years.

Open Space and Minor Interests Review

The Council owns 115 individual land parcels. Half of these are under 0.25 of an acre, the majority of larger parcels of land form part of parkland or recreational areas.

Most of the land parcels will not have any alternative use value and work is ongoing to transfer or dispose of surplus land. This will reduce ongoing maintenance costs and ensure that management resources are focused on core properties in the estate.

The following will be considered as part of the process for determining whether land is surplus to requirements. Does land or could the land:

- Offer operational or service benefit to the Council or other public partner organisation for the foreseeable future
- Support the objectives of the Playing Fields Strategy 2022
- Accommodate renewable energy, nature recovery opportunities, nature-based carbon sequestration and storage and water retention to minimise flood risks. Biodiversity Net Gain and carbon offsetting can provide a small income to the Council to facilitate long-term sustainable land management
- Support future residential development
- Provide access to other natural open areas
- Provide footpaths and cycle paths to support active travel

For those small land parcels and minor interests which are to be retained in the short term, a policy note may be appropriate to agree how they will be managed.

Surplus Land

From the land owned by the Council, nine plots have been identified as surplus. The majority are small plots of land, and some are subject to rights of way or other agreements affecting their future use. In most cases there is no, or a small alternative use value. Further parcels of land will be identified as soon as possible for transfer or sale. This will reduce management costs and time and may enable good use of the land to be made at a local level by Town and Parish Councils.

Estate Planning - Investment Portfolio

Investment Portfolio Summary

The estates team carefully monitor the performance of the investment properties throughout the year. This includes the production of annual investment reports, scrutiny reports and valuations on the investment buildings.

The investment estate is composed of 27 properties with annual rent roll of over £4.25m. The portfolio was valued in March 2023 at circa £63.5m (*these figures and the statistics below include the Marriott's Walk property noting the purchase was on a regeneration basis and the property is therefore assessed on financial and non-financial criteria*).

The portfolio is well balanced between the sectors in terms of unit numbers. The industrial properties account for largest sector by value, at 42% of the portfolio with retail properties being 37%. The performance of the investment portfolio has likely benefitted from including a larger number of industrial premises.

In context, for investment properties purchased by Local Authorities in the last five years, retail property has on average fallen by 31% since it purchased, with offices down by 22%. Industrial property, on the other hand has increased by 22% in the same period. Whilst these statistics may not be fully applicable in the Oxfordshire region, it is understood that industrial property has outperformed both retail and office sectors in this area.

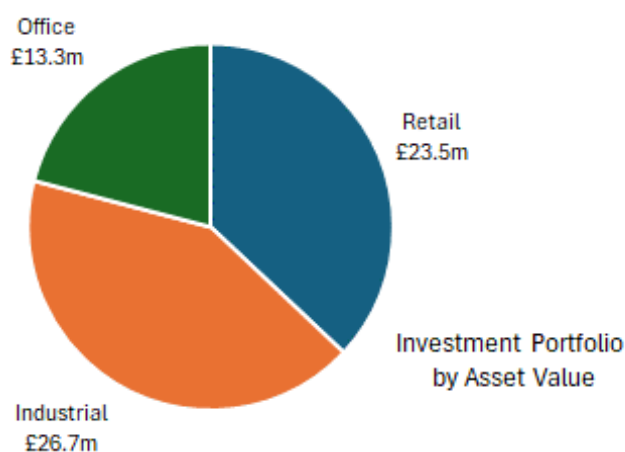
Although the retail market has suffered the most in recent years the retail properties owned by the Council are larger, self-contained units leased to larger, more established tenants. The average annual rent for the retail properties is £75k and these larger units have withstood the economic challenges well.

Although the industrial tenants are smaller businesses due to the average unit size (average annual rent £23k), industrial properties have performed better during recent years. Rental levels have performed well and there are few vacancies.

Overall, there are only five tenants paying less than £5,000 per annum and then a further 18 tenants paying under £10k per annum which represents 30% of the estate paying under £10k. The top 30% of the portfolio are made from tenants paying between £50k and £160k per annum, so there is a healthy rental profile of the estate.

In July 2024, 20% of the investment portfolio tenants (*excluding Marriott's Walk Shopping Centre*) are holding over with leases being renegotiated.

