

Re-issued 29 January 2025

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## OVERVIEW AND SCRUTINY COMMITTEE

You are summoned to a meeting of the Overview and Scrutiny Committee which will be held in Committee Room 1, Council Offices, Woodgreen, Witney, Oxfordshire OX28 1NB on **Wednesday, 5 February 2025 at 5.30 pm.**



Giles Hughes  
Chief Executive

To: Members of the Overview and Scrutiny Committee

Councillors: Andrew Beaney (Chair), Joy Aitman (Vice-Chair), Thomas Ashby, Adam Clements, Julian Cooper, Steve Cosier, Genny Early, Natalie King, Liz Leffman, Nick Leverton, Dan Levy, Andrew Lyon, Paul Marsh, Stuart McCarroll, Michele Mead, Elizabeth Poskitt, Carl Rylett, Sandra Simpson, Ruth Smith, Alistair Wray, Liam Walker, Mark Walker and Alex Wilson

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 and Temporary Appointments**  
To receive any apologies for absence and temporary appointments.  
  
The quorum for the Committee is 6 members.
2. **Declarations of Interest**  
To receive any declarations from Members of the Committee on any items to be considered at the meeting.
3. **Minutes of Previous Meeting (Pages 5 - 10)**  
To approve the minutes of the meeting held on 8 January 2025.
4. **Report back on recommendations (Pages 11 - 12)**  
For the Committee to note the Executive's response to any recommendations arising from the previous Overview and Scrutiny Committee meeting.
5. **Chair's announcements**  
To receive any announcements from the Chair of the Overview and Scrutiny Committee.
6. **Participation of the Public**  
To receive any submissions from members of the public, in accordance with the Council's Rules of Procedure, anyone who lives in the district or who pays council tax or business rates to the Council is eligible to read a statement or express an opinion at this meeting. You can register to speak by sending your written submission of no more than 750 words to [democratic.services@westoxon.gov.uk](mailto:democratic.services@westoxon.gov.uk) by no later than 10.00am on the working day before the meeting.
7. **Update on Budget 2025 – 2026 (Pages 13 - 110)**  
Purpose:  
This report provides an update on the budget for 2025/26 following the provisional government funding settlement on 18<sup>th</sup> December 2024.

To consider:

- 1) The Draft Base Budget for 2025/26
- 2) The Council's Capital Programme for 2025/26 to 2031/32
- 3) The level of Council Tax for 2025/26
- 4) The Medium Term Financial Strategy (MTFS)
- 5) The Responses from the Statutory Budget Consultation

Recommendations:

That the Executive resolves to recommend the following to Council for approval:

- 1) The General Fund Revenue Budget as Summarised in Annex A.
- 2) The Updated Medium Term Financial Strategy in Annex B.
- 3) The Capital Programme for 2025/26 to 2031/32 as set out in Annex D.
- 4) The Council's Pay Policy Statement as set out in Annex L.
- 5) The level of District Council Tax for 2025/26 for a Band D property of £129.38

as shown in Annexes E-G.

And the following for noting:

- 1) Fees and charges for 2025/26, as detailed in Annex I and J.
- 2) The Parish Precepts and Tax Levels set out in Annex H.

8. **Committee Work Programme (Pages 111 - 114)**

Purpose:

To provide the Committee with an updated Work Programme for 2024/25.

Recommendation:

That the Committee notes and comments on the work programme.

9. **Executive Work Programme (Pages 115 - 124)**

Purpose:

To give the Committee the opportunity to comment on the Executive Work Programme.

Recommendation:

That the Committee agrees which items on the Executive Work Programme should be subject to pre-decision scrutiny and the priority order of those items.

10. **Matters Exempt from Publication**

If the Overview and Scrutiny Committee 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 Overview and Scrutiny to pass a resolution in accordance with the provisions of section 100A of the Local Government Act 1972 on the grounds that their presence could involve the likely disclosure of exempt information as described in paragraph 3 of Schedule 12A of the Local Government act 1972.

The Overview and Scrutiny may maintain the exemption if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

11. **Annex J - Proposed Fees and Charges for Trade Waste (Exempt Annex) (Pages 125 - 126)**

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## WEST OXFORDSHIRE DISTRICT COUNCIL

### Minutes of the meeting of the **Overview and Scrutiny Committee**

Held in the Committee Room 1, Council Offices, Woodgreen, Witney, Oxfordshire OX28  
1NB at 5.30 pm on **Wednesday, 8 January 2025**

#### PRESENT

Councillors: Andrew Beaney (Chair), Joy Aitman (Vice-Chair), Thomas Ashby, Mike Baggaley, Julian Cooper, Steve Cosier, Natalie King, Liz Leffman, Nick Leverton, Dan Levy, Andrew Lyon, Paul Marsh, Stuart McCarroll, Michele Mead, Elizabeth Poskitt, Carl Rylett, Ruth Smith, Alistair Wray, Liam Walker, Alex Wilson and David Jackson

Officers: Andrew Brown (Head of Democratic and Electoral Services), Bill Oddy (Assistant Director for Commercial Development), Murry Burnett (Strategic Housing Officer), Michael David (Housing Delivery Programme Manager) and Ana Prelici (Senior Democratic Services Officer)

Other Councillors in attendance: Lidia Arciszewska and Geoff Saul

- 79** **Apologies for Absence and Temporary Appointment**  
Apologies were received from Councillors Adam Clements and Mark Walker.

Councillor Adrian Wray Arrived partway through the meeting, at 5:38pm.

Councillor Joy Aitman left the meeting early, at 6:00pm

- 80** **Declarations of Interest**  
In relation to the item on Affordable Housing, Councillor Julian Cooper declared that he was a member of the Lowlands Planning Sub-Committee.

- 81** **Minutes of Previous Meeting**  
Councillor Mike Baggaley stated that he had been missed from the apologies from the previous meeting and asked that this be amended.

Councillor Steve Cosier proposed accepting the minutes with Councillor Baggaley's amendments.

The minutes were seconded by Councillor Poskitt and unanimously agreed.

RESOLVED: To agree the the minutes of the meeting held on 4 November.

- 82** **Chair's announcements**  
The Chair announced that a Survey on the Committee's effectiveness would be sent within the next couple of weeks and asked that all members respond to this when they receive it.

The Chair explained that agenda item 8 would be moved to the end of the meeting.

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The Chair also explained that the Sovereign Housing Association had been unable to attend the meeting and stated that the item would be deferred to a future meeting.

**83 Participation of the Public**

There was no participation of the public.

**84 Registered Provider Discussion: Sovereign Housing Association**

As per the Chair's announcements, the item was deferred and not discussed.

**85 Affordable Housing Delivery Update**

The purpose of the report was to provide an update on delivery against the corporate priority of delivering more affordable homes across the district, particularly social rented homes. The 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.

Councillor Geoff Saul, the Executive Member for Housing and Social Care Cabinet Member for introduced the item, highlighting the following;

- The Council was forecast to deliver 240 socially rented homes between June 2024 to December 2025.
- 162 units were within pipeline for completion
- Social housing was priced at a substantially reduced rate of generally around 50-60% compared to the average market rate

The Executive Member asked the Housing Delivery Programme Manager to speak on the item. The Housing Delivery Programme Manager provided an overview of the report and explained that the Council was working with a range of registered providers to deliver socially rented accommodation.

Members of the Committee discussed the report, raising the following points of discussion and clarification;

- The affordability of rented properties was discussed, with specific reference being made to Carterton. The Housing Delivery Programme Manager explained that for the purpose of calculating affordability, housing should not make up more than a third of income. With reference to the specific example in Carterton, a detailed written response would be provided.
- Problems with water pressure had caused issues for residents in Carterton who were due to move into new homes on the Miller Homes estate. The officers explained that this was a known issue that Thames Water were dealing with. The Member who raised the issue was asked to put the question in writing so that officers could respond.
- The Woodford Way site was owned by the Council and allocated in the local plan but had not been delivered yet. The Executive Member explained that a number of options had been brought forward and though the project was progressing, it was complex due to issues such as parking.
- Land Value Capture had been used successfully by other authorities. The Executive Member stated the Council could explore this option.

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- The situation around affordable housing was recognised as a crisis in the report and it was stated that the target around temporary housing should be amended to reflect this.

Councillor Andrew Beaney proposed that the report be noted and that the Overview and Scrutiny recommend that the Council's target on an additional 30 bedspaces within the district to clarify that the target is for the current financial target and to emphasise that the Council's priority is to keep families together and in the district.

Councillor Ruth Smith seconded the proposal.

The Committee voted on the recommendations, which were agreed unanimously.

RESOLVED: That the Overview and Scrutiny Committee:

1. Noted the update
2. Recommended to the Executive that the Council's target on providing a minimum of 30 temporary accommodation bed spaces is amended to clarify that the target is for the current financial year and to emphasise that the Council's priority is to keep families together and in the district

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### **Waste and Environmental Services Review**

The Chair explained that the report contained an exempt annex and that if the Committee wished to discuss this it would need to resolve to go into a private session.

The purpose of the item was to update the Committee 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

At the Chair's discretion, this item was taken as the last one on the agenda.

Lidia Arciszewska The Executive member for the Environment introduced the item, and explained that;

- In partnership with Cherwell District Council and Oxford City Council, The Council had commissioned Activist to undertake a review of options for these services. Having already worked together to complete a dry mixed recycling procurement project, the three councils had common goals and could work together to achieve this at scale.
- What was proposed was an extensive transformation project which would achieve economies of scale.
- The contract for waste and recycling collection with Ubico was due to expire in March 2026 and the Council was seeking to extend it to 2027.

The Public Assistant Director for Commercial Development provided an overview of the work, explaining that the project tied in to Government proposals intended to simplify waste collection and opportunities which would be provided by devolution.

Members of the Committee discussed the report, raising the following points of discussion and clarification;

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- The report highlighted that the cost of waste collection across the County was very high and welcomed the proposals for their ability to save money.
- The Public Assistant Director explained that the Council had been awarded an Extended Producer Responsibility Grant, which would likely be ringfenced to pay for costs such as commissioning and secondment associated with the work.
- Simpler recycling was a separate work stream and it was important to get it right so that residents would understand changes.
- The figures on page 64 related to annual returns provided by local authorities.

Councillor Liz Leffman proposed noting the report, welcoming the proposals and this proposal was seconded by Councillor Nick Leverton.

The recommendation was voted on and agreed unanimously.

RESOLVED: That the Overview and Scrutiny Committee noted the report.

### **87 Report back on recommendations**

The Head of Democratic and Electoral Services explained that the recommendations made by the Committee at the previous meeting had been considered by the Executive, and that the Executive had resolved to defer the recommendations to the meeting in March, when they were due to consider the Ubico business plan.

RESOLVED: That the Overview and Scrutiny Committee noted the response

### **88 Committee Work Programme**

The Committee considered the work plan. The Chair proposed the following amendments;

- Community Safety Partnership item from March to April's meeting.
- Supporting Market Towns be removed as there would be a Member briefing on this instead.

The Committee agreed to the changes unanimously.

Resolved: That the Overview and Scrutiny Committee noted the work programme, as amended.

### **89 Executive Work Programme**

In discussing this, it was mentioned that the Executive report on affordable housing had a recommendation to note and that the Committee's time might be better spent on pre-decision scrutiny. The Chair explained that this could be considered in the survey feedback.

### **90 Exclusion of the Press and Public**

The Committee did not resolve to exclude the press and public.

### **91 Waste and Environmental Services Review - Exempt Annex A**



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This was not discussed.

The Meeting closed at 7.15 pm

CHAIR

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Executive response to recommendations on from the Overview and Scrutiny Committee on 8 January 2025

Item 11. Affordable Housing Delivery Update

Recommendation and response

Recommendation	Agree (Y / N)	Comment	Responsible Executive Member	Lead Officer
1. That the Council's target on providing a minimum of 30 temporary accommodation bed spaces is amended to clarify that the target is for the current financial year and to emphasise that the Council's priority is to keep families together and in the district.	Y	The Council will deliver an additional 30 bedspaces during the 2025-26 financial year, where possible within the district.	Geoff Saul, Executive Member for Housing and Social Care	Michael David, Housing Delivery Programme Manager

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 <p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>	<p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>
<p>Name and date of Committee</p>	<p><b>OVERVIEW AND SCRUTINY – 5th FEBRUARY 2025</b></p>
<p>Subject</p>	<p><b>UPDATE ON BUDGET 2025/26</b></p>
<p>Wards affected</p>	<p>All</p>
<p>Accountable member</p>	<p>Cllr Alaric Smith Executive Member for Finance Email: <a href="mailto:alaric.smith@westoxon.gov.uk">alaric.smith@westoxon.gov.uk</a></p>
<p>Accountable officer</p>	<p>Madhu Richards, Director of Finance Email: <a href="mailto:madhu.richards@westoxon.gov.uk">madhu.richards@westoxon.gov.uk</a></p>
<p>Report authors</p>	<p>Madhu Richards, Director of Finance Georgina Dyer, Chief Accountant Email: <a href="mailto:madhu.richards@westoxon.gov.uk">madhu.richards@westoxon.gov.uk</a> <a href="mailto:Georgina.dyer@westoxon.gov.uk">Georgina.dyer@westoxon.gov.uk</a></p>
<p>Summary/Purpose</p>	<p>This report provides an update on the budget for 2025/26 following the provisional government funding settlement on 18<sup>th</sup> December 2024.</p> <p>To consider:</p> <ol style="list-style-type: none"> <li>1) The Draft Base Budget for 2025/26</li> <li>2) The Council’s Capital Programme for 2025/26 to 2031/32</li> <li>3) The level of Council Tax for 2025/26</li> <li>4) The Medium Term Financial Strategy (MTFS)</li> <li>5) The Responses from the Statutory Budget Consultation</li> </ol>
<p>Annexes</p>	<p>Annex A – Prior Year Comparison Annex B – MTFS 2025/26 Annex C – MTFS Graphs Annex D – Capital Programme 2025/26 Annex E - Council Tax Schedules 1-2 Annex F – Council Tax Schedule 3 Annex G – Council Tax Schedule 4 Annex H - Taxbase 2025/26 Annex I – Proposed Fees and Charges</p>

	Annex J – Proposed Fees and Charges for Trade Waste (Exempt Annex) Annex K - Responses from the Annual Statutory Budget Consultation Annex L - Pay Policy Statement
Recommendation(s)	That the Executive resolves to recommend the following to Council for approval: <ol style="list-style-type: none"> <li>1) The General Fund Revenue Budget as Summarised in Annex A.</li> <li>2) The Updated Medium Term Financial Strategy in Annex B.</li> <li>3) The Capital Programme for 2025/26 to 2031/32 as set out in Annex D.</li> <li>4) The Council’s Pay Policy Statement as set out in Annex L.</li> <li>5) The level of District Council Tax for 2025/26 for a Band D property of £129.38 as shown in Annexes E-G.</li> </ol> And the following for noting: <ol style="list-style-type: none"> <li>1) Fees and charges for 2025/26, as detailed in Annex I and J.</li> <li>2) The Parish Precepts and Tax Levels set out in Annex H.</li> </ol>
Corporate priorities	<ul style="list-style-type: none"> <li>• Working Together for West Oxfordshire</li> </ul>
Key Decision	No
Exempt	No
Consultees/ Consultation	Meetings with Assistant Directors, Business Managers, Heads of Service and key stakeholders such as GLL and Ubico. The Council also conducted the annual statutory budget consultation

## BACKGROUND

- 1.1 The Council will approve the final budget for 2025/26 on 26<sup>th</sup> February 2025. The first draft of the revenue budget for 2025/26 was presented to the Executive on 11<sup>th</sup> December 2024, an updated version on 15<sup>th</sup> January 2025 and this final version, including a contribution to General Fund Reserves (surplus) of £91,280, will be considered by the Executive on 12<sup>th</sup> February 2025.
- 1.2 This draft has been updated with the indicative one off and enduring costs of Publica Phase 2, Investment Property, the impact on employee costs of a 3% pay award and Retained Business Rates income.

- 1.3 The final budget, being presented to the Executive and Council in February 2025, will include strategy papers for Treasury Management, Capital and Investments.
- 1.4 Confirmation of any government compensation for the lowering of the National Insurance threshold and the increase in employers' contributions to 15% has not yet been published. The additional cost burden on the Council for directly employed staff in 2025/26 is £91,000 (£87k for retained staff and £4k for member allowances) combined with an increase for Publica staff charged to the Council of £164,000 and a £108,000 increase for Ubico. It is expected that if compensation is to be paid, it will relate only to directly employed staff.

