

Public Document Pack



Tuesday, 7 January 2025

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EXECUTIVE

You are summoned to a meeting of the Executive which will be held in Warwick Hall, Church Lane, Burford, OX18 4RY **Wednesday, 15 January 2025 at 2.00 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 7 - 12)**
To approve the minutes of the previous meeting, held on 11 December 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 meets on 8 January 2025.
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. **Draft Budget 2025 – 2026, Version Two (Pages 13 - 70)**

Purpose

This report provides an update on the developing budget for 2025/26 following the provisional government funding settlement on 18 December 2024.

Recommendations

That the Executive resolves to:

1. Approve the draft fees and charges for 2025/26, as detailed in Annex E and F.

That the Executive resolves to recommend to Full Council to:

2. Approve the Council Tax Base shown in Annex D, calculated as £48,742.33 for the year 2025/26.
3. Authorise the Director of Finance to submit the National Non-Domestic Rates Return 1 (NNDRI) to Ministry of Housing, Communities and Local Government by the submission date of 31 January 2025.

9. **Business Rates Relief 2025/206. Retail, Hospitality and Leisure Scheme (Pages 71 - 78)**

Purpose:

To consider a scheme of rate relief for retail premises as outlined by Government in the Autumn Statement 2024.

Recommendations:

That the Executive resolves to recommend to Council to:

1. Approve the Retail, Hospitality and Leisure scheme as set out in Annex A for 2025/2026;
2. Delegate authority to the Interim Executive Director for Resident Services for the award of such reliefs.

10. **Public Sector Decarbonisation Scheme Phase 4: Chipping Norton Leisure Centre (Pages 79 - 84)**

Purpose

To delegate authority for the acceptance of Public Sector Decarbonisation Scheme Phase 4 funding for Chipping Norton Leisure Centre.

Recommendation

That the Executive resolves to:

1. Delegate authority to the Chief Executive Officer, in consultation with the Director of Finance and the Executive Members for Finance, Climate Change, and Leisure and Major Projects to:
 - a) Accept the grant funding, if awarded to the Council.
 - b) Earmark the required client contribution of £317,326 in the 2025/26 capital budget.
 - c) Note that project risks have been identified and that project gateways will be used where any decision relates to capital spend.

11. **Affordable Housing Delivery Update (Pages 85 - 100)**

Purpose

This report provides an update on delivery against the corporate priority of delivering more affordable homes across the district, particularly social rented homes. This report sets out key information on the delivery of affordable housing to date and the future plans to intervene in the market in order to boost the supply of social rented accommodation.

Recommendation

That the Executive resolves to:

1. Note the report.

12. **Housing Staffing Resources (Pages 101 - 106)**

Purpose

To brief members on the continuing pressures facing the Housing Service

To outline the risk should the Housing Team be unable to deliver statutory duties due to increased volumes of residents contacting the service

To seek approval to recruit additional staff resources to assist with the complex and increasing volumes of homelessness presentation.

Recommendations

That the Executive resolves to:

1. Approve the creation of up to two additional Housing Officer Posts
2. Delegate the allocation of additional resources from Housing Project Reserves (or any additional ring-fenced short-term grants) to the Business Manager - Housing in consultation with the Executive Member for Housing & Social Welfare and the Chief Finance Officer subject to compliance with the ring-fenced grant conditions

13. **Home Improvement Agency Contract (Pages 107 - 112)**

Purpose

To seek the Executive's approval to extend the Home Improvement Agency Funding Agreement with Oxfordshire County Council for a further 2 years and continue to provide the service for residents in our communities from 1st April 2025.

Recommendations

That the Executive resolves to:

1. Agree to extend the existing Home Improvement Agency Funding Agreement with Oxfordshire County Council for a further 2 years
2. Agree to request a 2% increase in funds to cover increased costs

14. **Waste and Environmental Services Review (Pages 113 - 120)**

Purpose:

To update the Executive on the review of the waste and environmental services contract and to outline the proposed Oxfordshire Waste and Environmental Services Transformation Programme.

Recommendations:

That the Executive resolves to recommend to Council to:

1. Note the content of the report and the Activist service review report, attached as Annex A; and
2. Agree to extend the waste and environmental services contract with Ubico to March 2027 (circa £9m per annum); and
3. Agree to undertake a detailed review of all waste and environmental services provided by Ubico; and
4. Agree to inform Ubico of the potential to vary the contract from April 2026 or earlier by mutual consent; and
5. Delegate Authority to the Council's Director of Finance, in consultation with the Assistant Director Commercial Development, to extend the contract with Ubico and to negotiate any variations to the contract; and

That the Executive resolves to:

1. Endorse and support the principle of 'Working Collaboratively' in the future with other local authorities in Oxfordshire on environmental and waste services; and
2. Agree to support the creation of The Oxfordshire Waste and Environmental Services Transformation Programme and delegate authority to Assistant Director Commercial Development, in consultation with the Executive Member for Environment, to negotiate and agree the terms of reference for the programme, and the associated governance and programme plan; and
3. Appoint the Executive Member for Environment to be the Council's lead Member for the Oxfordshire Waste and Environmental Services Transformation Programme and the Assistant Director Commercial Development to the Council's Lead Officer; and
4. Allocate £150,000 from the Council's New Initiative Fund to support The Oxfordshire Waste and Environmental Services Transformation Programme in 2025/26; and
5. Request that Officers report back to the Executive Transformation Group periodically on progress with the Waste and Environmental Services Transformation Programme.

15. **Contract Award for the Parking ICT system (Pages 121 - 130)**

Purpose

To agree the contract award for the Parking ICT system.

Recommendations

That Executive resolves to:

- I. Approve the recommendation by officers to award the contract for the Parking ICT system to the preferred contractor as outlined in the Exempt Annex B

16. **Exclusion of Press and Public**

If the Executive wishes to exclude the press and public from the meeting during consideration of any of the items on the exempt from publication part of the agenda, it will be necessary for the Executive to pass a resolution in accordance with the provisions of the Paragraph 4(2)(b) of the Local Authorities ((Executive Arrangements) Access to Information) (England) Regulations 2012 on the grounds that their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Schedule 12A of the Local Government Act 1972.

17. **Draft Budget 2025/26 - Version Two - Exempt Annex F (Pages 131 - 132)**

18. **Waste and Environmental Service Review - Exempt Annex A (Pages 133 - 214)**

19. **Contract Award for the Parking ICT system - Exempt Annex B (Pages 215 - 216)**

(END)

WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the

Executive

Held in the Eynsham Village Hall, 46 Back Lane, Eynsham, OX29 4QW at 2.00 pm on
Wednesday, 11 December 2024

PRESENT

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

Officers: Giles Hughes (Chief Executive Officer), Madhu Richards (Director of Finance), Andrea McCaskie (Director of Governance), Frank Wilson (Group Finance Director - Publica), Bill Oddy (Assistant Director for Commercial Development), Phil Martin (Director of Place), Anne Learmonth (Democratic Services Officer), Maria Harper, Alison Borrett (Senior Performance Analyst), Chris Hargraves (Head of Planning), Hannah Kenyon (Climate Change Manager), Gemma Moreing (Business Information and Performance Lead), Andrew Thomson (Lead Planning Policy & Implementation) and Ana Prelici (Senior Democratic Services Officer)
Other Councillors in attendance: Julian Cooper, Dan Levy and Carl Rylett

259 Apologies for Absence

Apologies had been received from Councillor Lidia Arciezweska.

260 Declarations of Interest

There were no declarations of interest.

261 Minutes of Previous Meeting

The minutes of the previous meeting were considered, and no amendments were made to these.

Councillor Andy Graham, the Leader of the Council, proposed that the minutes of the previous meeting held on Wednesday 20 November 2024, be agreed by the Executive as a true and accurate record.

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 20 November 2024, as a true and accurate record.

262 Receipt of Announcements

The Leader, Councillor Andy Graham welcomed members of the public in attendance at the meeting, and asked Executive Members in attendance to introduce themselves and their portfolio areas. The Leader stated that a net zero workshop was taking place after the meeting and that it was open to all. The Leader had no further announcements.

The Deputy Leader, Councillor Duncan Enright outlined the work that the Council had been carrying out to re-vitalise District's town centres. The Deputy Leader explained that the number of visitors to the Witney Town Markets had increased by 6%, despite the impact of storm Darragh. This was good news and the Council would continue to carry out work to help encourage footfall into the District's Towns.

The Executive Member for Finance, Councillor Alaric Smith stated that the Council was carrying out its budget consultation, which was open until 15 December.

The Executive Member for Leisure and Major Projects, Councillor Tim Sumner gave an overview of the work the Council was undertaking to promote its leisure centres and encouraging healthy, active lifestyles.

The Executive Member for Planning, Councillor Hugo Ashton had written to the Secretary of State for Housing, Communities and Local Government asking to clarify the written ministerial statement on planning, allowing Councils to adopt net zero targets.

The Executive Member for Climate Action and Nature Recovery, Councillor Andrew Prosser announced the launch of the CAPzero project.

The Executive Member for Stronger, Healthy Communities, Councillor Rachel Crouch explained that the council was working towards recognition as a Council of Sanctuary.

263 Participation of the Public

There was no participation of the public.

264 Reports from the Overview and Scrutiny Committee

There were four recommendations on Item 6, Ubico Business Plan 2025-26 made by the Overview and Scrutiny Committee on Wednesday, 4 December 2024. The Leader explained that the recommendations were to be deferred to the new year, when the finalised Ubico Business Plan was on the agenda for consideration.

265 Matters raised by Audit and Governance Committee

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

266 Local Plan Annual Monitoring Report 2023-24

The Executive Member for Planning introduced the report that considered the Council's Local Plan Annual Monitoring Report for the period 2023-2024. The Executive Member explained that the AMR highlighted the process the Council was undertaking in consulting on its local plan.

Executive

11/December2024

Under current planning legislation, the Council was required to produce an Annual Monitoring Report (AMR). The main purpose of the AMR was to monitor the implementation of adopted Local Plan policies but it must also include information on the following:

- Progress of the Local Plan and any other related documents against agreed timetables;
- Neighbourhood Planning;
- The Community Infrastructure Levy (CIL), which the Council had consulted on and was planning on introducing in the next year.
- And how the Council has fulfilled its obligations under the Duty to Co-Operate.

The new draft AMR for 2023 – 2024 was attached at Annex A and the key points of interest were summarised in Section two of the report and included: Local Plan Progress, Salt Garden Village Area Acton Plan, Supplementary Planning Documents, Neighbouring Planning, Community Infrastructure Levy, Duty to Co-Operate, Implementation of Local Plan Policies, Overall Strategy, Providing New Homes, Sustainable Economic Growth, Transport and Movement and Environmental and Heritage Assets.

The report was discussed by other Members in attendance at the meeting, who raised the following questions and points of clarification;

- If an overview could be provided of the proposed changes to the National Planning Policy Framework (NPPF). The Executive Member for Planning explained that they were expecting to receive the finalised version following a government consultation on the topic.
- Page 51 of the report stated that 120 houses were to be built in Woodstock, it was asked what the access through the town from this development would be. The Head of Planning and Lead Planning and Implementation Officer stated that they would provide a written response on this.
- Paragraph 2.14, on page 4 of the report would be amended to include the next steps for the Salt Cross development.

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

The Executive resolved to:

1. Note the content of the report.

267 Service Performance Report 2024-25 Quarter Two

The Leader of the Council introduced the report that that provided details of the Council's operational performance at the end of 2024-25 Quarter Two (Q2).

Progress on actions in the Corporate Plan for Q2 were contained in the report.

The Council Priority highlight report was attached at Annex A with an overview of progress against all actions in the Corporate Plan is attached at Annex B.

Overall, the Council's performance for the quarter had been largely positive, with notable progress in Percentage of FOI requests answered within 20 days and the percentage of Planning Appeals successfully defended. Planning Determination Times, Gym Memberships, and Land Charges Response Times remained high. Additionally, Customer Satisfaction continued to be strong, with the Council topping the Gov Metric league table in July and August.

A full report was attached at Annex C. As previously agreed, where possible, broader benchmarking had been included in the full performance report to gain a more robust and insightful evaluation of performance. Where benchmarking data was not currently available or outdated, this is noted, and further investigations will be undertaken to look at options.

The Executive Member for Leisure and Major Projects, explained that the Council was ahead of target on its leisure centre footfall.

The work of the homelessness prevention team was also explained.

Councillor Andy Graham proposed that the Executive agree the recommendations as listed on the 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. Note the 2024/25 Q2 service performance report.

268 Draft Budget 2025 – 2026, Version One

The Executive Member for Finance introduced the report that provided an update on the developing budget for 2025/26

This was the first draft of the budget and it for the purposes of the report had assumed that there would be no fundamental changes in government funding in 2025/26, following the recent Budget announcement by the new Government. The official settlement announcement, however; was expected in late December 2024. The focussed work had been done on the revenue part of the budget i.e. the cost of providing services, with the funding element left largely as it was for now.

In-year reporting, at Quarter 2 was forecasting an overspend this financial year of £85,686 compared to the approved budget which anticipated a contribution of £5,107 to General Fund

Executive

11/December2024

Reserves. The key factors driving this revenue position were 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.

The draft budget for next year being a small surplus after growth assumptions at this initial stage, was encouraging, but the picture from 2026/27 onwards was less optimistic with an unsustainable reliance on the use of reserves to fund front line services. While the reserves position for the Council was currently relatively healthy, there remained a financial gap from the estimated impact of changes to Local Government Financing (i.e. the long delayed reform of the Retained Business Rates system) and the end of the current leisure contract in 2027 which unless resolved would exhaust reserves over the life of this MTFS.

Local Government Finance reform, also known as the Fairer Funding Review, was supposed to ensure a fairer formula for the allocation of funding to Local Authorities. Originally due to be implemented from April 2020, reform of the Business Rates system, which was estimated to reduce the Council's Retained Business Rates by 45% or circa £2m, had been pushed back until at least April 2026. The New Homes Bonus was also due to end in 2025/26 after originally being scheduled to end in 2022/23.

Phase 2 of the Publica transition had added a significant element of uncertainty around the financial impact of returning the next tranche of services back to the Council in terms of both one off and ongoing costs. One off costs would be funded from earmarked reserves in 2025/26 and ongoing costs would be included in the 2026/27 base budget.

The use of reserves to manage short term fluctuations in the Council's financial position was necessary but could not be sustained over the longer term as reserves could only be spent once.

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

CLlr Graham stated that they are willing to invest in people, in better positions than most, other councils in different position.

The Executive resolved to:

1. Note the update on the developing budget for 2025/26

Executive

11/December2024

The Executive Member for Leisure and Major Projects introduced the report, which provided a mid-point update on the progress of the recommendations

arising from the 'Review of Car parks' report approved by Executive in

October 2023. A corrected version of Annex A of the report was contained in the Supplementary report published on Monday, 9 December.

The Business Manager for Service Support explained the contents of the report on the Leader's invitation. West Oxfordshire District Council parking strategy was approved in 2016 and covered the period up to and including 2031. A review of car parks was carried out in 2023 to ensure that the current strategy still met the needs of the district considering changes to parking behaviour, post COVID. A report was presented to the Executive on 11 October 2023 summarising the findings of the initial 'review of car parks'. The report summarised the midterm progress on the recommendations agreed in the report of 11 October 2023. The recommendations of the report dated 11 October 2023 were agreed and listed in the report.

The Leader explained that the Council had introduced new signage in its car parks. In discussing the report, other Members in attendance asked whether there was any data on the back lane car park. The Business Manager for Service Support explained that this would be contained in a future executive report, and welcomed any feedback from Members.

Annex B provided a summary of the condition surveys on West Oxfordshire District Council car parks carried out to safeguard Council assets and the report also summarised the actions taken to date following ongoing engagement with customers and Town and Parish Councils.


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

The Executive resolved to:

1. Note the content of the report.

The Meeting closed at 2.50 pm

CHAIR

 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and date of Committee</p>	<p>EXECUTIVE - 15 JANUARY 2025</p>
<p>Subject</p>	<p>DRAFT BUDGET 2025/26</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 authors</p>	<p>Madhu Richards, Director of Finance Georgina Dyer, Chief Accountant Email: madhu.richards@westoxon.gov.uk Georgina.dyer@westoxon.gov.uk</p>
<p>Summary/Purpose</p>	<p>This report provides an update on the developing budget for 2025/26 following the provisional government funding settlement on 18 December 2024.</p>
<p>Annexes</p>	<p>Annex A – Prior Year Comparison Annex B – Draft Capital Programme Annex C – Draft Medium Term Financial Strategy Annex D - Council Tax Base Annex E – Proposed Fees and Charges Annex F – Proposed Fees and Charges for Trade Waste (Exempt Annex)</p>
<p>Recommendation(s)</p>	<p>That the Executive resolves to:</p> <ol style="list-style-type: none"> 1. Approve the draft fees and charges for 2025/26, as detailed in Annex E and F. <p>That the Executive resolves to recommend to Full Council to:</p> <ol style="list-style-type: none"> 2. Approve the Council Tax Base shown in Annex D, calculated as £48,742.33 for the year 2025/26. 3. Authorise the Director of Finance to submit the National Non-Domestic Rates Return I (NNDRI) to Ministry of Housing,

	Communities and Local Government by the submission date of 31 January 2025.
Corporate priorities	<ul style="list-style-type: none"> Working Together for West Oxfordshire
Key Decision	No
Exempt	No
Consultees/ Consultation	Meetings with Assistant Directors, Business Managers, Heads of Service and key stakeholders

1. BACKGROUND

- 1.1 The Council will approve the final budget for 2025/26 on 26th February 2025. The first draft of the revenue budget for 2025/26 was presented to the Executive on 11th December 2024.
- 1.2 This second draft has been updated for the provisional government funding settlement announced on 18th December 2024, draft fees and charges and the final Council Taxbase.
- 1.3 A final budget, along with strategy papers for Treasury Management, Capital and Investments will be presented to the Executive and Council in February 2025.
- 1.4 This report provides details of the funding settlement and the assumptions made for both the revenue budget and the Medium Term Financial Strategy (MTFS) including the current drivers of growth.
- 1.5 Although the settlement is now known, there are still items that are yet to be finalised, such as some details of the capital programme, the government compensation scheme for National Insurance changes and Retained Business Rates income for 2025/26. Therefore, this draft of the budget is still subject to change.

2. MAIN POINTS

- 2.1 In year reporting is forecasting an overspend this financial year of £85,686 compared to the approved budget which anticipated a contribution of £5,107 to General Fund Reserves. 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.
- 2.2 This second draft of the 2025/26 budget, is a surplus of £90,721 with the picture from 2026/27 onwards becoming less optimistic with an increasing reliance on the use of reserves to fund front line services and the difficulty in identifying new, sustainable income streams.
- 2.3 While the reserves position for the Council is currently relatively healthy, there remains a financial gap from the estimated impact of changes to Local Government Financing (i.e. the long delayed reform of the Retained Business Rates system) and the end of the current leisure contract in 2027 which unless resolved will exhaust reserves over the life of this MTFS.
- 2.4 Local Government Finance reform, also known as the Fairer Funding Review, is supposed to ensure a fairer formula for the allocation of funding to Local Authorities. Originally due to be implemented from April 2020, reform of the Business Rates system, which is estimated to reduce the Council's Retained Business Rates by 40% or circa £2m, has been pushed back until at least April 2026. New Homes Bonus is also due to end in 2025/26 after originally being scheduled to end in 2022/23.
- 2.5 Phase 2 of the Publica transition has added a significant element of uncertainty around the financial impact of returning the next tranche of services back to the Council in terms of both one off and ongoing costs. One off costs will be funded from earmarked reserves in 2025/26 and ongoing costs will be included in the 2026/27 base budget.
- 2.6 The announcement of the Devolution White Paper in December, and the possible impact on District Councils, has also increased the uncertainty in terms of financial planning over

the period of the MTFS. At this early stage we cannot predict the outcome of this proposal and therefore Council budgets, strategies and the MTFS will be produced on an as is basis

- 2.7 The use of reserves to manage short term fluctuations in the Council's financial position is necessary but cannot be sustained over the longer term – reserves can only be spent once.

3. ECONOMIC ENVIRONMENT

- 3.1 In its submission to the Treasury ahead of the Autumn Budget, the Local Government Association (LGA) indicated there was a growing risk of systemic financial failure with 18 councils being reliant on being given Exceptional Financial Support (EFS) by the Government to balance their books in 2024/25.
- 3.2 LGA analysis also showed that due to inflation and wage pressures, together with cost and demand pressures, councils face a £2.3 billion funding gap in 2025/26, rising to £3.9 billion in 2026/27. Councils are increasingly using reserves to manage these cost pressures with 42% of councils drawing on reserves in 2022/23 and 2023/24.
- 3.3 Northamptonshire, Croydon, Thurrock, Woking, Slough, Nottingham, Northumberland and Birmingham have all issued Section 114 notices since 2018 and the LGA reports that one in five council leaders in England believes they are likely to declare bankruptcy in the next 15 months. A Section 114 notice indicates that the council's forecast income is insufficient to meet its forecast expenditure for the next year.
- 3.4 The last decade has seen a reduction in core funding for Councils. Single year settlements, uncertainty about the timing and impact of the proposed local government finance reforms and higher inflation and interest rates all combine to create an ever more challenging financial environment.
- 3.5 Following the general election in July 2024, the new Government announced that a further one-year settlement would be provided for 2025/26, and this was announced on 18th December 2024. A multi-year finance settlement was promised from 2026/27 following the forthcoming Spending Review which will set spending plans for a minimum of three years of the five-year forecast period. A multi-year settlement is now uncertain following the publication of the Devolution White Paper.
- 3.6 Interest rates have remained at a high level during the current financial year. The Bank of England did reduce rates by 0.25% to 5.00% in August 2024 and this was followed by another 0.25% reduction in November 2024. However, there was no reduction in December 2024 with interest rates remaining at 4.75%. Rates are expected to fall further over the next few years, but the speed of this reduction will be dependent on inflation rate movements.
- 3.7 The rate of inflation had been falling during the year with a low of 1.7% in September. However, this has been followed by an increase in October, up to 2.3%, and another in November, to 2.6%. This would indicate that the recent Bank of England's Monetary Policy Committee 90-page report suggesting that the Budget would contribute to a rise in inflation (ending the year nearer 2.5%) was correct.

- 3.8 There are also concerns that the cost of living will rise further, with firms warning that they will have to raise prices to cover the increase in employer’s National Insurance contributions.
- 3.9 These increases will also impact Councils with suppliers looking to pass on increased costs and inflationary pressures on the services that the council procures e.g fuel costs on waste and recycling contract.

4. 2025/26 PROVISIONAL LOCAL GOVERNMENT FUNDING SETTLEMENT

- 4.1 The Local Government Funding Settlement was announced on 18th December 2024.
- 4.2 The settlement is in line with the assumptions made for the first draft of the 2025/26 budget, taken to the Executive on 11th December 2024, as the settlement was in line with the Autumn Budget (30th October 2024) and Policy Statement (28th November 2024).
- 4.3 There is a significant reduction in the New Homes Bonus, compared to assumptions made for the first draft of this budget, which is temporarily offset by an increase in the funding floor. The Funding Floor (known as Funding Guarantee in 2024/25) keeps Core Spending Power (Government Grants, Council Tax and Retained Business Rates) at the same level as 2024/25 after taking into account the maximum increase in council tax in 2025/26 of 2.99% or £5 for Shire Districts. See table below for the funding assumed in the MTFS taken to the Executive in December and the final funding amounts.

MTFS line item	Dec Exec MTFS	Settlement	Difference
Council Tax	£5,950,467	£6,306,283	£355,816
Revenue Support Grant	£233,930	£257,281	£23,351
New Homes Bonus	£1,058,060	£506,346	-£551,714
Funding Guarantee/Floor	£1,551,189	£1,964,639	£413,450
Rural & Services Grant	£186,066	£0	-£186,066
Total	£8,979,712	£9,034,549	£54,837

- 4.4 This is a single year settlement with a multi-year settlement promised for 2026/27 following the consultation on Local Government Funding Reform which is open until 12th February 2025. Key uncertainties around future funding still exist with the prospect of significant cuts in funding from the local share of business rates.

5. 2025/26 BUDGET ASSUMPTIONS

- 5.1 The 2025/26 budget setting process has been informed by the financial performance in the current year and the key drivers of variances to budget to date.
- 5.2 The table below shows the key changes to the budget from a £5,107 contribution to General Fund Reserves in 2024/25 to a balanced budget in 2025/26 with an estimated contribution to General Fund of £400,314 excluding growth and £7,154 including growth as presented to Executive on 11th December 2024.