Overall, the diversification of the portfolio and established tenant base has weathered well against recent economic downturn compared to the overall commercial market performance



Condition, Maintenance and Decarbonisation

The greatest risk to the Council's future income is dilapidation of the buildings. Although most of investment properties are let on Full Repairing and Insuring leases, dilapidation repairs are not always undertaken by the occupier. In some cases, the Council will undertake the dilapidations as part of a financial agreement with the departing tenant, however in some circumstances, such as the business going into Administration, the Council may not recover all the costs. In addition, the building structure and services can become dated and require modernisation which will be costs the Council will need to cover. Works to improve the buildings standards, general condition and appearance will help attract tenants and maximise income. Works to decarbonise the buildings to ensure they are as carbon efficient as possible may reduce void periods but are unlikely to result in increased rent levels. This can make business cases for decarbonisation challenging. Investment buildings requiring major spend include the units formerly occupied by the Garden Trading Company in Carterton and the Elmfield offices in Witney.

Planned Preventative Maintenance data being prepared will provide vital data to inform the future upgrade costs for maintaining the buildings over the next five to ten years. There is currently some maintenance data to support cost analysis, and it is understood that many of the investment properties require upgrade and modernisation.

Energy Performance certificates are available for 25% of the investment buildings. The average EPC rating is C which is better than average. The condition surveys work being undertaken will include energy performance assessments to provide up to date data and certification for our investment properties.

Property Management

The Council's properties are managed by the in-house Assets team with support from advisors. The Council's Property Management processes are led by RICS and CIPFA guidelines. The Council will continue to govern its investment properties commercially to achieve best value and ensure all tenants are treated fairly.

The Council will consider outsourcing some property management activities to improve efficiency. This may include the management of service charges. Tenant dilapidations can be more closely monitored with more frequent interim inspections. Tenants who default in dilapidations part way through the term can be asked to carry out repairs. In some cases, it may be appropriate to charge the tenant for carrying out these interim surveys allowing an external agent to carry out the work.

Interest can be charged on rent backlog after a rent review and in extreme cases of rent arrears. Charging interest would be a tool that the Council Assets team could use, in their expert opinion, where the interest income would be above an agreed level.

Next Steps

There is no overall strategic objective to dispose of assets. This is in part, due to the restrictions from the Public Works Loan Board regulations in how proceeds are used, but also the difficulty of finding new financially viable investments on the market to replace the investment income factored into the MTFS. Despite this strategic position, the Council will consider disposal of existing investment properties if they do not meet our financial, regeneration, climate or social value requirements. The Council properties continue to be reviewed case by case to understand opportunities.

Most of the Council's investment properties were purchased around 10 years ago. That income has been crucial to support the cost of services. Whilst the Council has built a successful investment portfolio, the last 12 to 24 months have continued to be a challenge due to economic uncertainty. Over that period there has been a reduction in asset values across all sectors, circa 3.5% in industrial and retail and 5% reduction in value in offices. The smaller, single let retail properties have seen the greatest reduction in values and it is likely this trend will continue. Across all sectors, retail industrial and office rents are likely to remain subdued.

The Council will need to defend rental income loss against these economic challenges through continued asset management of its existing investment properties. Frequent analysis of the market and making strategic decisions for each property to ensure long term returns on investment. Subject to affordability, that work may include modernisation and decarbonisation of some assets to ensure we maximise rental returns for the future. As detailed understanding as to the condition of an investment property is essential, further PPM surveys will be required to inform investment decisions for modernisation and decarbonisation.

In line with the Council's commitment to community-centric growth and effective asset management, the Council objective is to focus on investments locally, ideally to meet both financial and regeneration objectives and support growth in the district. Of the Council's investment portfolio, 22 properties are located within the district with three properties located in other areas in Oxfordshire and three properties located out of district. By continuing to focus on local investment opportunities, the potential for the investments to directly benefit the residents and business community is increased.

There may be opportunities to purchase further freehold interests to grow income. The Council has two headlease interests at Swain Court Industrial Estate and Newman Court in Witney. Any proposal would be after an assessed business case and would seek to enhance economic development opportunities in the district alongside the investment return.