## 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 draft of the 2025/26 budget, is a surplus of £91,280 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 healthy, there remains a financial gap from the estimated impact of changes to Local Government Financing (i.e. the long-delayed reset 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 the 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 April 2026.
- 2.5 Judging from the 2025/26 Local Government Settlement, Shire Districts will be hit the hardest by the upcoming reforms, in favour of redistributing resources to the more population dense Metropolitan Districts and Unitary Authorities with Social Care responsibilities.
- 2.6 Publica Phase 2 costs are included in the budget as £300,000 for one off costs funded through earmarked reserves and enduring costs of £200,000 which are included in the base budget.
- 2.7 The announcement of the Devolution White Paper in December, and the possible impact on District Councils, has increased 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 have been produced on an 'as is' basis.
- 2.8 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 the provisional settlement was announced on 18<sup>th</sup> 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 was followed by an increase in October, up to 2.3%, and another in November, to 2.6%. There was a surprise drop in December, to 2.5%, with the largest downward contribution coming from restaurants and hotels which fell to 3.4% from 4% in November. Despite this fall, inflation is expected to increase throughout the year reaching 3% or more.
- 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 LOCAL GOVERNMENT FUNDING SETTLEMENT

4.1 The provisional Local Government Funding Settlement was announced on 18<sup>th</sup> December 2024. The settlement was in line with the assumptions made for the first draft of the 2025/26 budget, taken to the Executive on 11<sup>th</sup> December 2024, as the settlement was consistent with the Autumn Budget (30<sup>th</sup> October 2024) and Policy Statement (28<sup>th</sup> November 2024).

4.2 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

4.3 This is a single year settlement with a multi-year settlement promised for 2026/27 following the consultation on Local Government Funding Reform which closes on 12<sup>th</sup> February 2025. Key uncertainties around future funding still exist with the prospect of significant cuts in funding from the local share of business rates. The Devolution White Paper issued in December 2024 has added to this uncertainty.

4.4 There were no changes to the Band D Council Tax Referendum thresholds of £5 or 2.99%, whichever is the higher.

4.5 The draft local government settlement has been published and the final retained Business Rates income has been calculated ready for submission to the Ministry for Housing, Communities and Local Government, (MHCLG) on 31<sup>st</sup> January 2025.

#### 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 as presented to the Executive on 11<sup>th</sup> December 2024.

**Table One**

2024/25 budget surplus		(5,107)
<b>Budget Movements</b>	<b>£</b>	<b>£</b>
<b><u>Changes in expenditure</u></b>		
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
<b><u>Changes in income</u></b>		
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)
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)
<b>2025/26 DRAFT BUDGET</b>		<b>(400,314)</b>

### 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 12 below. The rational and costings for Phase 2 are also detailed in Section 12 below.
- 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 1<sup>st</sup> 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 £363,000 into the Council's cost base, £91,000 for staff directly employed by the Council (retained staff and members), £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 a final settlement announcement is expected imminently. It is recommended that any funding received be moved to the Budget Deficit Reserve to help fund the significant loss of funding in 2026/27.
- The enduring increase in base budget relating to the TUPE of staff back to the Council on 1<sup>st</sup> November 2024 is £213,154.
- Hexagon will assume the lease of Elmfield once the building work has been completed at the end of 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. From an initial budget "ask" of £468,784 for 2025/26 the final budget figure for Ubico is a modest saving of £17,545.
- 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 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 commenced 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 1<sup>st</sup> 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. A Delegation on Purchases of Emergency Accommodation paper is being presented to the 12<sup>th</sup> February 2025 Executive to enable the aforementioned teams to progress any viable options in a timely manner.
- 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 agreed for a Green Waste licence in 2025/26 and has been included in the budget as an additional £82,500.
- 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 1<sup>st</sup> 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 3.8% 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 – as detailed above.

## 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 before growth.

**Table Two**

Budget surplus presented to the Executive in December 2024	(400,314)	
<b>Budget Movements since presentation to Executive</b>	<b>£</b>	<b>£</b>
<b><u>Revenue Changes</u></b>		
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
<b><u>Funding Changes</u></b>		
Council Tax due to taxbase increase of 1.88%	(74,717)	
Minimum Revenue Provision	(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)
<b>2025/26 REVISED DRAFT BUDGET</b>		<b>(553,881)</b>

- 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 I and J.

- 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 1<sup>st</sup> 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 1 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 replacing the surface of 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.

## 7. MOVEMENTS IN VERSION OF BUDGET TAKEN TO EXECUTIVE IN JANUARY

7.1 The table below shows the key movement in the budget presented to the Executive in January taking it from a surplus of £553,881 (before growth) to an estimated contribution to General Fund of £556,824 before growth and £91,280 after growth (see table 4).

**TABLE THREE**

Budgeted surplus presented to Executive in January 2025	(553,881)	
<b>Budget Movements since presentation to Executive</b>	<b>£</b>	<b>£</b>
<b><u>Revenue Changes</u></b>		
Ubico contract	(51,862)	
Business Manager Review	12,945	
Investment Property Business Rates/Service Charges funded through reserves	171,576	
Secondary Pension Contribution	50,000	
Retained Staff inflation	41,101	
Publica Phase Two One Off Costs	300,000	
Publica Phase Two Growth	200,000	
Members Allowances	25,000	
Potential Recycling Credit loss	75,000	
Legal Shared Service	21,378	
		845,138
<b><u>Funding Changes</u></b>		
Council Tax surplus	22,527	
Publica Phase Two one off costs funded through earmarked reserves	(300,000)	
Retained Business Rates	(1,055,228)	
Retained Business Rates to Earmarked Reserves	484,620	
		(848,081)
<b>2025/26 REVISED DRAFT BUDGET</b>		<b>(556,824)</b>



**TABLE FOUR**

<b>Growth Requests</b>	<b>£</b>
Tree Officer 0.5FTE	20,750
RICS Building Surveyor	65,550
Planning Enforcement Officer	38,000
Property Lawyer - now included in Shared Service costs in base budget	0
Leisure Projects Officer - FTC to permanent	24,332
Waste Transformation Lead	56,063
Waste Administrator	33,949
Two New Homelessness Relief Officers	71,000
Two Housing Officer Posts - FTC to permanent	70,000
	<b>379,644</b>
<b>One Year</b>	
Leisure Management Options	
Appraisal/Soft Market	
Testing/Procurement support	35,900
	<b>35,900</b>
<b>Two Years</b>	
External Legal costs for new leisure contract	50,000
<b>2025/26 DRAFT BUDGET inc Growth</b>	<b>(91,280)</b>

- The final Ubico contract sum recognises a saving of £51,862 in addition to the saving reported in the previous version of the budget, giving a total saving from the 2024/25 contract of £69,407. This represents a reduction of £538,191 from the “ask” at the beginning of the budget setting process and highlights the hard work put in by both the Waste Team and Ubico to drive efficiencies into the contract.
- The Business Manager review includes contract inflation for the Revenues & Benefits system of £9,945 and a £3,000 increase for the Out of Hours Service.
- In 2023/24, Executive agreed to the setting up of an Investment Property Reserve to smooth out the natural cycle of voids and rent-free periods. This was in order to augment the revenue outturn position and reduce reliance on general fund reserves in years where there is significant negative impact on the revenue budget.
- The expenditure of £171,576 represents additional Business Rates liabilities, Service Charges and void periods to be funded by the Council based on a prudent approach to the expected cashflow for the year. There are currently two new lease negotiations at an advanced stage which should be brought to the Executive before the end of the financial year, which will improve this position.

- The Secondary Pension contribution is the cash amount the Council pays to the Local Government Pension Scheme (LGPS) monthly to fund historic liabilities in addition to the present service cost paid monthly through Payroll. The amount of this contribution changes year on year based on the number of active pensioners in the scheme.
- Retained Staff inflation includes the final employee costs for 2025/26 and the net of the recharges between West Oxfordshire and Cotswold District Council for shared posts. Posts hosted by Cotswold and recharged to West Oxfordshire are the Tourism Team and Shared Strategic Planning Project Manager (£131,106) and the West Oxfordshire hosted posts recharged to Cotswold are the shared Democratic Services Manager, Building Control Lead, Energy & Resource Officer and the Infrastructure Delivery Manager (£135,206).
- Publica Phase 2 costs cover the services moving back to the Council i.e Waste Management, Project Management, Property Service and Leisure Contract Management. One off costs will be funded through earmarked reserves and will have no net impact on the revenue budget. Enduring costs of £200,000 per year have been included as growth in the base budget. See Section 12 below.
- Members Allowances are set to be overspent in 2024/25, additional budget has therefore been provided to close this shortfall. This figure also includes the additional cost of National Insurance from the reduction in the NI threshold.
- There is a risk that recycling credits from Oxfordshire County Council will be impacted by the changes brought in to tax the burning of domestic waste at the Ardley Energy Recovery facility. No confirmation has been received, but it is prudent to assume that there will be some impact for West Oxfordshire of this change.
- In the first version of the budget a growth request was included for an additional Property Lawyer as 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. This item has now been included in the Shared Legal Service costs in the base budget as seen in Table Three.
- The calculation of estimated Council Tax surplus for the current year was submitted to the Major Preceptors on 15<sup>th</sup> January. This surplus will be distributed during 2025/26 with the amount changing each year. West Oxfordshire's share of this surplus is estimated to reduce by £22,527 to £133,916.
- As detailed above, the one-off costs for Publica Phase 2 will be funded through earmarked reserves.
- The calculation of Retained Business Rates for 2025/26 will be submitted to the Ministry of Housing, Communities and Local Government (MHCLG) on 31<sup>st</sup> January.

The estimate is for growth in Business Rates income of £1,055,228 of which, £787,912 will be moved to the Business Rates Deficit reserve to help close the funding gap from 2026/27 onwards detailed in the MTFS.

## 7.2 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 4<sup>th</sup> September 2024.
- 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 was taken to Executive in January to request that two existing Fixed Term Contract posts be made permanent and two additional posts are approved. 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.

### 7.3 Budget Risks

- 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 fill the funding gap identified from 2026/27 onwards, General Fund reserves will be 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.

## **8. MEDIUM TERM FINANCIAL STRATEGY ASSUMPTIONS**

- 8.1** 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 was the promise of a multiyear settlement from 2026/27 but even that is uncertain now with the announcement of the Devolution White Paper.
- 8.2** 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 12<sup>th</sup> 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.
- 8.3** 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.
- 8.4** 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.
- 8.5** 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.
- 8.6** 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.
- 8.7** The MTFS is based on the most reasonable forecasts of income and expenditure that can be inferred at this point in time.

## **9. FEES AND CHARGES**

### **9.1 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.

### **9.2 For the setting of the 2025/26 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.**

### **9.3 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.**

## **10. CAPITAL PROGRAMME**

### **10.1 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.**

### **10.2 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 £4m 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.**

### **10.3 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 is being taken to Executive in February 2025.**

### **10.4 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.

- 10.5** The Public Works Loan Board (PWLB) interest rates are still high but should fall gradually over the next 12-18 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.
- 10.6** 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.
- 10.7** 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.
- 10.8** Further details about the way we fund the Capital Programme is included in the revised Treasury Management, Capital and Investment Strategy papers, included in the February 2025 budget papers.
- 10.9** The Capital Programme is in Annex D but 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.

## **11. STATUTORY OVERRIDE PROVISION**

- 11.1** 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 used. The government has signalled that they are not minded to reverse this decision.
- 11.2** 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.
- 11.3** 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.

**11.4** 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.

## **12. PUBLICA TRANSITION**

**12.1** 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 24<sup>th</sup> July 2024.

**12.2** 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.

**12.3** 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.

**12.4** The scope of the services in Phase 2 has been reviewed, in light of the Devolution White Paper and the Local Government Review (LGR), and only the following services are now in scope for West Oxfordshire. They are

- Waste Management
- Project Management
- Property Services
- Leisure Contract Management

**12.5** These services have been selected because they are needed to deliver specific Council priorities over the next few years.

**12.6** At the time of writing this report, there is still some discussion with regards to Environmental and Regulatory Services (ERS) for the Forest of Dean District Council. However, this will not have a material impact on the costs of Phase 2 for West Oxfordshire.

**12.7** The options for the services considered in Phase 2 ranged from delivering services on a sovereign basis, delivering on a shared basis, and retaining in Publica.

**12.8** Detailed structure plans have been developed and the associated costs have been modelled.



- 12.9** The savings from the re-structuring of senior roles in Publica were front loaded into Phase 1, so whilst it is possible further savings may result from changes to senior roles in Phase 2, they are not expected to be significant. This is due to the necessity for retaining sufficient senior resource to manage the services remaining in Publica i.e. Revenues, Benefits, Housing, ICT, ERS, Customer Services and transactional finance.
- 12.10** Based on this work, and the resulting cost modelling, £300,000 has been set aside from earmarked reserves to fund one off costs and £200,000 of enduring costs have been included in the base budget.
- 12.11** In terms of timescales for Phase 2, Detailed Transition Plans are targeted to go to Council meetings for a decision in March. The target transfer date is 1<sup>st</sup> July 2025

### **13. BUDGET CONSULTATION**

- 13.1** The Council's budget consultation, via the online engagement platform CitizenLab, ran from 18<sup>th</sup> November 2024 to 15<sup>th</sup> December 2024.
- 13.2** The Council used a wide range of communication channels to promote the consultation including media engagement, social media, website, stakeholders and newsletters.
- 13.3** A total of 370 responses (377 for 2024/25) were received in response to the consultation.
- 13.4** Respondents were requested to give their views with regards to how well certain services were delivered and how important they thought the provision was.
- 13.5** The list of services covered both statutory and non-statutory provision. The responses are summarised in Annex K.

### **14. BUDGET REVIEW TIMETABLE**

- 14.1** A surplus budget of £90,721 was 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 1 (NNDRI) Return ahead of the 31<sup>st</sup> January 2025 deadline.
- 14.2** The Overview and Scrutiny Committee will review the proposed final budget on 5<sup>th</sup> February 2025.
- 14.3** This proposed budget, a surplus of £91,280, will be presented to the Executive on 12<sup>th</sup> February 2025.
- 14.4** The final budget will be presented to and debated at Council on 26<sup>th</sup> February 2025.

### **15. CONCLUSIONS**

- 15.1** This latest version of the budget is a **surplus of £91,280** after growth.
- 15.2** There are significant pressures on the Council's current 2024/25 budget which may mean that the general fund balances will be called upon in the current financial year to bridge the gap.
- 15.3** There are continued uncertainties and cost pressures, as detailed in this report, which will have an impact on the 2025/26 budget and the MTFs.

**15.4** 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.

**16. FINANCIAL IMPLICATIONS**

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

**17. LEGAL IMPLICATIONS**

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

**18. RISK ASSESSMENT**

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

**19. EQUALITIES IMPACT**

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

**20. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS**

**20.1** None.

**21. BACKGROUND PAPERS**

Budget papers – December 2024 and January 2025

(END)

## 2025/26 Proposed Revenue Budget comparison to prior year

## Annex A

2023/2024		2024/2025	2025/2026
Actual	Expenditure by Service Area	Budget	Estimate
£		£	£
(2,582,458)	Assets	(2,293,872)	(1,967,791)
7,699,943	Waste & Environmental	7,748,768	7,244,048
175,151	Communications & Marketing	198,938	364,598
(1,199,783)	Contracts	(692,707)	(752,701)
1,396,320	Corporate Finance	2,307,795	2,807,481
1,653,571	Corporate Responsibility	1,763,281	2,017,086
808,692	Customer Experience	1,144,379	1,206,654
1,121,261	Development Management	779,916	921,878
103,092	Environmental & Regulatory Services	108,310	111,624
769,043	Finance	873,161	828,430
653,158	Insight & Intelligence	698,395	837,669
687,184	Localities	599,220	890,861
718,175	Operational Services	1,774,965	1,933,079
317,341	People	333,721	355,568
1,246,641	Technology	1,486,612	1,565,843
<b>13,567,331</b>	<b>Total Cost of Services</b>	<b>16,830,883</b>	<b>18,364,329</b>
<b>2023/2024</b>		<b>2024/2025</b>	<b>2025/2026</b>
<b>Actual</b>	<b>Expenditure by Type</b>	<b>Budget</b>	<b>Estimate</b>
<b>£</b>		<b>£</b>	<b>£</b>
1,428,805	Employees	1,449,192	6,094,805
1,739,930	Premises Related Expenditure	1,517,413	1,658,908
9,628	Transport Related Expenditure	16,310	16,310
6,492,338	Supplies & Services	5,863,680	6,315,514
20,030,056	Third Party Payments	22,110,612	17,733,452
14,288,860	Transfer Payments	14,400,000	14,006,097
1,830,816	Capital Charges	1,733,952	1,804,700
<b>45,820,433</b>	<b>Total Cost</b>	<b>47,091,159</b>	<b>47,629,785</b>
(32,253,103)	Income	(30,260,276)	(29,265,456)
<b>13,567,330</b>	<b>Total Cost of Services</b>	<b>16,830,883</b>	<b>18,364,329</b>