Table One

2024/25 budget surplus		(5,107)
Budget Movements	£	£
<u>Changes in expenditure</u>		
Reversal of one off items from 24/25	(527,731)	
Publica contract	166,220	
Retained Staff	188,965	
National Insurance increase retained staff	87,514	
National Insurance increase Publica contract	163,874	
Publica Review Phase One costs	213,154	
Closure of Elmfield as an operational building	(99,094)	
Ubico contract	(17,545)	
Budget Holder review	93,726	
Depot Repairs, Maintenance and Rent increase	125,000	
Elections	78,000	
Waste bins & boxes	78,000	
FTC Development Governance Post	50,832	
		600,915
<u>Changes in income</u>		
Glass recycling contract	(120,000)	
Recycling contract	(300,000)	
Development Management Income	150,300	
Housing Benefit Subsidy loss for Temp Accom	55,138	
Green Waste licences correction to base budget	40,995	
Council Tax Court Fees	(70,000)	
		(243,567)
<u>Changes in funding</u>		
Use of Earmarked Reserves	(548,830)	
Council Tax second home premium estimate	(218,543)	
Council Tax Base additional income before growth calculation	(62,556)	
Provisional government funding assumptions	79,635	
Capital Charges	(2,261)	
		(752,555)
2025/26 DRAFT BUDGET		(400,314)

Growth Requests	£	£
Permanent		
Tree Officer 0.5FTE		20,750
RICS Building Surveyor		65,550
Planning Enforcement Officer		38,000
Property Lawyer		68,616
Leisure Projects Officer - FTC to permanent		24,332
Waste Transformation Lead		56,063
Waste Administrator		33,949
		307,260
One Year		
Leisure Management Options Appraisal/Soft Market Testing/Procurement support		35,900
		-
		35,900
Two Years		
External Legal costs for new leisure contract		50,000
2025/26 DRAFT BUDGET inc Growth		(7,154)

5.3 The key changes to the budget from 2024/25 to 2025/26 are as follows:

- The reversal of one-off growth items from 2024/25 includes the one-off costs for the Publica Review Phase I, the contingency against leisure contract income and the removal of the budget for the Leisure Strategy review agreed as two year funding in 2023/24. There is currently no plan to include a contingency against leisure income in 2025/26.
- The West Oxfordshire share of the Phase I Publica transition costs are detailed in Section 11 below.
- At the time of writing, it is difficult to estimate the one off or enduring costs of Phase 2 of the Publica transition. Detailed structure plans are not yet at a sufficiently advanced stage to be able to model the financial impact on the partner Councils. It is fair to say however that the more complicated nature of roles being considered in Phase 2 i.e. the majority of roles are fragmented, may result in higher costs than seen in Phase I. Phase I primarily dealt with posts where Officers were already working

for an individual Council i.e. Elections, Democratic Services and Finance where the TUPE was straight forward and essentially “lifted and shifted” them to the Councils.

- The savings from the re-structuring of senior roles in Publica have been front loaded into Phase 1, so there are no material savings expected in Phase 2.
- Various options for the services in Phase 2 are being considered ranging from delivering services on a sovereign basis, delivering on a shared basis, and retaining in Publica. The financial implications of the models will be costed and inform decision making.
- Growth in the Publica contract represents a 3% pay award for 2025/26 and the movement in fixed term contract posts.
- The retained staff budget has been increased by 3% in line with the Publica and Ubico contract assumptions and includes the staff transferred back to the Council on 1st November 2024.
- The announcement in the budget of a reduction in the National Insurance threshold from £9,100 to £5,000 and an increased employer’s contribution of 15% adds an additional £359,000 into the Council’s cost base, £87,000 for staff directly employed by the Council, £164,000 within the Publica contract and £108,000 in the Ubico contract. The Local Government Funding Settlement in December did not include compensation for the increased National Insurance burden, but further information has been promised in January.
- The enduring increase in base budget relating to the TUPE of staff back to the Council on 1st November 2024 is £213,154.
- Hexagon will take up the lease of Elmfield once the building work has been completed in mid-January 2025. The budget movement is the net of the removal of the Business Rates liability in 2024/25 and the rental income receivable in 2025/26.
- Over the last few months, the Finance and Waste Teams have been working very closely with Ubico on a zero-based budgeting exercise and discussions about waste round re-organisation. Whilst these workstreams are not yet finished, the base budget has been updated to reflect the latest proposed budget figure from an initial budget “ask” of over £400,000 for 2025/26 to a modest saving of £17,545.
- It is anticipated that savings related to round re-organisation will be finalised in the coming weeks and will be included in the final budget to be presented to Members in February 2025.
- Postage costs have risen sharply in the last two to three years and have had a material impact on the cost of running Electoral registration. An increase of £78,000 is required to cover the printing and postage costs of voter registration and poll cards.
- During the last 12 months a consistent overspend on waste and recycling bins and boxes has been reported through quarterly budget monitoring. The additional budget included in this draft of the revenue budget is representative not only of the additional households in the District but also the level of replacement bins and boxes required as a proportion of the total that are coming to the end of their useful life.

- A part time 15-month fixed term position to assist with the transformation of the Planning Service was advertised in December 2024 and is starting in January 2025.
- In October 2024, the Council awarded a tender for the district's glass recycling. An average of 75% of this glass will be recycled and turned back into bottles and jars with the remainder used in aggregates. This contract introduces a new income stream to the Council worth an estimated £120,000 - £130,000 dependant on market price fluctuations. In addition, the signing of a new Dry, Mixed Recycling (DMR) contract on 1st October achieves a £300,000 annual budget saving.
- In 2024/25 the target for Planning application income was increased due to the government increasing Planning Fees by 25% in December 2023. The impact of this was expected to be seen during 2024/25 but unfortunately this has not been the case. Planning application income is notoriously volatile and sensitive to prevailing economic conditions and market confidence. At Q2, income was below target by £170,000 with only the receipt of a major planning application able to turn the situation around. It is therefore prudent to reduce the income budget for next year to recognise the weakness in the market and the speed at which major applications are being received.
- The issue of the use of temporary emergency accommodation in the district has been well documented and reported over the last four years. Numbers of people in emergency accommodation are currently higher than during COVID. Due to legislation the council is only able to recover a small proportion of the cost of housing benefit paid out for temporary accommodation through subsidy. The net cost to the Council is therefore increasing year on year. With the movement for 2025/26 of £55,138, the net loss of Housing Benefit Subsidy to the Council has been calculated at £229,000.
- Potential sites either to build or buy suitable properties for temporary accommodation are being actively investigated by the Homelessness, Estates and Housing Delivery teams.
- The current year budget for green waste licences should have been based on 33,000 licences across the district. There was an error in the base budget which has been corrected for 2025/26. An increase of £2.50 has been proposed for a Green Waste licence in 2025/26 and has been included in the budget as an additional £82,500. The net change in this income budget is therefore an increase of £41,505.
- As the Billing Authority for Council Tax and Business Rates the Council is awarded costs to fund the administration of debts. The collection of Council Tax and Business Rates is a statutory duty and the Council endeavours to support taxpayers who are unable to pay through payment plans, discretionary reliefs and the Local Council Tax Support Scheme. The budget has been amended to reflect the current position.
- Earmarked reserve movements are calculated every year and are used to fund posts and projects that have been agreed by the Executive to further Council Priorities. Examples of this are homelessness prevention and support and project management.

Eventually, all permanent posts will need to be funded through the base budget as earmarked reserves will be exhausted over time.

- Legislation to allow the charging of a Council Tax premium on second homes comes into effect on 1st April 2025. Modelling has calculated that the additional tax raised will be in the region of £2.1m, of which West Oxfordshire will be entitled to 9.9%, or £218,543. The remainder will go to the County Council (78.5%) and Thames Valley Police (11.6%).
- Taxbase growth for 2025/26 is 1.88% or 901.80 Band D equivalents. This includes 319 Band D equivalents for the charging of the second home premium. It is recommended that Council Tax increases by the maximum of £5 to bring the district precept to £129.38 per Band D equivalent for 2025/26.
- Public Sector Audit Appointments (PSAA) is tasked with appointing external auditors, consulting on and setting the external audit scale fee that is charged to Public Bodies. The PSAA is likely to increase the scale fee by 10%, or £19,000 from April 2025.
- The MTFS has been updated with the funding position, excluding any compensation for the additional burden of employer's National Insurance, as an increase of £54,837, due to the increase in Council Tax income. The Settlement provided a 0% increase in Core Spending Power.
- Fees & charges that are not set centrally are reviewed each year on a cost recovery basis. Where non statutory services are charged for it is important that the Council sets fees and charges at a level of at least full cost recovery to make sure that Council Taxpayers are not subsidising what amount to commercial services.

5.4 Inflationary Pressures

- Pay award – over the last four years, the approval of the national pay award has been agreed later and later in the year. The pay award for 2024/25 was approved in October 2024 at the greater of £1,290 or 2.5%, which is in line with the base budget assumption of 5% pay inflation for both Publica and retained staff.
- Contract inflation – this is applied to individual contracts i.e. Ubico, Publica, Danfo (Public Conveniences) and Jade Security (Cash collection) based on their specific contract terms or agreed forecast expenditure, not as a generic percentage.
- General inflation – the rate of Consumer Price Index (CPI) inflation has fallen significantly over the last 12 months with a low of 1.7% in September. However, it is reported in November at 2.6%, up from 2.3% in October. Inflation impacts the cost of supplies and services i.e. building maintenance, external legal fees and fuel which tend to be higher than the level of CPI inflation.

6. MOVEMENTS IN VERSION OF BUDGET TAKEN TO EXECUTIVE IN DECEMBER

6.1 The table below shows the key movement in the budget presented to the Executive in December taking it from a surplus of £400,314 (before growth) to an estimated contribution to General Fund of £553,881 excluding growth and £90,721 including growth.

Table Two

Budget surplus presented to the Executive in December 2024	(400,314)	
Budget Movements since presentation to Executive	£	£
<u>Revenue Changes</u>		
Fees & Charges	(137,500)	
Retained Staff	4,265	
Business Rates for Council owned property	15,554	
Electricity increase	24,500	
Software for Comms Team	8,000	
Home Improvement Agency funding	(8,786)	
Car Park Maintenance	35,000	
Staff Development	150,000	
		91,033
<u>Funding Changes</u>		
Council Tax due to taxbase increase of 1.88%	(74,717)	
MRP	(45,449)	
External Interest	5,775	
Contribution to Earmarked Reserves	1,737,732	
Local Government Settlement	300,979	
Extended Producer Waste payment	(2,338,000)	
		(244,600)
2025/26 REVISED DRAFT BUDGET		(553,881)

Growth Requests	£	£
Permanent		
RICS Building Surveyor		65,550
Property Lawyer		68,616
Leisure Projects Officer - FTC to permanent		24,332
Waste Transformation Lead		56,063
Waste Administrator		33,949
Two Housing Officer Posts - FTC to permanent		70,000
		377,260
One Year		
Leisure Management Options Appraisal/Soft Market Testing/Procurement support		35,900
		-
		35,900
Two Years		
External Legal costs for new leisure contract		50,000
2025/26 DRAFT BUDGET inc Growth		(90,721)

- Changes to Fees and Charges include increases in Green Waste Licences of £2.50 per licence (an additional £82,500), an additional £50,000 Trade and Bulky Waste income and £5,000 in Land Charges. These fee increases represent an inflationary increase to offset additional costs in these service areas. The schedule of Fees & Charges for 2025/26 is included in Annex E and F.
- The Council has liability for Business Rates on our owned properties, the budget has been increased in line with actual charges.
- Additional budget has been included for electricity costs in line with the changes to the price cap that came into effect on 1st January 2025 and the expected increase in April 2025.
- A condition survey of the district's car parks has identified £167,652 of necessary repairs over the next four years, £35,000 of which will need to be undertaken in 2025/26.
- The TUPE of staff back to the Council, in Phase I of the transition, has resulted in the creation of new organisational structures. These have led to additional training needs being identified to ensure that staff are fully supported in their new roles. These include Leadership and Management courses for staff promoted to management positions.
- Minimum Revenue Provision (MRP) is a statutory requirement that the Council recognises the use of their fixed assets over time by charging a cost to revenue over

the useful life of that asset i.e. vehicles over 7 years and property over a maximum of 50 years. The movement in MRP year to year is due to the level of expenditure estimated in the Capital Programme.

- Revenue contribution to capital is the funding of capital expenditure through revenue i.e. ICT hardware, Property Maintenance, Printers and Witney Artificial Turf Pitch. The contribution has been consistent at £540,000 for many years until the reconfiguration of funding for Community Grants removed budget from this area. This increase restores the budget to £540,000.
- The one off allocation of £2.3m of Extended Producer Responsibility funding, which was not included as part of Core Spending Power in the settlement, is a windfall that creates a significant surplus in the 2025/26 revenue budget.
- This payment is due to the fact that from 2025, some organisations and businesses will have to pay a fee for the packaging they supply to or import into the UK market. The money will then go to local authorities to cover the costs of collecting, managing, recycling and disposing of household packaging waste.
- The payment in 2025/26, resulting from the collection of producer fees, has been announced now to give authorities some certainty so that they can drive the changes needed to deliver an efficient service moving forwards.
- It is recommended that £1.7m of this funding is moved into Earmarked Reserves. This will fund the anticipated reduction in recycling credits as a result of the tax being levied on Oxfordshire County Council for the burning of waste and the Waste Project, the business case for which is being taken to Executive in February. In addition, this reserve will be used to fund Phase 2 of the Publica transition and any additional resource that may be required as a result of the work needing to be done following the Devolution White Paper.
- The Extended Producer Responsibility grant is seen as a one off, with any future allocations being tied to service improvements. At the time of writing, no details have been published about the future of the scheme or the criteria to keep the grant funding, but it is thought that as long as the Council retains the high level of recycling it currently achieves, the risk of the grant being clawed back is low.

Items to be reported in February

- The final draft of the Capital Programme will be reported to the Executive on 12th February. The level of capital expenditure must be balanced against the availability of cash reserves and the cost of external borrowing.
- The external borrowing requirement will be known when the Capital Programme has been finalised. The level of external borrowing is dictated by the estimated level of expenditure in the Capital Programme offset against any capital receipts used to fund asset purchases.
- Retained Business Rates – the estimate of Retained Business Rates is submitted to the Ministry of Housing, Communities and Local Government (MHCLG) every year on 31st January in the NNDR 1 form. Permission is requested for the Director of

Finance to submit the National Non-Domestic Rates (NNDR) 1 form per statutory deadlines.

- The costings for Phase 2 of the Publica Transition.

6.2 Growth Requests

- 0.5 FTE Tree Officer – changes resulting from the retirement of a long serving officer and the Publica transition has left the Council with 0.5 FTE to deliver the Council's range of statutory arboriculture duties, including the administration of legislation relating to trees in Conservation Areas and Tree Preservation Orders. This role also provides general professional advice on the care and management of trees and specialist tree-related advice to the Council's Planning Service on development proposals, to Town and Parish Councils, contractors, consultants, architects and the public. It is requested that this post is increased to 1 FTE.
- RICS Building Surveyor – the Property and Estates team is part of Phase 2 of the Publica Transition which is expected to go live in 2025/26. The Council owns a large portfolio of both operational and investment properties and are currently outsourcing building survey work (i.e. condition surveys, repair specifications and option appraisals) to external consultants at a cost of £73,000 in 2023/24 and £48,000 in the first half of 2024/25.
- With the increased requirement for ongoing condition surveys as part of the newly adopted Asset Management Strategy, and the need to manage the property portfolio more proactively and effectively, the request is to employ a qualified Building Surveyor to take on the work that is currently outsourced. Our reliance on external contractors delays building maintenance projects as we are subject to the timescales of external companies not our own.
- Planning Enforcement Officer – an additional proactive Planning Enforcement Officer role was recommended by the Overview and Scrutiny Committee to Executive on 4th September 2024.
- Property Lawyer – the shared legal service is under resourced and needs to routinely instruct external legal firms to undertake property related work i.e. lease renewals and lease surrenders. In 2023/24 the cost of external legal work related to our Investment Properties and Marriotts was £55,000 and stands at £31,000 in the first half of this year. The recruitment of a specialist Property Lawyer would provide resilience to the shared legal service and offer some succession planning in the team in the short to medium term.
- Leisure Projects Officer – a Leisure Projects Officer has been employed on a two-year fixed term basis since May 2023. The project work to translate the Leisure Strategic Outcomes Planning Model (SOPM) to the re-tendering of the Leisure Contract in 2027 requires resource over and above the existing 2 permanent FTE in the Leisure team. This growth request is to support this essential project work and the successful delivery of the new contract.

- Waste Transformation Lead – alongside potential partners across the County, the Council’s waste team is entering into a transformation period in relation to how, by whom and where waste and recycling services will be delivered. The request is to recruit a permanent Transformation Lead for the Waste Service in advance of Phase 2 of the Publica transition to ensure that work with our counterparts in the other Oxfordshire districts can get underway as soon as possible. The cost of this post is the difference between the Publica shared Waste Business Manager and the new West only post which would be part of the Phase 2 transition.
- Waste Administrator – the request is for an administration post to manage the day-to-day tasks of the waste team i.e. raising invoices, responding to queries from Customer Services, raising Purchase Orders and liaising with Ubico. This recruitment will free up time for the Waste Lead to focus on contract management and transformation.
- Housing Posts – a business case will be taken to Executive to request that two existing Fixed Term Contract posts be made permanent. This resource is to directly support the average 55-60 households in B&B or hotel accommodation every week, in addition to the 22 hostel places the Council owns which are always full. During 2023/24, 250 households were prevented from becoming homeless because of the intervention of the Housing Team.
- External Leisure Contract Support – over the next two years it will be necessary to employ external specialists to appraise leisure options, undertake market testing, support procurement and legal advice to re-tender the leisure contract. It is anticipated that the cost of this external support will be £85,900 in 2025/26 & £50,000 in 2026/27.

6.3 Budget Risks

- Publica transition – the second phase of the Publica transition must be identified as a risk because the financial impact on the Council’s budget is as yet unknown. Any one-off costs associated with Phase 2 will be funded through earmarked reserves with permanent growth to employee costs included in the base budget from 2026/27.
- Interest Rates – interest rates are now slowly starting to come down which for the Council is a double-edged sword. On the one hand, it will make the inevitable external borrowing that the Council will enter into more affordable, but falling interest rates adversely impact the returns we make from our cash balances.
- In 2023/24 and 2024/25 Treasury Management short term investing has produced income returns far higher than budget due to prevailing global economic conditions and the high rate of return from the Money Market Funds and DMO (Debt Management Office). As interest rates fall back, so do these income returns.
- Retained Business Rates – the review of the Business Rates system has been delayed since 2020. For the last three years the MTFs has anticipated that this will happen in 2026/27 with no real indication of any dampening of the impact through temporary

government funding. Retained Business Rates therefore remain a risk due to the lack of confirmed intent by the current government in terms of the scope and timing of the review. The consensus is that the impact on District Councils will be significant.

- The Leisure Contract – the existing leisure contract returns a significant level of income to the Council, which cannot be matched by the new contract from 2027. The leisure offering by the Council is currently under review and until the project is further advanced it is not possible to say what the new contract will look like. It is however likely that in the early years of any new contract the Council will not receive any income, but rather will be paying a fee to the leisure operator. This is in line with the early years of the current contract. The impact on the MTFS is a loss of income of £2.4m.
- Level of Reserves – General Fund balances are currently healthy when compared to cost of services, however, the MTFS shows that unless we are able to plug the funding gap identified from 2026/27 onwards, General Fund reserves will be almost exhausted by 2029.
- The announcement of the Devolution White Paper in December and the possible impact on District Councils is an identifiable risk to our MTFS. At this early stage we cannot predict the outcome of this proposal and therefore Council budgets, strategies and the MTFS will be produced on an as is basis.

7. MEDIUM TERM FINANCIAL STRATEGY ASSUMPTIONS

- 7.1** The timing and impact of local government reforms makes the development of an MTFS a challenging exercise with another single year funding settlement announced for 2025/26. There is however the promise of a multiyear settlement from 2026/27.
- 7.2** As reported in December, the lack of time to consult on funding reforms or the New Home Bonus scheme has resulted in a final year payment of New Homes Bonus for 2025/26. The consultation on the reform of Local Government Funding, including the reform of the Business Rates system, is open until February 2025. It is expected that this Council is likely to suffer a 40% reduction in business rates income as a result of this reform.
- 7.3** The MTFS assumes a general inflationary increase of between 2% and 2.5% will apply to the cost of services from 2026/27 onwards, excluding contracts where the actual inflationary increase is known i.e. Ubico contract, salary inflation, Publica contract and some software licence agreements.
- 7.4** Salary inflation over the last 3 years has been higher than we have historically estimated. For 2025/26 there is an assumed 3% increase, but this is expected to fall back over the life of the MTFS.
- 7.5** The Asset Management Strategy (AMS) was approved by Executive in November 2024. This document will provide a clear strategy for the future decision making and investment in the Council's land and property assets. A rolling 5 year repairs and maintenance programme, informed by the Asset Management Strategy will feed into the Capital Programme to identify both expenditure and financing requirements.

- 7.6 This Council, like all local authorities, is facing external budget pressures that will impact the MTFS. The inflationary impact of goods and services that the Council procures, energy prices and interest rates have all had a significant impact on the financial performance in recent years and will continue to do so in the future.
- 7.7 The MTFS is based on the most reasonable forecasts of income and expenditure that can be inferred at this point in time.

8. FEES AND CHARGES

- 8.1 Fees and charges are set on three separate bases.
- Fees that are set centrally over which the Council has no control i.e. premises licences and penalty notices.

 - Fees that are set on a cost recovery basis i.e. Building Control, taxi licences and Street Trading. The Council is required to make sure that fees are set at a level that does not generate a profit compared to the cost of providing the service.
 - Fees that are discretionary where the Council has full control. These are the commercial services that operate where the Council is in competition with the private sector i.e. Pre Application (Planning) advice, pest control, trade waste, bulky waste and green waste.
- 8.2 For the setting of the 2025/26 draft budget a review has been undertaken to analyse fees and charges. As a result modest inflationary increases have been charged to Trade Waste, Land Charges and Pre Application Advice.
- 8.3 Green Waste licences are to increase by £2.50, to £52.50, generating expected additional income of £82,500. The average in 2024/25, for charges levied by other local authorities providing a green waste service, was £59.30.

9. CAPITAL PROGRAMME

- 9.1 The review of the Capital Programme is ongoing with the final proposal being put forward in February 2025.
- 9.2 Historically the Council has funded the Capital Programme through internal borrowing (use of cash balances), capital receipts and grant or S106 funding. Given the likely scale of capital expenditure over the life of the MTFS i.e. waste vehicle fleet replacement, decarbonisation of the leisure centres, proactive maintenance of our property portfolio and the provision of affordable housing, at the same time that our cash reserves are significantly depleted compared to previous years, it is likely we will need to rely on external borrowing to fund elements of the Capital Programme from 2025/26.
- 9.3 It was anticipated that external borrowing would be required in 2024/25, but this has not been necessary due to the delay in the renewal of waste vehicles which makes up a significant proportion of the Capital Programme. Expenditure of at least £3m on waste

vehicles is likely before the end of the next financial year and it is unlikely that the Council can fund this expenditure through internal borrowing.

- 9.4 The need for additional Temporary Emergency Accommodation is now acute. Therefore £3m has been included in the Capital Programme to purchase and renovate suitable accommodation to reduce the reliance on hotel and bed & breakfast accommodation. A paper analysing the current and future requirements for temporary accommodation along with the request for delegated authority to purchase suitable property will be taken to Executive in February 2025.
- 9.5 The financial impact of external borrowing is in the revenue account where the MTFS already shows a significant funding gap in future years. This impact includes the cost of borrowing i.e. interest and MRP – the charge we must make to represent the use of the asset over its life. For vehicles this would be borrowing with the associated costs for 7 years, for land and property it would be 50 years.
- 9.6 The Public Works Loan Board (PWLB) interest rates are still high but should fall gradually over the next 12 months in line with the expected trajectory of the Bank of England Base Rate. There are however other options for borrowing other than PWLB i.e. Local Authority to Local Authority lending. The Treasury Management Strategy will be updated with a framework for future external borrowing.
- 9.7 The Council receives a capital receipt each year for the Right to Buy and Clawback of properties sold by the Housing Association in the year which funds a small proportion of the Capital Programme. Additional capital receipts can only be achieved through the disposal of assets where the income can then only be used to fund capital expenditure, not to support the provision of services.
- 9.8 The Council may wish to cash in an element of Pooled Funds in the future to finance capital expenditure if it proves to be more cost effective than to take on long term debt. However, interest generated from the Pooled Funds is instrumental in supporting front line Council services so any decision to release cash from long term investments should be carefully weighed against the impact on the MTFS in the longer term.
- 9.9 Further details about the way we fund the Capital Programme will be included in the revised Treasury Management, Capital and Investment Strategy papers, included in the February 2025 budget papers.
- 9.10 An initial draft of the Capital Programme is in Annex B but as always, inclusion in the Capital Programme does not mean that the expenditure is authorised. Identifying the possible spend, and including it in the Capital Programme, ensures that potential borrowing requirements are identified. In most cases, a business case would still need to be prepared and brought forward for review.