The Asset Management Strategy Phase 2 (Implementation Plan) will consider disposal options for any investment properties which are not meeting performance targets. In the meantime, the Council will continue its asset management of these properties allowing preparation for a sale, if, and when required.

Local Plan and Housing Need

Key Development Opportunities

Housing affordability is a significant issue in West Oxfordshire due to high property prices relative to household incomes. Many single-income households cannot afford modest properties, resulting in around 1,440 households on the Councils waiting list for affordable housing (June 2024).

The current population of West Oxfordshire is 114,200 (2019 mid-year estimates). By 2031 (the period to which the Local Plan assessment projects population based future demand, in line with the planning period) the population is projected to increase to circa 120,000, representing population growth of 5%.

The Oxfordshire Strategic Housing Market Assessment (SHMA 2014) identifies a need for 274 affordable homes annually. Affordable housing is predominantly delivered through market housing developments and Rural Exception Sites (RES). However, the council is responding to the increase in housing need by finding new, creative ways to enable more affordable homes.

The Government will issue new mandatory housing targets to Councils with flexibilities to increase the number of social and affordable new homes. Delivering housing for local, low-income families is vital to ensure they have a choice to stay local. This is important for local jobs, retained spend and sustaining communities. The Councils housing strategy is to progress strategic and non-strategic housing opportunities including from its existing ownership and explore other options to progress genuinely affordable housing projects with partners. Preparation of a new Local Plan to 2041 is underway with adoption expected in 2026.

Strategic Development Areas (SDAs)

The Local Plan sets out multiple Strategic Development Areas along with Non-Strategic Housing Allocations (*being reviewed as part of Local Plan changes*). The Local Plan identifies several large housing allocations termed as 'Strategic Development Areas' (SDAs). These sites are chosen after extensive scrutiny as the most sustainable locations for strategic-scale housing growth in the district. They are expected to provide around 4,050 new homes by 2031, with 550 homes west of Eynsham specifically addressing unmet housing needs from Oxford City. The strategic sites include:

- East of Witney 450 homes
- North of Witney 1,400 homes
- East of Chipping Norton at Tank Farm 1,200 homes
- West of Eynsham 1,000 homes – important with connections to Oxford. near Eynsham on land to the north of the A40 which is identified as a 'Strategic Location for Growth' (SLG).

Non-Strategic Housing Opportunities

Progressing Opportunities

The Council will identify sites that are presently underutilised and assess their potential opportunities, including allocation as future non-strategic housing sites. As an example, the Council is due to deliver a small, targeted development of affordable, zero carbon self-build houses at Weavers Fold in Chipping Norton.

Council Owned Sites

The challenge is to progress viable sites the Council owns to support future regeneration and deliver affordable housing and, where possible, emergency homeless accommodation. This will require market analysis of identified sectors to understand interest. In addition to the strategic sites, the Local Plan allocates 11 smaller 'non-strategic' housing sites to ensure a deliverable housing supply in the short term, as these sites typically have shorter development lead-in times.

Understanding the ownership structure is vital to the success of progressing new housing sites. Much is dependent on s106 funding and the element of affordable housing being delivered. The Council may have the opportunity in some cases to self-develop as owner of the sites to create new income streams, to work with a partner in developing the sites or to dispose of the land and buildings allowing others to take the site forward. The Council will be flexible in its delivery options and assess each opportunity on its own merits.

The presence of council buildings or services often creates high footfall and can lead to a micro-economy which attracts other businesses. This allows the Council a degree of control for future development ensuring where possible that development aligns with corporate priorities.

- Providing land for affordable housing and other development
- Stimulating regeneration through the development of public sector hubs and joint developments
- Job creation and development of business hubs
- Supporting micro economies

Sustainability, Climate Change and Decarbonisation

Climate Change Strategy

The Council's Carbon Action Plan (2024-2030) outlines the commitment to combating climate change and achieving carbon neutrality by 2030. The strategic approach focuses on reducing greenhouse gas emissions from the Council's buildings and operations, increasing energy efficiency across the Council's estate, installing low carbon heating and renewable energy.

Commitment to Sustainability

The Council's commitment to sustainability extends beyond reducing carbon emissions. It encompasses improving the quality of life for residents, fostering economic resilience and protecting the natural environment. Through strategic planning, investment in renewable energy and enhancing natural capital, the Council aims to lead by example and create a sustainable future for all. This Asset Management Strategy focuses on modernising the Council's land and buildings to support a carbon neutral position by 2030.