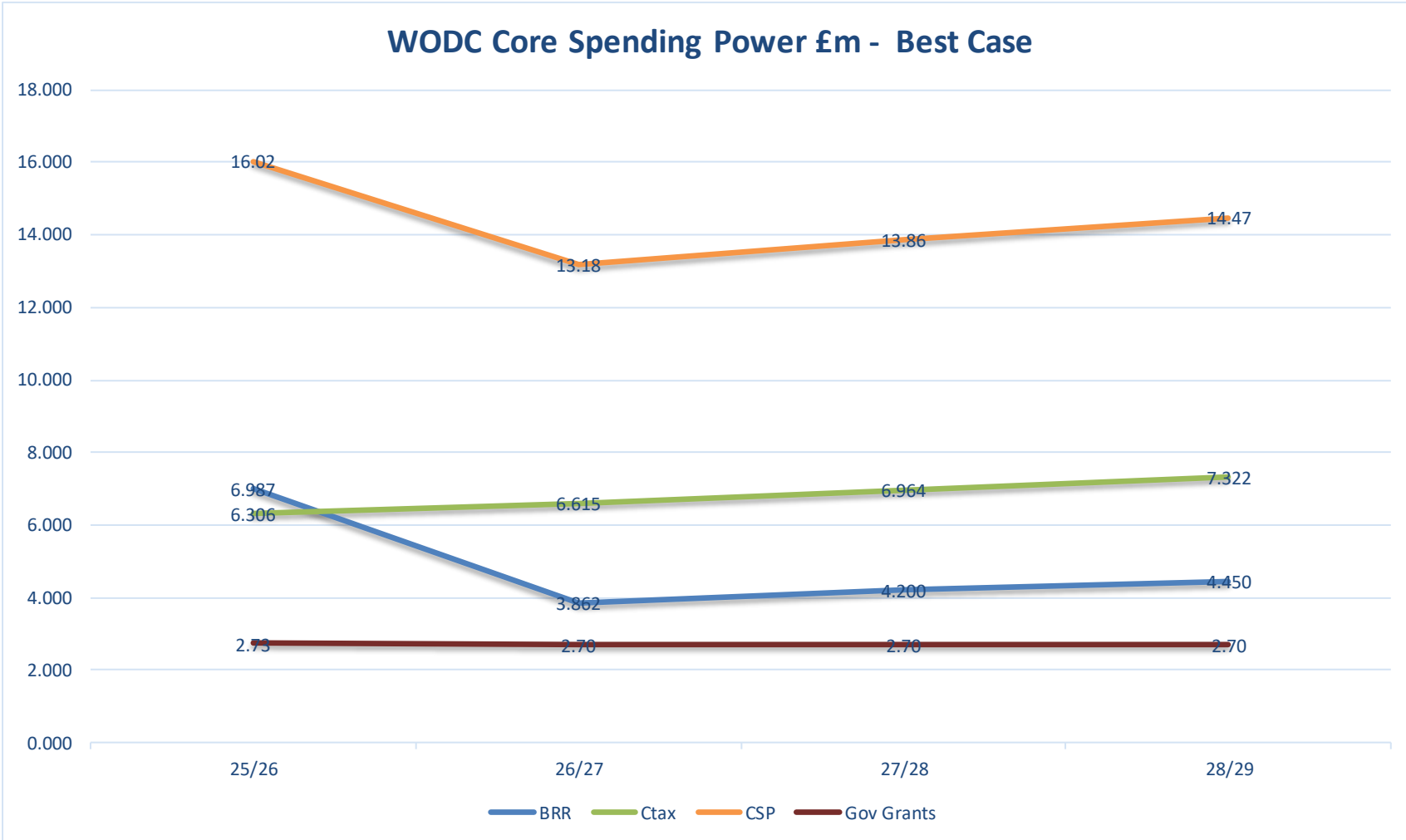
	<b>2024/2025</b>	<b>2025/2026</b>
	<b>Budget</b>	<b>Estimate</b>
	<b>£</b>	<b>£</b>
<b>Total Cost of Services</b>	<b>16,830,883</b>	<b>18,364,329</b>
Capital Expenditure funded through revenue	540,100	540,000
Minimum Revenue Provision	626,616	581,167
Interest on Long Term Borrowing	79,100	84,875
Capital charges - depreciation and amortisation	(1,731,690)	(1,804,700)
<b>Net Operating Expenditure</b>	<b>16,345,009</b>	<b>17,765,671</b>
Treasury and Investment Income	(1,156,228)	(1,156,228)
<b>Net Expenditure</b>	<b>15,188,781</b>	<b>16,609,443</b>
<u>Contributions to / (from):</u>		
General Fund Balance	5,107	556,824
Net contribution to / (from) Earmarked Reserves	(45,966)	1,327,558
<b>Balance to be met from Government Grants &amp; Council Tax</b>	<b>15,147,922</b>	<b>18,493,825</b>
Transfers to / (from) Collection Fund	(156,443)	(133,916)
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)	(302,976)
Retained Business Rates (NDR)	(5,634,100)	(6,684,384)
<b>Net Requirement</b>	<b>5,950,467</b>	<b>6,306,283</b>
<b>Taxbase</b>	<b>47,841.03</b>	<b>48,742.33</b>
<b>Council Tax (at Band D)</b>	<b>£124.38</b>	<b>£129.38</b>

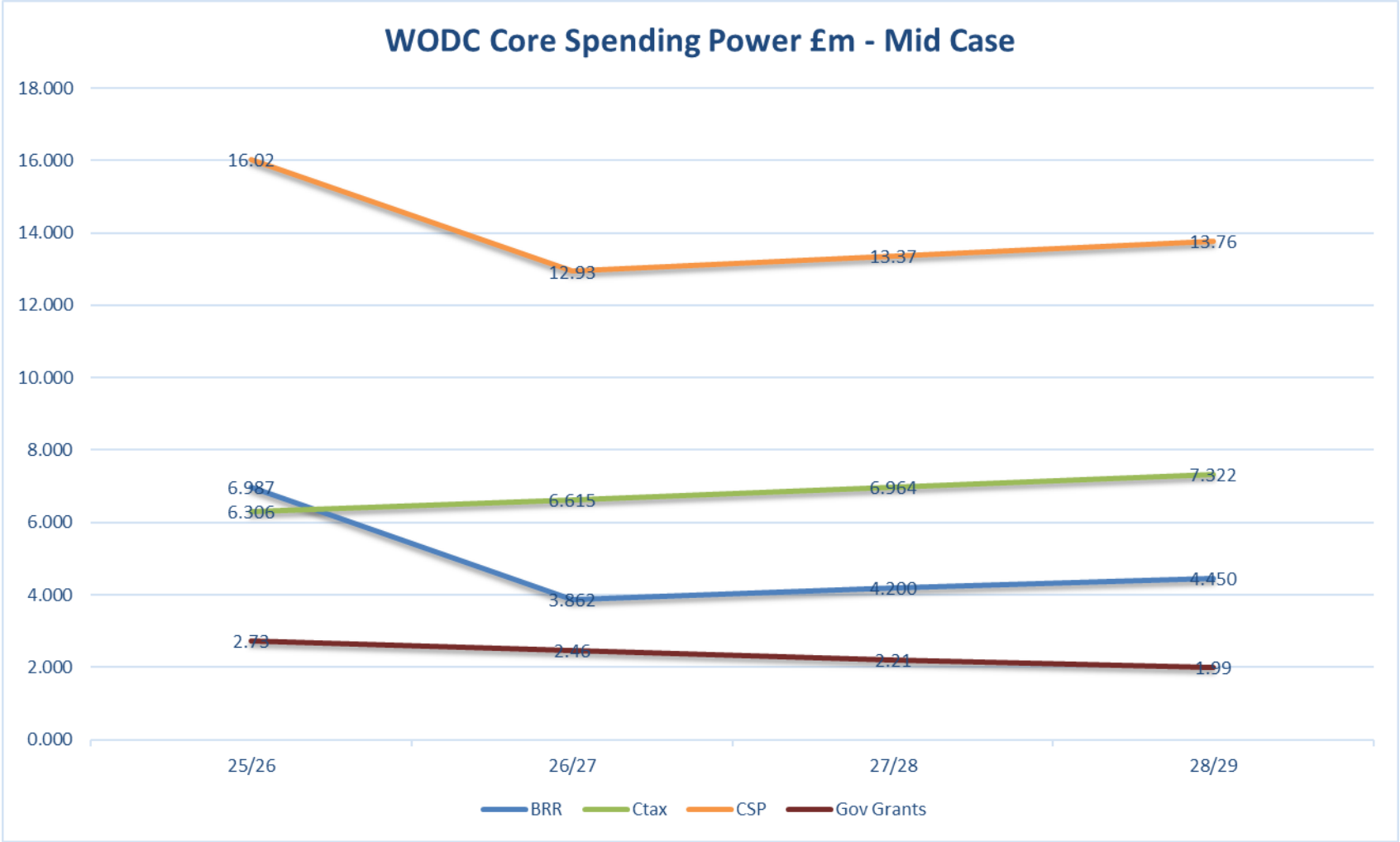
Medium Term Financial Strategy Updated January 2025

Annex B

	2025/26	2026/27	2027/28	2028/29	2029/30
<b>Inflation</b>		2.5%	2.0%	2.0%	2.0%
Taxbase	1.0188	1.0160	1.014	1.013	1.013
Base	16,345,008	18,231,214	18,717,222	21,474,132	21,756,741
Inflation - Generic		455,780	374,344	429,483	435,135
Inflation - Publica	330,094				
Publica phase one growth	213,154				
Inflation - Retained Staff	321,843	720,000			
Pension contribution/(saving)	50,000	(600,000)			
Members Allowances	25,000				
Publica Phase two estimate	500,000	(300,000)			
Recycling contract & Glass Recycling	(420,000)				
Ubico	(69,407)				
FTC growth	50,832				
Movement in Housing Benefit subsidy loss	55,138				
Car Park Maintenance	35,000				
Leisure Contract Income			2,400,000	(43,500)	(218,000)
MRP/RCCO movement	123,631	134,233	0	(76,430)	0
External Borrowing	5,775	75,995	(17,434)	(26,943)	(26,943)
One-off growth - reversal of prior year	(527,731)				
Growth Requests	465,544				
Service Area Review	743,538				
Fees & Charges	(16,205)				
<b>Target Budget (NOE)</b>	<b>18,231,214</b>	<b>18,717,222</b>	<b>21,474,132</b>	<b>21,756,741</b>	<b>21,946,933</b>

<b>Financed by:</b>					
Revenue Support Grant	(257,281)	911,428	938,557	967,921	997,040
Business Rates Share	(6,684,384)	(3,559,166)	(3,897,067)	(4,146,611)	(4,405,049)
Renewables	(302,976)	(302,976)	(302,976)	(302,976)	(302,976)
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)
<b>Government Grants &amp; Business Rates</b>	<b>(12,053,626)</b>	<b>(8,535,711)</b>	<b>(7,741,752)</b>	<b>(6,853,041)</b>	<b>(6,019,988)</b>
Investment Income - Pooled Funds	(1,156,227)	(1,040,604)	(936,544)	(889,717)	(845,231)
Contribution to/(from) earmarked reserves	1,327,558	(750,000)	(750,000)	(750,000)	(750,000)
Collection Fund	(133,916)	(125,000)	(120,000)	(115,000)	(110,000)
Council Tax	(6,306,283)	(6,654,794)	(6,999,039)	(7,344,368)	(7,693,693)
<b>Total Funding</b>	<b>(18,322,494)</b>	<b>(17,106,109)</b>	<b>(16,547,335)</b>	<b>(15,952,125)</b>	<b>(15,418,913)</b>
<b>Use of GF reserves</b>	<b>(91,280)</b>	<b>1,611,113</b>	<b>4,926,798</b>	<b>5,804,616</b>	<b>6,528,021</b>
TaxBase	48,742	49,522	50,216	50,868	51,504
Band D	129.38	134.38	139.38	144.38	149.38
<b>Tax increase</b>	<b>4.02%</b>	<b>3.86%</b>	<b>3.72%</b>	<b>3.59%</b>	<b>3.46%</b>
General fund balance	11,822,845	10,211,732	5,284,934	-519,682	-7,047,702







### WODC Core Spending Power £m - Worst Case



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**Draft Capital programme February 2025**

**Annex D**

<b>Scheme</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>	<b>2028/29</b>	<b>2029/30</b>	<b>2030/31</b>	<b>2031/32</b>	<b>Total £</b>
IT Provision - Systems & Strategy	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	700,000
Solar PV on Council Buildings	276,345								0
Update Financial Management System (Agresso)	25,000								0
Idox System Upgrade (Planning)	150,000								0
Play Parks	50,000								0
Witney ATP		200,000							200,000
Council Buildings Maintenance Programme	200,000	250,000	300,000	200,000	200,000	200,000	200,000	200,000	1,550,000
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	40,000	280,000
Improvement Grants/Disabled Facilities Grants	880,000	880,000	880,000	880,000	880,000	880,000	880,000	880,000	6,160,000
Community Grants Fund	200,000								0
EVCP Woolgate	167,000								0
Affordable Housing	212,125								0
Investment Property Repairs		750,000	750,000	250,000	250,000	250,000	250,000	250,000	2,750,000
Electric vehicle recharging points	200,000								0
Replacement dog and litter bins			25,000				25,000		50,000
Weighbridge at Bulking Station	25,000					25,000			25,000
Replacement Street Sweepers		850,000	260,000		266,000				1,376,000
In-cab technology	100,000								0
Shop Mobility - Replacement stock	10,000		10,000				10,000		20,000
CCTV upgrading	255,635								0
Carterton Swinbrook Public Art (S106)	44,500								0
Raleigh Crescent Play Area (s. 106)	75,000								0
Agile Working	1,447,068								0
Chipping Norton LC roof replacement	150,000								0
Carterton Leisure Centre Upgrade PSDS	1,300,000								0
Witney PSDS	1,874,000								0
Chipping Norton Leisure Centre PSDS		2,643,926							2,643,926
Replacement waste and recycling fleet	3,500,000	2,500,000	500,000	500,000	500,000				4,000,000
	<b>11,281,673</b>	<b>11,213,926</b>	<b>2,865,000</b>	<b>1,970,000</b>	<b>2,236,000</b>	<b>1,495,000</b>	<b>1,505,000</b>	<b>1,470,000</b>	<b>22,754,926</b>

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## BASIC AMOUNTS OF COUNCIL TAX 2025/26

Schedules I-2

PARISH	TAX BASE	PARISH PRECEPT £	BAND D COUNCIL TAX PARISHES £	BAND D COUNCIL TAX DISTRICT £	TOTAL BAND D COUNCIL TAX £
ALVESCOT	239.95	17,000	70.85	129.38	200.23
ASCOTT-UNDER-WYCHWOOD	265.07	21,000	79.22	129.38	208.60
ASTHAL	162.65	3,914	24.06	129.38	153.44
ASTON,COTE,SHIFFORD & CHIMNEY	636.52	31,659	49.74	129.38	179.12
BAMPTON	1,355.41	169,891	125.34	129.38	254.72
BLACK BOURTON	131.29	13,966	106.38	129.38	235.76
BLADON	413.13	50,000	121.03	129.38	250.41
BLENHEIM	26.92	0	0.00	129.38	129.38
BRIZE NORTON	828.34	78,436	94.69	129.38	224.07
BROADWELL	74.80	1,650	22.06	129.38	151.44
BRUERN	42.35	0	0.00	129.38	129.38
BURFORD TOWN COUNCIL	931.48	114,936	123.39	129.38	252.77
CARTERTON TOWN COUNCIL	5,724.60	668,344	116.75	129.38	246.13
CASSINGTON	343.40	42,570	123.97	129.38	253.35
CHADLINGTON	404.92	40,616	100.31	129.38	229.69
CHARLBURY TOWN COUNCIL	1,390.51	149,125	107.24	129.38	236.62
CHASTLETON	76.32	950	12.45	129.38	141.83
CHILSON	59.90	600	10.02	129.38	139.40
CHIPPING NORTON TOWN COUNCIL	2,898.39	494,204	170.51	129.38	299.89
CHURCHILL & SARSDEN	382.87	38,267	99.95	129.38	229.33
CLANFIELD	370.75	26,276	70.87	129.38	200.25
COMBE	347.94	16,125	46.34	129.38	175.72
CORNBURY & WYCHWOOD	27.56	0	0.00	129.38	129.38
CORNWELL	25.80	0	0.00	129.38	129.38
CRAWLEY	79.95	3,500	43.78	129.38	173.16
CURBRIDGE & LEW	486.59	26,250	53.95	129.38	183.33
DUCKLINGTON	657.42	45,000	68.45	129.38	197.83
ENSTONE	616.79	44,546	72.22	129.38	201.60
EYNSHAM	2,217.93	322,177	145.26	129.38	274.64

**BASIC AMOUNTS OF COUNCIL TAX 2025/26**

Schedules I-2

<b>PARISH</b>	<b>TAX BASE</b>	<b>PARISH PRECEPT £</b>	<b>BAND D COUNCIL TAX PARISHES £</b>	<b>BAND D COUNCIL TAX DISTRICT £</b>	<b>TOTAL BAND D COUNCIL TAX £</b>
FAWLER	48.86	0	0.00	129.38	129.38
FIFIELD	111.26	6,000	53.93	129.38	183.31
FILKINS & BROUGHTON	232.95	24,000	103.03	129.38	232.41
FINSTOCK	313.40	26,677	85.12	129.38	214.50
FREELAND	702.54	72,001	102.49	129.38	231.87
FULBROOK	252.30	7,867	31.18	129.38	160.56
GLYMPTON	47.36	0	0.00	129.38	129.38
GRAFTON & RADCOT	31.05	0	0.00	129.38	129.38
GREAT TEW	99.33	400	4.03	129.38	133.41
HAILEY	523.31	45,000	85.99	129.38	215.37
HANBOROUGH	1,444.14	113,500	78.59	129.38	207.97
HARDWICK WITH YELFORD	52.55	0	0.00	129.38	129.38
HEYTHROP	84.00	1,200	14.29	129.38	143.67
HOLWELL	29.27	0	0.00	129.38	129.38
IDBURY	78.86	0	0.00	129.38	129.38
KELMSCOTT	47.00	0	0.00	129.38	129.38
KENCOT	67.67	0	0.00	129.38	129.38
KIDDINGTON WITH ASTERLEIGH	59.54	0	0.00	129.38	129.38
KINGHAM	415.57	30,158	72.57	129.38	201.95
LANGFORD	165.85	12,000	72.35	129.38	201.73
LEAFIELD	377.59	70,521	186.77	129.38	316.15
LITTLE FARINGDON	45.80	0	0.00	129.38	129.38
LITTLE TEW	109.22	1,300	11.90	129.38	141.28
LYNEHAM	100.55	0	0.00	129.38	129.38
MILTON-UNDER-WYCHWOOD	819.92	52,000	63.42	129.38	192.80
MINSTER LOVELL	753.46	61,001	80.96	129.38	210.34
NORTH LEIGH	1,011.10	71,106	70.33	129.38	199.71
NORTHMOOR	197.55	11,195	56.67	129.38	186.05
OVER NORTON	223.20	32,279	144.62	129.38	274.00