10. STATUTORY OVERRIDE PROVISION

- 10.1 The statutory override for pooled funds, which requires fair value gains and losses to be taken to an unusable reserve unless the fund is sold, is set to end in 2025/26. The ending of the override would require any gains and losses to be recognised in revenue accounts thus having an impact on our revenue budget. Unrealised losses would reduce available resource

to fund core services, while unrealised gains would not represent genuine resource increases that could be utilised. The government has signalled that they are not minded to reverse this decision.

- 10.2** Our Pooled funds currently have a capital value below their purchase price because of rising interest rates and high inflation. This “loss” would have to be moved to the General Fund in 2025/26 if the statutory override is not extended.
- 10.3** Our Treasury advisors recommended that we set aside an earmarked reserve to smooth out the impact of any unrealised gains or losses that will have to be accounted for through the General Fund, which the Council did at the end of 2023/24.
- 10.4** As reported in the Q2 budget monitoring report, one of our Pooled Funds closed in September 2024, The realised capital loss will therefore be funded from the Earmarked Reserve set up at the end of last financial year.

11. PUBLICA TRANSITION

11.1 Following the Human Engine report in November 2023 and the Local Partnerships report in March 2024, the Council approved the Detailed Transition Plan (DTP), for returning the majority of services to the Council, on 24th July 2024.

11.2 The key financial information contained in the DTP was:

- Indicative enduring annual increase to West Oxfordshire District Council revenue budget of £185,000 per annum (pro rata for 2024/25 would be £77,000) with one-off costs of restructuring between £207,000 to £301,000 being the “most likely” and “maximum” scenario respectively.

11.3 The latest updates for these costs are:

- Project office - £275,000 for 2024/25. This is higher than the £200,000 in the 2024/25 budget, but is a forecast based on current set up and may be lower by the end of March 2025.
- Enduring Local Government Pension Scheme (LGPS)/restructuring costs – £213,000 per annum (pro rata £89,000 for 2024/25 compared to £75,000 in the 2024/25 budget).
- One off costs of restructuring (redundancies) - £300,000 set against £500,000 that was earmarked in the 2024/25 budget cycle.

In summary the actual costs of Phase 1 are within the overall budget assumptions made in the 2024/25 budget cycle.

11.4 Discussions with regards to Phase 2 are at an early stage and will require detailed cost modelling and due diligence before any decisions can be made.

11.5 It should be noted that all the savings from changes made to the Publica management structure, have been taken in Phase 1. There will be no further savings of this kind in Phase 2.

12. BUDGET CONSULTATION

- 12.1** The Council's budget consultation, via the online engagement platform CitizenLab, ran from 18th November 2024 to 15th December 2024.
- 12.2** The Council used a wide range of communication channels to promote the consultation including media engagement, social media, website, stakeholders and newsletters.
- 12.3** A total of 370 responses (377 for 2024/25) were received in response to the consultation.

13. BUDGET REVIEW TIMETABLE

- 13.1** This revision of the budget is presented to the Executive and Council in January 2025 for approval of the fees and charges, the Council Tax Base and submission of the National Non Domestic Rates I (NNDRI) Return ahead of the 31st January 2025 deadline.
- 13.2** There is an All Member Briefing on 9th January 2025.
- 13.3** The Overview and Scrutiny Committee will review the budget at single dedicated meeting on 5th February 2025.
- 13.4** A final budget will be presented to the Executive on 12th February 2025.
- 13.5** It will be debated at Council on 26th February 2025.

14. CONCLUSIONS

- 14.1** This latest version of the budget is a surplus of £90,721 after growth.
- 14.2** There are continued uncertainties and cost pressures, as detailed in this report, which will have an impact on the 2025/26 budget and the MTF5.
- 14.3** This report contains the second draft of the 2025/26 budget. Feedback from committee meetings and the budget consultation process will provide inputs into the final budget,
- 14.4** The Council will need to set realistic budgets, balancing current need and future financial stability, to ensure that adequate reserves are maintained over the medium term.

15. FINANCIAL IMPLICATIONS

- 15.1** There are no financial implications arising from this paper as it outlines the approach and context of the 2025/26 budget setting process.

16. LEGAL IMPLICATIONS

- 16.1** Apart from the statutory duties and obligations set out in this report, with regards to budget setting process, there are no further implications.

17. RISK ASSESSMENT

- 17.1** None required as a result of the content of this report.

18. EQUALITIES IMPACT

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

19. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

19.1 None.

20. BACKGROUND PAPERS

Budget papers – February 2024 and December 2024

(END)

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2025/26 Proposed Revenue Budget comparison to prior year

Annex A

2023/2024 Actual £	Expenditure by Service Area	2024/2025 Budget £	2025/2026 Estimate £
(2,582,458)	Assets	(2,293,872)	(2,018,698)
7,699,943	Waste & Environmental	7,748,768	7,209,339
175,151	Communications & Marketing	198,938	321,213
(1,199,783)	Contracts	(692,707)	(785,233)
1,396,320	Corporate Finance	2,307,795	2,050,500
1,653,571	Corporate Responsibility	1,763,281	2,015,719
808,692	Customer Experience	1,144,379	1,211,009
1,121,261	Development Management	779,916	991,718
103,092	Environmental & Regulatory Services	108,310	111,624
769,043	Finance	873,161	805,624
653,158	Insight & Intelligence	698,395	878,466
687,184	Localities	599,220	882,807
718,175	Operational Services	1,774,965	1,923,134
317,341	People	333,721	355,568
1,246,641	Technology	1,486,612	1,497,273
13,567,331	Total Cost of Services	16,830,883	17,450,062

2023/2024 Actual £	Expenditure by Type	2024/2025 Budget £	2025/2026 Estimate £
1,428,805	Employees	1,449,192	6,120,839
1,739,930	Premises Related Expenditure	1,517,413	1,595,408
9,628	Transport Related Expenditure	16,310	16,310
6,492,338	Supplies & Services	5,863,680	5,794,026
20,030,056	Third Party Payments	22,110,612	17,837,395
14,288,860	Transfer Payments	14,400,000	14,006,097
1,830,816	Capital Charges	1,733,952	1,735,570
45,820,433	Total Cost	47,091,159	47,105,644
(32,253,103)	Income	(30,260,276)	(29,655,582)
13,567,330	Total Cost of Services	16,830,883	17,450,062

	2024/2025 Budget	2025/2026
	£	Estimate
		£
Total Cost of Services	16,830,883	17,450,062
Capital Expenditure funded through revenue	540,100	540,000
Minimum Revenue Provision	626,616	581,167
Interest on Long Term Borrowing	79,100	84,875
Capital charges - depreciation and amortisation	(1,731,690)	(1,735,569)
Net Operating Expenditure	16,345,009	16,920,535
Treasury and Investment Income	(1,156,228)	(1,156,228)
Net Expenditure	15,188,781	15,764,307
<u>Contributions to / (from):</u>		
General Fund Balance	5,107	553,881
Net contribution to / (from) Earmarked Reserves	(45,966)	1,142,936
Balance to be met from Government Grants & Council Tax	15,147,922	17,461,124
Transfers to / (from) Collection Fund	(156,443)	(156,443)
Revenue Support Grant	(230,095)	(257,281)
New Homes Bonus	(1,009,640)	(506,346)
Rural Services Delivery Grant	(186,066)	0
Funding Floor (previously Funding Guarantee)	(1,683,079)	(1,964,639)
Extended Producer Responsibility (Waste)	0	(2,338,000)
Renewable Energy Schemes	(298,032)	(298,032)
Retained Business Rates (NNDR)	(5,634,100)	(5,634,100)
Net Requirement	5,950,467	6,306,283
Taxbase	47,841.03	48,742.33
Council Tax (at Band D)	£124.38	£129.38

Draft Capital programme January 2025

Annex B

Scheme	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	Total £
IT Provision - Systems & Strategy	100,000	100,000	100,000	100,000	100,000	100,000	100,000	700,000
Witney ATP	200,000							200,000
Council Buildings Maintenance Programme	200,000	300,000	200,000	200,000	200,000	200,000	200,000	1,500,000
Purchase of Temporary Accommodation	3,000,000							3,000,000
IT Equipment - PCs, Copiers etc	40,000	40,000	40,000	40,000	40,000	40,000	40,000	280,000
Improvement Grants/Disabled Facilities Grants	880,000	880,000	880,000	880,000	880,000	880,000	880,000	6,160,000
Investment Property Repairs	750,000	750,000	500,000	250,000	250,000	250,000	250,000	3,000,000
Replacement dog and litter bins		25,000				25,000		50,000
Weighbridge at Bulking Station					25,000			25,000
Replacement Street Sweepers	850,000	260,000		266,000				1,376,000
Shop Mobility - Replacement stock		10,000				10,000		20,000
Chipping Norton Leisure Centre PSDS	2,643,926							2,643,926
Replacement waste and recycling fleet		2,050,000	306,000	500,000		886,000		3,742,000
	8,663,926	4,415,000	2,026,000	2,236,000	1,495,000	2,391,000	1,470,000	22,696,926

Capital Financing	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	Total future years £
Revenue Contributions	540,000	440,000	340,000	340,000	340,000	340,000	340,000	2,680,000
External Contributions:								
OCC Better Care Grant Funding (for DFGs)	880,000	880,000	880,000	880,000	880,000	880,000	880,000	6,160,000
Chipping Norton PSDS	2,326,600							2,326,600
Borrowing								
Internal Borrowing	317,326	260,000	306,000	766,000		886,000		2,535,326
External Borrowing	850,000	2,050,000						2,900,000
Capital Receipts								
Capital Receipts general fund	3,750,000	785,000	500,000	250,000	275,000	285,000	250,000	6,095,000
	8,663,926	4,415,000	2,026,000	2,236,000	1,495,000	2,391,000	1,470,000	22,696,926

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	2025/26	2026/27	2027/28	2028/29	2029/30
Inflation		2.5%	2.0%	2.0%	2.0%
Taxbase	1.0188	1.0150	1.014	1.013	1.013
Base	16,345,008	17,383,694	18,173,094	20,961,508	21,242,357
Inflation - Generic		434,592	363,462	419,230	424,847
Inflation - Publica	330,094	80,000			
Publica phase one growth	213,154				
Inflation - Retained Staff	280,744	120,000			
Publica Phase two estimate					
Recycling contract & Glass Recycling	(420,000)				
Ubico	(17,545)				
FTC growth	50,832				
Net cost of HB	55,138				
Car Park Maintenance	35,000				
Leisure Contract Income			2,400,000	(43,500)	(218,000)
MRP/RCCO movement	123,631	51,733	0	(76,430)	0
External Borrowing	5,775	103,075	24,953	(18,451)	(40,536)
One-off growth - reversal of prior year	(527,731)				
Growth Requests	463,160				
Service Area Review	462,639				
Fees & Charges	(16,205)				
Target Budget (NOE)	17,383,694	18,173,094	20,961,508	21,242,357	21,408,668

Financed by:					
Revenue Support Grant	(257,281)	911,428	938,557	967,921	997,040
Business Rates Share	(5,634,100)	(3,559,166)	(3,897,067)	(4,146,611)	(4,405,049)
Renewables	(298,032)	(298,032)	(298,032)	(298,032)	(298,032)
New Homes Bonus	(506,346)	0	0	0	0
Extended Producer Responsibility (Waste)	(2,338,000)				
Funding Floor/Dampening	(1,964,639)	(5,584,997)	(4,480,266)	(3,371,375)	(2,309,003)
Government Grants & Business Rates	(10,998,398)	(8,530,767)	(7,736,808)	(6,848,097)	(6,015,044)
Investment Income - Pooled Funds	(1,156,228)	(924,982)	(878,733)	(861,159)	(852,547)
Contribution to earmarked reserves	1,142,936	(350,000)	(350,000)	(350,000)	(350,000)
Collection Fund	(156,443)	(100,000)	(100,000)	(100,000)	(100,000)
Council Tax	(6,306,283)	(6,648,244)	(6,988,702)	(7,329,902)	(7,678,539)
Total Funding	(17,474,416)	(16,553,993)	(16,054,243)	(15,489,157)	(14,996,130)
Use of GF reserves	(90,722)	1,619,100	4,907,265	5,753,200	6,412,538
TaxBase	48,742	49,473	50,141	50,768	51,403
Band D	129.38	134.38	139.38	144.38	149.38
Tax increase	4.02%	3.86%	3.72%	3.59%	3.46%
General fund balance	11,822,287	10,203,186	5,295,921	-457,280	-6,869,818

ANNEX D

PARISH PRECEPTS AND TAXBASE 2024/25 & 2025/26

PARISH	TAXBASE		
	← 2024/2025	2025/2026 →	%
	No.	No.	CHANGE
ALVESCOT	229.46	239.95	4.57
ASCOTT-UNDER-WYCHWOOD	262.99	265.07	0.79
ASTHAL	154.08	162.65	5.56
ASTON,COTE,SHIFFORD & CHIMNEY	621.93	636.52	2.35
BAMPTON	1,343.53	1,355.41	0.88
BLACK BOURTON	125.13	131.29	4.92
BLADON	409.24	413.13	0.95
BLENHEIM	25.45	26.92	5.78
BRIZE NORTON	670.56	828.34	23.53
BROADWELL	71.10	74.80	5.20
BRUERN	40.13	42.35	5.53
BURFORD	902.02	931.48	3.27
CARTERTON	5,675.92	5,724.60	0.86
CASSINGTON	334.99	343.40	2.51
CHADLINGTON	385.89	404.92	4.93
CHARLBURY	1,380.85	1,390.51	0.70
CHASTLETON	69.28	76.32	10.16
CHILSON	57.81	59.90	3.62
CHIPPING NORTON	2,879.72	2,898.39	0.65
CHURCHILL & SARSDEN	363.18	382.87	5.42
CLANFIELD	362.34	370.75	2.32
COMBE	341.88	347.94	1.77
CORNBURY & WYCHWOOD	28.02	27.56	(1.64)
CORNWELL	26.58	25.80	(2.93)
CRAWLEY	79.01	79.95	1.19
CURBRIDGE & LEW	475.77	486.59	2.27
DUCKLINGTON	650.40	657.42	1.08
ENSTONE	592.25	616.79	4.14
EYNSHAM	2,235.77	2,217.93	(0.80)

PARISH PRECEPTS AND TAXBASE 2024/25 & 2025/26

PARISH	TAXBASE		
	← 2024/2025	2025/2026 →	%
	No.	No.	CHANGE
FAWLER	48.81	48.86	0.10
FIFIELD	110.40	111.26	0.78
FILKINS & BROUGHTON POGGS	225.55	232.95	3.28
FINSTOCK	295.74	313.40	5.97
FREELAND	710.14	702.54	(1.07)
FULBROOK	245.05	252.30	2.96
GLYMPTON	44.12	47.36	7.34
GRAFTON & RADCOT	30.07	31.05	3.26
GREAT TEW	93.20	99.33	6.58
HAILEY	515.07	523.31	1.60
HANBOROUGH	1,425.87	1,444.14	1.28
HARDWICK WITH YELFORD	52.28	52.55	0.52
HEYTHROP	78.14	84.00	7.50
HOLWELL	27.22	29.27	7.53
IDBURY	77.07	78.86	2.32
KELMSCOTT	45.24	47.00	3.89
KENCOT	65.28	67.67	3.66
KIDDINGTON WITH ASTERLEIGH	53.50	59.54	11.29
KINGHAM	395.24	415.57	5.14
LANGFORD	157.08	165.85	5.58
LEAFIELD	376.55	377.59	0.28
LITTLE FARINGDON	42.42	45.80	7.97
LITTLE TEW	103.63	109.22	5.39
LYNEHAM	88.28	100.55	13.90
MILTON-UNDER-WYCHWOOD	809.74	819.92	1.26
MINSTER LOVELL	719.00	753.46	4.79
NORTH LEIGH	990.19	1,011.10	2.11
NORTHMOOR	190.91	197.55	3.48
OVER NORTON	218.66	223.20	2.08

PARISH PRECEPTS AND TAXBASE 2024/25 & 2025/26

PARISH	TAXBASE		
	← 2024/2025	2025/2026 →	%
	No.	No.	CHANGE
RAMSDEN	185.13	187.92	1.51
ROLLRIGHT	240.63	244.49	1.60
ROUSHAM	27.28	25.87	(5.17)
SALFORD	131.41	131.67	0.20
SANDFORD ST MARTIN	144.39	149.75	3.71
SHILTON	277.72	289.90	4.39
SHIPTON-UNDER-WYCHWOOD	702.59	718.63	2.28
SOUTH LEIGH	167.91	165.42	(1.48)
SPELSBURY	155.72	166.93	7.20
STANDLAKE	675.05	698.48	3.47
STANTON HARCOURT	523.18	531.27	1.55
STEEPLE BARTON	609.04	609.57	0.09
STONESFIELD	725.28	729.85	0.63
SWERFORD	90.22	93.41	3.54
SWINBROOK & WIDFORD	104.57	107.53	2.83
TACKLEY	505.67	516.22	2.09
TAYNTON	80.11	82.55	3.05
WESTCOT BARTON	86.95	88.65	1.96
WESTWELL	49.82	58.10	16.62
WITNEY	11,213.75	11,298.35	0.75
WOODSTOCK	1,766.38	1,824.21	3.27
WOOTTON	301.50	306.79	1.75
WORTON	47.00	52.02	10.68
TOTAL TAXBASE (No.)	47,841.03	48,742.33	1.88
TOTAL PRECEPT (£)			
AVERAGE 'BAND D' COUNCIL TAX (£)			

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West Oxfordshire District Council

www.westoxon.gov.uk

Fees and Charges 2025/2026

Planning Services General Administration		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total charge £ p	VAT Status
Access to Information/Inspection of Background Documents	Charge per document (after Committee date)	1.00	1.00	0.00	1.00	Non vatable
	Where documents are listed under a general description (after Committee date)					
	During 5 days prior to Committee date only	9.00	9.00	0.00	9.00	Non vatable
	<i>Note: Members of the public may only inspect background documents 3 days prior to Committee date or thereafter.</i>					
	Administration Charge for Services Rendered	30 percent	30 percent		30 % + VAT	Vatable
Minutes/Agendas	Per Annum	264.00	277.00	55.40	332.40	Vatable
	Single Agenda	7.00	7.00	1.40	8.40	Vatable
Parish/Town Councils Per Annum		27.00	28.00	5.60	33.60	Vatable
Brownfields Register (Hard copy)		15.00	15.00	3.00	18.00	Vatable
Self-Build register	Part 1 – for those who meet criteria (with local connections).	25.00	25.00	5.00	30.00	Vatable
	Part 2 – for those who meet national criteria, but not local connection.	10.00	10.00	2.00	12.00	Vatable

Libraries						
Dyeline Prints (Any type, with due regard to copyright restrictions)	A2 Size	9.00	9.00	1.80	10.80	Vatable
	A1 Size	11.00	12.00	2.40	14.40	Vatable
	From Paper Roll Larger than A1 Size	5.00	5.00	1.00	6.00	Vatable
Photocopying - (per sheet)	A4 size and foolscap	0.20	0.20	0.04	0.24	Vatable
	A3 size	0.20	0.20	0.04	0.24	Vatable
	A4 & A3 Colour Copies	0.30	0.30	0.06	0.36	Vatable
Local Plan		25.00	26.00	0.00	26.00	Non vatable

Planning Services		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
Planning Applications – Maps	Up to 6 maps (one charge for the set):					
	1:500 scale* plus admin fee #	5.00 150.00	5.00 158.00	0.00 31.60	5.00 189.60	Non vatable Vatable
	1:1250 scale* plus admin fee #	20.00 15.00	21.00 16.00	0.00 3.20	21.00 19.20	Non vatable Vatable
	1:2500 scale* plus admin fee #	83.00 14.00	87.00 15.00	0.00 3.00	87.00 18.00	Non vatable Vatable
*All maps are provided by the National maps Centre and are subject to change if the O.S. increase their fees # Only one admin fee is charged regardless of the number of maps purchased.						
Planning Applications - Weekly Press Lists		252.00	265.00	53.00	318.00	Vatable
Planning Decision Notices	Notice requested	15.00	16.00	3.20	19.20	Vatable
Compilation of Agreement. Minimum charge increased at Officer's discretion	Section 52 Agreement Per copy of Agreement	28.00	29.00	5.80	34.80	Vatable
	Section 106 Agreements Per copy of Agreement	25.00	26.00	5.20	31.20	Vatable
	Tree Preservation Orders: Per copy of order	23.00	24.00	4.80	28.80	Vatable
Valuation Fee	At Cost	At Cost	-	At Cost	Vatable	
High Hedges Complaint- £500- zero-rated VAT		640.00	672.00	0.00	672.00	Non vatable
Planning application fees are set by central government. Use this link to CLG planning portal.		http://ecab.planningportal.co.uk/uploads/english_application_fees.pdf				

Planning Services		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
Local Search Fees	Con29 only	144.50	159.00	31.80	190.80	Vatable
	Part II	21.50	21.50	4.30	25.80	Vatable
	Additional Questions	21.50	21.50	4.30	25.80	Vatable

DEVELOPMENT MANAGEMENT – PRE-APPLICATION & DISCRETIONARY FEES		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
PROPOSED FEE LEVELS FOR PRE-APPLICATION (AND RELATED) ADVICE (April 2024)						
Is planning permission required? (to include a search of our records to ascertain whether permitted development rights have been removed)		62.50	62.50	12.50	75.00	Vatable
Is listed building consent required?		83.33	85.50	17.10	102.60	Vatable
Is a building or structure considered to be curtilage listed?		83.33	85.50	17.10	102.60	Vatable
Has a planning condition or S.106 legal agreement clause been complied with?		62.50	64.00	12.80	76.80	Vatable
£75 (+ £75 ph) for complicated requests – taking more than 1 hour to be agreed in advance)		62.50	64.00	12.80	76.80	Vatable
Simple householder advice (does not include advice relating to development proposals for listed buildings)		83.33	85.50	17.10	102.60	Vatable
Complex householder advice (including advice relating to development proposals for listed buildings) +£75 if a site visit is required		166.67	171.00	34.20	205.20	Vatable
Each subsequent hour of officer time above the stated limit (to be agreed in advance) including specialist officers time.		62.50	64.00	12.80	76.80	Vatable
Any subsequent response to further amendments		41.67	42.50	8.50	51.00	Vatable
Any subsequent meeting or site visit		83.33	85.50	17.10	102.60	Vatable
1 dwelling (including replacement dwellings and holiday let/tourist accommodation)		125.00	128.00	25.60	153.60	Vatable
Provision of up to 200 square metres of floor space for other uses e.g. equestrian/retail/commercial/industrial/ mixed development		550.00	564.00	112.80	676.80	Vatable
Additional hour(s) of officer time (including specialist officers) to be agreed and paid in advance		250.00	256.50	51.30	307.80	Vatable
Any subsequent response to further amendments		41.67	42.50	8.50	51.00	Vatable
Any subsequent meeting		125.00	128.00	25.60	153.60	Vatable
2 - 9 (inclusive) dwellings (including replacement dwellings and holiday let/tourist accommodation)		208.33	213.50	42.70	256.20	Vatable
Development of less than 0.5 hectares for residential use (if number of dwellings/units is not known)		833.33	854.00	170.80	1,024.80	Vatable
Provision of 200-1,000 square metres of floor space or 0.5 hectares for other uses (where floorspace not known) e.g. equestrian/retail/commercial/industrial/ mixed development		416.67	427.00	85.40	512.40	Vatable
Development of land for other uses e.g. equestrian/retail/commercial/industrial/mixed development use with a site area of upto 1 hectare		416.67	427.00	85.40	512.40	Vatable
Change of use of land or buildings		416.67	427.00	85.40	512.40	Vatable
Additional hour (s) of officer and specialist time (to be agreed and paid in advance)		50.00	51.50	10.30	61.80	Vatable
Any subsequent response to further amendments		125.00	128.00	25.60	153.60	Vatable
Any subsequent meeting		208.33	213.50	42.70	256.20	Vatable
10 – 199 (inclusive) residential units						
Residential development (where the proposed number of units is not specified), with a site area of 0.5 hectares or more and less than four hectares		1,666.67	1,708.50	341.70	2,050.20	Vatable
Provision of 1,000 - 9,999 square metres of floor space for other uses e.g. equestrian/ retail/ commercial/industrial/ mixed development						
Development of land for other uses e.g. equestrian/retail/commercial/industrial/mixed development with a site area of one hectare or more and less than two hectares						
An hour of additional officer (including specialist) time (to be agreed and paid in advance)		62.50	64.00	12.80	76.80	Vatable
Any subsequent response to further amendments		208.33	213.50	42.70	256.20	Vatable
Any subsequent meeting		416.67	427.00	85.40	512.40	Vatable
200 or more residential units						
Residential development (where the proposed number of units is not specified) with a site area of four hectares or more		3,333.33	3,416.50	683.30	4,099.80	Vatable
Provision of 10,000 square metres or more of floor space for other uses e.g. equestrian/retail commercial/ industrial/ mixed development						
Development of land for other uses e.g. equestrian /retail / commercial / industrial / mixed development with a site area of two hectares or more						
Any subsequent response to further amendments		416.67	427.00	85.40	512.40	Vatable
An hour of additional officer (including specialist) time (to be agreed and paid in advance)		83.33	85.50	17.10	102.60	Vatable
Any subsequent meeting		625.00	640.50	128.10	768.60	Vatable