Net Zero Priorities for Our Land and Buildings

The following priorities are essential for the Council to meet its climate commitments.

- **Decarbonisation Projects:** To continue with the decarbonisation of the operational and investment estate, when funding is available, with a focus on leisure facilities which constitute over a third of the Council's carbon emissions. To reduce energy demand across all Council properties and improve the building fabric to increase energy efficiency. To transition to more efficient, electricity-based systems for heating and power, reducing reliance on fossil fuels and lowering overall carbon emissions. To maximise opportunities for on-site renewable energy generation, such as solar PV installations, to directly supply clean energy to Council buildings.
- **Green Energy Investments:** Opportunities for green energy investments are being considered and will be reviewed using the land the Council owns or acquisition of other land to develop green energy projects.
- **Strategic Building Management:** To regularly review the utilisation of Council properties to ensure efficient use of space and energy and consider the disposal or repurposing of buildings that cannot be made energy efficient.

Creating a Carbon Neutral Estate by 2030

In 2024 the carbon emissions of the Council's assets (including fleet assets) are approximately 2,300 tonnes. The Council is working to reduce this to 550 tonnes by 2030. In 2030 the Council may need to pay the present-day value equivalent of £85 (ETS) a tonne for any carbon emissions. As a result, there could be considerable financial consequences for a failure to significantly reduce the carbon emissions from the estate.

Various decarbonisation schemes are underway but require funding due to the significant costs involved. For most funding applications, commitment for each building is required for a period of 20 years. The challenge for the Council is that the older buildings, which are in need of decarbonisation to meet the 2030 target, may not be fit for purpose in the next 5 to 10 years.

Longer term strategic decisions on retaining or disposing of buildings must consider the significant cost of decarbonisation and modernisation and the potential costly penalties for leaving an improved building within the 20 year period. The Council's commitment to improving the building cost data we hold and extending the capital programme, is therefore vital.

The Council may need to proceed with decarbonisation regardless of the possibility of some buildings being relocated soon, (Windrush Leisure Centre) or for those leased premises, (Downs Road Depot).

The focus is to decarbonise operational buildings, but the Council is also working on the decarbonisation of investment buildings. The Council will work with tenants to decarbonise and modernise buildings to make them more energy efficient. The challenge with this, is that the tenant is responsible for paying the utility bills on most leased properties, so the Council would have to invest capital to decarbonise the buildings but the tenant would benefit from the financial savings. One exception is solar PV where the Council can sell the electricity to the tenant via a Power Purchase Agreement, enabling the investment to be recouped. The first phase of solar PV installations on leased buildings is currently being progressed.

Any operational or investment acquisitions will be considered for their 'green credentials'. New additions to the estate should contribute positively to the Council's carbon position.

The Council will continue to progress its land management programme for renewable energy, carbon sequestration and storage, nature recovery and water retention opportunities. This applies to land the Council owns, including grounds that surrounding operational and investment buildings. Some of these initiatives may offer important carbon offsetting for the future. The Council continues to consider acquiring land for renewable installations.