**BASIC AMOUNTS OF COUNCIL TAX 2025/26**

Schedules I-2

<b>PARISH</b>	<b>TAX BASE</b>	<b>PARISH PRECEPT £</b>	<b>BAND D COUNCIL TAX PARISHES £</b>	<b>BAND D COUNCIL TAX DISTRICT £</b>	<b>TOTAL BAND D COUNCIL TAX £</b>
RAMSDEN	187.92	28,950	154.05	129.38	283.43
ROLLRIGHT	244.49	13,448	55.00	129.38	184.38
ROUSHAM	25.87	0	0.00	129.38	129.38
SALFORD	131.67	8,000	60.76	129.38	190.14
SANDFORD ST MARTIN	149.75	10,419	69.58	129.38	198.96
SHILTON	289.90	6,948	23.97	129.38	153.35
SHIPTON-UNDER-WYCHWOOD	718.63	39,805	55.39	129.38	184.77
SOUTH LEIGH	165.42	11,346	68.59	129.38	197.97
SPELSBURY	166.93	11,642	69.74	129.38	199.12
STANDLAKE	698.48	33,000	47.25	129.38	176.63
STANTON HARCOURT	531.27	40,000	75.29	129.38	204.67
STEEPLE BARTON	609.57	21,560	35.37	129.38	164.75
STONESFIELD	729.85	42,963	58.87	129.38	188.25
SWERFORD	93.41	9,525	101.97	129.38	231.35
SWINBROOK & WIDFORD	107.53	3,000	27.90	129.38	157.28
TACKLEY	516.22	32,039	62.06	129.38	191.44
TAYNTON	82.55	4,000	48.46	129.38	177.84
WESTCOT BARTON	88.65	1,000	11.28	129.38	140.66
WESTWELL	58.10	0	0.00	129.38	129.38
WITNEY TOWN COUNCIL	11,298.35	2,297,745	203.37	129.38	332.75
WOODSTOCK	1,824.21	149,000	81.68	129.38	211.06
WOOTTON	306.79	16,810	54.79	129.38	184.17
WORTON	52.02	0	0.00	129.38	129.38
					0.00
<b>AVERAGE COUNCIL TAX LEVY</b>			<b>119.82</b>	<b>129.38</b>	<b>249.20</b>
<b>TAX BASE FOR THE DISTRICT</b>	<b>48,742.33</b>				
<b>TOTAL PRECEPTS</b>		<b>5,840,407</b>			

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## AMOUNTS OF COUNCIL TAX 2025/2026 - DISTRICT COUNCIL AND PARISHES

## SCHEDULE 3

PARISH	BASIC AMOUNT OF COUNCIL TAX			BANDINGS							
	WODC	PARISHES	TOTAL	A	B	C	D	E	F	G	H
	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
ALVESCOT	129.38	70.85	200.23	133.49	155.73	177.98	200.23	244.73	289.22	333.72	400.46
ASCOTT-UNDER-WYCHWOOD	129.38	79.22	208.60	139.07	162.24	185.42	208.60	254.96	301.31	347.67	417.20
ASTHAL	129.38	24.06	153.44	102.29	119.34	136.39	153.44	187.54	221.64	255.73	306.88
ASTON,COTE,SHIFFORD & CHIMNEY	129.38	49.74	179.12	119.41	139.32	159.22	179.12	218.92	258.73	298.53	358.24
BAMPTON	129.38	125.34	254.72	169.81	198.12	226.42	254.72	311.32	367.93	424.53	509.44
BLACK BOURTON	129.38	106.38	235.76	157.17	183.37	209.56	235.76	288.15	340.54	392.93	471.52
BLADON	129.38	121.03	250.41	166.94	194.76	222.59	250.41	306.06	361.70	417.35	500.82
BLLENHEIM	129.38	0.00	129.38	86.25	100.63	115.00	129.38	158.13	186.88	215.63	258.76
BRIZE NORTON	129.38	94.69	224.07	149.38	174.28	199.17	224.07	273.86	323.66	373.45	448.14
BROADWELL	129.38	22.06	151.44	100.96	117.79	134.61	151.44	185.09	218.75	252.40	302.88
BRUERN	129.38	0.00	129.38	86.25	100.63	115.00	129.38	158.13	186.88	215.63	258.76
BURFORD TOWN COUNCIL	129.38	123.39	252.77	168.51	196.60	224.68	252.77	308.94	365.11	421.28	505.54
CARTERTON TOWN COUNCIL	129.38	116.75	246.13	164.09	191.43	218.78	246.13	300.83	355.52	410.22	492.26
CASSINGTON	129.38	123.97	253.35	168.90	197.05	225.20	253.35	309.65	365.95	422.25	506.70
CHADLINGTON	129.38	100.31	229.69	153.13	178.65	204.17	229.69	280.73	331.77	382.82	459.38
CHARLBURY TOWN COUNCIL	129.38	107.24	236.62	157.75	184.04	210.33	236.62	289.20	341.78	394.37	473.24
CHASTLETON	129.38	12.45	141.83	94.55	110.31	126.07	141.83	173.35	204.87	236.38	283.66
CHILSON	129.38	10.02	139.40	92.93	108.42	123.91	139.40	170.38	201.36	232.33	278.80
CHIPPING NORTON TOWN COUNCIL	129.38	170.51	299.89	199.93	233.25	266.57	299.89	366.53	433.17	499.82	599.78
CHURCHILL & SARSDEN	129.38	99.95	229.33	152.89	178.37	203.85	229.33	280.29	331.25	382.22	458.66
CLANFIELD	129.38	70.87	200.25	133.50	155.75	178.00	200.25	244.75	289.25	333.75	400.50
COMBE	129.38	46.34	175.72	117.15	136.67	156.20	175.72	214.77	253.82	292.87	351.44
CORNBURY & WYCHWOOD	129.38	0.00	129.38	86.25	100.63	115.00	129.38	158.13	186.88	215.63	258.76
CORNWELL	129.38	0.00	129.38	86.25	100.63	115.00	129.38	158.13	186.88	215.63	258.76
CRAWLEY	129.38	43.78	173.16	115.44	134.68	153.92	173.16	211.64	250.12	288.60	346.32
CURBRIDGE & LEW	129.38	53.95	183.33	122.22	142.59	162.96	183.33	224.07	264.81	305.55	366.66
DUCKLINGTON	129.38	68.45	197.83	131.89	153.87	175.85	197.83	241.79	285.75	329.72	395.66
ENSTONE	129.38	72.22	201.60	134.40	156.80	179.20	201.60	246.40	291.20	336.00	403.20
EYNSHAM	129.38	145.26	274.64	183.09	213.61	244.12	274.64	335.67	396.70	457.73	549.28
FAWLER	129.38	0.00	129.38	86.25	100.63	115.00	129.38	158.13	186.88	215.63	258.76
FIFIELD	129.38	53.93	183.31	122.21	142.57	162.94	183.31	224.05	264.78	305.52	366.62
FILKINS & BROUGHTON	129.38	103.03	232.41	154.94	180.76	206.59	232.41	284.06	335.70	387.35	464.82

AMOUNTS OF COUNCIL TAX 2025/2026 - DISTRICT COUNCIL AND PARISHES

PARISH	BASIC AMOUNT OF COUNCIL TAX			BANDINGS							
	WODC	PARISHES	TOTAL	A	B	C	D	E	F	G	H
	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
FINSTOCK	129.38	85.12	214.50	143.00	166.83	190.67	214.50	262.17	309.83	357.50	429.00
FREELAND	129.38	102.49	231.87	154.58	180.34	206.11	231.87	283.40	334.92	386.45	463.74
FULBROOK	129.38	31.18	160.56	107.04	124.88	142.72	160.56	196.24	231.92	267.60	321.12
GLYMPTON	129.38	0.00	129.38	86.25	100.63	115.00	129.38	158.13	186.88	215.63	258.76
GRAFTON & RADCOT	129.38	0.00	129.38	86.25	100.63	115.00	129.38	158.13	186.88	215.63	258.76
GREAT TEW	129.38	4.03	133.41	88.94	103.76	118.59	133.41	163.06	192.70	222.35	266.82
HAILEY	129.38	85.99	215.37	143.58	167.51	191.44	215.37	263.23	311.09	358.95	430.74
HANBOROUGH	129.38	78.59	207.97	138.65	161.75	184.86	207.97	254.19	300.40	346.62	415.94
HARDWICK WITH YELFORD	129.38	0.00	129.38	86.25	100.63	115.00	129.38	158.13	186.88	215.63	258.76
HEYTHROP	129.38	14.29	143.67	95.78	111.74	127.71	143.67	175.60	207.52	239.45	287.34
HOLWELL	129.38	0.00	129.38	86.25	100.63	115.00	129.38	158.13	186.88	215.63	258.76
IDBURY	129.38	0.00	129.38	86.25	100.63	115.00	129.38	158.13	186.88	215.63	258.76
KELMSCOTT	129.38	0.00	129.38	86.25	100.63	115.00	129.38	158.13	186.88	215.63	258.76
KENCOT	129.38	0.00	129.38	86.25	100.63	115.00	129.38	158.13	186.88	215.63	258.76
KIDDINGTON WITH ASTERLEIGH	129.38	0.00	129.38	86.25	100.63	115.00	129.38	158.13	186.88	215.63	258.76
KINGHAM	129.38	72.57	201.95	134.63	157.07	179.51	201.95	246.83	291.71	336.58	403.90
LANGFORD	129.38	72.35	201.73	134.49	156.90	179.32	201.73	246.56	291.39	336.22	403.46
LEAFIELD	129.38	186.77	316.15	210.77	245.89	281.02	316.15	386.41	456.66	526.92	632.30
LITTLE FARINGDON	129.38	0.00	129.38	86.25	100.63	115.00	129.38	158.13	186.88	215.63	258.76
LITTLE TEW	129.38	11.90	141.28	94.19	109.88	125.58	141.28	172.68	204.07	235.47	282.56
LYNEHAM	129.38	0.00	129.38	86.25	100.63	115.00	129.38	158.13	186.88	215.63	258.76
MILTON-UNDER-WYCHWOOD	129.38	63.42	192.80	128.53	149.96	171.38	192.80	235.64	278.49	321.33	385.60
MINSTER LOVELL	129.38	80.96	210.34	140.23	163.60	186.97	210.34	257.08	303.82	350.57	420.68
NORTH LEIGH	129.38	70.33	199.71	133.14	155.33	177.52	199.71	244.09	288.47	332.85	399.42
NORTHMOOR	129.38	56.67	186.05	124.03	144.71	165.38	186.05	227.39	268.74	310.08	372.10
OVER NORTON	129.38	144.62	274.00	182.67	213.11	243.56	274.00	334.89	395.78	456.67	548.00
RAMSDEN	129.38	154.05	283.43	188.95	220.45	251.94	283.43	346.41	409.40	472.38	566.86
ROLLRIGHT	129.38	55.00	184.38	122.92	143.41	163.89	184.38	225.35	266.33	307.30	368.76
ROUSHAM	129.38	0.00	129.38	86.25	100.63	115.00	129.38	158.13	186.88	215.63	258.76
SALFORD	129.38	60.76	190.14	126.76	147.89	169.01	190.14	232.39	274.65	316.90	380.28
SANDFORD ST MARTIN	129.38	69.58	198.96	132.64	154.75	176.85	198.96	243.17	287.39	331.60	397.92

AMOUNTS OF COUNCIL TAX 2025/2026 - DISTRICT COUNCIL AND PARISHES

PARISH	BASIC AMOUNT OF COUNCIL TAX			BANDINGS							
	WODC	PARISHES	TOTAL	A	B	C	D	E	F	G	H
	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
SHILTON	129.38	23.97	153.35	102.23	119.27	136.31	153.35	187.43	221.51	255.58	306.70
SHIPTON-UNDER-WYCHWOOD	129.38	55.39	184.77	123.18	143.71	164.24	184.77	225.83	266.89	307.95	369.54
SOUTH LEIGH	129.38	68.59	197.97	131.98	153.98	175.97	197.97	241.96	285.96	329.95	395.94
SPELSBURY	129.38	69.74	199.12	132.75	154.87	177.00	199.12	243.37	287.62	331.87	398.24
STANDLAKE	129.38	47.25	176.63	117.75	137.38	157.00	176.63	215.88	255.13	294.38	353.26
STANTON HARCOURT	129.38	75.29	204.67	136.45	159.19	181.93	204.67	250.15	295.63	341.12	409.34
STEEPLE BARTON	129.38	35.37	164.75	109.83	128.14	146.44	164.75	201.36	237.97	274.58	329.50
STONESFIELD	129.38	58.87	188.25	125.50	146.42	167.33	188.25	230.08	271.92	313.75	376.50
SWERFORD	129.38	101.97	231.35	154.23	179.94	205.64	231.35	282.76	334.17	385.58	462.70
SWINBROOK & WIDFORD	129.38	27.90	157.28	104.85	122.33	139.80	157.28	192.23	227.18	262.13	314.56
TACKLEY	129.38	62.06	191.44	127.63	148.90	170.17	191.44	233.98	276.52	319.07	382.88
TAYNTON	129.38	48.46	177.84	118.56	138.32	158.08	177.84	217.36	256.88	296.40	355.68
WESTCOT BARTON	129.38	11.28	140.66	93.77	109.40	125.03	140.66	171.92	203.18	234.43	281.32
WESTWELL	129.38	0.00	129.38	86.25	100.63	115.00	129.38	158.13	186.88	215.63	258.76
WITNEY TOWN COUNCIL	129.38	203.37	332.75	221.83	258.81	295.78	332.75	406.69	480.64	554.58	665.50
WOODSTOCK	129.38	81.68	211.06	140.71	164.16	187.61	211.06	257.96	304.86	351.77	422.12
WOOTTON	129.38	54.79	184.17	122.78	143.24	163.71	184.17	225.10	266.02	306.95	368.34
WORTON	129.38	0.00	129.38	86.25	100.63	115.00	129.38	158.13	186.88	215.63	258.76

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## AGGREGATE AMOUNTS OF COUNCIL TAX 2025/26