DEVELOPMENT MANAGEMENT - PRE-APPLICATION – Other Discretionary fees		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
General Policy/CIL/S106 related Advice	per hour of officer time. For those requests that will be longer, the fee will be agreed in advance.	125.00	128.00	25.60	153.60	Vatable
General Planning or other related advice not covered above	per hour	83.33	85.50	17.10	102.60	Vatable
Applications directly due to disability, or made by Town and Parish Councils	No charge					
Applications made by Registered Social Landlords (RSLs) or charities	It is at the Development Managers discretion to reduce the rates above for certain types of applications					
Assistance with filling in a planning application form or other related planning document.	per hour	62.50	64.00	12.80	76.80	Vatable
Admin charge for applications not submitted on the Planning Portal i.e postal or email.	per application	20.83	21.50	4.30	25.80	Vatable
Charging for invalid applications (that have not been made valid within 28 days or as indicated/agreed by the Councils validation team).	Householder, advertisements Certificates of Lawfulness & Prior notifications	41.67	42.50	8.50	51.00	Vatable
	Minor Applications	83.33	85.50	17.10	102.60	Vatable
	Major Applications	166.67	171.00	34.20	205.20	Vatable
Copy of Decision Notice, TPO, Appeal Decision Notice, Enforcement Notices, S111 etc	Per document	25.00	25.50	5.10	30.60	Vatable
Copy of S106 or Agreement	Per document	41.67	42.50	8.50	51.00	Vatable
Charges for paper copies of applications	Charge per whole application should all documents be requested. per householder	20.83	21.50	4.30	25.80	Vatable
	per Minor/Other	41.67	42.50	8.50	51.00	Vatable
	per major	83.33	85.50	17.10	102.60	Vatable
Charges per plan are based on the costs to copy and send out the document and are per sheet.	A0	6.67	7.00	1.40	8.40	Vatable
	A1	5.83	6.00	1.20	7.20	Vatable
	A2	5.00	5.00	1.00	6.00	Vatable
	A3	4.58	4.50	0.90	5.40	Vatable
	A4	3.75	4.00	0.80	4.80	Vatable
	A4 – subsequent copies	0.42	0.50	0.10	0.60	Vatable

Legal Services		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
Legal Services	Litigation Fees (per hour)	N/a	250.00	0.00	250.00	Non vatable
	Section 106 Agreements (per hour)	N/a	250.00	0.00	250.00	Non vatable

Standard Legal and Estates Fees for Property Transactions		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status	
Standard Legal Fees (Minimum)*	New Commercial Lease	535.00	595.00	0.00	595.00	Non vatable	
	Renewal Leases (on agreement with tenant)	105.00	115.00	0.00	115.00	Non vatable	
	Deed of Variation (at Tenant request)	265.00	300.00	0.00	300.00	Non vatable	
	Licence to Alter £250 £150 £400	265.00	300.00	0.00	300.00	Non vatable	
	Licence to Assign / Underlet £250 £150 £400	265.00	300.00	0.00	300.00	Non vatable	
	Deed of Grant/Release £500 £250 £750	535.00	595.00	0.00	595.00	Non vatable	
	Deed of Surrender £250 £150 £400	265.00	300.00	0.00	300.00	Non vatable	
	Licence for Use £150 £150 £300	160.00	180.00	0.00	180.00	Non vatable	
Standard Estates Fee*	Disposal - (at other party request) £500 £500 £1000	535.00	595.00	0.00	595.00	Non vatable	
	Deed of Variation (at Tenant request)	160.00	300.00	0.00	300.00	Non vatable	
	Licence to Alter £250 £150 £400	160.00	300.00	0.00	300.00	Non vatable	
	Licence to Assign / Underlet £250 £150 £400	160.00	300.00	0.00	300.00	Non vatable	
	Deed of Grant/Release £500 £250 £750	265.00	420.00	0.00	420.00	Non vatable	
	Deed of Surrender £250 £150 £400	160.00	300.00	0.00	300.00	Non vatable	
	Letter Licence n/a £50 £50	55.00	60.00	0.00	60.00	Non vatable	
	Licence for Use £150 £150 £300	160.00	180.00	0.00	180.00	Non vatable	
Combined Legal and Estates Fees *	Disposal - (at other party request)	535.00	595.00	0.00	595.00	Non vatable	
	Schedule of Condition (fee depends on property size)	115.00 to 585.00	115.00 to 595.00			Non vatable	
	New Commercial Lease	585.00	595.00	0.00	595.00	Non vatable	
	Renewal Leases (on agreement with tenant)	115.00	115.00	0.00	115.00	Non vatable	
	Deed of Variation (at Tenant request)	470.00	480.00	0.00	480.00	Non vatable	
	Licence to Alter	470.00	480.00	0.00	480.00	Non vatable	
	Licence to Assign / Underlet	470.00	480.00	0.00	480.00	Non vatable	
	Deed of Grant/Release	880.00	900.00	0.00	900.00	Non vatable	
* Legal and Estates Fee Exclusions:	Deed of Surrender	470.00	480.00	0.00	480.00	Non vatable	
	Letter Licence	59.00	60.00	0.00	60.00	Non vatable	
	Licence for Use	350.00	355.00	0.00	355.00	Non vatable	
	Disposal (at other party request)	1,170.00	1,190.00	0.00	1,190.00	Non vatable	
	Schedule of Condition (fee depends on property size)	115.00 to 585.00	115.00 to 595.00			Non vatable	
	* Legal and Estates Fee Exclusions:		Departure from Legal and Estates Fee Schedule				
	Council Contractors occupying property for service provision		In exceptional circumstances or if it is in the interest of the Council's commercial property portfolio, the Head of Legal Services, in respect of Legal fees or the Assistant Director with responsibility for Assets, in respect of Estates fees, can agree a reduction or waiver of fees, in consultation with the appropriate Executive Member whose portfolio includes Property and Assets.				
	Local Charities						
Community Organisations (Not for Profit)							

Resources		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
Administration	Freedom of Information enquiries (charge per hr for search costs over the £450 'Appropriate Limit');	25.00	25.00	0.00	25.00	Non vatable
	Freedom of Information photocopying - per sheet	1.00	1.00	0.00	1.00	Non vatable
Summons Costs - Council Tax/NNDR	Council Tax - Summons on application for Liability Order*	65.00	65.00	0.00	65.00	Non vatable
	Council Tax - Costs of Liability Order hearing*	45.00	45.00	0.00	45.00	Non vatable
	NNDR - Summons on application for Liability Order*	75.00	75.00	0.00	75.00	Non vatable
	NNDR - Costs of Liability Order hearing* * As approved by the Magistrates Court	45.00	45.00	0.00	45.00	Non vatable
Miscellaneous properties	Garage rents	14.00	14.50	2.90	17.40	Vatable

Environmental & Regulatory Services: Water Supplies		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
Private Water Supplies	Risk Assessment or Investigation (fee per hour)	66.00	68.00	0.00	68.00	Non vatable
	Sampling – each visit – fixed fee	129.00	132.00	0.00	132.00	Non vatable
	Granting and Authorisation - fixed fee plus hourly rate applies	129.00	132.00	0.00	132.00	Non vatable
Sample Analysis	Taken under Regulation 10					
	Taken during check monitoring	at cost	at cost		at cost	Non vatable
	Taken during audit monitoring					
Regulation of Pollution from Industrial Sources <i>Fees as laid down by the Secretary of State</i>	- Environmental Permitting Regulations 2010 <i>Please refer to www.gov.uk/local-authority-environmental-permit</i>					
Environmental Information Regulations – Search Fees	Basic administration charge	25.00	25.00	0.00	25.00	Non vatable
	Contaminated Land information request	80.00	80.00	0.00	80.00	Non vatable

Environmental & Regulatory Services: Food Health & Safety		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
Export of Food Products	Food Export Health Certificate (including first hour of officer time)	70.00	72.00	0.00	72.00	Non vatable
	DEFRA Export Health Certificate	135.00	138.00	0.00	138.00	Non vatable
	Officer hourly rate after first hour	49.00	50.00	0.00	50.00	Non vatable
Other Products & Services	E-learning	37.00	Na	Na	Na	Non vatable
	Safer Food, Better Business Information Pack	16.00	16.00	0.00	16.00	Non vatable
	Safer Food Better Business Diary Sheets (per pack)	5.00	5.00	0.00	5.00	Non vatable
	Food Hygiene Rating Re-visit	205.00	210.00	0.00	210.00	Non vatable
	Condemned Food Certificate	102.00	105.00	0.00	105.00	Non vatable

Environmental & Regulatory Services: Licencing Animal Welfare		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
Breeding of Dogs ¹	New Application	466.00	501.00	0.00	501.00	Non vatable
	Renewal (1 to 3 years depending on rating + annual inspection)	367.00	395.00	0.00	395.00	Non vatable
Horse Riding Establishments ¹	New Application	534.00	574.00	0.00	574.00	Non vatable
	Renewal (1 to 3 years depending on rating + annual inspection)	367.00	395.00	0.00	395.00	Non vatable
Pet Shops	New Application	360.00	387.00	0.00	387.00	Non vatable
	Renewal (1 to 3 years depending on rating)	307.00	330.00	0.00	330.00	Non vatable
Keeping or Training Animals for Exhibition	New Application	360.00	387.00	0.00	387.00	Non vatable
	Renewal (3 years)	307.00	330.00	0.00	330.00	Non vatable
Home Boarding for Dogs (Day-time or overnight care within the home environment)	New Application	360.00	387.00	0.00	387.00	Non vatable
	Renewal (1 to 3 years depending on rating)	307.00	330.00	0.00	330.00	Non vatable
Providing Boarding in Kennels	Dogs - New Application – up to 50 dogs	360.00	387.00	0.00	387.00	Non vatable
	Dogs - Renewal (1 to 3 years depending on rating) – up to 50 dogs	307.00	330.00	0.00	330.00	Non vatable
	Dogs - New Application – over 50 dogs	420.00	452.00	0.00	452.00	Non vatable
	Dogs - Renewal (1 to 3 years depending on rating)– over 50 dogs	367.00	395.00	0.00	395.00	Non vatable
	Cats - New Application – up to 50 cats	360.00	387.00	0.00	387.00	Non vatable
	Cats - Renewal (1 to 3 years depending on rating) – up to 50 cats	307.00	330.00	0.00	330.00	Non vatable
	Cats - New Application – over 50 cats	420.00	452.00	0.00	452.00	Non vatable
	Cats - Renewal (1 to 3 years depending on rating)– over 50 cats	367.00	395.00	0.00	395.00	Non vatable
Total charge is the amount as shown plus veterinary fees						

Environmental & Regulatory Services: Licencing Animal Welfare		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
Providing Day Care for Dogs	New Application – up to 50 dogs	327.00	352.00	0.00	352.00	Non vatable
	Renewal (1 to 3 years depending on rating) – up to 50 dogs	307.00	330.00	0.00	330.00	Non vatable
	New Application – over 50 dogs	420.00	452.00	0.00	452.00	Non vatable
	Renewal (1 to 3 years depending on rating)– over 50 dogs	367.00	395.00	0.00	395.00	Non vatable
Supplementary Fees	Franchise Licence – Dog Boarding only ¹	146.00	157.00	0.00	157.00	Non vatable
	Host Fee ²	174.00	187.00	0.00	187.00	Non vatable
	Additional Activity ³	61.00	66.00	0.00	66.00	Non vatable
	Variation Fee e.g. amendment to a licence	33.00	35.00	0.00	35.00	Non vatable
	Inspection Fee ⁴	161.00	173.00	0.00	173.00	Non vatable
	Re-Rating Fee ⁵	167.00	180.00	0.00	180.00	Non vatable
	Admin Fee (Dog Breeding/Horse Riding Establishment Recharge Admin Fee)	30.00	33.00	0.00	33.00	Non vatable
¹ Host fees will be required in addition to this licence						
² Required per host family of a dog boarding franchise						
³ Payable in addition to the appropriate licence fees where more than one activity is undertaken at the same premises						
⁴ Payable if an inspection is required in addition to the initial inspection required included within the licence fee						
⁵ Inspection and licence amendment for re-rating of the current star rating						
Dangerous Wild Animals	New Application ¹	447.00	481.00	0.00	481.00	Non vatable
	Renewal (2 years) ¹	394.00	424.00	0.00	424.00	Non vatable
Zoos	s14(2) dispensation - New Application ¹	1,554.00	1,671.00	0.00	1,671.00	Non vatable
	s14(2) dispensation - Renewal (6 years) ¹	2,101.00	2,259.00	0.00	2,259.00	Non vatable
	No dispensation - New Application ¹	2,482.00	2,668.00	0.00	2,668.00	Non vatable
	No dispensation - Renewal (6 years) ¹	3,495.00	3,757.00	0.00	3,757.00	Non vatable
¹ Total charge is the amount as shown plus veterinary fees						

Environmental & Regulatory Services: Licencing Taxes		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
Drivers Licence	Hackney Carriage / Private Hire / Dual - 3 year – new application	289.00	311.00	0.00	311.00	Non vatable
	Hackney Carriage / Private Hire / Dual - 3 year – renewal	213.00	229.00	0.00	229.00	Non vatable
	Single Private Hire to Dual Licence transfer	63.00	68.00	0.00	68.00	Non vatable
Vehicle Licence – all 1 year	Hackney Carriage vehicle – new application	289.00	311.00	0.00	311.00	Non vatable
	Hackney Carriage vehicle – renewal	213.00	229.00	0.00	229.00	Non vatable
	Private Hire vehicle – new application	289.00	311.00	0.00	311.00	Non vatable
	Private Hire vehicle – renewal	213.00	229.00	0.00	229.00	Non vatable
	Transfer of vehicle licence – to another person	29.00	31.00	0.00	31.00	Non vatable
	Transfer of vehicle licence – to another vehicle (1 year)	208.00	224.00	0.00	224.00	Non vatable
	Transfer of vehicle licence – to another vehicle (remainder of plate)	99.00	106.00	0.00	106.00	Non vatable
	Temporary vehicle (Insurance Company)	289.00	311.00	0.00	311.00	Non vatable
Private Hire Operators	Change of registration number	99.00	106.00	0.00	106.00	Non vatable
	Operator Licence – 5 year – new application	462.00	497.00	0.00	497.00	Non vatable
	Operator Licence – 1 year – new application / renewal	116.00	125.00	0.00	125.00	Non vatable
Other Fees	Knowledge Test	87.00	94.00	0.00	94.00	Non vatable
	Replacement driver's badge	32.00	34.00	0.00	34.00	Non vatable
	Replacement external plate	39.00	42.00	0.00	42.00	Non vatable
	Replacement internal plate	32.00	34.00	0.00	34.00	Non vatable
	Vehicle bracket	12.00	13.00	0.00	13.00	Non vatable
	Administration charge for any other requests	29.00	31.00	0.00	31.00	Non vatable

Environmental & Regulatory Services: Licencing Street Trading		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
Street Trading Licences	Witney & Chipping Norton – annual	3,182.00	3,421.00	0.00	3,421.00	Non vatable
	Witney & Chipping Norton – 3 months	948.00	1,019.00	0.00	1,019.00	Non vatable
	All other consents – annual	2,127.00	2,287.00	0.00	2,287.00	Non vatable
	All other consents – 3 months	683.00	734.00	0.00	734.00	Non vatable
	Individual Trader Day Rate (per stall)	74.00	80.00	0.00	80.00	Non vatable
Pavement licencing (2 year period)	New	185.00	199.00	0.00	199.00	Non vatable
	Renewal	150.00	161.00	0.00	161.00	Non vatable

Environmental & Regulatory Services: Markets						
Chipping Norton	per day per 10' frontage or pro-rata	22.00	22.00	0.00	22.00	Non vatable
	per day casual	31.00	31.00	0.00	31.00	Non vatable
	plus per canopy, per pitch, per day	3.00	3.00	0.00	3.00	Non vatable
Witney	per day per 10' frontage or pro-rata	23.00	23.00	0.00	23.00	Non vatable
	per day casual	32.00	32.00	0.00	32.00	Non vatable
	plus per canopy, per pitch, per day	3.00	3.00	0.00	3.00	Non vatable
	Farmers Market - per site	349.00	349.00	0.00	349.00	Non vatable

Environmental & Regulatory Services: Licencing Other		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
Scrap Metal	Dealer (Site) Licence – New Application / Renewal	711.00	764.00	0.00	764.00	Non vatable
	Collector's Licence – New Application / Renewal	711.00	764.00	0.00	764.00	Non vatable
	variation fee	74.00	80.00	0.00	80.00	Non vatable
Cosmetic Piercing (Accupuncture, Tattoo, Ear Piercing & Electrolysis)	Premises registration	250.00	269.00	0.00	269.00	Non vatable
	Personal registration	186.00	200.00	0.00	200.00	Non vatable
Sex Shop, Sex Cinema or Sexual Entertainment Venue	Please contact ers@publicagroup.uk to discuss your requirements					
Houses in Multiple Occupation	HMO Licence (3 years)	802.00	822.00	0.00	822.00	Non vatable
Advisory Services	The council offers regulatory service support and advice as part of the Better Business for all partnership (https://www.thegrowthhub.biz/support-hub/better-business-for-all); please contact ers@publicagroup.uk to discuss your requirements.					
Alcohol & Entertainment (Licensing Act 2003)	<i>Fees as laid down by the Secretary of State – please refer to www.gov.uk</i>					

Environmental & Regulatory Services: Licencing Caravan & Campsites		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
New site application	- 5 or less units	408.00	418.00	0.00	418.00	Non vatable
	- 6 to 24 units	543.00	557.00	0.00	557.00	Non vatable
	- 25 to 99 units	653.00	669.00	0.00	669.00	Non vatable
	- 100 to 199 units	750.00	769.00	0.00	769.00	Non vatable
	- 200 units and over	860.00	882.00	0.00	882.00	Non vatable
Annual Fee for existing site licence	- 5 or less units	343.00	352.00	0.00	352.00	Non vatable
	- 6 to 24 units	452.00	463.00	0.00	463.00	Non vatable
	- 25 to 99 units	563.00	577.00	0.00	577.00	Non vatable
	- 100 to 199 units	653.00	669.00	0.00	669.00	Non vatable
	- 200 units and over	757.00	776.00	0.00	776.00	Non vatable
Other Fees	Transfer / amendment of existing site licence	129.00	132.00	0.00	132.00	Non vatable
	Change Site Conditions	129.00	132.00	0.00	132.00	Non vatable
	Site Rules Deposit	65.00	67.00	0.00	67.00	Non vatable
	Administrative and other expenses to serve notice under the Mobile Homes Act 2013	388.00	398.00	0.00	398.00	Non vatable

Environmental & Regulatory Services: Licencing Gambling Act		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
Betting Premises (excluding Tracks)	New Premises	519.00	558.00	0.00	558.00	Non vatable
	Vary Premises	519.00	558.00	0.00	558.00	Non vatable
	Transfer of Premises	116.00	125.00	0.00	125.00	Non vatable
	Reinstatement of Premises	232.00	249.00	0.00	249.00	Non vatable
	Provisional Statement	519.00	558.00	0.00	558.00	Non vatable
	New Premises with Provisional	96.00	103.00	0.00	103.00	Non vatable
	Annual Fee	205.00	220.00	0.00	220.00	Non vatable
	Copy of Licence (Set cap of £25.00)	25.00	25.00	0.00	25.00	Non vatable
Notification of change		34.00	37.00	0.00	37.00	Non vatable
For all other premises licence fees, please contact ers@publicagroup.uk.						
The fees for gaming machine permits are set nationally – please refer to: https://www.gamblingcommission.gov.uk/licensees-and-businesses/licences-and-fees						
Lotteries and Amusements (Fees set nationally)	Small Lottery – new application	40.00	40.00	0.00	40.00	Non vatable
	Small Lottery – renewal	20.00	20.00	0.00	20.00	Non vatable

Environmental & Regulatory Services: Premises Li		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
Number of people						
	5,000-9,999	1,000.00	1,000.00	0.00	1,000.00	Non vatable
	10,000-14,999	2,000.00	2,000.00	0.00	2,000.00	Non vatable
	15,000-19,999	4,000.00	4,000.00	0.00	4,000.00	Non vatable
	20,000-29,999	8,000.00	8,000.00	0.00	8,000.00	Non vatable
*Events that exceed 5,000 people will be liable for an additional fee to be charged on an application for a premises licence authorising the event.	30,000-39,999	16,000.00	16,000.00	0.00	16,000.00	Non vatable
	40,000-49,999	24,000.00	24,000.00	0.00	24,000.00	Non vatable
	50,000-59,999	32,000.00	32,000.00	0.00	32,000.00	Non vatable
	60,000-69,999	40,000.00	40,000.00	0.00	40,000.00	Non vatable
	70,000-79,999	48,000.00	48,000.00	0.00	48,000.00	Non vatable
	80,000-89,999	56,000.00	56,000.00	0.00	56,000.00	Non vatable
	90,000 and over	64,000.00	64,000.00	0.00	64,000.00	Non vatable
Note: Fees are determined by Government						

Environmental & Regulatory Services: Community Safety & Licensing (Licensing Act 2003) Premises Licences		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
Fees relating to applications for premises licences, club premises certificates, variations, (but not changes of name and address etc or changes of designated premises supervisor) the conversion of existing licences, and conversion/variations should be graduated using five bands as shown:	BAND A	100.00	100.00	0.00	100.00	Non vatable
	BAND B	190.00	190.00	0.00	190.00	Non vatable
	BAND C	315.00	315.00	0.00	315.00	Non vatable
	BAND D	450.00	450.00	0.00	450.00	Non vatable
	BAND E	635.00	635.00	0.00	635.00	Non vatable
The annual charges payable by those holding licences and club premises certificates:	BAND A	70.00	70.00	0.00	70.00	Non vatable
	BAND B	180.00	180.00	0.00	180.00	Non vatable
	BAND C	295.00	295.00	0.00	295.00	Non vatable
	BAND D	320.00	320.00	0.00	320.00	Non vatable
	BAND E	350.00	350.00	0.00	350.00	Non vatable
Particular types of premises which do not have non-domestic rateable values would be allocated to Band A The various non-domestic rateable values should be allocated to bands in the following way: Note:*Non-Domestic rateable value	BAND A				*£0-£4,300	Non vatable
	BAND B				*£4,301-£33,000	Non vatable
	BAND C				*£33,001-£87,000	Non vatable
	BAND D				*£87,001-£125,000	Non vatable
	BAND E				*£125,001 and over	Non vatable
*No fee or annual charge would be payable by church halls, chapel halls or other premises of a similar nature and village halls, parish and community halls or other premises of a similar nature for a premises licence authorising only the provision of regulated entertainment. No fee or annual charge would be payable by a school providing education for pupils up to year 13 or a sixth form college for a premises licence authorising only the provision of regulated entertainment carried on by the school or sixth from college.						
Temporary Events Notice		21.00	21.00	0.00	21.00	Non vatable
Personal Licence		37.00	37.00	0.00	37.00	Non vatable
Minor Variations procedure		89.00	89.00	0.00	89.00	Non vatable
Note: Fees determined by Government						

Environmental & Regulatory Services: Community Safety & Licensing (Licensing Act 2003) Miscellaneous Fees		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
Miscellaneous Fees	Application for a grant or renewal of personal licence	37.00	37.00	0.00	37.00	Non vatable
	Temporary event notices	21.00	21.00	0.00	21.00	Non vatable
	Theft, loss etc of premises licence or summary	10.50	10.50	0.00	10.50	Non vatable
	Application for a provisional statement where premises being built, etc	195.00	195.00	0.00	195.00	Non vatable
	Notification of change of name or address	10.50	10.50	0.00	10.50	Non vatable
	Application to vary to specify individual as premises supervisor	23.00	23.00	0.00	23.00	Non vatable
	Application for transfer of premises licence	23.00	23.00	0.00	23.00	Non vatable
	Interim authority notice following death etc. of licence holder	23.00	23.00	0.00	23.00	Non vatable
	Theft, loss etc of certificate or summary	10.50	10.50	0.00	10.50	Non vatable
	Notification of change of name or alteration of club rules	10.50	10.50	0.00	10.50	Non vatable
	Change of relevant registered address of club	10.50	10.50	0.00	10.50	Non vatable
	Theft, loss etc of temporary event notice	10.50	10.50	0.00	10.50	Non vatable
	Theft, loss etc of personal licence	10.50	10.50	0.00	10.50	Non vatable
	Duty to notify change of name or address	10.50	10.50	0.00	10.50	Non vatable
	Right of freeholder etc to be notified of licensing matters	21.00	21.00	0.00	21.00	Non vatable
Note: Fees determined by Government						