Governance and Management

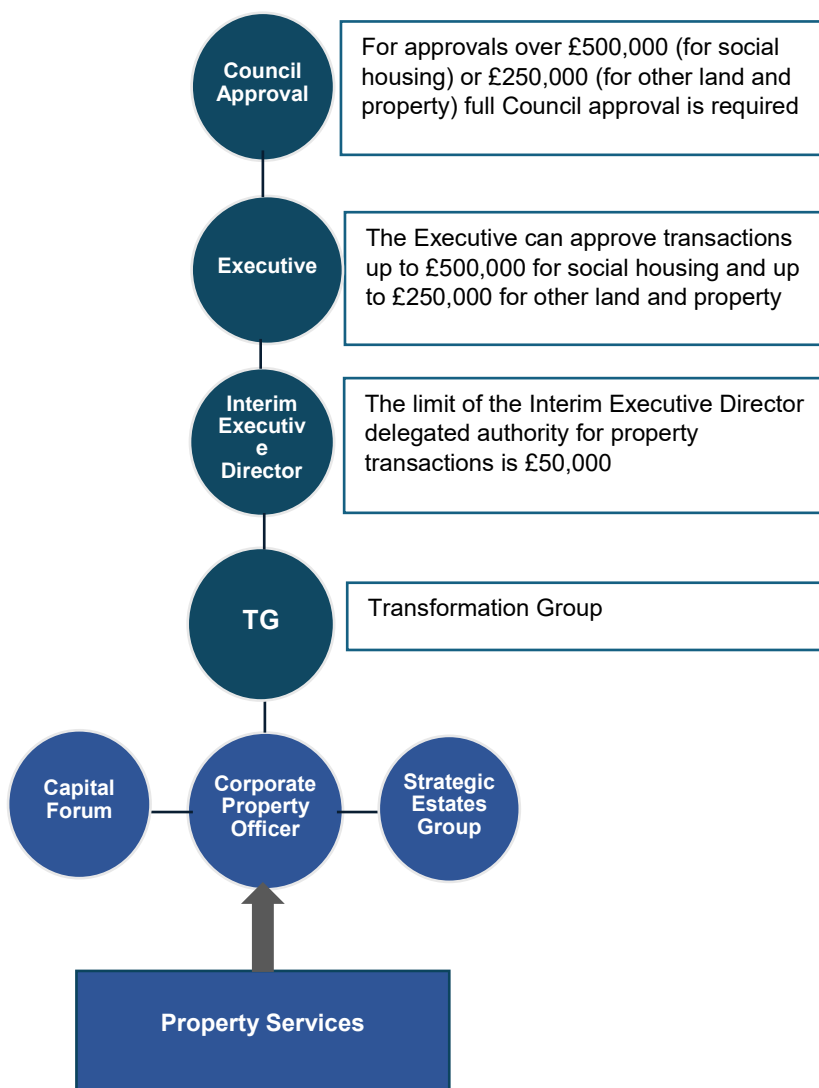
The Councils Strategy is based on the continued model of centralised management (Corporate Landlord) to ensure that all individual property decisions align with the strategy. All land and property matters must be managed and monitored by the Estates Team.

This strategy provides a holistic view across the Council to consider corporate objectives, regeneration goals, operational service requirements and investment opportunities. This presents a relatively complex matrix of options and requires a robust process of decision making.

Some of the recommendations being put forward by the Asset Management Strategy require frequent input from a number of stakeholders across the Council. Following this engagement, proposals will be discussed with the Executive Member for Finance and the Director of Finance before matters are discussed informally with Executive ahead of a formal decision being recommended. This will allow swift progress with property transactions where time is of the essence, including new investments or to confirm funding for redevelopment.

With more significant investment proposals, business cases will be discussed at the existing Transformation Group. This group will ensure that the recommendations, principles and actions from the strategy are discussed, developed and implemented.

Existing delegated authority bands are shown on the diagram.



Strategic Recommendations (Informing Phase 2)

Investment Properties

To proceed with asset management of all investment properties, ensuring the properties are producing a market rent or the highest returns possible. To consider alternative use opportunities for the poorest performing assets. The poorest performing assets will be determined by the assessment tool in the Implementation Plan.

Leisure Strategy

To use the latest leisure strategy and planned preventative maintenance data in understanding long term options for the Leisure Centres. This will include investment in planned repairs and maintenance and decarbonisation, as well as considering future replacement of aging facilities.

Depot Consolidation

To use the findings of the Waste service review to determine future depot needs and then where appropriate consider an updated business case for either an alternative to leasing the Downs Road site or relocation of services to a new single depot facility.

Land Interests

Continue project to consider transfer or disposal land parcels. To review for categorisation, identification of residential development and / or disposal. To consider and promote those sites suitable for housing.

Voluntary and Third Sector Regularisation

The Council will review all voluntary and third sector occupations to ensure the lease and licence terms are regularised. This will include a review of rental concessions to best value and transparency.

Management Recommendations

Data Improvements

To continue collecting and improving the data held for the operational and investment properties, recording all property and estates information on the Uniform system, enabling data transparency, effective reporting, robust compliance checks and pro-active management

Long Term Capital Programme

To complete the planned programme of condition surveys to identify works and related costs and decarbonisation opportunities. To then analyse the planned preventative maintenance data for future forecasting / building cost data to understand future spend. This will assist with understanding which assets need to be retained or disposed but will also ensure more planned pro-active repairs and maintenance. This will lead to a reduction in reactive maintenance which can create higher costs.