## SCHEDULE 4

PARISH	BASIC AMOUNT OF COUNCIL TAX				TOTAL £ p	BANDINGS							
	OXON CC	PCCTV	WODC	PARISHES		A	B	C	D	E	F	G	H
	£ p	£ p	£ p	£ p		£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
ALVESCOT	1,911.40	269.28	129.38	70.85	2,380.91	1,587.27	1,851.82	2,116.36	2,380.91	2,910.00	3,439.09	3,968.18	4,761.82
ASCOTT-UNDER-WYCHWOOD	1,911.40	269.28	129.38	79.22	2,389.28	1,592.85	1,858.33	2,123.80	2,389.28	2,920.23	3,451.18	3,982.13	4,778.56
ASTHAL	1,911.40	269.28	129.38	24.06	2,334.12	1,556.08	1,815.42	2,074.77	2,334.12	2,852.82	3,371.50	3,890.20	4,668.24
ASTON,COTE,SHIFFORD & CHIMNEY	1,911.40	269.28	129.38	49.74	2,359.80	1,573.20	1,835.40	2,097.59	2,359.80	2,884.20	3,408.60	3,933.00	4,719.60
BAMPTON	1,911.40	269.28	129.38	125.34	2,435.40	1,623.60	1,894.20	2,164.79	2,435.40	2,976.60	3,517.80	4,059.00	4,870.80
BLACK BOURTON	1,911.40	269.28	129.38	106.38	2,416.44	1,610.96	1,879.45	2,147.94	2,416.44	2,953.43	3,490.41	4,027.40	4,832.88
BLADON	1,911.40	269.28	129.38	121.03	2,431.09	1,620.73	1,890.84	2,160.96	2,431.09	2,971.34	3,511.57	4,051.82	4,862.18
BLENHEIM	1,911.40	269.28	129.38	0.00	2,310.06	1,540.04	1,796.71	2,053.38	2,310.06	2,823.41	3,336.75	3,850.10	4,620.12
BRIZE NORTON	1,911.40	269.28	129.38	94.69	2,404.75	1,603.17	1,870.36	2,137.55	2,404.75	2,939.14	3,473.52	4,007.92	4,809.50
BROADWELL	1,911.40	269.28	129.38	22.06	2,332.12	1,554.75	1,813.87	2,072.99	2,332.12	2,850.37	3,368.61	3,886.87	4,664.24
BRUERN	1,911.40	269.28	129.38	0.00	2,310.06	1,540.04	1,796.71	2,053.38	2,310.06	2,823.41	3,336.75	3,850.10	4,620.12
BURFORD TOWN COUNCIL	1,911.40	269.28	129.38	123.39	2,433.45	1,622.30	1,892.68	2,163.06	2,433.45	2,974.22	3,514.98	4,055.75	4,866.90
CARTERTON TOWN COUNCIL	1,911.40	269.28	129.38	116.75	2,426.81	1,617.87	1,887.52	2,157.16	2,426.81	2,966.10	3,505.39	4,044.68	4,853.62
CASSINGTON	1,911.40	269.28	129.38	123.97	2,434.03	1,622.69	1,893.13	2,163.58	2,434.03	2,974.93	3,515.82	4,056.72	4,868.06
CHADLINGTON	1,911.40	269.28	129.38	100.31	2,410.37	1,606.91	1,874.73	2,142.54	2,410.37	2,946.01	3,481.64	4,017.28	4,820.74
CHARLBURY TOWN COUNCIL	1,911.40	269.28	129.38	107.24	2,417.30	1,611.53	1,880.12	2,148.70	2,417.30	2,954.48	3,491.65	4,028.83	4,834.60
CHASTLETON	1,911.40	269.28	129.38	12.45	2,322.51	1,548.34	1,806.39	2,064.45	2,322.51	2,838.63	3,354.73	3,870.85	4,645.02
CHILSON	1,911.40	269.28	129.38	10.02	2,320.08	1,546.72	1,804.50	2,062.29	2,320.08	2,835.66	3,351.22	3,866.80	4,640.16
CHIPPING NORTON TOWN COUNCIL	1,911.40	269.28	129.38	170.51	2,480.57	1,653.71	1,929.33	2,204.94	2,480.57	3,031.81	3,583.04	4,134.28	4,961.14
CHURCHILL & SARSDEN	1,911.40	269.28	129.38	99.95	2,410.01	1,606.67	1,874.45	2,142.22	2,410.01	2,945.57	3,481.12	4,016.68	4,820.02
CLANFIELD	1,911.40	269.28	129.38	70.87	2,380.93	1,587.29	1,851.83	2,116.38	2,380.93	2,910.03	3,439.12	3,968.22	4,761.86
COMBE	1,911.40	269.28	129.38	46.34	2,356.40	1,570.93	1,832.75	2,094.57	2,356.40	2,880.05	3,403.69	3,927.33	4,712.80
CORNBURY & WYCHWOOD	1,911.40	269.28	129.38	0.00	2,310.06	1,540.04	1,796.71	2,053.38	2,310.06	2,823.41	3,336.75	3,850.10	4,620.12
CORNWELL	1,911.40	269.28	129.38	0.00	2,310.06	1,540.04	1,796.71	2,053.38	2,310.06	2,823.41	3,336.75	3,850.10	4,620.12
CRAWLEY	1,911.40	269.28	129.38	43.78	2,353.84	1,569.23	1,830.76	2,092.30	2,353.84	2,876.92	3,399.99	3,923.07	4,707.68
CURBRIDGE & LEW	1,911.40	269.28	129.38	53.95	2,364.01	1,576.01	1,838.67	2,101.34	2,364.01	2,889.35	3,414.68	3,940.02	4,728.02
DUCKLINGTON	1,911.40	269.28	129.38	68.45	2,378.51	1,585.67	1,849.95	2,114.22	2,378.51	2,907.07	3,435.62	3,964.18	4,757.02
ENSTONE	1,911.40	269.28	129.38	72.22	2,382.28	1,588.19	1,852.88	2,117.58	2,382.28	2,911.68	3,441.07	3,970.47	4,764.56
EYNHAM	1,911.40	269.28	129.38	145.26	2,455.32	1,636.88	1,909.69	2,182.50	2,455.32	3,000.95	3,546.57	4,092.20	4,910.64
FAWLER	1,911.40	269.28	129.38	0.00	2,310.06	1,540.04	1,796.71	2,053.38	2,310.06	2,823.41	3,336.75	3,850.10	4,620.12
FIFIELD	1,911.40	269.28	129.38	53.93	2,363.99	1,575.99	1,838.66	2,101.32	2,363.99	2,889.32	3,414.65	3,939.98	4,727.98
FILKINS & BROUGHTON	1,911.40	269.28	129.38	103.03	2,413.09	1,608.73	1,876.84	2,144.96	2,413.09	2,949.34	3,485.57	4,021.82	4,826.18

PARISH	BASIC AMOUNT OF COUNCIL TAX				TOTAL	BANDINGS							
	OXON CC	TVPA	WODC	PARISHES		A	B	C	D	E	F	G	H
	£ p	£ p	£ p	£ p		£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
FINSTOCK	1,911.40	269.28	129.38	85.12	2,395.18	1,596.79	1,862.91	2,129.04	2,395.18	2,927.45	3,459.70	3,991.97	4,790.36
FREELAND	1,911.40	269.28	129.38	102.49	2,412.55	1,608.37	1,876.42	2,144.48	2,412.55	2,948.68	3,484.79	4,020.92	4,825.10
FULBROOK	1,911.40	269.28	129.38	31.18	2,341.24	1,560.83	1,820.96	2,081.10	2,341.24	2,861.52	3,381.79	3,902.07	4,682.48
GLYMPTON	1,911.40	269.28	129.38	0.00	2,310.06	1,540.04	1,796.71	2,053.38	2,310.06	2,823.41	3,336.75	3,850.10	4,620.12
GRAFTON & RADCOT	1,911.40	269.28	129.38	0.00	2,310.06	1,540.04	1,796.71	2,053.38	2,310.06	2,823.41	3,336.75	3,850.10	4,620.12
GREAT TEW	1,911.40	269.28	129.38	4.03	2,314.09	1,542.73	1,799.84	2,056.96	2,314.09	2,828.34	3,342.57	3,856.82	4,628.18
HAILEY	1,911.40	269.28	129.38	85.99	2,396.05	1,597.37	1,863.59	2,129.82	2,396.05	2,928.51	3,460.96	3,993.42	4,792.10
HANBOROUGH	1,911.40	269.28	129.38	78.59	2,388.65	1,592.43	1,857.84	2,123.24	2,388.65	2,919.46	3,450.27	3,981.08	4,777.30
HARDWICK WITH YELFORD	1,911.40	269.28	129.38	0.00	2,310.06	1,540.04	1,796.71	2,053.38	2,310.06	2,823.41	3,336.75	3,850.10	4,620.12
HEYTHROP	1,911.40	269.28	129.38	14.29	2,324.35	1,549.57	1,807.82	2,066.08	2,324.35	2,840.88	3,357.39	3,873.92	4,648.70
HOLWELL	1,911.40	269.28	129.38	0.00	2,310.06	1,540.04	1,796.71	2,053.38	2,310.06	2,823.41	3,336.75	3,850.10	4,620.12
IDBURY	1,911.40	269.28	129.38	0.00	2,310.06	1,540.04	1,796.71	2,053.38	2,310.06	2,823.41	3,336.75	3,850.10	4,620.12
KELMSCOTT	1,911.40	269.28	129.38	0.00	2,310.06	1,540.04	1,796.71	2,053.38	2,310.06	2,823.41	3,336.75	3,850.10	4,620.12
KENCOT	1,911.40	269.28	129.38	0.00	2,310.06	1,540.04	1,796.71	2,053.38	2,310.06	2,823.41	3,336.75	3,850.10	4,620.12
KIDDINGTON WITH ASTERLEIGH	1,911.40	269.28	129.38	0.00	2,310.06	1,540.04	1,796.71	2,053.38	2,310.06	2,823.41	3,336.75	3,850.10	4,620.12
KINGHAM	1,911.40	269.28	129.38	72.57	2,382.63	1,588.42	1,853.15	2,117.89	2,382.63	2,912.11	3,441.57	3,971.05	4,765.26
LANGFORD	1,911.40	269.28	129.38	72.35	2,382.41	1,588.27	1,852.98	2,117.69	2,382.41	2,911.84	3,441.26	3,970.68	4,764.82
LEAFIELD	1,911.40	269.28	129.38	186.77	2,496.83	1,664.55	1,941.98	2,219.40	2,496.83	3,051.68	3,606.53	4,161.38	4,993.66
LITTLE FARINGDON	1,911.40	269.28	129.38	0.00	2,310.06	1,540.04	1,796.71	2,053.38	2,310.06	2,823.41	3,336.75	3,850.10	4,620.12
LITTLE TEW	1,911.40	269.28	129.38	11.90	2,321.96	1,547.97	1,805.97	2,063.96	2,321.96	2,837.95	3,353.94	3,869.93	4,643.92
LYNEHAM	1,911.40	269.28	129.38	0.00	2,310.06	1,540.04	1,796.71	2,053.38	2,310.06	2,823.41	3,336.75	3,850.10	4,620.12
MILTON-UNDER-WYCHWOOD	1,911.40	269.28	129.38	63.42	2,373.48	1,582.32	1,846.04	2,109.75	2,373.48	2,900.92	3,428.36	3,955.80	4,746.96
MINSTER LOVELL	1,911.40	269.28	129.38	80.96	2,391.02	1,594.01	1,859.68	2,125.34	2,391.02	2,922.36	3,453.69	3,985.03	4,782.04
NORTH LEIGH	1,911.40	269.28	129.38	70.33	2,380.39	1,586.93	1,851.41	2,115.90	2,380.39	2,909.37	3,438.34	3,967.32	4,760.78
NORTHMOOR	1,911.40	269.28	129.38	56.67	2,366.73	1,577.82	1,840.79	2,103.75	2,366.73	2,892.67	3,418.61	3,944.55	4,733.46
OVER NORTON	1,911.40	269.28	129.38	144.62	2,454.68	1,636.45	1,909.19	2,181.93	2,454.68	3,000.17	3,545.65	4,091.13	4,909.36
RAMSDEN	1,911.40	269.28	129.38	154.05	2,464.11	1,642.74	1,916.53	2,190.31	2,464.11	3,011.69	3,559.27	4,106.85	4,928.22
ROLLRIGHT	1,911.40	269.28	129.38	55.00	2,365.06	1,576.71	1,839.49	2,102.27	2,365.06	2,890.63	3,416.19	3,941.77	4,730.12
ROUSHAM	1,911.40	269.28	129.38	0.00	2,310.06	1,540.04	1,796.71	2,053.38	2,310.06	2,823.41	3,336.75	3,850.10	4,620.12
SALFORD	1,911.40	269.28	129.38	60.76	2,370.82	1,580.55	1,843.97	2,107.39	2,370.82	2,897.67	3,424.51	3,951.37	4,741.64
SANDFORD ST MARTIN	1,911.40	269.28	129.38	69.58	2,379.64	1,586.43	1,850.83	2,115.23	2,379.64	2,908.45	3,437.25	3,966.07	4,759.28

PARISH	BASIC AMOUNT OF COUNCIL TAX				TOTAL £ p	BANDINGS							
	OXON CC	TVPA	WODC	PARISHES		A	B	C	D	E	F	G	H
	£ p	£ p	£ p	£ p		£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
SHILTON	1,911.40	269.28	129.38	23.97	2,334.03	1,556.02	1,815.35	2,074.69	2,334.03	2,852.71	3,371.37	3,890.05	4,668.06
SHIPTON-UNDER-WYCHWOOD	1,911.40	269.28	129.38	55.39	2,365.45	1,576.97	1,839.79	2,102.62	2,365.45	2,891.11	3,416.76	3,942.42	4,730.90
SOUTH LEIGH	1,911.40	269.28	129.38	68.59	2,378.65	1,585.77	1,850.06	2,114.35	2,378.65	2,907.24	3,435.82	3,964.42	4,757.30
SPELSBURY	1,911.40	269.28	129.38	69.74	2,379.80	1,586.53	1,850.95	2,115.37	2,379.80	2,908.65	3,437.49	3,966.33	4,759.60
STANDLAKE	1,911.40	269.28	129.38	47.25	2,357.31	1,571.54	1,833.46	2,095.38	2,357.31	2,881.16	3,405.00	3,928.85	4,714.62
STANTON HARCOURT	1,911.40	269.28	129.38	75.29	2,385.35	1,590.23	1,855.27	2,120.30	2,385.35	2,915.43	3,445.50	3,975.58	4,770.70
STEEPLE BARTON	1,911.40	269.28	129.38	35.37	2,345.43	1,563.62	1,824.22	2,084.82	2,345.43	2,866.64	3,387.84	3,909.05	4,690.86
STONESFIELD	1,911.40	269.28	129.38	58.87	2,368.93	1,579.29	1,842.50	2,105.71	2,368.93	2,895.36	3,421.78	3,948.22	4,737.86
SWERFORD	1,911.40	269.28	129.38	101.97	2,412.03	1,608.02	1,876.02	2,144.02	2,412.03	2,948.04	3,484.04	4,020.05	4,824.06
SWINBROOK & WIDFORD	1,911.40	269.28	129.38	27.90	2,337.96	1,558.64	1,818.41	2,078.18	2,337.96	2,857.51	3,377.05	3,896.60	4,675.92
TACKLEY	1,911.40	269.28	129.38	62.06	2,372.12	1,581.41	1,844.98	2,108.54	2,372.12	2,899.26	3,426.39	3,953.53	4,744.24
TAYNTON	1,911.40	269.28	129.38	48.46	2,358.52	1,572.35	1,834.40	2,096.46	2,358.52	2,882.64	3,406.75	3,930.87	4,717.04
WESTCOT BARTON	1,911.40	269.28	129.38	11.28	2,321.34	1,547.56	1,805.48	2,063.41	2,321.34	2,837.20	3,353.04	3,868.90	4,642.68
WESTWELL	1,911.40	269.28	129.38	0.00	2,310.06	1,540.04	1,796.71	2,053.38	2,310.06	2,823.41	3,336.75	3,850.10	4,620.12
WITNEY TOWN COUNCIL	1,911.40	269.28	129.38	203.37	2,513.43	1,675.62	1,954.89	2,234.15	2,513.43	3,071.97	3,630.51	4,189.05	5,026.86
WOODSTOCK	1,911.40	269.28	129.38	81.68	2,391.74	1,594.49	1,860.24	2,125.98	2,391.74	2,923.24	3,454.73	3,986.23	4,783.48
WOOTTON	1,911.40	269.28	129.38	54.79	2,364.85	1,576.57	1,839.32	2,102.08	2,364.85	2,890.38	3,415.89	3,941.42	4,729.70
WORTON	1,911.40	269.28	129.38	0.00	2,310.06	1,540.04	1,796.71	2,053.38	2,310.06	2,823.41	3,336.75	3,850.10	4,620.12

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## PARISH PRECEPTS AND TAXBASE 2024/25 &amp; 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
<b>TOTAL TAXBASE (No.)</b>	<b>47,841.03</b>	<b>48,742.33</b>	<b>1.88</b>
<b>TOTAL PRECEPT (£)</b>			
<b>AVERAGE 'BAND D' COUNCIL TAX (£)</b>			

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# West Oxfordshire District Council

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[www.westoxon.gov.uk](http://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.		<a href="http://ecab.planningportal.co.uk/uploads/english_application_fees.pdf">http://ecab.planningportal.co.uk/uploads/english_application_fees.pdf</a>				

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)						
		166.67	171.00	34.20	205.20	Vatable
	+£75 if a site visit is required	62.50	64.00	12.80	76.80	Vatable
Each subsequent hour of officer time above the stated limit (to be agreed in advance) including specialist officers time.						
		41.67	42.50	8.50	51.00	Vatable
Any subsequent response to further amendments						
		83.33	85.50	17.10	102.60	Vatable
Any subsequent meeting or site visit						
		125.00	128.00	25.60	153.60	Vatable
	1 dwelling (including replacement dwellings and holiday let/tourist accommodation)	550.00	564.00	112.80	676.80	Vatable
	Provision of up to 200 square metres of floor space for other uses e.g. equestrian/retail/commercial/industrial/ mixed development	250.00	256.50	51.30	307.80	Vatable
	Additional hour(s) of officer time (including specialist officers) to be agreed and paid in advance	41.67	42.50	8.50	51.00	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
	2 - 9 (inclusive) dwellings (including replacement dwellings and holiday let/tourist accommodation)	833.33	854.00	170.80	1,024.80	Vatable
	Development of less than 0.5 hectares for residential use (if number of dwellings/units is not known)	416.67	427.00	85.40	512.40	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
Major applications (other)	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
Major applications	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	
	<b>* Legal and Estates Fee Exclusions:</b>		<b>Departure from Legal and Estates Fee Schedule</b>				
	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>	<b>- Environmental Permitting Regulations 2010</b> <i>Please refer to <a href="http://www.gov.uk/local-authority-environmental-permit">www.gov.uk/local-authority-environmental-permit</a></i>					
Environmental Information Regulations – Search Fees	Basic administration charge	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 <sup>1</sup>	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 <sup>1</sup>	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
<b>Total charge is the amount as shown plus veterinary fees</b>						