Environmental & Regulatory Services: Environmental Services Penalty Notices		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
Fine for Dog Fouling		50.00	50.00	0.00	50.00	Non vatable
Off Street Parking enforcement	Higher Level Contravention paid after service of charge certificate*	105.00	105.00	0.00	105.00	Non vatable
	Higher Level Contravention paid after 14 days but before service of charge certificate*	70.00	70.00	0.00	70.00	Non vatable
	Higher level contravention paid within 14 days*	35.00	35.00	0.00	35.00	Non vatable
	Lower Level Contravention paid after service of charge certificate*	75.00	75.00	0.00	75.00	Non vatable
	Lower level contravention paid within 14 days*	50.00	50.00	0.00	50.00	Non vatable
	Lower level contravention paid within 14 days*	25.00	25.00	0.00	25.00	Non vatable
Operational Guidance to Local Authorities: Parking Policy and enforcement. Department for Transport. Traffic Management Act 2004						
Nuisance parking	Fixed penalty notices (FPN's)*	100.00	100.00	0.00	100.00	Non vatable
	If paid within 14 days	75.00	75.00	0.00	75.00	Non vatable
Abandoned vehicles	Fixed penalty notices (FPN's)*	200.00	200.00	0.00	200.00	Non vatable
	If paid within 14 days	150.00	150.00	0.00	150.00	Non vatable
*statutory fee						

Environmental & Regulatory Services: Penalty Notices		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
Depositing litter & Graffiti	Fixed penalty notices (FPN's)*	80.00	500.00	0.00	500.00	Non vatable
	If paid within 14 days	60.00	250.00	0.00	250.00	Non vatable
Fly-posting	Fixed penalty notices (FPN's)*	80.00	80.00	0.00	80.00	Non vatable
	If paid within 14 days	60.00	60.00	0.00	60.00	Non vatable
Unauthorised distribution of free printed matter	Fixed penalty notices (FPN's)*	80.00	150.00	0.00	150.00	Non vatable
	If paid within 14 days	60.00	75.00	0.00	75.00	Non vatable
Failure to comply with a waste receptacles notice	Fixed penalty notices (FPN's)*	80.00	80.00	0.00	80.00	Non vatable
	If paid within 14 days	60.00	60.00	0.00	60.00	Non vatable
Failure to comply with a street litter control notice	Fixed penalty notices (FPN's)*	110.00	110.00	0.00	110.00	Non vatable
	If paid within 14 days	83.00	83.00	0.00	83.00	Non vatable
Failure to comply with a litter clearing notice	Fixed penalty notices (FPN's)*	110.00	110.00	0.00	110.00	Non vatable
	If paid within 14 days	83.00	83.00	0.00	83.00	Non vatable
Failure to produce waste documents	Fixed penalty notices (FPN's)*	300.00	300.00	0.00	300.00	Non vatable
	If paid within 14 days	180.00	180.00	0.00	180.00	Non vatable
Failure to produce authority to transport waste	Fixed penalty notices (FPN's)*	300.00	300.00	0.00	300.00	Non vatable
	If paid within 14 days	180.00	180.00	0.00	180.00	Non vatable
Smoking in smoke free premises or work vehicles	Fixed penalty notices (FPN's)*	50.00	50.00	0.00	50.00	Non vatable
	If paid within 14 days	30.00	30.00	0.00	30.00	Non vatable
Failure to display no smoking signs	Fixed penalty notices (FPN's)*	200.00	200.00	0.00	200.00	Non vatable
	If paid within 14 days	150.00	150.00	0.00	150.00	Non vatable
Unlawful deposit of waste	Fixed penalty notices (FPN's)*	400.00	1,000.00	0.00	1,000.00	Non vatable
	If paid within 10 days	200.00	500.00	0.00	500.00	Non vatable
Householder Duty of Care	Fixed penalty notices (FPN's)*	400.00	600.00	0.00	600.00	Non vatable
	If paid within 10 days	200.00	300.00	0.00	300.00	Non vatable
Smoke and Carbon Monoxide Regulations	Fixed penalty notices (FPN's)*	5,000.00	5,000.00	0.00	5,000.00	Non vatable
Housing Act 2004 Charging for Notices	Charge for Notice served	355.00	355.00	0.00	355.00	Non vatable
Minimum Energy Performance Certificate	The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015.	5,000.00	5,000.00	0.00	5,000.00	Non vatable
*statutory fee						

BUILDING CONTROL – GENERAL NOTES

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

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

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

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

Full Plans Applications Charges

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

Building Notice Applications Charges

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

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

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

Regularisation Applications (Retrospective Works) Charges

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

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

Works to provide access and facilities for disabled persons

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

Building Control		2024/2025	2025/2026	VAT	2025/2026	VAT Status
		Basic Charge	Basic Charge	£ p	Total Charge	
		£ p	£ p	£ p	£ p	

TABLE A – NEW DWELLINGS e.g. flats, houses with total floor area of less than 300m²)

Dwellings 1	Full Plans Charge	647.00	663.00	132.60	795.60	Vatable
	Building Notice Charge	704.00	722.00	144.40	866.40	Vatable
Dwellings 2+		Price on application				
<p>a) Where more than 1 dwelling is proposed, charges will be calculated on an individual application basis; please contact Building Control for a competitive quotation.</p> <p>b) New dwellings over 300m² in floor area – charges to be</p> <p>c) No additional fees are payable for different associated garages, built at the same time as the dwelling(s) concerned.</p> <p>d) Local Authority Building Control (LABC) can provide competitively priced 10 year Structural Warranties for new housing (including conversions, social housing, self-build and competed housing) and commercial buildings. For more details and prices contact 0845 0540505 or www.labcwarranty.co.uk.</p>						

TABLE B – DOMESTIC AND COMMERCIAL EXTENSIONS TO A SINGLE BUILDING

Erection / Extension of a garage (30m ² to 60m ²)	Full Plans Charge	316.00	324.00	64.80	388.80	Vatable
	Building Notice Charge	347.00	356.00	71.20	427.20	Vatable
Garage conversion to habitable accommodation	Full Plans Charge	237.00	243.00	48.60	291.60	Vatable
	Building Notice Charge	260.00	267.00	53.40	320.40	Vatable
Loft conversion up to 100m ²	Full Plans Charge	631.00	647.00	129.40	776.40	Vatable
	Building Notice Charge	694.00	711.00	142.20	853.20	Vatable
Loft conversion over 100m ²		Price on application				
Extension up to 20m ²	Full Plans Charge	489.00	501.00	100.20	601.20	Vatable
	Building Notice Charge	537.00	550.00	110.00	660.00	Vatable
Extension 20m ² up to 60m ²	Full Plans Charge	647.00	663.00	132.60	795.60	Vatable
	Building Notice Charge	704.00	722.00	144.40	866.40	Vatable
Extension 60m ² up to 100m ²	Full Plans Charge	813.00	833.00	166.60	999.60	Vatable
	Building Notice Charge	894.00	916.00	183.20	1,099.20	Vatable
Extension over 100m ²		Price on application				

Notes:

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

TABLE C – ALL OTHER WORK

Under £1,000	Full Plans Charge	117.00	120.00	24.00	144.00	Vatable
	Building Notice Charge	128.00	131.00	26.20	157.20	Vatable
£1,001 to £5,000	Full Plans Charge	233.00	239.00	47.80	286.80	Vatable
	Building Notice Charge	256.00	262.00	52.40	314.40	Vatable
£5,001 to £10,000	Full Plans Charge	311.00	319.00	63.80	382.80	Vatable
	Building Notice Charge	342.00	351.00	70.20	421.20	Vatable
£10,001 to £20,000	Full Plans Charge	427.00	438.00	87.60	525.60	Vatable
	Building Notice Charge	470.00	482.00	96.40	578.40	Vatable
£20,001 to £30,000	Full Plans Charge	606.00	621.00	124.20	745.20	Vatable
	Building Notice Charge	667.00	684.00	136.80	820.80	Vatable
£30,001 to £40,000	Full Plans Charge	739.00	757.00	151.40	908.40	Vatable
	Building Notice Charge	813.00	833.00	166.60	999.60	Vatable
£40,001 to £50,000	Full Plans Charge	854.00	875.00	175.00	1,050.00	Vatable
	Building Notice Charge	939.00	962.00	192.40	1,154.40	Vatable
£50,001 to £60,000	Full Plans Charge	1,048.00	1,074.00	214.80	1,288.80	Vatable
	Building Notice Charge	1,153.00	1,182.00	236.40	1,418.40	Vatable
£60,001 to £70,000	Full Plans Charge	1,127.00	1,155.00	231.00	1,386.00	Vatable
	Building Notice Charge	1,239.00	1,270.00	254.00	1,524.00	Vatable
£70,001 to £80,000	Full Plans Charge	1,242.00	1,273.00	254.60	1,527.60	Vatable
	Building Notice Charge	1,365.00	1,399.00	279.80	1,678.80	Vatable
Over £80,000		Price on application				

For competitive quotations for projects over £80,000 please contact the 01993 861651 or by emailing building.control@westoxon.gov.uk

Building Control	2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
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TABLE C – ALL OTHER WORK <i>continued</i>						
Electrical installations if not using a competent electrical engineer	Full Plans Charge	491.00	503.00	100.60	603.60	Vatable
	Building Notice Charge	540.00	554.00	110.80	664.80	Vatable
New windows install by non FENSA opp – up to 8 windows	Full Plans Charge	128.00	131.00	26.20	157.20	Vatable
	Building Notice Charge	141.00	145.00	29.00	174.00	Vatable
New windows install by non FENSA opp – over to 8 windows		Price on application				
Notes on additional services:						
<p>a) Local Authority Building Control (LABC) can provide competitively priced 10 year Structural Warranties for new commercial buildings. For more details and prices contact 0845 0540505 or www.labcwarranty.co.uk.</p> <p>b) SAP/EPC and SBEM calculations can be provided – price on application.</p> <p>c) Air pressure testing can be provided – price on application.</p> <p>For more information please contact: The building control team on 01993 861651 or Email: building.control@westoxon.gov.uk</p>						

TABLE D – ADDITIONAL SERVICES						
Additional Services	Charge to administer an application which has not been visited for 10 years.	156.00	160.00	32.00	192.00	Vatable
	Services will be charged on an hourly rate of £ 73.00 per hour (including VAT).	78.00	80.00	16.00	96.00	Vatable
<ul style="list-style-type: none"> · Other relevant services not covered by the previous tables may be undertaken on a 'cost recovery' basis. · Provision of Completion Certificates e.g. where requested more than six months after completion of the building work · Advisory work in connection with i) demolition of buildings and ii) dangerous structures 						


Environmental Services		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
Dog Control (Release of an impounded Stray Dog)	Statutory Fee	25.00	25.00	0.00	25.00	Non vatable
	Kennelling per day	24.00	At cost	At cost	At cost	Non vatable
	Administration Fee	87.00	190.00	0.00	190.00	Non vatable
	Delivery Charge (Optional return of dog to owner by the kennels)	70.80	85.00	17.00	102.00	Vatable
Note: The cost of veterinary treatment will be passed on in full to the dog owner. Owners in receipt of an income-related benefit shall only be charged for kennelling and the delivery charge (if requested), plus any veterinary costs incurred. This only applies in respect of the first recorded stray. Thereafter, full charges apply.						
Other Services	Public Sewer Searches*	30.00	30.00	0.00	30.00	Non vatable
	Chipping Norton Mop Fair	5,565.00	5,704.00	0.00	5,704.00	Non vatable
	Woodstock Fair	2,935.00	3,008.00	0.00	3,008.00	Non vatable
Home Improvement Agency:**	Agency Fees for Grant-aided Works up to £5,000	17% of cost	15% of cost			As Applicable
	Agency Fees for balance of Grant-aided Works Above £5,000	14% of cost	15% of cost			As Applicable
	Small Repairs Fee - Estimates quoted at £20 per hour plus VAT (if applicable) plus cost of materials used					As Applicable
	Agency Fees for balance of Grant-aided Works Above £5,000	14% of cost	15% of cost			As Applicable
	Small Repairs Fee - Estimates quoted at £20 per hour plus VAT (if applicable) plus cost of materials used					As Applicable
*statutory fee **fees could be subject to change depending upon contract variations						

Street Signage, Naming and Numbering		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
Address and Street Name Amendments	Change of address	75.00	77.00	0.00	77.00	Non vatable
	Allocating a name to a property or allocating a number to a named property	75.00	77.00	0.00	77.00	Non vatable
	Change of a commercial building address	75.00	77.00	0.00	77.00	Non vatable
	Change of street name at residents, developers or parish/town council request	448.00	459.00	0.00	459.00	Non vatable
	Plus additional charge per property/unit where consultation with existing residents is to be carried out by WODC	50.00	51.00	0.00	51.00	Non vatable
Naming and numbering of a block of flats	Block of flats: up to 20 flats	226.00	232.00	0.00	232.00	Non vatable
	Block of flats: 21-50 flats	300.00	300.00	0.00	300.00	Non vatable
	Block of flats: 51+ flats	400.00	400.00	0.00	400.00	Non vatable
Naming and numbering of new properties including commercial buildings	Per Unit up to 5 plots	75.00	77.00	0.00	77.00	Non vatable
	6 - 25 plots	639.00	655.00	0.00	655.00	Non vatable
	26 - 75 plots	995.00	1,020.00	0.00	1,020.00	Non vatable
	76 - 150 plots	1,422.00	1,458.00	0.00	1,458.00	Non vatable
	151 - 250 plots	1,778.00	1,822.00	0.00	1,822.00	Non vatable
	251 - 350 plots	2,133.00	2,186.00	0.00	2,186.00	Non vatable
	351 - 500 plots	2,489.00	2,551.00	0.00	2,551.00	Non vatable
501 or more plots	2,843.00	2,914.00	0.00	2,914.00	Non vatable	
Additional charges where new street names are required:	1 - 5 new street names	285.00	292.00	0.00	292.00	Non vatable
	6 - 10 new street names	569.00	583.00	0.00	583.00	Non vatable
	11 or more new street names	711.00	729.00	0.00	729.00	Non vatable
Additional charge where new Court names are required	Per Court name	168.00	172.00	0.00	172.00	Non vatable
Charge for a developer amending plans after naming and numbering has commenced.		151.00	155.00	0.00	155.00	Non vatable
Providing a Letter of Certification	Per letter of address certification	25.00	25.00	0.00	25.00	Non vatable
Charges for preparing site location plans and supervising the installation of street nameplates	1-4 Nameplates	209.90	215.00	43.00	258.00	Vatable
	5-8 Nameplates	269.80	277.00	55.40	332.40	Vatable
	9-12 Nameplates	329.80	338.00	67.60	405.60	Vatable
	13-16 Nameplates	389.80	400.00	80.00	480.00	Vatable
	17-20 Nameplates	449.80	461.00	92.20	553.20	Vatable
	21-24 Nameplates	509.70	522.00	104.40	626.40	Vatable
	25-28 Nameplates	569.60	584.00	116.80	700.80	Vatable
29+ Nameplates	599.50	614.00	122.80	736.80	Vatable	
The charges above include all necessary administration, site visits to carry out existing address checks, establishing any new street names required and the publishing of the new addresses to relevant organisations						

Environmental Services:		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
Prepaid items	*Pre paid plastic sacks - per sack (Refuse)	4.00	4.00	0.00	4.00	Non vatable
	*Pre paid stickers - per sticker (Refuse)	4.00	4.00	0.00	4.00	Non vatable
	*Pre paid plastic sacks - per sack (Recycling)	4.00	4.00	0.00	4.00	Non vatable
	*Pre paid stickers - per sticker (Recycling)	4.00	4.00	0.00	4.00	Non vatable
*Service to be available where wheeled bins are unsuitable						
For Domestic use only:- Bulky household waste charges	Contaminated bin	140.00	144.00	0.00	144.00	Non vatable
Waste collection from commercial establishments. (See page 12.27 for chargeable items)						
Green Waste Collection		50.00	52.50	0.00	52.50	Non vatable
Recovery of Abandoned Trolleys (per trolley)		98.00	100.00	20.00	120.00	Vatable
Container Delivery	Black Boxes & Food Caddies	6.00	6.00	0.00	6.00	Non vatable
	Household Waste Bin 240ltr	12.00	12.00	0.00	12.00	Non vatable
	Larger Waste Bins 1100 & 660ltrs	23.00	24.00	0.00	24.00	Non vatable
Emptying of litter/dog waste bins	Per empty	8.37	8.37	0.00	8.37	Non vatable
Installing/relocating Litter/Dog Waste bins	Per bin	0.00	45.00	0.00	45.00	Non vatable
Trade Waste Fees	Charges disclosed on customer enquiry					

Bulky Household Waste Collection Service		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
Normal Household items*	Up to 3 items	34.00	40.00	0.00	40.00	Non vatable
	Each additional item with a limit of up to two additional items	12.00	14.00	0.00	14.00	Non vatable
Non - standard household items	Non - standard household items	34.00	40.00	0.00	40.00	Non vatable
Please refer to www.Westoxon.gov.uk for the up to date list of collectable items.						
Note: The Council will not collect the following items: Asbestos, Bricks, Builders Rubble, Car Shells, Chemicals, Gas Bottles, Oil Drums, Paint, Trailers, Vehicle Engines (or other parts) or Vehicle wheels/tyres						

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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 – 15 JANUARY 2025</p>
<p>Subject</p>	<p>BUSINESS RATES RELIEF: 2025/2026. RETAIL, HOSPITALITY AND LEISURE SCHEME</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 – Interim Executive Director, Resident Services. Email: jon.dearing@westoxon.gov.uk</p>
<p>Report Author</p>	<p>Mandy Fathers – Business Manager, Environmental, Welfare and Revenues. Email: mandy.fathers@westoxon.gov.uk</p>
<p>Purpose</p>	<p>To consider a scheme of rate relief for retail premises as outlined by Government in the Autumn Statement 2024.</p>
<p>Annex</p>	<p>Annex A – Retail, Hospitality and Leisure Discount Criteria.</p>
<p>Recommendations</p>	<p>That the Executive resolves to recommend to Council to:</p> <ol style="list-style-type: none"> 1. Approve the Retail, Hospitality and Leisure scheme as set out in Annex A for 2025/2026; 2. Delegate authority to the Interim Executive Director for Resident Services for the award of such reliefs.
<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>Chief Executive, Chief Finance Officer, Monitoring Officer, Interim Head of Legal Services. Interim Executive Director, Managing Director (Publica)</p>

1. BACKGROUND

- 1.1 Retail, hospitality and leisure properties not qualifying for small business rates relief currently receive a 75% business rates discount, subject to a cap of £110,000 per business. This relief is to continue for 2025/26, but with the rate of discount cut to 40%.

2. MAIN POINTS

- 2.1 Local authorities are expected to use their discretionary relief powers (under section 47 of the Local Government Finance Act 1988, as amended) to grant these discounts in line with the relevant eligibility criteria as detailed within Annex A (attached).
- 2.2 The Council will be compensated for the cost of granting these discounts through a section 31 grant from government.
- 2.3 Guidance has been provided in respect of which businesses should benefit from this relief and those that should not as detailed within the attached Annex. The Council's Discretionary Rate Relief policy will also be amended with a separate annex detailing the qualifying criteria.
- 2.4 These changes will take effect from 1 April 2025.
- 2.5 The team responsible for the administration of Business Rates will identify those businesses eligible for this relief and apply it to their 2025/2026 liability. Those eligible businesses will see the reduction on their annual business rate demand notice.

3. ALTERNATIVE OPTIONS

- 3.1 None

4. FINANCIAL IMPLICATIONS

- 4.1 Central government will fully reimburse local authorities for the local share of relief awarded to those qualifying businesses entitled to this relief using a grant under section 31 of the Local Government Finance Act 2003 providing the council adopt the recommended approach when granting relief.

5. LEGAL IMPLICATIONS

- 5.1 The government is not changing the legislation around the relief available to businesses and expects councils to grant the relief under section 47 of the Local Government Finance Act, 1988, as amended.

6. RISK ASSESSMENT

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

7. EQUALITIES IMPACT

- 7.1 None

8. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

8.1 None

9. BACKGROUND PAPERS

9.1 The following documents have been identified by the author of the report in accordance with section 100D.5(a) of the Local Government Act 1972 and are listed in accordance with section 100 D.1(a) for inspection by members of the public:

- Executive 6 March 2024. Agenda item 167

9.2 These documents will be available for inspection online at www.westoxon.gov.uk or by contacting democratic services democratic@westoxon.gov.uk for a period of up to 4 years from the date of the meeting.

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Annex A

Expanded Retail Discount Criteria

This discount will apply to occupied retail, leisure and hospitality properties in the year 2025/26. There will be no rateable value limit on the discount

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

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

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

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



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



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

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

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

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

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

- Public halls
- Clubhouses, clubs and institutions

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

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

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

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




WEST OXFORDSHIRE
DISTRICT COUNCIL

- i. **Hereditaments that are being used for the provision of the following services to visiting members of the public:**
 - Financial services (e.g. banks, building societies, cash points, bureaux de change, short term loan providers)
 - Medical services (e.g. vets, dentists, doctors, osteopaths, chiropractors)
 - Professional services (e.g. solicitors, accountants, insurance agents/financial advisers)
 - Post office sorting offices
 - MOT test centres

- ii. **Hereditaments that are reasonably accessible to visiting members of the public**
 - In line with legal restrictions in section 47(8A) of the Local Government Finance Act 1988, billing authorities may not grant the discount to themselves or a precepting authority.

State Aid

The business rates expanded retail, leisure and hospitality discount 2025/2026 is not a state aid.

 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and date of Committee</p>	<p>EXECUTIVE – 15 JANUARY 2025</p>
<p>Subject</p>	<p>Public Sector Decarbonisation Scheme Phase 4: Chipping Norton Leisure Centre</p>
<p>Wards affected</p>	<p>Chipping Norton</p>
<p>Accountable member</p>	<p>Executive Member for Climate Change and Nature Recovery Email: andrew.prosser@westoxon.gov.uk</p>
<p>Accountable officer</p>	<p>Hannah Kenyon, Climate Change and Nature Recovery Manager Email: democratic.services@westoxon.gov.uk</p>
<p>Report author</p>	<p>Hannah Kenyon, Climate Change and Nature Recovery Manager Email: democratic.services@westoxon.gov.uk</p>
<p>Summary/Purpose</p>	<p>To delegate authority for the acceptance of Public Sector Decarbonisation Scheme Phase 4 funding for Chipping Norton Leisure Centre.</p>
<p>Annexes</p>	<p>None</p>
<p>Recommendation(s)</p>	<p>That the Executive resolves to:</p> <p>I. Delegate authority to the Chief Executive Officer, in consultation with the Director of Finance and the Executive Members for Finance, Climate Change, and Leisure and Major Projects to:</p> <ul style="list-style-type: none"> a) Accept the grant funding, if awarded to the Council. b) Earmark the required client contribution of £317,326 in the 2025/26 capital budget. b) Note that project risks have been identified and that project gateways will be used where any decision relates to capital spend.
<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

	<ul style="list-style-type: none"> • Working Together for West Oxfordshire
Key Decision	YES
Exempt	NO
Consultees/ Consultation	Ward Members are to be consulted.

1. EXECUTIVE SUMMARY

- 1.1** An application for Public Sector Decarbonisation Scheme (PSDS) Phase 4 grant funding for Chipping Norton Leisure Centre (the leisure centre) was submitted in November 2024.
- 1.2** The funding is for the design and installation of a low carbon heating system to replace the existing gas boilers at the leisure centre.
- 1.3** The grant value requested is £2,326,600, with a total project cost of £2,643,926. The Council's contribution is £317,326, comprising of 12% of total project costs.
- 1.4** The project will reduce carbon emissions by 13,587 tonnes of CO₂ equivalent (tCO₂e) over the next 20 years and eliminate all fossil fuel use from heating, as part of the critical pathway to becoming a carbon neutral organisation by 2030.
- 1.5** The multi-benefits of the scheme include:
 - Finance: Securing significant external funding for the decarbonisation of the leisure centre, helping to reduce the Council's expenditure.
 - Climate change: Minimising carbon emissions from the leisure centre as part of efforts to mitigate climate change.
 - Leisure: Installing a new heating system to enhance the quality of leisure services provided at the centre.
- 1.6** The application is currently being considered by Salix and the Council will be offered any funding by May 2025.

2. BACKGROUND

- 2.1** The Council declared climate and ecological emergencies in 2019 and committed to becoming a carbon neutral council by 2030.
- 2.2** The Council's Carbon Action Plan 2024-2030 requires the decarbonisation of the leisure Centre by 2027 to align with the 2030 carbon neutral pathway. This approach follows of the energy hierarchy.
- 2.3** The leisure centre emitted 155 tCO₂e in 2023/24.