Public Sector Collaboration

The Council have a successful record of partnership working through the 'Strategic Partnership Activity' plan. The Council will continue to engage with Parish and Town councils and public sector partners through the 'One Public Estate' to achieve site sharing and therefore further efficiency in how property is used.

Implementation Plan (Phase 2 Asset Plans)

Working Tool

The Council will agree a criteria for the assessment of selected properties. The assessment of properties will be guided by the agreed “Strategic Recommendations” set out in the Asset Management Strategy (Phase 1). For those properties which are assessed as requiring change, Asset Plans will be produced.

Property Assessment

The assessment tool will allow new information to be updated and report on results and recommendations without having to revisit the entire strategy. The Council will assess all in-scope properties for existing functionality. Each of the properties will be assessed against all criteria so they are scored for operational, social, investment and regeneration opportunities.

An example assessment showing scoring criteria for qualitative headings is shown below. These will be assessed alongside quantitative data to provide an overall assessment allowing us to provide a retain / redevelop / dispose conclusion.

Example Scoring for Qualitative Criteria Assessment

A. Fit for purpose (qualitative assessment with service teams) B. Operational Improvement (opportunity to refurb / extend) C. Collaboration Options D. Residential Development (potential to support housing delivery) E. Alternative Use Potential (this is independent of service requirement) F. VCS Opportunity						Key Flags Social Value - Assessment TBC Hub - Potential Hub / Spoke sites for Multi Occupancy Regen - Regen or sites adjacent or nearby		
A. Operational Fit for Purpose	B. Operational Improvement	C. Collaboration Options	D. Residential Development	E. Alternative Use Potential	F. VCS Opportunity	Social Value	Hub (multi-service) Location Potential	Regeneration Site or Adjacent to Regen site
1	2	2	5	4	4	2		
3	5	4	4	3	4	3		
4	4	2	5	4	3	4	X	
3	3	3	5	5	4	5		Yes
4	2	4	4	2	4	4		
3	2	1	3	2	1	2		
4	4	5	3	4	5	2	X	
2	2	4	4	4	5	2		
2	2	3	4	2	2	3		Yes

Annex B – Schedule of assets by priority

Ref		Address	Details	Asset Plan Priority	Condition Survey Priority
1	OWN/00105	37/37A High Street Witney Oxfordshire OX28 6HP	Ground Floor Retail, Cafe Premises and First Floor Offices	High	High
2	OWN/00123	Barclays Bank 30 - 32 Market Square Witney Oxfordshire OX28 6BJ	Leased as bank branch (Listed Building)	High	High
3	OWN/00326	Eden House Avenue Four Witney Oxfordshire OX28 4BN	Industrial Unit	High	Medium
4	OWN/00327	Hexagon House Avenue Four Witney Oxfordshire OX28 4BN	Offices	High	Medium
5	OWN/00324	Unit A Avenue Four Witney Oxfordshire OX28 4XT	Industrial Unit	High	Medium
6	OWN/00325	Unit B Avenue Four Witney Oxfordshire OX28 4XT	Industrial Unit	High	Medium
7	OWN/00236	Greystones Industrial Site Burford Road Chipping Norton Oxfordshire	Industrial Estate consisting of 5 Units 1-5	High	Low
8	OWN/00104	35/35A High Street Witney Oxfordshire OX28 6HP	Retail Premises (Listed Building) FF offices	High	Low
9	OWN/00453	6/6A Horsefair Chipping Norton Oxfordshire OX7 5AQ	Residential Property used for homelessness accommodation	N/A	High
10	OWN/00471	The Old Courthouse 28 Bridge Street Witney OX28 1HY	Emergency homeless accommodation	N/A	High
11	OWN/00002	Station Lane Depot Avenue Four Witney Oxfordshire OX28 4BN	Council Depot	N/A	High
12	OWN/00078	Windrush Leisure Centre Witan Way Witney Oxfordshire OX28 4YA	Leisure Centre	N/A	High
13	OWN/00073	Sports Pavilion Monahan Way Carterton Oxfordshire OX18 3AN	North East Pavilion	N/A	Medium
14	OWN/00067	Carterton Leisure Centre Broadshires Way Carterton Oxfordshire OX18 1AA	Leisure Centre	N/A	Medium
15	OWN/00069	Carterton Astro turf Pitch Upavon Way Carterton Oxfordshire	Astro turf Pitch	N/A	Medium
16	OWN/00122	15 Alvescot Road Carterton Oxfordshire OX18 3JL	Shop Unit	Medium	Medium
17	OWN/00383	Plot 1 -III Phase III Carterton Industrial Estate Carterton Oxfordshire OX18 3EZ	Units 1,2 and 3 currently vacant	Medium	Medium
18	OWN/00076	Chipping Norton Leisure Centre Burford Road Chipping Norton Oxfordshire OX7 5DY	Leisure Centre	N/A	Medium