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 <sup>1</sup>	146.00	157.00	0.00	157.00	Non vatable
	Host Fee <sup>2</sup>	174.00	187.00	0.00	187.00	Non vatable
	Additional Activity <sup>3</sup>	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 <sup>4</sup>	161.00	173.00	0.00	173.00	Non vatable
	Re-Rating Fee <sup>5</sup>	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
<sup>1</sup> Host fees will be required in addition to this licence						
<sup>2</sup> Required per host family of a dog boarding franchise						
<sup>3</sup> Payable in addition to the appropriate licence fees where more than one activity is undertaken at the same premises						
<sup>4</sup> Payable if an inspection is required in addition to the initial inspection required included within the licence fee						
<sup>5</sup> Inspection and licence amendment for re-rating of the current star rating						
Dangerous Wild Animals	New Application <sup>1</sup>	447.00	481.00	0.00	481.00	Non vatable
	Renewal (2 years) <sup>1</sup>	394.00	424.00	0.00	424.00	Non vatable
Zoos	s14(2) dispensation - New Application <sup>1</sup>	1,554.00	1,671.00	0.00	1,671.00	Non vatable
	s14(2) dispensation - Renewal (6 years) <sup>1</sup>	2,101.00	2,259.00	0.00	2,259.00	Non vatable
	No dispensation - New Application <sup>1</sup>	2,482.00	2,668.00	0.00	2,668.00	Non vatable
	No dispensation - Renewal (6 years) <sup>1</sup>	3,495.00	3,757.00	0.00	3,757.00	Non vatable
<sup>1</sup> 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
<b>Drivers Licence</b>	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
<b>Vehicle Licence – all 1 year</b>	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
<b>Private Hire Operators</b>	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
<b>Other Fees</b>	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	<b>Please contact <a href="mailto:ers@publicagroup.uk">ers@publicagroup.uk</a> to discuss your requirements</b>					
Houses in Multiple Occupation	HMO Licence (3 years)	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 ( <a href="https://www.thegrowthhub.biz/support-hub/better-business-for-all">https://www.thegrowthhub.biz/support-hub/better-business-for-all</a> ); please contact <a href="mailto:ers@publicagroup.uk">ers@publicagroup.uk</a> to discuss your requirements.					
Alcohol & Entertainment (Licensing Act 2003)	<i>Fees as laid down by the Secretary of State – please refer to <a href="http://www.gov.uk">www.gov.uk</a></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
<b>New site application</b>	- 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
<b>Annual Fee for existing site licence</b>	- 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
<b>Other Fees</b>	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
<b>Betting Premises (excluding Tracks)</b>	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
<b>For all other premises licence fees, please contact <a href="mailto:ers@publicagroup.uk">ers@publicagroup.uk</a>.</b>						
<b>The fees for gaming machine permits are set nationally – please refer to:</b> <a href="https://www.gamblingcommission.gov.uk/licensees-and-businesses/licences-and-fees">https://www.gamblingcommission.gov.uk/licensees-and-businesses/licences-and-fees</a>						
<b>Lotteries and Amusements (Fees set nationally)</b>	Small Lottery – new application	40.00	40.00	0.00	40.00	Non vatable
	Small Lottery – renewal	20.00	20.00	0.00	20.00	Non vatable

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
<b>Note: Fees are determined by Government</b>						

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
<b>*No fee or annual charge would be payable by church halls, chapel halls or other premises of a similar nature and village halls, parish and community halls or other premises of a similar nature for a premises licence authorising only the provision of regulated entertainment. No fee or annual charge would be payable by a school providing education for pupils up to year 13 or a sixth form college for a premises licence authorising only the provision of regulated entertainment carried on by the school or sixth form college.</b>						
Temporary Events Notice		21.00	21.00	0.00	21.00	Non vatable
Personal Licence		37.00	37.00	0.00	37.00	Non vatable
Minor Variations procedure		89.00	89.00	0.00	89.00	Non vatable
<b>Note: Fees determined by Government</b>						

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
<b>Note: Fees determined by Government</b>						

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
<b>Operational Guidance to Local Authorities: Parking Policy and enforcement. Department for Transport. Traffic Management Act 2004</b>						
Nuisance parking	Fixed penalty notices (FPN's)*	100.00	100.00	0.00	100.00	Non vatable
	If paid within 14 days	75.00	75.00	0.00	75.00	Non vatable
Abandoned vehicles	Fixed penalty notices (FPN's)*	200.00	200.00	0.00	200.00	Non vatable
	If paid within 14 days	150.00	150.00	0.00	150.00	Non vatable
*statutory fee						

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 300m<sup>2</sup>)

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 300m<sup>2</sup> in floor area – charges to be</p> <p>c) No additional fees are payable for different associated garages, built at the same time as the dwelling(s) concerned.</p> <p>d) Local Authority Building Control (LABC) can provide competitively priced 10 year Structural Warranties for new housing (including conversions, social housing, self-build and competed housing) and commercial buildings. For more details and prices contact 0845 0540505 or <a href="http://www.labcwarranty.co.uk">www.labcwarranty.co.uk</a>.</p>						

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

Erection / Extension of a garage (30m <sup>2</sup> to 60m <sup>2</sup> )	Full Plans Charge	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 <sup>2</sup>	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 <sup>2</sup>		Price on application				
Extension up to 20m <sup>2</sup>	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 <sup>2</sup> up to 60m <sup>2</sup>	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 <sup>2</sup> up to 100m <sup>2</sup>	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 <sup>2</sup>		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](mailto: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					
<b>Notes on additional services:</b>						
<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 <a href="http://www.labcwarranty.co.uk">www.labcwarranty.co.uk</a>.</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: <a href="mailto:building.control@westoxon.gov.uk">building.control@westoxon.gov.uk</a></p>						

TABLE D – ADDITIONAL SERVICES						
<b>Additional Services</b>	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"> <li>· Other relevant services not covered by the previous tables may be undertaken on a 'cost recovery' basis.</li> <li>· Provision of Completion Certificates e.g. where requested more than six months after completion of the building work</li> <li>· Advisory work in connection with i) demolition of buildings and ii) dangerous structures</li> </ul>						

Environmental Services		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
<b>Dog Control (Release of an impounded Stray Dog)</b>	Statutory Fee	25.00	25.00	0.00	25.00	Non vatable
	Kennelling per day	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.						
<b>Other Services</b>	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
<b>Home Improvement Agency:**</b>	Agency Fees for Grant-aided Works up to £5,000	17% of cost	15% of cost			As Applicable
	Agency Fees for balance of Grant-aided Works Above £5,000	14% of cost	15% of cost			As Applicable
	Small Repairs Fee - Estimates quoted at £20 per hour plus VAT (if applicable) plus cost of materials used					As Applicable
	Agency Fees for balance of Grant-aided Works Above £5,000	14% of cost	15% of cost			As Applicable
	Small Repairs Fee - Estimates quoted at £20 per hour plus VAT (if applicable) plus cost of materials used					As Applicable
*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
<b>Address and Street Name Amendments</b>	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
<b>Naming and numbering of a block of flats</b>	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
<b>Naming and numbering of new properties including commercial buildings</b>	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	
<b>Additional charges where new street names are required:</b>	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
<b>Additional charge where new Court names are required</b>	Per Court name	168.00	172.00	0.00	172.00	Non vatable
<b>Charge for a developer amending plans after naming and numbering has commenced.</b>		151.00	155.00	0.00	155.00	Non vatable
<b>Providing a Letter of Certification</b>	Per letter of address certification	25.00	25.00	0.00	25.00	Non vatable
<b>Charges for preparing site location plans and supervising the installation of street nameplates</b>	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	
<b>The charges above include all necessary administration, site visits to carry out existing address checks, establishing any new street names required and the publishing of the new addresses to relevant organisations</b>						

Environmental Services:		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
<b>Prepaid items</b>	*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
<b>*Service to be available where wheeled bins are unsuitable</b>						
For Domestic use only:- Bulky household waste charges	Contaminated bin	140.00	144.00	0.00	144.00	Non vatable
<b>Waste collection from commercial establishments. (See page 12.27 for chargeable items)</b>						
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
<b>Container Delivery</b>	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
<b>Emptying of litter/dog waste bins</b>	Per empty	8.37	8.37	0.00	8.37	Non vatable
<b>Installing/relocating Litter/Dog Waste bins</b>	Per bin	0.00	45.00	0.00	45.00	Non vatable
<b>Trade Waste Fees</b>	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
<b>Normal Household items*</b>	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
<b>Non - standard household items</b>	Non - standard household items	34.00	40.00	0.00	40.00	Non vatable
Please refer to <a href="http://www.Westoxon.gov.uk">www.Westoxon.gov.uk</a> for the up to date list of collectable items.						
Note: The Council will not collect the following items: Asbestos, Bricks, Builders Rubble, Car Shells, Chemicals, Gas Bottles, Oil Drums, Paint, Trailers, Vehicle Engines (or other parts) or Vehicle wheels/tyres						

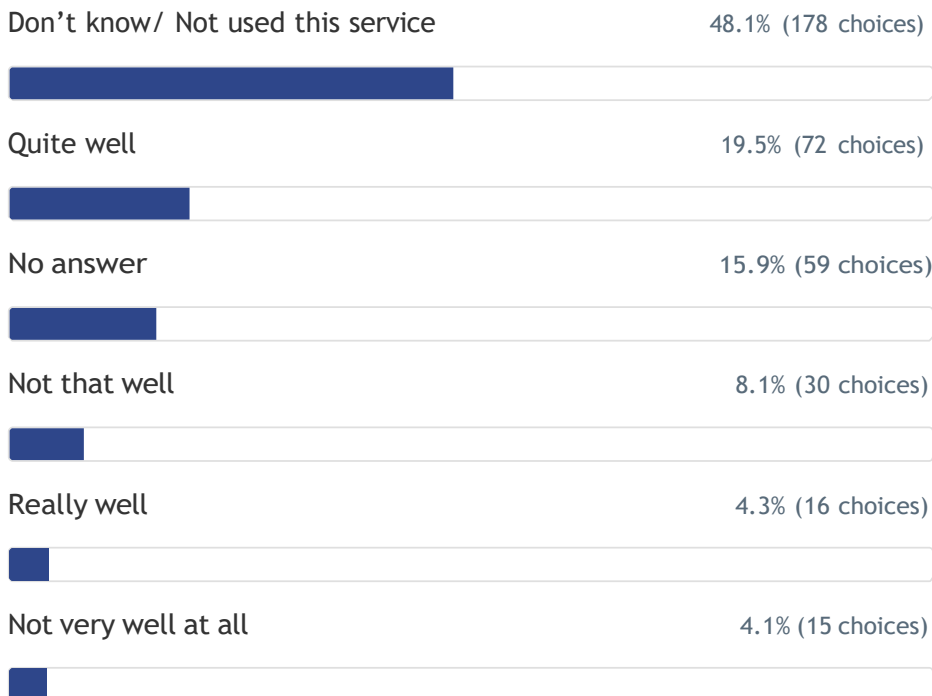
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## Budget consultation Nov/Dec 2024

- **Project:** West Oxfordshire District Council budget consultation
- **Period:** 18 November 2024 - 15 December 2024

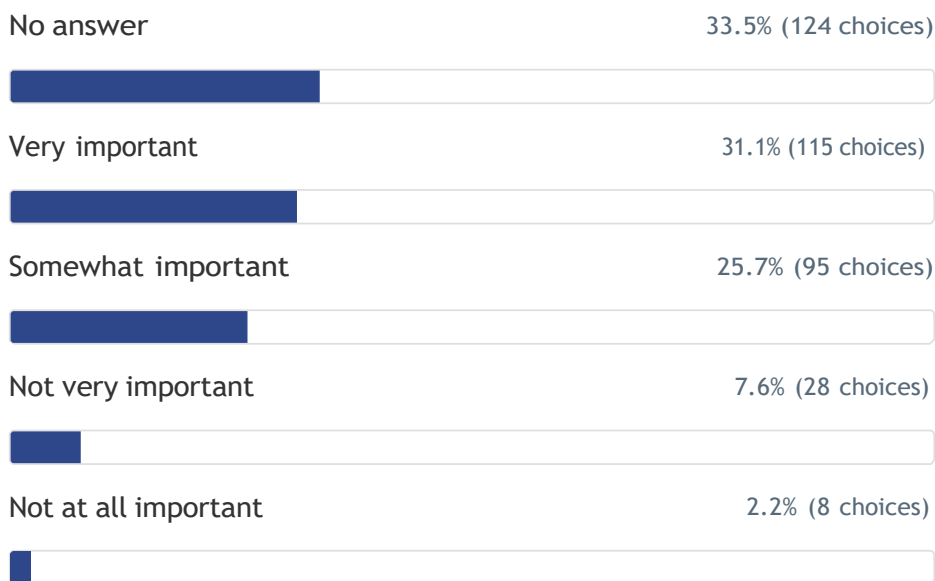
### How well do you think we currently deliver housing advice and homelessness prevention?

311/370 - Multiple choice - choose one - optional



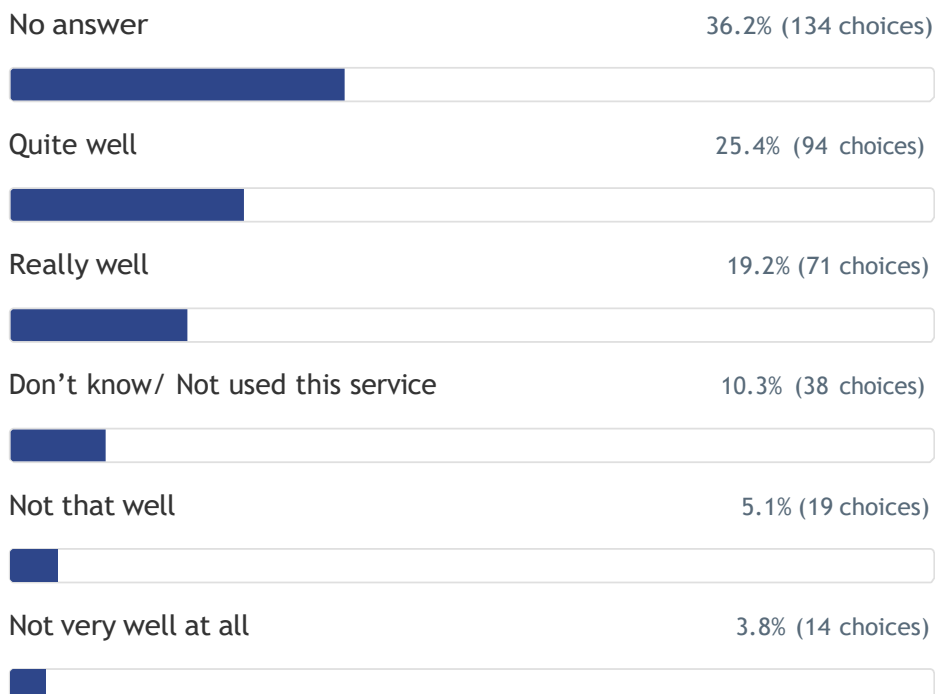
## How important do you think it is the council invests in housing advice and homelessness prevention?

246/370 - Multiple choice - choose one - optional



## How well do you think we currently run council tax and business rates collection?

236/370 - Multiple choice - choose one - optional





## How important do you think it is the council invests in council tax and business rate collection?

223/370 - Multiple choice - choose one - optional

No answer 39.7% (147 choices)



Very important 27.3% (101 choices)



Somewhat important 26.2% (97 choices)



Not very important 6.2% (23 choices)



Not at all important 0.5% (2 choices)



## How well do you think we currently deliver waste and recycling collections?

234/370 - Multiple choice - choose one - optional

No answer 36.8% (136 choices)



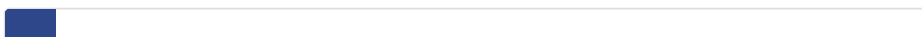
Really well 28.9% (107 choices)



Quite well 26.5% (98 choices)



Not that well 5.4% (20 choices)



Not very well at all 2.2% (8 choices)



Don't know/ Not used this service 0.3% (1 choice)



## How important do you think it is the council invests in waste and recycling collections?

228/370 - Multiple choice - choose one - optional

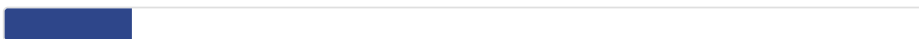
Very important 45.7% (169 choices)



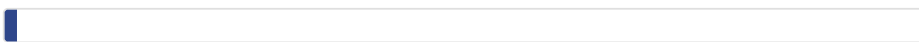
No answer 38.4% (142 choices)



Somewhat important 13.8% (51 choices)



Not very important 1.4% (5 choices)



Not at all important 0.8% (3 choices)



## How well do you think we currently deliver building control services?

227/370 - Multiple choice - choose one - optional

No answer 38.6% (143 choices)



Don't know/ Not used this service 34.6% (128 choices)



Quite well 11.9% (44 choices)



Not that well 7.8% (29 choices)



Not very well at all 4.9% (18 choices)



Really well 2.2% (8 choices)



## How important do you think it is the council invests in building control services?

209/370 - Multiple choice - choose one - optional

No answer 43.5% (161 choices)



Somewhat important 29.5% (109 choices)



Very important 22.4% (83 choices)



Not very important 3.8% (14 choices)



Not at all important 0.8% (3 choices)



## How well do you think we currently deliver licensing of taxis, gambling premises, alcohol and entertainment licensing, temporary events, animal activities, skin piercing and scrap metal dealers?