3. MAIN POINTS

- 3.1** A PSDS application was submitted to Salix in November 2024 for the heat decarbonisation of the leisure centre.
- 3.2** Low Carbon Estates Ltd. were commissioned by the Council to provide a Heat Decarbonisation Plan (HDP) to support the application. Low Carbon Estates has prior experience of working on PSDS schemes.
- 3.3** The project involves replacing end-of-life fossil fuel boilers and gas calorifiers, installing air-to-water heat pumps, electric calorifiers, and an upgraded Building Energy Management System (BEMS).
- 3.4** The HDP outlines the project's timeline, cost estimates, and steps to minimise disruption during implementation. Additionally, the plan provides a comprehensive overview of current

energy consumption, existing heating systems, and proposed decarbonisation measures to reduce carbon emissions and enhance energy efficiency at the leisure centre.

- 3.5 No funding has been sought for solar photovoltaics (PV) to keep the carbon cost low and increase our chances of being awarded funding.
- 3.6 Pick Everard were commissioned to undertake a cost evaluation to ensure the costs are robust and include a healthy allowance for risk and inflation.
- 3.7 The funding will contribute towards a two-year design and build project with a start date of spring 2025 and a completion date by 31 March 2027. By the end of Year 1, a RIBA Stage 4 design/Investment Grade Proposal (IGP) will be produced and there will be a decision gate on receipt of this design to approve the scheme construction in Year 2.
- 3.8 Salix is currently undertaking a full technical assessment of the application. All funding will be allocated by the end of May 2025.
- 3.9 If the Council is offered funding, it will have 14 days to accept it, hence why delegated authority to accept the funding is sought.

4. ALTERNATIVE OPTIONS

- 4.1 Not to progress this project further but to replace the current gas heating system when it reaches the end of its life between 2033 and 2038 if suitably maintained, at an estimated cost of £250-300k. This would significantly impact on our carbon neutral pathway.

5. CONCLUSION

- 5.1 The PSDS funding supports the decarbonisation of the leisure centre and the reduction of the Council's carbon emissions, which is on the critical pathway to achieving carbon neutrality in 2030.
- 5.2 The decision to accept PSDS funding and to financially contribute to the project should be delegated to the Chief Executive Officer, in consultation with the Director of Finance and the Executive Members for Finance, Climate Change, and Leisure and Major Projects.

6. FINANCIAL IMPLICATIONS

- 6.1 The Heat Decarbonisation Plan (HDP), prepared by Low Carbon Estates, and the Order of Cost Estate, undertaken by Pick Everard, to support the application, cost £19,920.93 excluding VAT.
- 6.2 The grant value requested is £2,326,600, which is 88% of the total project value of £2,643,926. The Council must contribute the cost for a like-for-like replacement of the existing fossil fuel heating plant at a minimum of 12% of total project costs. The Council's contribution will be £317,326, which is 12% of the total project value and will be used as contingency.
- 6.3 The design will aim to maximise energy efficiencies and minimise operational electricity costs, as it is recognised that any increases in energy costs may have an impact on the leisure contract.

- 6.4 There will be a stage gate on receipt of the Investment Grade Proposal (IGP) to determine whether the scheme is viable and can be built out. The decision to proceed will be based on a business case that considers capital, operational and replacement costs. Any monies spent up to this date can be claimed from Salix.
- 6.5 There could potentially be two PSDS projects running in parallel and therefore officer time will need to be planned to ensure there is sufficient capacity to ensure both schemes are implemented successfully.

7. LEGAL IMPLICATIONS

- 7.1 In view of the specialist nature of the contracts for the procurement of the Design and Build project it is anticipated that specialist external legal support will be required at additional cost.

8. RISK ASSESSMENT

- 8.1 The Council may not be granted a funding award.
- 8.2 A sum of £240,000 is allocated in the grant application for the IGP and design services. If costs exceed that sum the Council may have to meet the additional costs. The Council will work with the consultant to ensure that costs are projected and managed, so do not exceed this amount.
- 8.3 The requested funding split for each year is fixed. There is a risk that the funding split of 10% in Year 1 and 90% in Year 2 is inaccurate and the Year 1 funds cannot be spent in time. The Council will manage this risk through working with the contractor to ensure spend is projected and managed in line with allocations.
- 8.4 There is a risk that the IGP is unviable and therefore the scheme cannot be built. The Council will work with the contractor to develop a robust design that is within the cost envelope. If the scheme does not proceed on receipt of the IGP, the Council will have a detailed design that can be used when alternative funding is secured.
- 8.5 The decarbonisation could result in disruptions to operations and service delivery with temporary closure to areas of the leisure centres, for example the swimming pool, which could lead to user complaints and a drop in customer satisfaction. This may result in a loss of income claim from GLL in line with Schedule 23 (Loss of Revenue) of the Leisure Management Contract. Proactive communications to service users will mitigate this risk, as well as regular project meetings with GLL, providing them with as much notice as possible for when works would commence and finish.
- 8.6 If the decarbonisation does not deliver energy savings or the systems installed do not align with the existing operational needs of the facility, the performance standards set in the Contract could be affected. A contract variation would be required to reduce this risk, although the Council would be liable for any further investment or modifications that may be required.
- 8.7 Higher operational costs could cause GLL to declare a breach of contract before it expires in August 2027. As a result, the Council may be required to run the leisure centres and fund the associated costs. To reduce this risk, any contract variation will need to be carefully

managed by the Council. Operational costs will be minimised through good design and solar provision explored separately.

- 8.8** The project could face volatile energy costs during the transition, if systems are ineffectively managed or project delays occur, although throughout the process price projections for gas and electricity will be closely tracked.
- 8.9** There may be an increased maintenance burden on the Council, as some of the upgrades may involve advance technologies that are complex and costly to maintain.

9. EQUALITIES IMPACT

- 9.1** No negative impact is expected from the implementation of the recommendations of this report.

10. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

- 10.1** The scheme will reduce carbon emissions by 13,587 tCO₂e over the next 20 years and eliminate all fossil fuel use from heating. This is in line with the 2030 carbon neutral pathway.

11. BACKGROUND PAPERS

- 11.1** None.

(END)

 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and date of Committee</p>	<p>EXECUTIVE MEETING – 15 JANUARY 2025</p>
<p>Subject</p>	<p>AFFORDABLE HOUSING DELIVERY UPDATE</p>
<p>Wards affected</p>	<p>All</p>
<p>Accountable member</p>	<p>Cllr Geoff Saul, Executive Member for Housing and Social Care Email: geoff.saul@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>Michael David, Housing Delivery Programme Manager Email: michael.david@westoxon.gov.uk</p>
<p>Summary/Purpose</p>	<p>This report provides an update on delivery against the corporate priority of delivering more affordable homes across the district, particularly social rented homes. This report sets out key information on the delivery of affordable housing to date and the future plans to intervene in the market in order to boost the supply of social rented accommodation.</p>
<p>Annexes</p>	<p>Annex A – Strategic Overview of Housing Intervention Annex B - Social Rent Performance Dashboard</p>
<p>Recommendation(s)</p>	<p>That the Executive resolves to: I. Note the report.</p>
<p>Corporate priorities</p>	<ul style="list-style-type: none"> • Putting Residents First • A Good Quality of Life for All • Working Together for West Oxfordshire
<p>Key Decision</p>	<p>No</p>
<p>Exempt</p>	<p>No</p>
<p>Consultees/ Consultation</p>	<p>Director of Place, Executive Member for Housing and Social Care, Finance and Legal</p>

1. EXECUTIVE SUMMARY

- 1.1** This report provides an update to the Executive on the activity taking place to increase affordable housing delivery. Whilst no financial, legal or key decisions are required at this stage, this report sets the strategic backdrop to forthcoming projects.
- 1.2** The Council's waiting list is under considerable pressure currently due to housing demand for a number of reasons such as the high cost of housing across the district.
- 1.3** The continued use of S106 to delivery of social rented accommodation coupled with the development of strong working relationships with Registered Providers (RPs) and more interventionalist measures will help make a positive impact on reducing that pressure.
- 1.4** Officers are utilising Commuted sums, partnerships with RPs, Council assets, and financial investment to make a tangible impact on affordable housing delivery.
- 1.5** The lack of temporary accommodation bedspaces has now reached crisis point, with 78 households requiring temporary accommodation.
- 1.6** A minimum target of 30 additional bedspaces has now been set to help address this, however the aim is to deliver more where possible.
- 1.7** Whilst the planning system will deliver volume in terms of affordable housing, a strategic approach focusing on targeted interventions to deliver temporary accommodation and social rented homes is being adopted which will have a specific impact on the issues that the Council is currently facing.

2. BACKGROUND

- 2.1** The Council is committed to maximising the delivery of truly affordable homes across the district. This an integral part of the corporate priority, 'enabling a good quality of life for all'. Corporate and Political leadership have reiterated just how important affordable housing delivery is, and this positive culture filters throughout the entire organisation.
- 2.2** This report provides an update on progress on delivery against the corporate priority and explores how we can identify ways to intervene in the housing market to deliver even more social rented homes.
- 2.3** It is important to acknowledge the significant housing pressure that the Council is under and how this challenge relates not only to the sheer number of people on the waiting list, but also the range of complex cases, urgent and multi-faceted issues that are associated with individuals on that list.
- 2.4** There is a body of evidence to demonstrate that social rents are the most affordable rents for households on median and lower quartile incomes. This constitutes truly affordable homes for this cohort and will have a greater impact on the waiting list.
- 2.5** Social rents are calculated by a government formula to keep rents significantly lower than market rents (typically 50% of market rents). This is in contrast to affordable rents, which are set at a maximum of 80% of market rents.
- 2.6** Social rented accommodation is usually secured through Section 106 planning agreements, however the volume of homes provided through this delivery route alone, is not sufficient to meet the demand for this particular tenure.

- 2.7 It is important to note that under the existing Local Plan, there is not a specific policy requirement for social rented accommodation. However, the new Local Plan, which is currently being prepared, will contain a new policy position on social rent, and will be based on a robust evidence base.
- 2.8 Additional social rented homes have been secured outside of the base policy requirement by utilising the evidence base to date, and good negotiation skills by the responsible officer. A new Local Plan policy will strengthen the negotiating position and support the delivery of social rented accommodation.
- 2.9 Historical delivery through the conventional Section 106 route has performed well, with the Council delivery out-performing the Strategic Housing Market Assessment (SHMA) target between 2019/20 and 2022/23.
- 2.10 This is particularly notable, since the introduction of the 2018 adopted Local plan, and was due to a mix of change in policy, market confidence and new Homes England (HE) funding.
- 2.11 Due to previous under-performance, the overall average falls just under the 274 SHMA target at 260 affordable homes.
- 2.12 However, the same delivery mechanisms will only maintain performance. A more interventionist approach is required to significantly enable more affordable homes, particularly social rented homes, over and above existing delivery. This is critical to making an impact on the waiting list.

3. INTERVENTIONIST DELIVERY

- 3.1 The Diagram at Annex A illustrates various ways that the Council are actively intervening in the housing market. There are a range of tools at our disposal, and a strategic approach has been adopted in regards their deployment to achieve the best outcomes. This report outlines the specific intervention projects under each sub-heading below.

Commuted Sums

- 3.2 Where the development industry cannot feasibly deliver affordable housing on-site, Payments for off-site contributions towards affordable housing in the district are collected by the infrastructure team as commuted sums. The Council has accumulated significant commuted sums which can be used as an enabling fund to support affordable housing projects within the district.
- 3.3 As of November 2024, the amount of commuted sums available totalled £3.36m, with the earliest spend by date December 2025.
- 3.4 The following table illustrates the detail of funds which are earmarked but not yet formally committed to specific projects. As and when these projects progress, the estimated spend will be confirmed and each project will go through a process to formally allocate the funds. However, at this stage, the information below is only indicative.

Table I – Estimated spend data and timescales

Earmarked Project	Estimated Spend	Estimated Timescales
'Community-led Housing'	£300,000	February 2025
Additional Temporary Accommodation via RP partnership	£258,000	June 2025
Extra Care Scheme	£600,000	October 2026
Housing in partnership with OCC and RPs	£350,000	October 2026
Earmarked Total	£1,508,000	
Total Fund Available	£3, 360,000	
Net funds remaining	£1,852,000	

- 3.5 The remainder of these funds (circa £1.8m) can be earmarked for further projects which may have longer lead-in periods including negotiation and planning phases of delivery.
- 3.6 These projects may include the re-development of the Council's land assets, however, on-going work on options appraisals will be brought to the Executive to dictate how this project will come forward.
- 3.7 To be truly interventionist with these Commuted Sum monies, we will seek efficient uses of those funds to deliver our corporate aims. Further plans include entering into joint venture arrangements with partner RP's to front-fund and support the viability of specific projects. This enables the money to work harder for us in partnership with a local delivery agent who may not be able to divest capital upfront. This mutually beneficial arrangement will be explored with a view to making commuted sums work efficiently to deliver additional affordable & social rented homes.

Registered Provider (RP) Delivery Partnerships

- 3.8 The Council regularly meets with several local housing associations (RP's) to discuss development plans, issues and key, strategic priorities for the Council. Officers work collaboratively with each RP to arrive at the optimum housing mix for each site, along with acting opportunistic to securing additional social rented homes through negotiation and strong professional relationships. These discussions currently happen on an individual basis because the information may be of an organisational or commercially sensitive nature. However, a more thematic conference or summit could potentially be considered in future.
- 3.9 The Council's current RP partners include:
- Cottsway Housing Association
 - Sovereign Network Group (SNG) *
 - Orbit
 - Green Square Accord (GSA)

- Aster Group
- Platform / New Living
- Stonewater
- South Oxfordshire Housing Association (SOHA)

*(Sovereign have been invited to attend the 8th Jan Overview and Scrutiny Committee to discuss newbuild delivery)

- 3.10** Where RP's successfully bid and receive external Grant from Homes England, the Council works with them to optimise the level of additionality social rented homes delivered. We also, seek opportunities for RP's to utilise their recycled capital grant funding (RCGF) within the Council.
- 3.11** Officers are looking to strengthen these strategic partnerships, and seek opportunities to undertake joint projects in future when they arise.
- 3.12** Partnerships in this context will include a range of arrangements which will be specific to each project. However, the objective of these partnerships will be to protect the Council's interests, realise mutual benefit and ultimately deliver the desired outcomes. WODC will continue to seek to external partnerships, across the public and private sectors, which delivers more affordable and social rented homes within the district.

Community-Led Partnerships

- 3.13** Good working relationships have been built with community-led organisations and community groups who have similar ambitions to deliver housing projects, as well as other valuable community assets. This is important local work within the community and the Council actively supports this sector.
- 3.14** A new steering group to oversee community-led and rural housing in Oxfordshire has now being established. The Future Oxfordshire Partnership has agreed to fund some staffing hours for the community- led housing service until March 2026.
- 3.15** There is continued engagement with the Department for Environment Food and Rural Affairs (DEFRA) at a national level on future provision of a rural housing enabling service across the country, but it is unlikely that we will know the outcome of this until the end of the initial pilot in March 2025.
- 3.16** As part of our intervention into this sector, it is recognised the importance of continuing to support community-led work and engage directly with community groups across the district. An example of this is how the Council have been engaging with the Chipping Norton Community Land Trust (CLT) which has been recently incorporated, to help identify a potential site.

Bringing Empty Homes back into use

- 3.17 A potential source of new housing is bringing empty / disused houses back into use either by working closely with owners of the properties or actually buying the properties and carrying out the necessary renovations to then bring them back into use.
- 3.18 The Council's powers to make the owners of properties that are kept empty for various reasons is limited, however when opportunities do arise to work with local RPs such as in the case of properties on the Smith's Estate in Witney Officers act swiftly. On this occasion despite carrying out a financial appraisal to acquire the properties from a local RP and regular dialogue they did not wish to sell, however, the approach and interest from the Council accelerated the RP in repairing the vacant homes & bringing the properties back into use.
- 3.19 Whilst this was not the desired outcome, it still constituted a 'win' for the community in terms of reducing the blight of the unkept properties on that estate along with bringing the properties back into circulation to be let to people from our housing register.
- 3.20 Officers will continue to seek opportunities to acquire or lease vacant properties in strategic locations for temporary accommodation use.

District Council Land Assets

- 3.21 The District Council own's land holdings across the district and options regarding how this could be used in innovative ways to provide housing will be presented to the Executive in due course.

Knights Court, Oxford

- 3.22 A paper specifically on Knights Court will be presented to the Committee outlining various options and their associated feasibility in light of discussions with Oxford City Council and OX-Place.

Woodford Way, Witney

- 3.23 Work had been undertaken to review the car parking capacity of the Woodford Way car park and other car parks in Witney. Following a detailed study, the car park is well used and is approximately at 80% capacity.
- 3.24 The review identified that there is some capacity at the multi-storey Marriotts car park, which is at approximately 43% capacity currently, with the majority of the available spaces being on the top two floors.
- 3.25 Capacity could potentially be utilised on the top floors of Marriotts multi-storey car park however, this may not be deemed as convenient as single-level car parking so we cannot accurately model the true level of take-up due to driver preference.
- 3.26 Whilst work continues on exploring other parking options, a paper was brought to the Executive to explore the potential for re-development of part or all the car park as a housing site.
- 3.27 Three housing options were appraised, Market sale, Social rented and mixed tenure schemes. All of which took account of a reduced parking requirement, development values achievable on the site and the potential for affordable/social rented accommodation.

- 3.28** Further work is being carried out to model commuted sum contributions into the next iteration of development appraisals to illustrate how we can increase the number of social rented houses. Work will also be undertaken to model the impact of additional funding being made available to maximise the number of socially rented houses on the site.

Rockhill, Chipping Norton

- 3.29** Engagement with the newly incorporated Chipping Norton CLT explored the potential re-development of Rockhill site. Officers are currently looking into the planning implications of developing this site.

Langford Rural Exception Scheme

- 3.30** Rural Exception schemes (RES) are an important intervention into the local housing mix as they provide affordable homes for local people, enabling them to remain in the communities, they often grew-up in. For this reason, we are actively reviewing options for a RES on our own landholding in Langford.
- 3.31** RES schemes notoriously have longer-lead-in time and take a long time to deliver, we will therefore maintain activity on these schemes to ensure we are delivering for our rural communities.

WODC investment / enabling finance

- 3.32** Other examples of interventionist approaches that are being adopted include working with finance colleagues and housing/resident services to financially appraise the purchase of properties on the market for temporary accommodation.
- 3.33** To date Officers have identified a number of potentially suitable properties that were either on the open market or about to be marketed and have undertaken outline business cases to assess the viability of them. Although the condition of the properties has not made these business cases viable to date, we continue to learn and refine how we directly invest in local properties as we see this as a key tool to support our interventionist approach.
- 3.34** We will act on creative and opportunistic initiatives like these to be truly interventionist in the housing market and to increase our stock of affordable homes and emergency accommodation. From a financial perspective, this approach offers a number of benefits and will help the Council to avoid the increasing costs of placing people in B&B or hostels.

4. TEMPORARY ACCOMMODATION

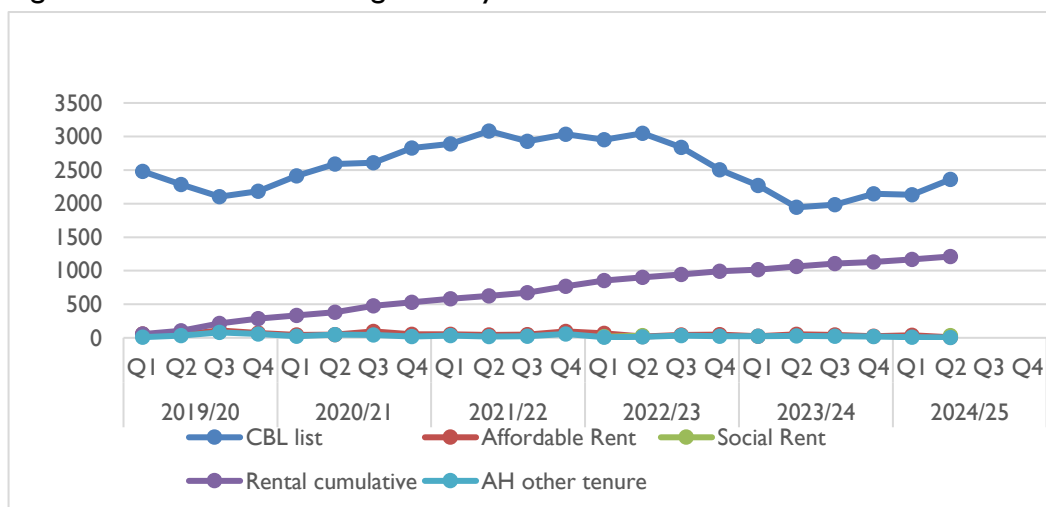
- 4.1** Analysing long-term trends in temporary accommodation use, it has been noted that there are usually around 50 – 60 households in some form of emergency accommodation on average at one time. This predominately comprises of single men, with a smaller number of single females.
- 4.2** Currently the Council has 22 bedspaces available for emergency and temporary accommodation use. These are the Old Courthouse, in Witney and Horse Fair House, in Chipping Norton.
- 4.3** Over the past 12 months demand has risen to approx. 80 households requiring temporary accommodation, however it has spiked to a high of 100 households at times with additional pressure coming from families needing housing support.

- 4.4 The lack of temporary accommodation bedspaces in relation to demand has now reached crisis point and we need to intervene to address this.
- 4.5 To meet the consistent level of baseline demand from single persons, The Council is actively seeking to purchase and convert existing properties that can meet the longer-term need for single people / 1 bed use.
- 4.6 A minimum target has been set to deliver 30 additional bedspaces to meet the minimum requirement over the long-term.
- 4.7 The Council will also be considering the benefits of commissioning new build, and / or purpose-built accommodation within sustainable town centre locations. This would ensure high quality standards and strategic location of the new build property. We will simultaneously employ both the acquisition and newbuild/purpose-built approaches to increase long-term housing stock options.
- 4.8 The delivery of the target of 30 additional bedspaces should predominantly be provided within the district to ensure that the locations are accessible, easily managed/maintained and sustainable in terms of transport links and travel options. This is a particularly important consideration for families with young children who need to access to schools, clubs and local amenities.
- 4.9 However, bedspaces may be considered outside of the district for single individuals with no children, providing that the project has access to suitable amenities and transport links.

5. AFFORDABLE HOUSING DELIVERY

5.1 A review of affordable housing delivery over the past 5 years has been undertaken to see what effect this has had on the waiting list. The following chart illustrates the various forms of Affordable Housing Delivery individually, but it also plots the supply of rented homes cumulatively across the 5-year period.

Figure 1 - Affordable housing delivery trends over time



5.2 The graph above clearly shows an increasing level of rented accommodation which is denoted by the purple line. However, this has not had a correspondingly linear reduction of people on the waiting list. There may be several reasons for this including the increasing gap between local rents and income/earnings, hidden households, increased relationship

breakdowns and the aftermath of the pandemic. Further analysis may be able to break this down further.

- 5.3 A period between Q2 2022/23 and Q2 2023/24 shows a more direct relationship between an increase in rented accommodation and reduction in people on the waiting list. A more detailed breakdown of that period will provide some further explanation for this.
- 5.4 It is important to note that the delivery of 17 social rented homes in Q1 and 34 social rented homes in Q2 2022/23 had a direct impact on the number of people on the Choice Based Lettings (CBL) waiting list in the following quarters. On that basis, the delivery of additional social rented homes is critical to reducing the increasing pressure on the waiting list.
- 5.5 Good partnership working with individual Registered Providers (RP's) and Homes England (HE) has enabled grant funding to be directed to additional social rented homes on existing sites or further phases of planned developments. This process of securing grant-funded, additional social rented homes is referred to as 'additionality'.
- 5.6 Some schemes have been enabled through detailed negotiations with developers and RP's to bring forward additional social rented units. This demonstrates partnership working alongside RP's without additional grant
- 5.7 The following table illustrates the current pipeline of additionality (secured either through grant or negotiation) over a 2-year period.

Table 2 - Property pipeline

RP Partner	Scheme	Social rented homes Forecasted	Delivery Timescales
Cottsway	Swinbrook Road, Carteton	2	Jun'24
Platform	Milestone Rd, Carterton	99	Sep'24 - Mar '25
Cottsway	St Marys, Witney	30	Sep'24
Orbit	Oxford Rd, Enstone	15	Oct-Nov'24
Stonewat	Cote Rd, Aston	24	Mar - May'25
Cottsway	Brize Meadows, Carterton (additional units)	23	Mar'25 - Jun'26
Cottsway	Bliss Brassey & Wilkins, Hailey Av, Chipping Ntn	10	Jun'25
Cottsway	Ryegrass, Woodstock	37	Dec'25
	Grand Total	240	Jun'24 to Dec'25

5.8 The current delivery to date totals 76 social rented homes, and the table below outlines where these are located -

Table 3 – Breakdown of social rented homes across the district to date.