Ref		Address	Details	Asset Plan Priority	Condition Survey Priority
19	OWN/00075	Open Air Swimming Pool Fox Close Chipping Norton Oxfordshire OX7 5BZ	Swimming Pool	N/A	Medium
20	OWN/00060	West Oxfordshire District Council Woodgreen Witney Oxfordshire OX28 1NB	Council Offices	N/A	Medium
21	OWN/00408	Des Roches Square Witney Oxfordshire	6 Office Units	Medium	Medium
22	OWN/00258	Henry Box ATP Gordon Way Witney Oxfordshire	Astroturf Pitch	N/A	Medium
23	OWN/00424	Depot Hensington Road Woodstock Oxfordshire	Depot - part of P/C's building	N/A	Medium
24	OWN/00084	Woodstock Swimming Pool Shipton Road Woodstock Oxfordshire OX20 1LW	Swimming Pool	N/A	Medium
25	OWN/00188	Talisman Business Centre London Road Bicester OX26 6HR	Industrial Estate comprising of 14 units 1-13	Medium	Low
26	OWN/00065	33A High Street Burford Oxfordshire OX18 4QA	Retail Shop	Medium	Low
27	OWN/00271	Carterton Industrial Estate Carterton Oxfordshire	Industrial Estate let on Ground leases	Medium	Low
28	OWN/00062	Elmfield New Yatt Road Witney Oxfordshire OX28 1PB	Offices	N/A	Low
29	OWN/00063	Town Centre Shop 3 Welch Way Witney Oxfordshire OX28 6JH	Office	N/A	Low
30	OWN/00323	The Guildhall Middle Row Chipping Norton Oxfordshire OX7 5NH	Offices (Listed Building)	Low	Medium
31	OWN/00128	Swain Court Industrial Estate Witney Oxfordshire	Industrial Estate comprising of 7 Units A-G	Low	Medium
32	OWN/00116	The Old Print House Marlborough Lane Witney Oxfordshire OX28 6DZ	Offices	Low	Medium
33	OWN/00404	Garages Brook Hill Woodstock Oxfordshire	10 Domestic Garages	Low	Medium
34	OWN/00405	Garages Union Street Woodstock Oxfordshire	3 Domestic Garages	Low	Medium
35	OWN/00317	21 Between Towns Road Cowley Oxfordshire OX4 3PP	Office Building	Low	Low
36	OWN/00157	3A Galleys Island Braintree Essex CM77 8GA	Retail Premises	Low	Low
37	OWN/00161	59 Yarrow Road Poole Dorset BH12 4QY	Retail Premises	Low	Low
38	OWN/00165	Unit B Chawley Park Cumnor Hill Cumnor Oxon OX2 9GG	Industrial Unit Let	Low	Low
39	OWN/00118	Marriotts Walk Witney Oxfordshire	Shopping Centre	Low	Low

Ref		Address	Details	Asset Plan Priority	Condition Survey Priority
40	OWN/00108	Mill Walk Witney Oxfordshire	Retail and Residential	Low	Low
41	OWN/00087	Langdale Court Langdale Gate Witney Oxfordshire	Retail Units and Substation	Low	Low
42	OWN/00117	Woolgate Shopping Centre Witney Oxfordshire	Retail Units	Low	Low
43	OWN/00420	Scout Hut Union Street Woodstock Oxfordshire OX20 1JF	Scout Hut	Low	Low

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