224/370 - Multiple choice - choose one - optional

Don't know/ Not used this service 43.8% (162 choices)



No answer 39.5% (146 choices)



Quite well 10% (37 choices)



Really well 3% (11 choices)



Not that well 2.2% (8 choices)

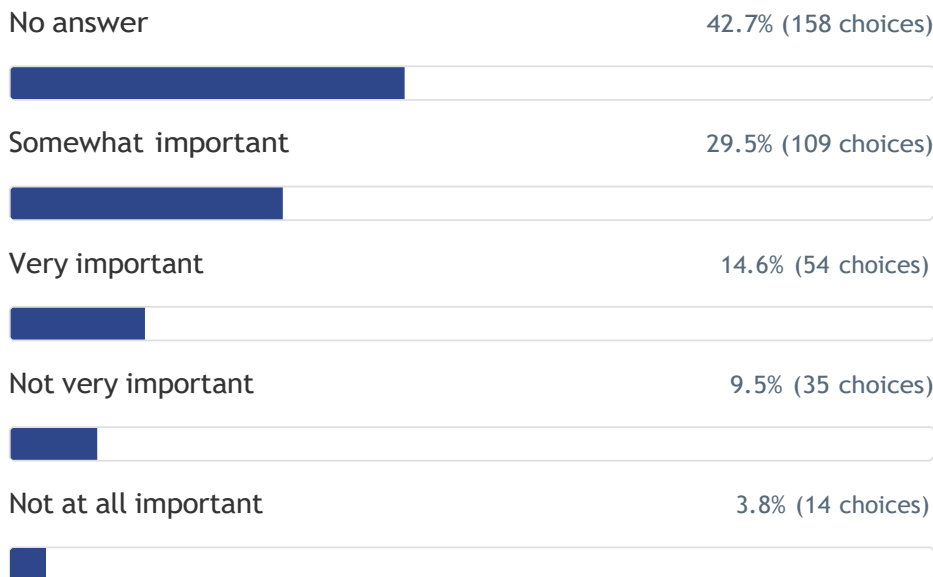


Not very well at all 1.6% (6 choices)



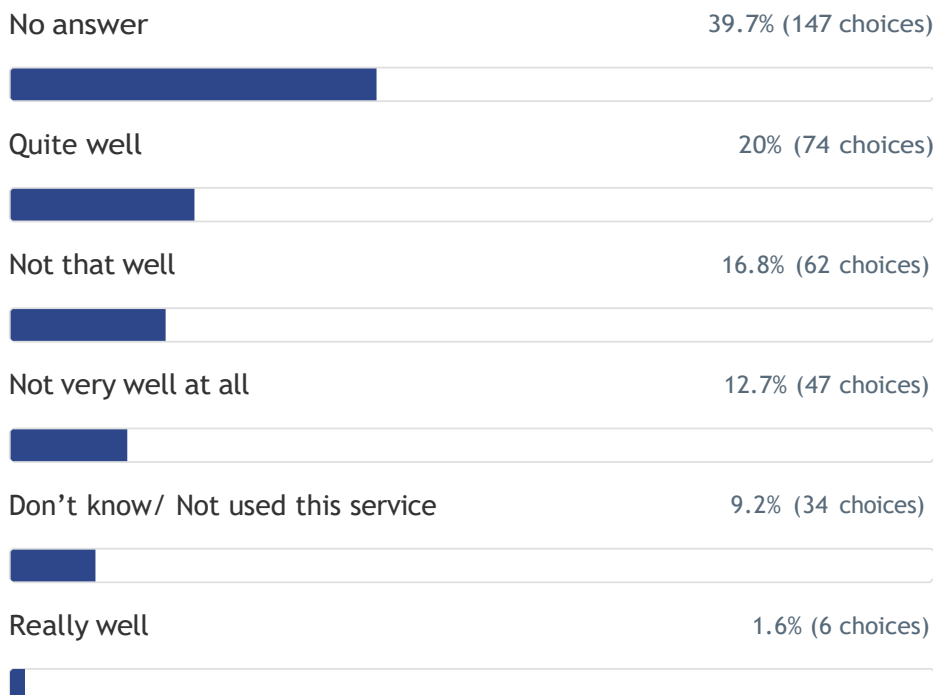
**How important do you think it is the council invests in licensing of taxis, gambling premises, alcohol and entertainment licensing, temporary events, animal activities, skin piercing and scrap metal dealers?**

212/370 - Multiple choice - choose one - optional



**How well do you think we currently deliver local plans and managing planning applications?**

223/370 - Multiple choice - choose one - optional



## How important do you think it is the council invests in creating local plans and managing planning applications?

219/370 - Multiple choice - choose one - optional

No answer 40.8% (151 choices)



Very important 39.5% (146 choices)



Somewhat important 17.6% (65 choices)



Not at all important 1.6% (6 choices)



Not very important 0.5% (2 choices)



## How well do you think we currently run elections?

220/370 - Multiple choice - choose one - optional

No answer 40.5% (150 choices)



Really well 28.9% (107 choices)



Quite well 22.2% (82 choices)



Not that well 3.8% (14 choices)



Don't know/ Not used this service 3% (11 choices)

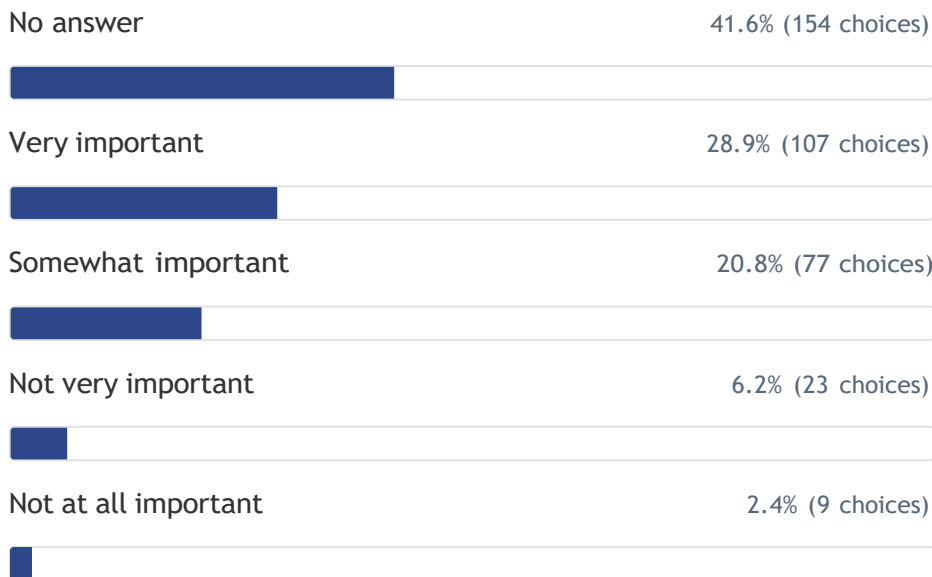


Not very well at all 1.6% (6 choices)



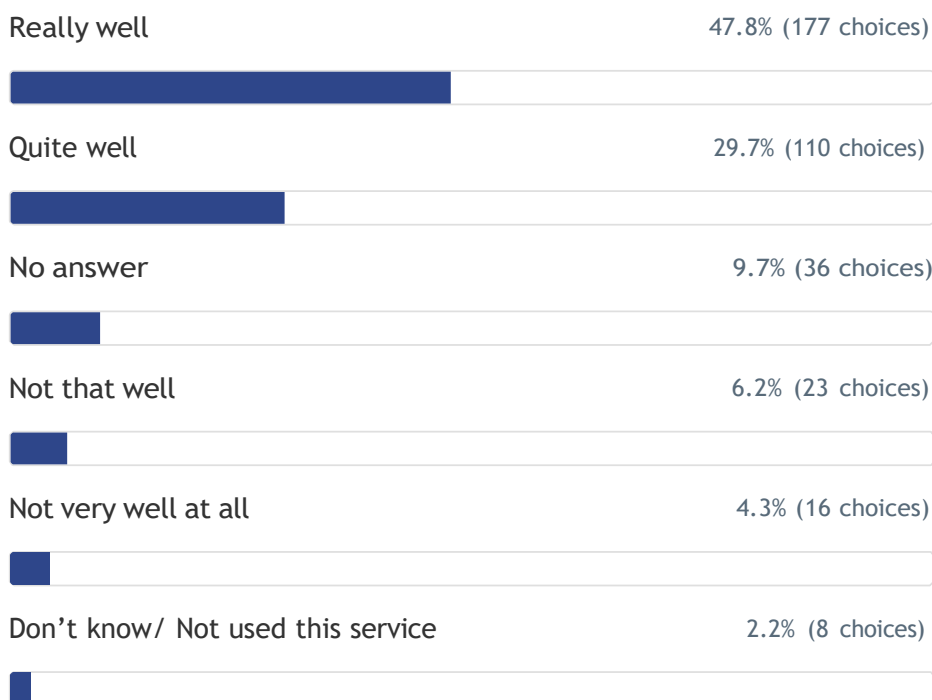
## How important do you think it is the council invests in running elections?

216/370 - Multiple choice - choose one - optional



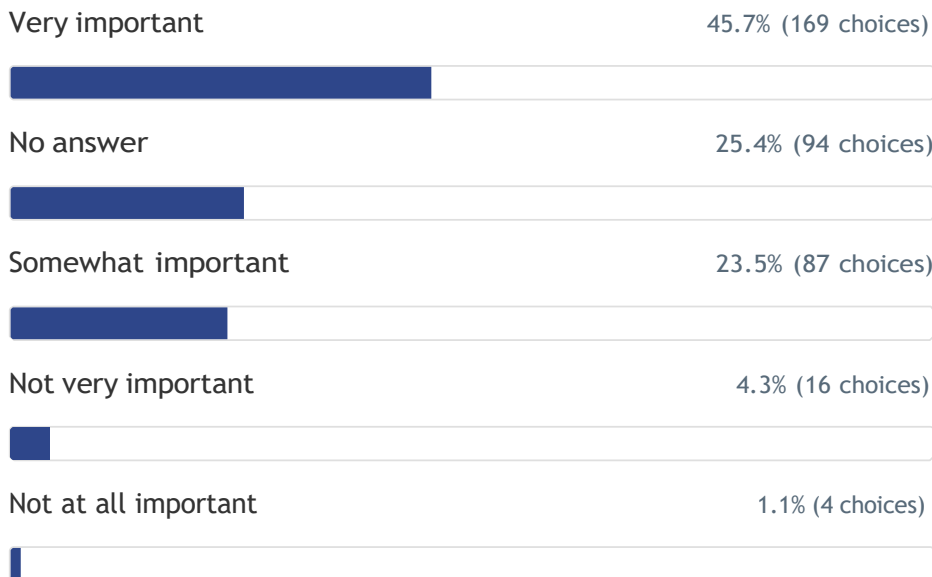
## How well do you think we currently deliver council-owned car parks?

334/370 - Multiple choice - choose one - optional



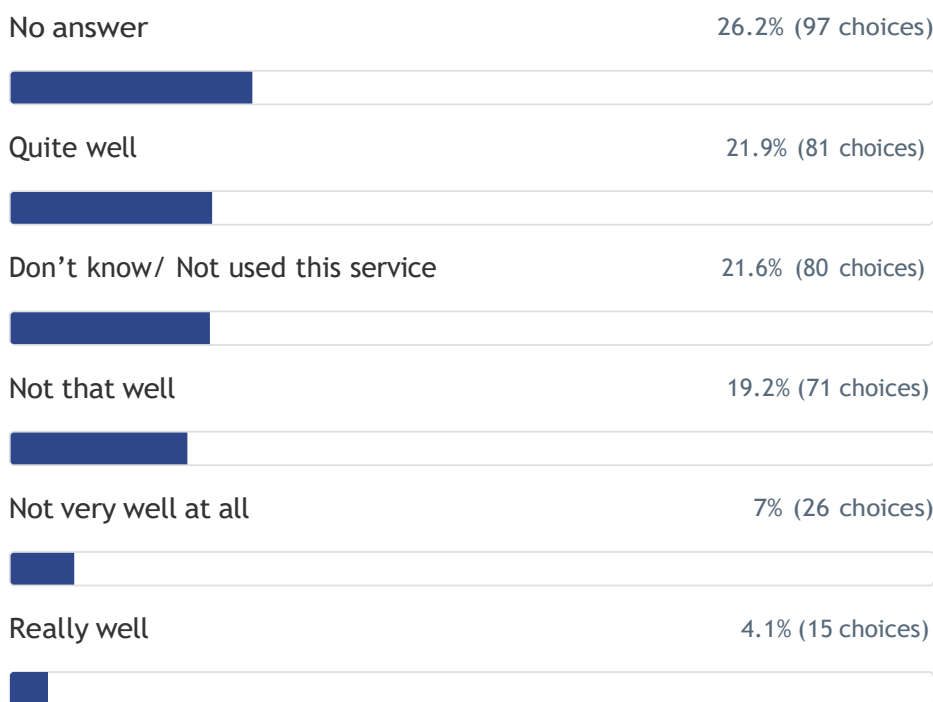
## How important do you think it is the council invests in council-owned car parks?

276/370 - Multiple choice - choose one - optional



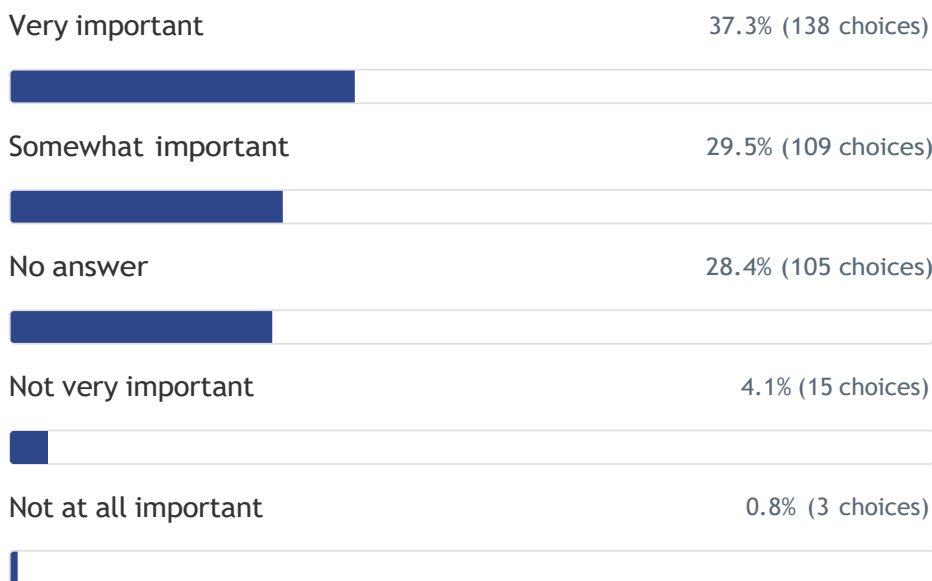
## How well do you think we currently promote economic growth and regeneration?

273/370 - Multiple choice - choose one - optional



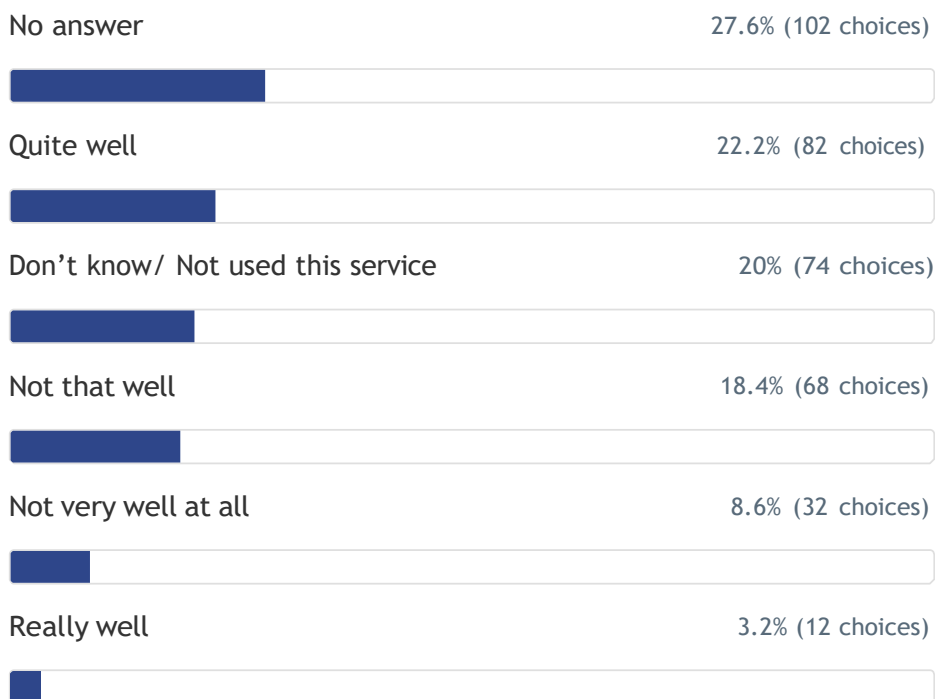
## How important do you think it is the council invests in promoting economic growth and regeneration?