RP Partner	Scheme	Social rented homes Delivered
Cottsway	Swinbrook Road, Carterton	2
Platform	Milestone Rd, Carterton	34
Cottsway	St Marys, Witney	30
Orbit	Oxford Rd, Enstone	10
TOTAL		76

6. ALTERNATIVE OPTIONS

6.1 None

7. CONCLUSIONS

7.1 More social rented homes are needed in West Oxfordshire to have a positive impact on the waiting list. The Council has is using a wide range of ‘tools’ to deliver more social rented homes, including RP partnerships, direct investment, our property & assets coupled with the playing a more interventionist role in the housing market.

7.2 Temporary Accommodation is also urgently needed to reduce the pressure on the homeless service. A minimum baseline target of 30 bedspaces has been set and key acquisitions are being pursued to address this.

8. FINANCIAL IMPLICATIONS

8.1 There are no direct financial implications associated with the report, however future reports on schemes such as Knights Court will provide detailed cost information.

9. LEGAL IMPLICATIONS

9.1 There are no direct legal implications associated with the report, however the legal implications of potential future schemes along with the acquisition of properties directly or indirectly will be considered and presented in future reports.

10. RISK ASSESSMENT

10.1 The data in the report highlights that insufficient housing, whether that be social rented, affordable housing or temporary accommodation presents a significant risk to the Council from both a financial and reputational perspective, therefore the activities outlined in the body of the report are crucial to mitigate these. The strong pipeline of social rented homes and introduction of the target for temporary accommodation reinforces the Council’s commitment to supporting individuals and families who have housing needs.

10.2 Clearly if progress on affordable housing delivery were to cease or drastically reduce, there would be an increased risk of escalating housing demand, higher rates of homelessness and an overall lower quality of life.

10.3 The Council recognises the risks associated with housing delivery and potential impact on many households in the district and will be closely monitoring / managing associated activities and will provide regular updates on the direction of travel regarding affordable housing and continued drive to deliver more affordable homes through productive partnerships.

11. EQUALITIES IMPACT

11.1 An Equalities Impact Assessment is not required

12. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

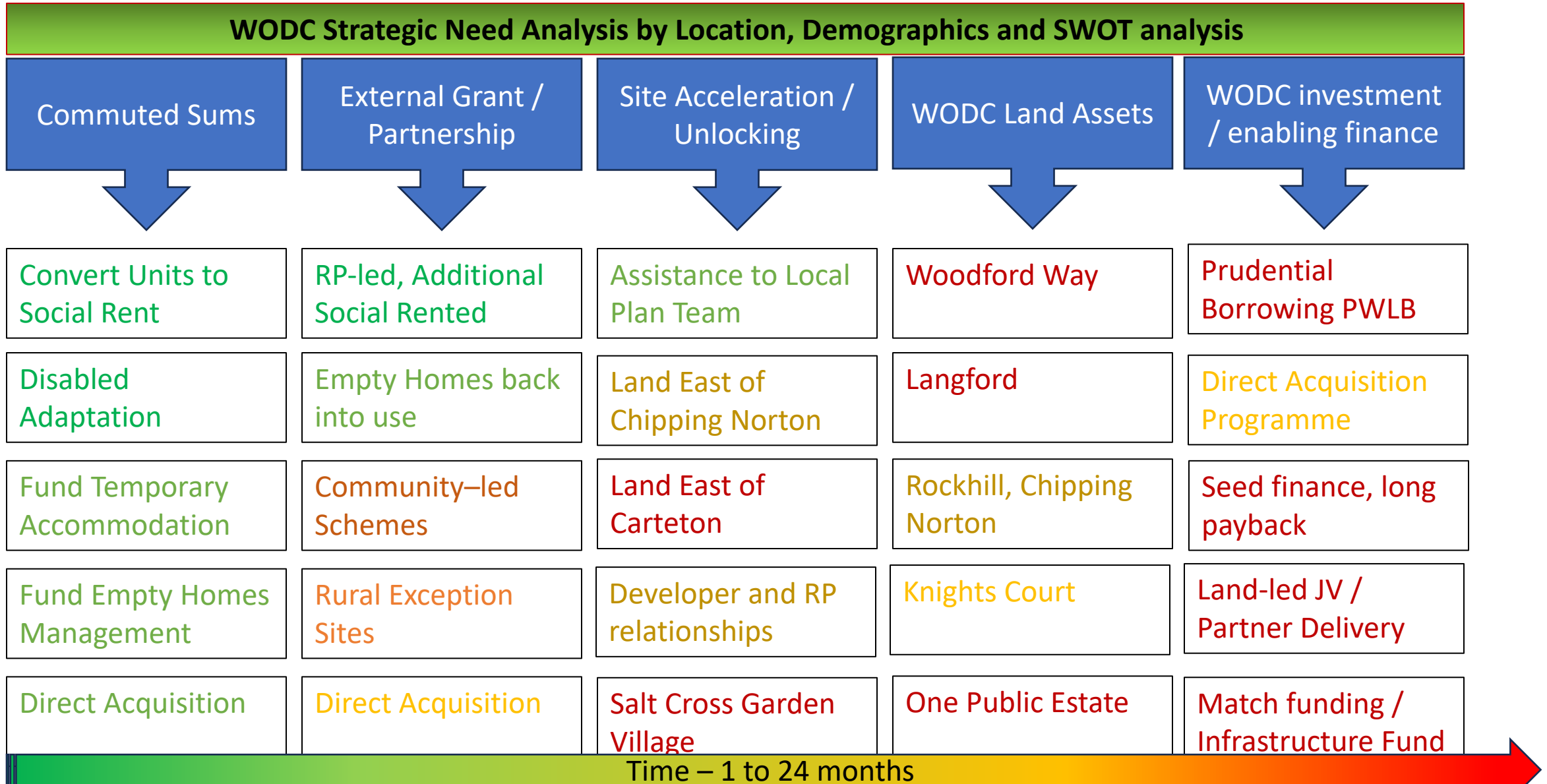
12.1 None

13. BACKGROUND PAPERS

13.1 None

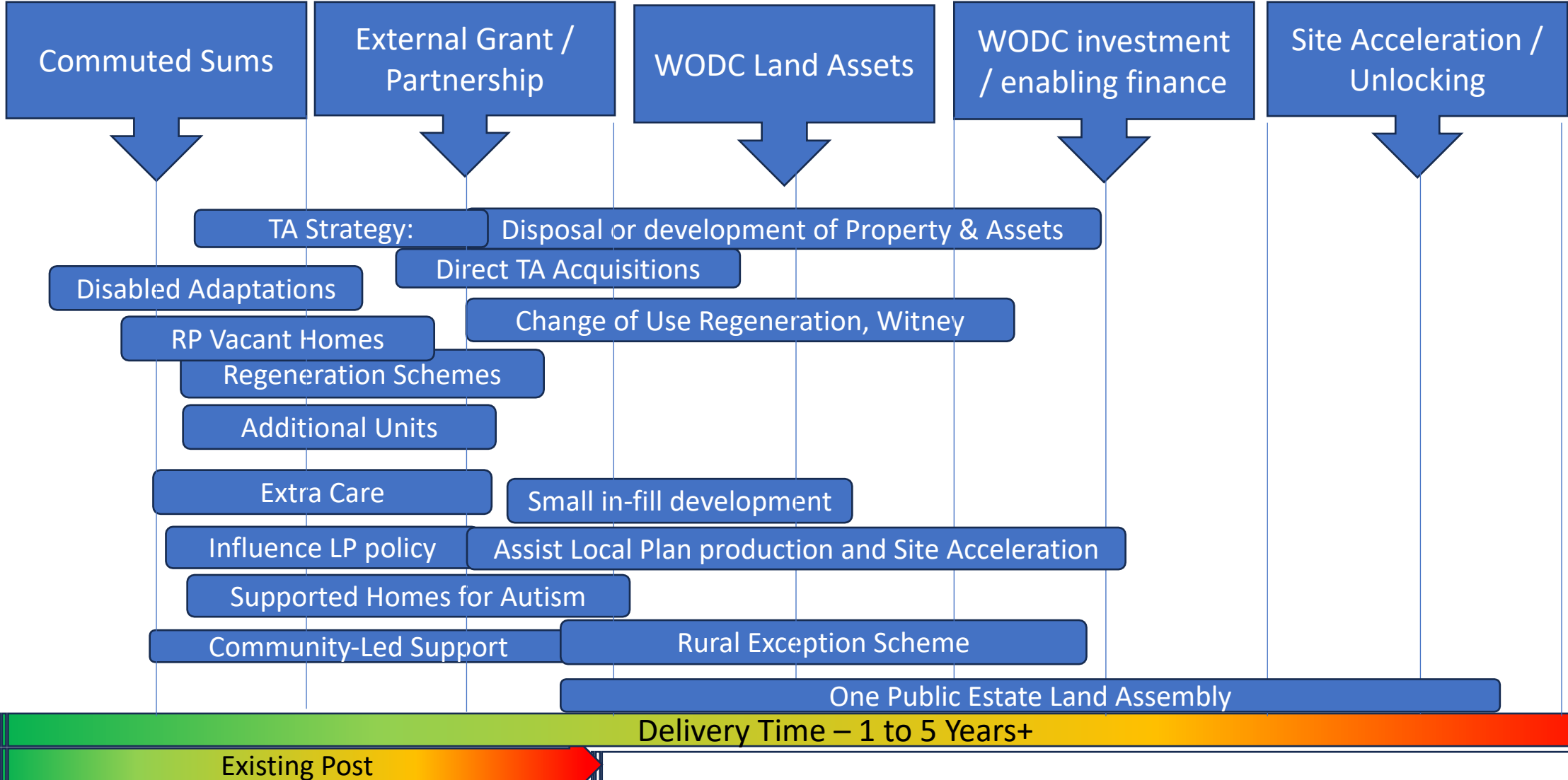
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STRATEGIC OVERVIEW OF AFFORDABLE HOUSING INTERVENTION



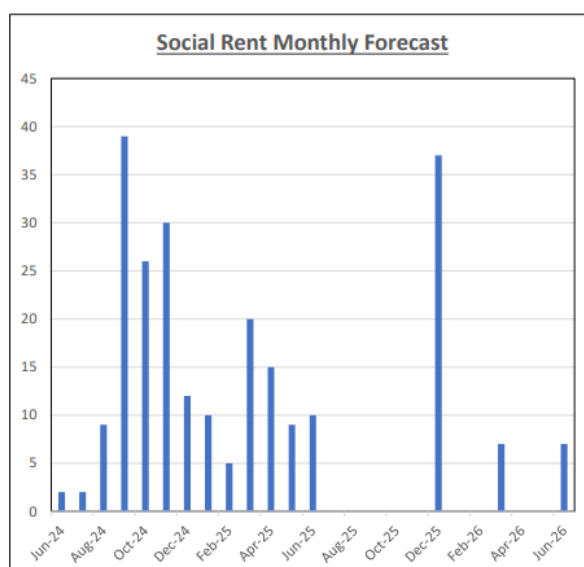
STRATEGIC OVERVIEW OF AFFORDABLE HOUSING INTERVENTION

WODC Strategic Need Analysis by Location, Demographics and SWOT analysis




Social Rent Delivery Dashboard

Month	Social Rent Delivered	Social Rent Forecast	Scheme Name & Notes
May-24	0	0	
Jun-24	2	2	Swinbrook Road, Carteton
Jul-24	2	2	Milestone Rd, Carterton
Aug-24	9	9	9 at Milestone Rd, Carterton
Sep-24	39	39	30 at St Marys, Witney & 9 at Milestone Rd, 16 at Milestone Rd, Carterton and 10 at
Oct-24	26	26	Enstone
Nov-24	0	30	25 at Milestone Road, Carterton and 5 at Enstone
Dec-24	0	12	12 at Milestone Rd,
Jan-25	0	10	10 at Milestone Rd
Feb-25	0	5	5 at Milestone Rd
Mar-25	0	20	3 at Cote Rd, Aston; 11 at Milestone Rd, 6 at Brize Meadow, East Carterton (additional)
Apr-25	0	15	12 at Cote Rd, Aston, 3 at Brize Meadow, East Carterton (additional units)
May-25	0	9	9 at Cote Rd, Aston
Jun-25	0	10	Bliss Brassey Wilkins, Chipping Norton
Jul-25	0	0	N/A
Aug-25	0	0	N/A
Sep-25	0	0	N/A
Oct-25	0	0	N/A
Nov-25	0	0	N/A
Dec-25	0	37	37 at Ryegrass, Woodstock
Jan-26	0	0	N/A
Feb-26	0	0	N/A
Mar-26	0	7	7 at Brize Meadow, East Carterton (additional)
Apr-26	0	0	N/A
May-26			
Jun-26		7	7 at Brize Meadow, East Carterton (additional)
Totals	78	240	



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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 – 15 JANUARY 2025</p>
<p>Subject</p>	<p>REVIEW OF HOUSING RESOURCES</p>
<p>Wards affected</p>	<p>None</p>
<p>Accountable member</p>	<p>Councillor Geoff Saul - Executive Member for Housing & Social Welfare Email: geoff.saul@westoxon.gov.uk</p>
<p>Accountable officer</p>	<p>Jon Dearing, Interim Executive Director Email: democratic.services@westoxon.gov.uk</p>
<p>Report author</p>	<p>Caroline Clissold, Business Manager Housing Email: democratic.services@westoxon.gov.uk</p>
<p>Summary/Purpose</p>	<p>To brief members on the continuing pressures facing the Housing Service</p> <p>To outline the risk should the Housing Team be unable to deliver statutory duties due to increased volumes of residents contacting the service</p> <p>To seek approval to recruit additional staff resources to assist with the complex and increasing volumes of homelessness presentation</p>
<p>Annexes</p>	<p>None</p>
<p>Recommendation(s)</p>	<p>That the Executive resolves to:</p> <ol style="list-style-type: none"> 1. Approve the creation of two additional Housing Officer Posts 2. Delegate the allocation of additional resources from Housing Project Reserves (or any additional ring-fenced short-term grants) to the Business Manager - Housing in consultation with the Executive Member for Housing & Social Welfare and the Chief Finance Officer subject to compliance with the ring-fenced grant conditions
<p>Corporate priorities</p>	

	<ul style="list-style-type: none">● Putting Residents First● A Good Quality of Life for All● Working Together for West Oxfordshire
Key Decision	NO
Exempt	NO

I. BACKGROUND

- I.1** The Housing Team has seen many changing demands over the last 7 years including the introduction of new legislation, the Covid Pandemic and the Cost-of-Living Crisis. The service has also seen new burdens from the introduction of the Domestic Abuse Act and various strands of housing related refugee work. All of the above have seen increasing numbers of people seeking assistance with Housing issues as they are either homeless or threatened with homelessness.
- I.2** Rising homelessness generally and the lack of truly affordable housing across the country is a national problem.
- I.3** The Housing Team is a statutory service and are responsible for ensuring that the council meet a number of statutory requirements as laid down by the Homelessness Reduction Act 2017 (alongside other legislative requirements)
- I.4** These statutory duties include, but are not limited to, providing a full and accessible to all Housing Options service, preventing homelessness and relieving homelessness should it occur. The Housing Team are also responsible for maintaining a fair and transparent Choice Based Lettings system (Homeseeker Plus) and managing the clients in B&B emergency accommodation as well as in Council owned Hostels.
- I.5** Preventing homelessness is always the best approach for both the customer and the local authority. The Housing Team, on average, prevent over 200 households a year from becoming homeless. By finding people alternative long-term accommodation or negotiating with family or landlords to keep people in their homes, the use of expensive B&B accommodation is lessened.
- I.6** The Housing Team also take a robust approach to rough sleeping, working with our Outreach service to identify and contact rough sleeping at the very first sighting. This approach means that West Oxfordshire has no entrenched rough sleepers and regularly report low to zero numbers of 'new to the street' rough sleeping.
- I.7** The financial impact on the council of housing people in temporary accommodation is severe due to the legislative restrictions on the claiming of housing benefit on this type of accommodation. The financial cost is on average £315 per person per week in benefit subsidy loses.
- I.8** Since mid 2024, numbers of households presenting as homeless to the Council have risen exponentially as the cost-of-living crisis deepens. Lack of move on accommodation for singles in either temporary accommodation or supported adult homelessness accommodation within the countywide pathways, combined with additional new pressures from other cohorts is impacting on the Housing service as a whole.
- I.9** Changes to the Homes for Ukraine (HfU) announced on the 26th November 2024 are also likely to increase contacts for housing advice and intervention from this cohort.
- I.10** In 2023, The Housing Team had a rolling average of 29 households over and above who we can house in council owned properties (and are therefore accommodated in expensive

B&B/hotels). During mid to late 2024, this number has risen to around 70 above the Council's hostel capacity and continues to rise.

- 1.11 The Housing Team are working with our colleagues across the council to source additional emergency accommodation and increase the supply of affordable housing in the long term, however, have implemented short term solutions to assist with the increased workloads.
- 1.12 The Housing Team have responded to these new challenges in part by using annual Homelessness Prevention Grant to fund agency Staff specifically targeted to undertake complex homelessness casework with a focus on ensuring that vulnerable clients have access to safe accommodation. However, this is not a sustainable way to meet the increasing demands on the service in the long term.

2. HOUSING RESOURCES & STRUCTURE

- 2.1 The Housing Team's structure has changed significantly since the introduction of the Homelessness Reduction Act 2017 in order to meet new Prevention and Relief Duties.
- 2.2 The West Oxfordshire DC based Housing Team comprises of:
 - 3 x FTE Prevention Officers,
 - 2 x FTE Complex Needs Prevention Officers
 - 1 x FTE Homelessness Relief Officer
 - 2 x FTE Housing Refugee Officers (one of which is on a 2 year fixed term contract).
- 2.3 In addition, there are 4 x Shared Housing Leads, each specialising in specific areas – Homelessness, Homeseeker Plus, Hostels and Complex Needs plus a shared Business Manager.
- 2.4 In order to keep up with the increased demand, the Council have also employed agency workers at significant cost. Whilst agency workers have proven to be invaluable in meeting our statutory duties, lessening the need for expensive B&B and Travelodge accommodation and providing support to clients to prevent homelessness, the cost of these types of contracts is expensive. On average an agency worker costs twice that of a permanent member of staff.
- 2.5 Housing Leads spend a significant amount of time recruiting into post and training agency staff to support the permanent Team. This training includes IT system and process training alongside locality-based housing pathway and partner agency training as most agency staff do not live in the area. There is a high turnover as would be expected from agency staff contracts.

3. CRISIS RESPONSE

- 3.1 Crises are thought of as rare, short term and unpredictable events that will happen at some point, and when they do, they have a devastating impact. Covid followed by the Cost-of-Living Crisis are both examples and the refugee crisis is yet another, all of which have occurred within a 4-year period with no respite in between.

- 3.1 What links these examples is that they demand an immediate response from Housing professionals to cope with these increased demands. Resources must be found from short term funding with expensive agency Staff to provide an effective response.
- 3.2 The councils Ministry of Housing, Communities and Local Government (MHCLG) Homelessness Advisor recommends that a caseload for complex, homelessness work should not exceed 30 cases per officer. The Homelessness Relief Officers are now working with an average caseload of 40 (or more) households at various stages of homelessness.
- 3.3 The lag in the assembling of resourcing combined with Homelessness Relief Officers having higher caseloads than is manageable poses reputational risk for the council as well as risking potential failures in complying with Housing Legislation
- 3.4 As it stands today, there is no clear end in sight for any of these crisis responses, therefore it is proposed that the Council agree to move to a fully resourced permanent structure financed from the direct homelessness grant funding received from government.

4. FINANCIAL IMPLICATIONS

- 4.1 Government grants and financial awards have been given to local authorities for many years with the aim of assisting with the prevention of homelessness.
- 4.2 From 2021/22 local authorities have been awarded an annual Homelessness Prevention Grant (HPG). From 2023 onwards West Oxfordshire has also received an additional Top Up grant to reflect new pressures from refugee groups:

Year	HPG	Top Up	Total
2023-24	£269,927	£220,541	£490,468
2024-25	£282,704	£215,177	£497,881
2025-26	£645,730	£0	£645,730

- 4.3 The increased award for 2025/26 reflects the governments awareness that homelessness is increasing nationally and reflects their commitment to providing resources to assist local authorities in addressing these issues. In addition to the HPG award for 2025/26, the council also holds £293,000 in the Housing Project Reserves, which is sufficient funding to meet the costs of employing the additional staffing set out in below.

- 4.4 The annual costs of a Homelessness Relief Officer post is:

Post	Basic Salary	Additional Costs (NI, Pension)	Total
Homelessness Relief Officer	£31,017	£4,576	£35,592

- 4.5 The average weekly cost of sourcing agency staff is around £1,500.
- 4.6 It is therefore proposed that the Housing Project Reserves are used to recruit up to two additional Homelessness Relief Officers.
- 4.7 Should any of the funding streams cease, all roles within the Housing Team will need to be reviewed and action taken to either reduce the number of posts to match resource availability or request further consideration be given to the base budget.

5. LEGAL IMPLICATIONS

- 5.1 Insufficient resourcing within the Housing Team could lead to statutory functions not being met.
- 5.2 This could leave the council liable to defend lapses in statutory functions in court and could result in fines and/ or Housing Ombudsman interventions

6. RISK ASSESSMENT

- 6.1 Although there is no reason to believe that the annual allocation of the Homelessness Prevention Grants will cease, should this be the case then the Housing Team will need to undergo a restructure or reorganisation of resource priorities.

7 EQUALITIES IMPACT

- 8.1 None


9. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

- 9.1 None

10. BACKGROUND PAPERS

- 10.1 None

(END)

 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and date of Committee</p>	<p>EXECUTIVE – 15 JANUARY 2025</p>
<p>Subject</p>	<p>HOME IMPROVEMENT AGENCY FUNDING AGREEMENT RENEWAL</p>
<p>Wards affected</p>	<p>All</p>
<p>Accountable member</p>	<p>Councillor Rachel Crouch, Executive Member for Stronger, Healthy Communities Email: Rachel.crouch@westoxon.gov.uk</p>
<p>Accountable officer</p>	<p>Susan Hughes, Business Manager Support and Advice and Designated Safeguarding Lead email: susan.hughes@publicagroup.uk</p>
<p>Report author</p>	<p>Paula Massey, Enabling Manager and Deputy Designated Safeguarding Lead email: paula.massey@publicagroup.uk</p>
<p>Summary/Purpose</p>	<p>To seek the Executive’s approval to extend the Home Improvement Agency Funding Agreement with Oxfordshire County Council for a further 2 years and continue to provide the service for residents in our communities from 1st April 2025.</p>
<p>Annexes</p>	<p>Annex A – Existing Funding Agreement</p>
<p>Recommendation(s)</p>	<p>That the Executive resolves to:</p> <ul style="list-style-type: none"> • Agree to extend the existing Home Improvement Agency Funding Agreement with Oxfordshire County Council for a further 2 years • Agree to request a 2% increase in funds to cover increased costs
<p>Corporate priorities</p>	<ul style="list-style-type: none"> • Putting Residents First • A Good Quality of Life for All • Working Together for West Oxfordshire
<p>Key Decision</p>	<p>YES</p>
<p>Exempt</p>	<p>NO</p>

Consultees/ Consultation	
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1. EXECUTIVE SUMMARY

- 1.1** The current Home Improvement Agency (HIA) Funding Agreement has been in place since April 2022 and expires end of March 2025.
- 1.2** Oxfordshire County Council wish to extend the current agreement for a period of 2 years to cover financial years 2025-2026 and 2026-2027.
- 1.3** The 2-year extension should enable Oxfordshire County Council to undertake a full review of the service need and provision.

2. BACKGROUND

- 2.1** Home Improvement Projects are commissioned as part of broader Health and Social Care and Housing pathways to support people in the community. As such they are governed by a framework of national legislation, policy and guidance. Full details can be found in Annex A, page 15.
- 2.2** The Council has been directly delivering the HIA project to its residents on behalf of Oxfordshire County Council for over 10 years.
- 2.3** Oxfordshire County Council has similar funding agreements in place with Oxford City, Cherwell and South and Vale Councils.
- 2.4** The original HIA agreement included the provision of a Handyman service. Following an internal review, it was deemed that this was not cost effective for the Council, therefore on 21 October 2020, the Council gave notice to Oxfordshire County Council that would cease to provide that element of the agreement. The funding was adjusted accordingly.
- 2.5** Prior to 2019, there were two posts covering Disabled Facilities Grant and Home Improvement Agency work, now there is one person who covers work for both - Disabled Facilities Grant, HIA Officer.
- 2.6** The Home Improvement Agency minor adaptations work in parallel to the statutory Disabled Facilities Grant Service (major adaptations), also delivered by the Council. These are for adaptations over £1,000, must be through an Occupational Therapist Referral and are Means Tested.

3. THE HIA PROJECT

- 3.1** The aim of the HIA project is to enable those Oxfordshire Residents in need of support to maintain their independence, health and well-being at home for the foreseeable future. This applies to individuals of any age.
- 3.2** The project is achieved through the repair, adaptation of Residents' homes, including the provision of equipment/aids to daily living that may help maintain or restore independence, safety and quality of living.
- 3.3** Activities provided under the agreement: facilitation of adaptation; repairs, maintenance, preventative initiatives; providing information and advice on accessing adaptations privately;

as required including support for funding options; signpost or refer to appropriate community-based projects.

- 3.4 Installation of Key Safes to support hospital discharge cases are key to assisting the NHS to free up bed spaces and enable residents to move safely back into their own homes.
- 3.5 Following an approved referral from a Health Professional for minor works, these works shall be up to the value of £1,000 (or any future set limit by Oxfordshire County Council).
- 3.6 Minor adaptations or improvements, could include, but not exclusive, be of the following: Fitting handrails, stair-rails; grab rails; wall-fixed shower seats; re-hanging doors.
- 3.7 Minor adaptations are non-means tested.
- 3.8 Volume of residents supported to remain living independently in their own homes:

Financial Year	Minor Works	Key Safe	Total
20-21	89	120	209
21-22	138	98	236
22-23	141	101	242
23-24	121	113	234
24-25 to date	111	83	194
Annual Average	120	103	223

4. ALTERNATIVE OPTIONS

4.1 Hand service provision back to OCC

- There would be a financial implication for West Oxfordshire District Council.
- There could be a delay in service provision whilst OCC set up the required resource.
- There could be a negative impact on local suppliers should OCC move work to more region-based suppliers.
- There will still be a requirement of the post to deliver the Disabled Facilities Grants, which is a Mandatory service for the Council.
- Reputational risk for the Council.
- *Would not achieve all of the desired outcomes.*

4.2 Cease service provision

- This would leave residents at risk.
- Hospital discharges would be delayed having a knock-on effect to the NHS.
- There will still be a requirement of the post to deliver the Disabled Facilities Grants, which is a Mandatory service for the Council.
- Reputational risk for the Council.
- *Would not achieve desired outcomes.*

5. FINANCIAL IMPLICATIONS

5.1 The project is funded as follows:

Financial Year	Contract Income	Minor Works Expenditure	HIA System Expenditure	Admin Costs	Total Expenditure
2022-23	£137,500	£68,904	£2,000	£36,433	£107,337
2023-24	£141,750	£72,213	£2,000	£39,600	£113,813
2024-25	£146,286	£76,450	£2,000	£42,992	£121,442
2025-26	£149,211	£77,979	£2,060	£44,282	£124,321
2026-27	£152,195	£79,538	£2,122	£45,201	£126,861

6.2 A 2% uplift in the Agreement Funding is proposed in line with CPI inflation, to be requested from OCC to cover increase in future costs.

7 LEGAL IMPLICATIONS

7.1 There are no significant legal implications associated with this report.

7.2 The agreement, with the intention of establishing a collaboration for the parties' to deliver community Housing Improvement Services in West Oxfordshire pursuant to their respective powers and duties including, but not limited to, those under The Chronically Sick and Disabled Persons Act 1970.

7.3 The agreement will include provisions so the Council may leave the agreement by serving written notice to the other parties.

8 RISK ASSESSMENT

8.1 There are no significant risks associated with extending the current agreement for a further 2 years.

8.2 There would be medium risk associated by handing the service back to Oxfordshire County Council as could place residents at risk whilst they work to introduce the service provision themselves and have reputational impact for the Council.


8.3 There could be high risk in ceasing the service with no alternative measures in place. Residents would be placed at risk and there would be reputational risk for the Council.

9 CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

9.1 Extending the current funding agreement will have no significant impact on climate and ecological implications.

(END)

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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 – 15 JANUARY 2025</p>
<p>Subject</p>	<p>WASTE AND ENVIRONMENTAL SERVICES REVIEW</p>
<p>Wards affected</p>	<p>All</p>
<p>Accountable member</p>	<p>Cllr Lidia Arciszewska - Executive Member for Environment Email: lidia.arciszewska@westoxon.gov.uk</p>
<p>Accountable officer</p>	<p>Bill Oddy, Assistant Director Commercial Development Email: bill.oddy@publicagroup.uk</p>
<p>Report Author</p>	<p>Bill Oddy, Assistant Director Commercial Development Email: bill.oddy@publicagroup.uk</p>
<p>Summary/Purpose</p>	<p>To update the Executive on the review of the waste and environmental services contract with Ubico and to outline the proposed Oxfordshire Waste and Environmental Services (WESP) Transformation Programme</p>
<p>Annex</p>	<p>Annex A - Service Review Report (Confidential)</p>
<p>Recommendations</p>	<p>That the Executive resolves to consider any comments or recommendations from The Overview and Scrutiny Committee meeting on the 8 January 2025, and recommends to Council to:</p> <ol style="list-style-type: none"> 1. Note the content of the report and the Activist Service Review Report, attached as Annex A; and 2. Agree to extend the waste and environmental services contract with Ubico to March 2027 (circa £9m per annum); and 3. Agree to undertake a detailed review of all waste and environmental services provided by Ubico; and 4. Agree to inform Ubico of the potential to vary the contract from April 2026 or earlier by mutual consent; and 5. Delegate Authority to the Council’s Director of Finance, in consultation with the Assistant Director Commercial Development, to extend the contract with Ubico and to negotiate any variations to the contract; and <p>That the Executive resolves to:</p> <ol style="list-style-type: none"> 6. Endorse and support the principle of ‘Working Collaboratively’ in the future with other local authorities in Oxfordshire on environmental and waste services; and

	<p>7. Agree to support the creation of The Oxfordshire Waste and Environmental Services Transformation Programme and delegate authority to Assistant Director Commercial Development, in consultation with the Executive Member for Environment, to negotiate and agree the governance framework for the programme, and the associated programme plan; and</p> <p>8. Appoint the Executive Member for Environment to be the Council's lead Member for the Oxfordshire Waste and Environmental Services Transformation Programme and the Assistant Director Commercial Development to be the Council's Lead Officer; and</p> <p>9. Allocate £150,000 from the Council Priority Fund to support The Oxfordshire Waste and Environmental Services Transformation Programme in 2025/26; and</p> <p>10. Request that Officers report back to the Executive Transformation Group and the Executive Member for Environment periodically on progress with the Waste and Environmental Services Transformation Programme.</p>
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	Annex A
Consultees/ Consultation	<p>The following people have all been consulted on this report and the detail contained within:</p> <ul style="list-style-type: none"> • Councillor Lidia Arciszewska • Councillor Alaric Smith • Senior Council, Publica, and Ubico Officers

I. BACKGROUND

I.1 This report covers a number of waste and environmental services related areas including:

- The contract the Council has with Ubico Limited to provide waste and environmental services; and
- The proposed Oxfordshire Waste and Environmental Services Transformation Programme

The contract the Council has with Ubico Limited to provide waste and environmental services

- I.2 West Oxfordshire District Council along with Cotswold District Council, Forest of Dean District Council and five other Gloucestershire local authorities are shareholders in Ubico Limited, a Teckal company designed and created to deliver waste and environmental services.
- I.3 The Teckal model allows for a greater level of flexibility within the contract. Ubico delivers services on behalf of the Council at a price which reflects the actual cost of service provision but in doing so holds no assets, and so the depots it operates from (Station Lane and Downs Road in Witney), the vehicles it uses to perform the services and the waste and recycling containers which are provided to residents and businesses, are all owned or leased by the council. This ensures that the shareholders have full control over high value expenditure.
- I.4 The Council's current 2024-25 contract with Ubico costs £8,933,592 and delivers the following services:
- Domestic waste & recycling collections (refuse, recycling, food & garden waste)
 - Business waste and recycling collections
 - Street cleansing
 - Grounds maintenance
 - Bulky waste collections
 - Dog warden service
 - Waste container deliveries
 - Fairs and markets
- I.5 The Council faces significant financial challenges and the costs of delivering the waste and recycling service has risen by £1.5M (21%) over the last few years. During this period, significant service improvements have been made by Ubico including a reduction in missed collections of 25%. In addition, a significant number of new dwellings have been built across the district and an aging vehicle fleet and the associated repairs, maintenance, and hire costs have added to these costs. This is against a backdrop of general inflation (wage, fuel, vehicle repairs etc) as well as delivering service savings, increased growth in paid for products, and savings from

the new dry mixed recycling recycling contract, approved by the Executive in September 2024.

- I.6 In February 2023, the Executive and Council approved extending the Ubico contract by two years, from 1 April 2024 until 31 March 2026. The decision in 2023 to extend the contract was based on the following benefits:
- It provided Ubico and WODC with certainty over the contract for two more years
 - It avoided the costs of setting up a new contract with a commercial service provider
 - It provided a period of time for Ubico to demonstrate support to the Council in identifying and delivering service improvements and efficiency measures to help address the financial pressures it faces.
- I.7 The Council can only extend the current contract by a further year and must inform Ubico of its intentions by 31 March 2025. Because Ubico is a Teckal company, The Council could directly award a new contract when the current one expires. The Council has now reached a point where it needs to determine how it wants to provide waste and environmental services in the futures and who it wants to commission to provide these.
- I.8 The Council has three realistic options for future service delivery to consider:
- Outsourcing the contract to a private sector contractor
 - Continuing to deliver the services with Ubico
 - Explore alternative service delivery models.
- I.9 In partnership with Cherwell District Council and Oxford City Council, The Council commissioned Activist to undertake a review of these service options, the report is contained at Annex A.
- I.10 The report concludes that the Council is well placed to take an evolutionary approach to how it provides its waste and environmental services over the next few years.
- I.11 The report outlines the opportunity to work collaboratively with other District Councils in Oxfordshire in the future as well as Oxfordshire County Council in its capacity as the Waste Disposal Authority for the county. The report also confirms that there is an appetite to work collaboratively in Oxfordshire across a range of waste and environmental services.
- I.12 The District and City Councils in Oxfordshire are Waste Collection Authorities (WCA) and Oxfordshire County Council is the Waste Disposal Authority (WDA).
- I.13 Each of the WCA's has different contract arrangements in place to collect waste and dispose of recycling material. All domestic residual (refuse) waste is disposed of at Ardley Energy Recovery Facility. The table below outlines who provides the service for the WCA's and the type of recycling service they provide, all other waste services (Refuse, Food, Green) are the same.

AUTHORITY	WASTE SERVICE PROVIDER	TYPE OF RECYCLING SERVICE
Cherwell	In-House	Fully Co-mingled

Oxford City	Oxford Direct Services (ODC) Limited / Oxford Direct Services Trading Limited	Fully Co-mingled
South Oxfordshire	Biffa	Fully Co-mingled
Vale of the White Horse	Biffa	Fully Co-mingled
West Oxfordshire	Ubico Limited	Fully Co-mingled Separated glass

- I.14 Although this looks like a complex contractual picture; Cherwell, Oxford City and West Oxfordshire’s contracts are much easier to vary because they are either with a Teckal company they own, or the majority of services are in-house. At the same time South Oxfordshire and Vale of the White Horse Council’s currently have an outsourced contract with Biffa that comes to an end in 2026. The current arrangement across the county provide an opportunity to review how waste collection services could be delivered over the next year in Oxfordshire as part of the proposed Oxfordshire Waste and Environmental Services Transformation Programme.
- I.15 Based on the findings in the report, it is proposed that the current contract with Ubico is extended to March 2027 (Recommendation (2)). At the same time, the contract allows the Council to give Ubico “Reasonable written notice” to change the service as part of the Annual Review (Recommendation (4)). Over the next year a review of the services provided by Ubico will be undertaken as part of the proposed Oxfordshire Waste and Environmental Services Transformation Programme to determine the most appropriate service delivery model(s). Detailed business cases will be commissioned for each service area to determine the most appropriate option.
- I.16 In order to undertake work on this scale, the Council will need to invest in a transformation programme as well as working with Ubico to determine the optimum roadmap. The proposed establishment of an Oxfordshire Waste and Environmental Services Transformation Programme would be the vehicle to deliver the service reviews and potential change.

The Oxfordshire Waste and Environmental Services Transformation Programme

- I.17 Over the last year officers from local authorities in Oxfordshire have worked collaboratively on several waste and environmental services related projects including:
- Commissioning the Activist Service Review
 - Undertaking a Discovery on waste container management
 - Completing a joint dry mixed recycling procurement process
 - Completing a joint recycled glass procurement process
 - Undertake a commercial waste pilot (ongoing)
 - Initial discussions around grounds maintenance and biodiversity.
- I.18 This work has demonstrated the value of working more collaboratively and the Activist report outlines the potential financial and non-financial benefits of a more

joined up approach across Oxfordshire to waste management and environmental services.

- I.19 One of the biggest challenges to delivering this work over the last year has been capacity, and in some cases the capability to deliver these projects. There is no doubt that the delivery of a programme across waste and environmental services will require resources and is an “Invest to save and improve” programme.
- I.20 A programme of this scale will require robust and clear governance to ensure the risks are managed and the benefits are realised. A governance framework for the programme will need to be prepared as part of the programme mobilisation.
- I.21 An emerging list of short, medium, and long-term projects has been developed and prioritised and this will form the basis of The Oxfordshire Waste and Environmental Services Transformation Programme. Early estimates indicate that the financial benefits are circa £3m a year for West Oxfordshire, Cherwell and Oxford City Councils’, this is likely to increase if other Authorities join the programme . The Activist report recommends this evolutionary approach and also outlines the potential financial and non-financial benefits.
- I.22 A significant benefit for the Council of collaborating with local authorities in Oxfordshire is that there is already a collaborative partnership called The Oxfordshire Resources & Waste Partnership (ORWP). This includes all the District Councils and Oxfordshire County Council (OCC) with each authority financially supporting the work of ORWP. The current disposal arrangements for both residual and recycling material in the county have been in place since 2012. There are now discussions about reviewing these, where legal contracts allow, in light of the financial implications, pending legislation, and emerging desire to adopt a circular economy in the county to support all of the local authorities' ambitions to be net zero. This provides a very significant medium-term opportunity for the County, one that does not exist for the Council with the Ubico Shareholder Councils in Gloucestershire and Gloucestershire County Council.
- I.23 In addition, in November, the Government announced new “[Simpler Recycling in England](#)” arrangements. The new default requirement for most households and workplaces will be 4 containers for:
- residual (non-recyclable) waste
 - food waste (mixed with garden waste if appropriate)
 - paper and card
 - all other dry recyclable materials (plastic, metal and glass)
- I.24 Simplier Recycling provides a financial risk but also a strategic opportunity for authorities in Oxfordshire to collaborate and deliver the proposed changes through The Oxfordshire Waste and Environmental Services Transformation Programme.

2. FINANCIAL IMPLICATIONS

- 2.1 The current Ubico contract budget is £8,933,592 in 2024-25, this compares to £7,361,462 in 2022-23, an uplift of over £1.5m (21%). The main drivers of this are:
- A significant number of new dwellings have been built across the district

- An aging vehicle fleet and the associated repairs, maintenance, and hire costs
- General inflation including wages and fuel^{2.2} An extension of the waste and environmental services contract with Ubico to March

2027 will mean a similar figure (circa £9m per annum) will be included in the 2025/26 and 2026/27 budgets.

2.3 The proposed Invest to save, and improve, programme, in the form of The Oxfordshire Waste and Environmental Services Transformation Programme, provides the Council, and other local authorities in Oxfordshire, with a very significant financial opportunity, estimated to be circa £3m.

2.4 Alongside work on the programme plan, a resource plan will be developed, this will be the vehicle to deliver the transformation and change that is required. For a programme of this type, there will a need for:

- A dedicated core team to manage the programme and support decision-makers
- The close involvement of service, accountancy and legal specialists
- Engagement and communication specialists, with a focus on partnership building
- Specialist advice and challenge for joint procurement and shared service projects.

2.5 Ideally, the main programme resources should be in-house, with external support limited to specialist advice or to add capacity. Care should be taken in ensuring that the workload of in-house specialists can accommodate work on the programme, backfilling where necessary. The core team should ideally be seconded from among the prospective partners. The initial estimate of the cost of the programme for each authority of £150,000 a year for two years should be treated as a provisional estimate that should be refined further as the work programme is developed and refined.

3. LEGAL IMPLICATIONS

3.1 The Council has a statutory responsibility to collect refuse, recycling and food waste. The proposed extension of the contract to 2027 ensures that there is the necessary provision in place.

3.2 Some of the services Ubico provide may be the subject of contract variation, the process for this is outlined in the service contract.

3.3 The Council and the proposed Oxfordshire Waste and Environmental Services Transformation Programme will require legal support to ensure the legal implications are carefully considered.

4. RISK ASSESSMENT

4.1 The Council does not have the option of simply stopping the majority of these functions, so needs to continue delivering them directly or through a third party.

4.2 Doing nothing is not considered to be an option given the increase in costs outlined in the report. Clearly there are significant risks to the Council if they do not explore a more collaborative approach to delivering waste and environmental services with Oxfordshire local authorities given the potential benefits outlined in the Activist report.

4.3 A robust governance and risk management framework will be implemented as part of the Oxfordshire Waste and Environmental Services Transformation Programme.

5. EQUALITIES IMPACT

None associated with this report.

1. CLIMATE CHANGE IMPLICATIONS

6.1 The benefits associated with the recommendations are outlined in the report and the Activist report in Appendix A.

6.2 A Sustainability Impact Assessment will be completed as part of the mobilisation of the proposed Oxfordshire Waste and Environmental Services Transformation Programme governance framework.


7. ALTERNATIVE OPTIONS

7.1 The Council could choose to tender the contract for some, or all of the services provided by Ubico from April 2026. However, there would be additional unbudgeted one-off costs of circa £250,000 to prepare the comprehensive service specifications and conduct the necessary procurement process. In addition, there is no guarantee that a private sector contractor would provide a more cost-effective solution given the legislative changes, including Simpler Recycling, being implemented over the next few years. This option does not provide the flexibility the Council needs and is likely to inflate the cost of the contract.

7.2 The Council could negotiate a new contract with Ubico with the aim of reducing the contract sum. This would mean a significant reduction in service standards and/or services. Many of the non-statutory services provide an income for the Council to offset the revenue costs so stopping or reducing them would have a negative impact on the overall financial position.

8. BACKGROUND PAPERS

None

 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and date of Committee</p>	<p>EXECUTIVE – 15 JANUARY 2025</p>
<p>Subject</p>	<p>APPROVAL TO AWARD CONTRACT FOR PARKING ICT SYSTEM</p>
<p>Wards affected</p>	<p>All</p>
<p>Accountable member</p>	<p>Councillor Tim Sumner, Executive Member for Leisure and Major Projects Email: tim.sumner@westoxon.gov.uk</p>
<p>Accountable officer</p>	<p>Jon Dearing, Interim Executive Director Email: democratic.services@westoxon.gov.uk</p>
<p>Report author</p>	<p>Maria Wheatley, Parking Manager Email: democratic.services@westoxon.gov.uk</p>
<p>Summary/Purpose</p>	<p>To agree the contract award for the Parking ICT system.</p>
<p>Annexes</p>	<p>Annex A – Equality Impact Assessment Exempt Annex B – Contract Award (exempt for reasons of commercial sensitivity)</p>
<p>Recommendation(s)</p>	<p>That Executive resolves to:</p> <ol style="list-style-type: none"> I. Approve the recommendation by officers to award the contract for the Parking ICT system to the preferred contractor as outlined in the Exempt Annex B. The period of the contract is 4 years plus 1.
<p>Corporate priorities</p>	<ul style="list-style-type: none"> • Putting Residents First • A Good Quality of Life for All • Working Together for West Oxfordshire
<p>Key Decision</p>	<p>YES</p>
<p>Exempt</p>	<p>YES- Annex B only</p>
<p>Consultees/ Consultation</p>	<p>N/A</p>

1. EXECUTIVE SUMMARY

- 1.1 The Parking Team manage parking services across Cotswold, Forest of Dean and West Oxfordshire District Councils. This enables common functions such as the Central Parking ICT System to be shared allowing for economies of scale.
- 1.2 The system enables enforcement and regulates permits. The system controls penalty charge notices from issue or recovery or cancellation. This is a complex legal process regulated by law. The system also allows for virtual permits to be created and managed by the customers. This system is essential for the parking team to function and monitor parking.

2. BACKGROUND

- 2.1 The current contract is with Chipside Ltd which started on 1st April 2020 and expires 31st March 2025. The annual base fee is shared equally between the three councils. There are transactional costs, which relate to third party costs such as banking and other transactional costs which are attributed to each council depending on usage. The usage is related to the number of penalty charge notices and number of permits.

3. THE PROCUREMENT PROCESS

- 3.1 The procurement process was carried out under the ESPO framework 509 lot 4. All nine providers under this framework were invited to take part in a mini tender. The specifications for this procurement included the need for separate contracts for each council, keeping the ability to manage three councils under the same system but with the ability to separate out if necessary, during the life of the contract. This enables the councils to be flexible in the future.
- 3.2 The submissions have been evaluated 60% for price and 40% for quality. The quality criteria included the ability for customers to self-serve whenever possible but also make contract by other methods such as telephone and mail ensuring accessibility for all.
- 3.3 Officers evaluated the bids, the outcome being that the preferred contractor for recommendation is the incumbent provider Chipside Ltd (Appendix B).
- 3.4 The contract includes a no-fault termination clause with a notice period of 3 months.

4. ALTERNATIVE OPTIONS

- 4.1 There is an option to award a contract for a different length of time, however a 4 years plus 1, contract gives stability to both the contractor and the councils. The contract will be written with the flexibility to allow for fluctuations in the future needs of the service, such as the need to connect with the National Parking Platform.

5. FINANCIAL IMPLICATIONS

- 5.1 The financial implications to appoint this supplier will not affect the existing budget as the value is the same as the existing contract.

6. LEGAL IMPLICATIONS

- 6.1 The requirements have been processed through the procurement process in accordance with the Councils Procurement and Contract Management Strategy and The Public Contracts Regulations 2015.
- 6.2 A contract will be put in place between the council and the supplier.

7. RISK ASSESSMENT

- 7.1 Failure to award the contract will mean the Council will be unable to enforce any of the car parks nor issue any permits, when the current contract ends 31st March 2025.

8. EQUALITIES IMPACT

- 8.1 The recommendation will not have an effect on different service users; there are provisions for customers without computers to access the services by other means such as telephone or mail.
- 8.2 Officers have undertaken an Equality Impact Assessment which can be found at Annex A

9. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

- 9.1 There are no known implications for climate or ecological emergencies as this system is to provide virtual permits that negate the need for paper and the system is externally hosted.

10. BACKGROUND PAPERS

- 10.1 None

(END)

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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: Maria Wheatley	
Date of assessment: 20 th November 2024	Telephone: 01285 623228 Email: maria.wheatley@publicagroup.uk

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

Award of a shared Parking ICT contract to replace the current contract that is due to expire.

3. Briefly describe it aims and objectives

To enable the Council to enforce car parks by the issue of penalty charge notices and process parking permits

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

To enable the council to enforce the car parks under the Traffic Management Act 2004, a suitable system is required.

--

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 Gloucestershire	<input type="checkbox"/>	
Comparisons between similar functions / policies elsewhere	<input type="checkbox"/>	
Analysis of audit reports and reviews	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	

Page 126

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

N/A

7. Has any consultation been carried out?

None

If NO please outline any planned activities

--

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

Level of impact	Response
NO IMPACT – The proposal has no impact upon the general public/staff	X
LOW – Few members of the general public/staff will be affected by this proposal	<input type="checkbox"/>
MEDIUM – A large group of the general public/staff will be affected by this proposal	<input type="checkbox"/>
HIGH – The proposal will have an impact upon the whole community/all staff	<input type="checkbox"/>
Comments: e.g. Who will this specifically impact? Anyone who receives a penalty charge notice or applies for a permit.	

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

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

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

Neutral – neither positive nor negative impact / Not sure

	Potential Negative	Potential Positive	Neutral	Reasons	Options for mitigating adverse impacts
Age – Young People			X		
Age – Old People			X		
Disability			X		
Sex – Male			X		
Sex – Female			X		
Race including Gypsy and Travellers			X		
Religion or Belief			X		
Sexual Orientation			X		

Gender Reassignment			X		
Pregnancy and maternity			X		
Geographical impacts on one area			X		
Other Groups			X		
Rural considerations: ie Access to services; leisure facilities, transport; education; employment; broadband.			X	The recommendation will not have an effect on different service users; there are provisions for customers without computers to access the services by other means such as telephone or mail.	

10. Action plan (add additional lines if necessary)

Action(s)	Lead Officer	Resource	Timescale

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

This is an externally hosted ICT system.

Declaration

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

Completed By:	Maria Wheatley	Date:	20 th November 24
Line Manager:	Susan Hughes	Date:	20 th November 24
Reviewed by Corporate Equality Officer:	Chloe Phillips	Date:	27 November 2024.

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