265/370 - Multiple choice - choose one - optional



## How well do you think we currently help tackle the climate and biodiversity emergencies?

268/370 - Multiple choice - choose one - optional





## How important do you think it is the council invests in tackling the climate and biodiversity emergencies?

266/370 - Multiple choice - choose one - optional

Very important 29.2% (108 choices)



No answer 28.1% (104 choices)



Somewhat important 21.4% (79 choices)



Not very important 11.1% (41 choices)



Not at all important 10.3% (38 choices)



## How well do you think we currently provide grants and financial support to local groups?

264/370 - Multiple choice - choose one - optional

Don't know/ Not used this service 37.6% (139 choices)



No answer 28.6% (106 choices)



Quite well 23.2% (86 choices)



Really well 4.9% (18 choices)



Not that well 4.6% (17 choices)



Not very well at all 1.1% (4 choices)



## How important do you think it is the council invests in providing grants and financial support to local groups?

257/370 - Multiple choice - choose one - optional

Somewhat important 33% (122 choices)



No answer 30.5% (113 choices)



Very important 20.8% (77 choices)



Not very important 11.4% (42 choices)



Not at all important 4.3% (16 choices)



## How well do you think we currently support local communities through local projects, professional advice and other support around health and wellbeing and community activity?

264/370 - Multiple choice - choose one - optional

Don't know/ Not used this service 33.2% (123 choices)



No answer 28.6% (106 choices)



Quite well 18.1% (67 choices)



Not that well 11.4% (42 choices)



Really well 4.9% (18 choices)

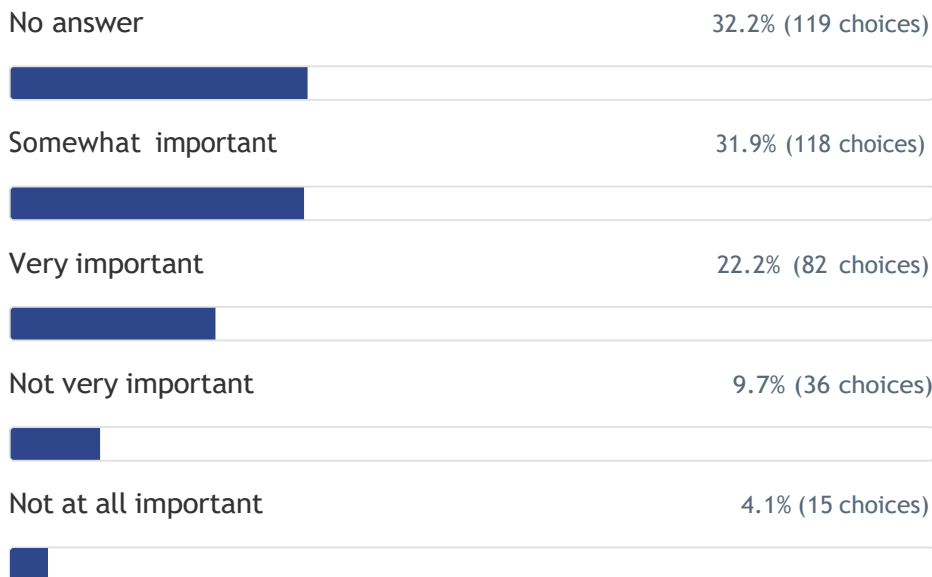


Not very well at all 3.8% (14 choices)



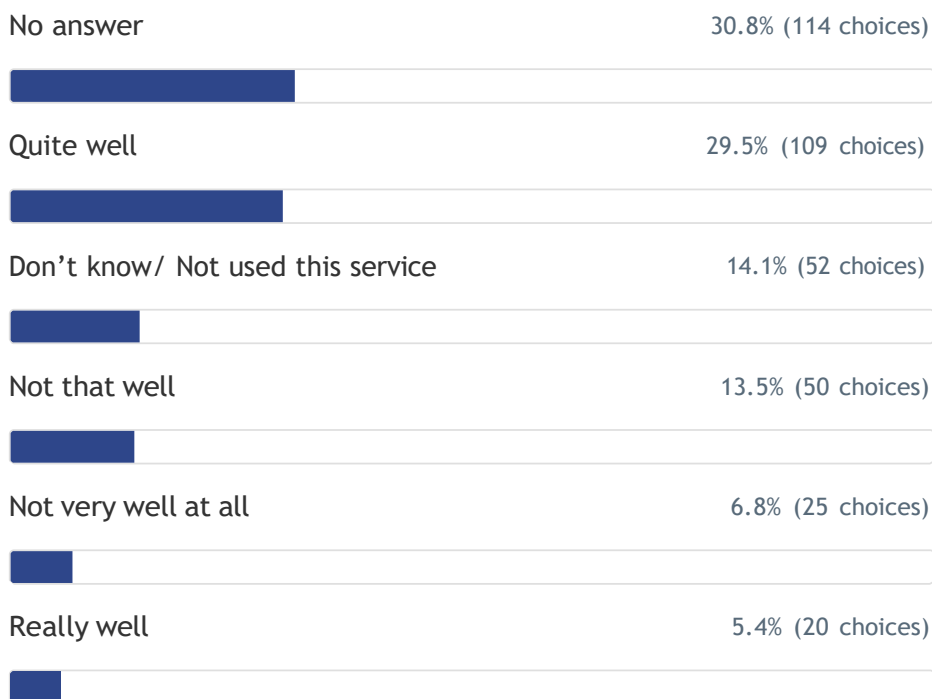
### How important do you think it is the council invests in supporting local communities through local projects, professional advice and other support around health and wellbeing and community activity?

251 / 370 - Multiple choice - choose one - optional



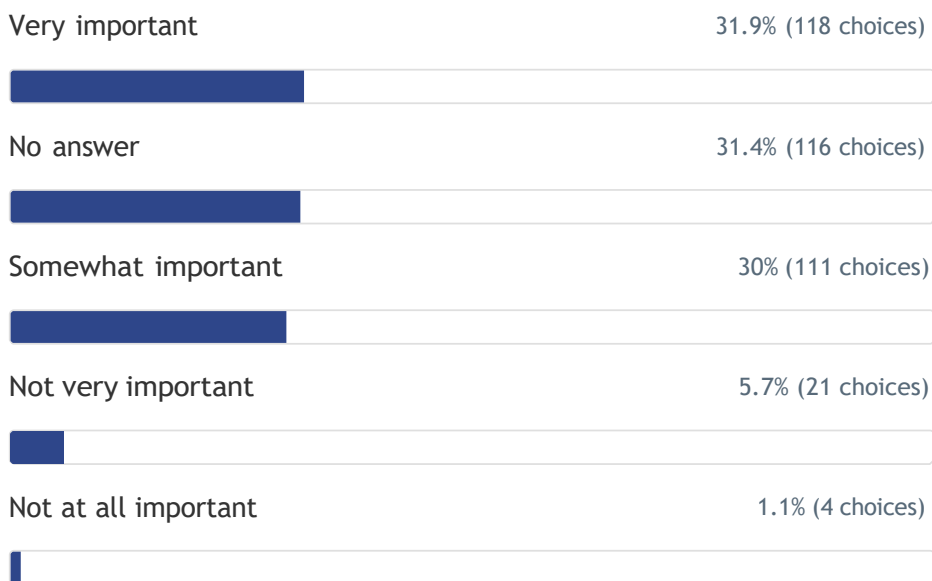
### How well do you think we currently deliver leisure centres and other leisure facilities?

256 / 370 - Multiple choice - choose one - optional



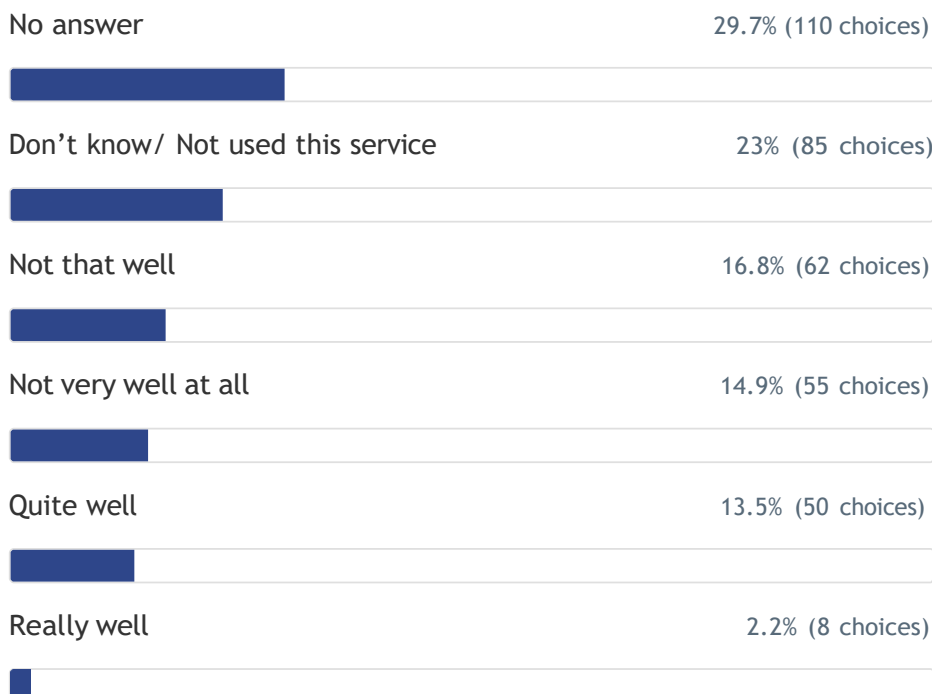
## How important do you think it is the council invests in leisure centres and other leisure facilities?

254/370 - Multiple choice - choose one - optional



## How well do you think we currently support creating more affordable homes?

260/370 - Multiple choice - choose one - optional



## How important do you think it is the council invests in creating more affordable homes?

256/370 - Multiple choice - choose one - optional

Very important 33.5% (124 choices)



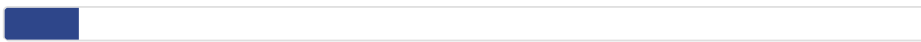
No answer 30.8% (114 choices)



Somewhat important 24.3% (90 choices)



Not very important 8.1% (30 choices)



Not at all important 3.2% (12 choices)



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# Pay Policy Statement – West Oxfordshire District Council 2025/2026

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## **1. Background**

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

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

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

2.1. To avoid confusion and provide transparency this statement will only apply to officers that are employees of West Oxfordshire District Council.

2.2. On the 1<sup>st</sup> November 2024, 66 employees transferred to West Oxfordshire District Council from Publica Group (Support) Ltd.

2.3. Details of pay for staff employed by Publica are found within Publica's statement of accounts.

2.4. The current Statement sets out the following elements:

- pay for each of the in scope officers
- remuneration of lowest paid officer
- the pay relationship between the highest paid officers and other officers
- performance related pay and bonuses, termination payments, transparency
- other aspects of remuneration.

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

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

- Chief Executive (Head of Paid Service)
- Director of Finance Services (s151 officer)
- Director of Governance and Regulatory Services (Monitoring Officer)
- Director of Place Services
- Head of Services
- Other officers of the Council.

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



## 4. General Statements

- 4.1. The Council has a range of Human Resources policies that apply equally to all officers across the Council from the highest paid to the lowest paid. These policies cover a wide range of Human Resources issues including annual leave arrangements and sickness arrangements.
- 4.2. The Council determined that directly employed staff should adopt similar policies as the Publica employees in the interests of fairness and equity.
- 4.3. Subsequent to Publica merging its multiple pay and grading structures in 2020 and adopting a new comprehensive job evaluation scheme to ensure equal pay compliance, the Council has adopted a scheme built on similar principles in line with the previous Council resolutions.
- 4.4. The new Pay and Grading structure was designed in consultation with the Trade Unions and seeks to provide flexibility for the Council to adapt to changes in pay pressures and market conditions whilst retaining equal pay protection. The scheme also provides for local pay increases in addition to the national (cost of living) pay award in a similar way to incremental pay in the current scheme.
- 4.5. Following the conclusion of the staff consultation process, the new pay structure was implemented in June 2022 (backpay to 1<sup>st</sup> April 2021). This new pay structure does not cover statutory roles which remain subject to the previous benchmark approach as agreed by the Council.

## 5. Policy on Remuneration

- 5.1 The policy for the year 2025/2026 in respect of statutory officers is to maintain the level of pay in the same bands as the current year following the move to Chief Officer Terms and Conditions effective 1<sup>st</sup> November 2024, subject to any cost of living award that may be agreed nationally in relation to year 2025/2026.

### **Statutory Officers** (Joint Negotiating Committee for Local Government Chief Officers – JNC)

Chief Executive (Head of Paid Service) - £115,825

Director of Finance Services (s 151 officer) - £98,400

Director of Governance and Regulatory Services (Monitoring Officer) – £98,400

### **Non-Statutory Officers**

- 5.2. In respect of other senior pay the revised scheme was implemented in June 2022 (pay back dated to 1<sup>st</sup> April 2021). This will also be subject to the national pay award in respect of 1 April 2025.
- 5.3. The pay and grading scheme is made up of four levels based upon the nature of the role (Core, Implement, Guide & Translate) with each level sub divided into generic job groups (Business Manager, Level 1 Manager, Level 4 Specialist, Level 3 Specialist, Level 2 Specialist, Level 1 Specialist, Level 2 Case/Field Work, Level 1 Case/Field Work, Customer Advisor, Process & Internal Support) and specific comparable pay peer groups.

The pay levels are as follows: -

The pay levels are: -

Core	£24,441 - £39,008
Implement	£29,476 - £53,213
Guide	£44,032 - £66,048
Translate	£55,655 - £83,482

- 5.4. At the time of publication of this policy statement no annual pay award has been agreed for 2025/2026. These pay levels will be automatically upgraded by the agreed pay award.
- 5.5. Other factors relating to pay:
- Officers are generally placed upon the bottom pay point on appointment, but this can be varied by the approval of the appropriate appointments panel.
  - A local pay award (pay levelling) can be made annually to allow progression within job groups typically to the mid-point.
  - Pay levels above the Job Group mid-point need to be supported by special factors such as market conditions/market forces.
  - No performance related pay exists for any Officer of the Council.
  - No bonuses are available for any Officer of the Council.
  - Termination benefits payable will be in line with that available to all other officers as set out in the Restructuring/Redundancy/Efficiency Policy guidelines in line with Employment Rights Act tables.
  - Full Council will retain the decision to make any new appointment of an officer where the pay (incorporating all payments and benefits in kind) exceeds £100,000.
  - Full Council will retain the decision to approve any severance payments where the compensation payments exceed £100,000.
- 5.5 The details of the payments in respect of all these officers are set out in the [Transparency page](#) of the Councils website.
- 5.6 None of the Statutory Officers are entitled to receive overtime payments for time worked beyond the contracted hours and out of ordinary working hours.
- 5.7 The Returning Officer for election purposes also receives a payment for the statutory duties undertaken by virtue of the specific, additional appointment to that role in addition to other responsibilities. For national elections and referenda the amount is set and is payable by the government. For District and Town/Parish Council elections, the fees are payable by the District Council in accordance with an approved scale.

## **6. Tax avoidance**

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

## **7. Market forces supplement**

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

## **8. Retention payment scheme**

- 8.1. A retention payment scheme is available to all areas of the Council, and might be used in the following cases:
- Difficulty in recruiting the most suitable candidate for a post.
  - Difficulty in retaining key people where their leaving would significantly affect internal and/or external service delivery.

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

8.3 The scheme may be applied flexibly and can mean:

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

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

## **9. Lowest paid employees**

9.1. Lowest paid employees of the Council are defined as those employees (excluding Apprentices) who are in a full time or part time role, who are above the age of 21, and are paid within the Core category of the new Job Evaluation scheme (the lowest band). From 1<sup>st</sup> April 2024 the lowest Core Grade was £24,441. This amount is subject to pay award pending in respect of April 2025.

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

Highest	£115,825
Median Employee	£40,133
Multiple	2.89

## **10. Pay protection**

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

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

## **11. Severance payments**

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

11.2. In line with the statutory redundancy payment scheme, the Council calculates redundancy severance payments using the following calculation. The calculation is based on an employee's age and length of continuous local government service (please note that employees must have a minimum of 2 years' continuous service to qualify for a redundancy payment) the multiplier for the number of weeks is then applied to the employee's actual weekly earnings.

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

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

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

11.5 Your weekly pay is the average you earned per week over the 12 weeks before the day you got your redundancy notice.

## **12. Honorarium payments**

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

## **13. The Real Living Wage**

13.1. The Council and Publica are committed to paying the Real Living Wage (RLW). The RLW rate from October 2024 is:

- £12.60 per hour across UK (except London - £13.85) for workers 18 years and older.

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

13.3 For Council employees whose substantive post is less than the RLW they will automatically receive the rate set out in 13.1 above.

## **14. Other pay and conditions in operation**

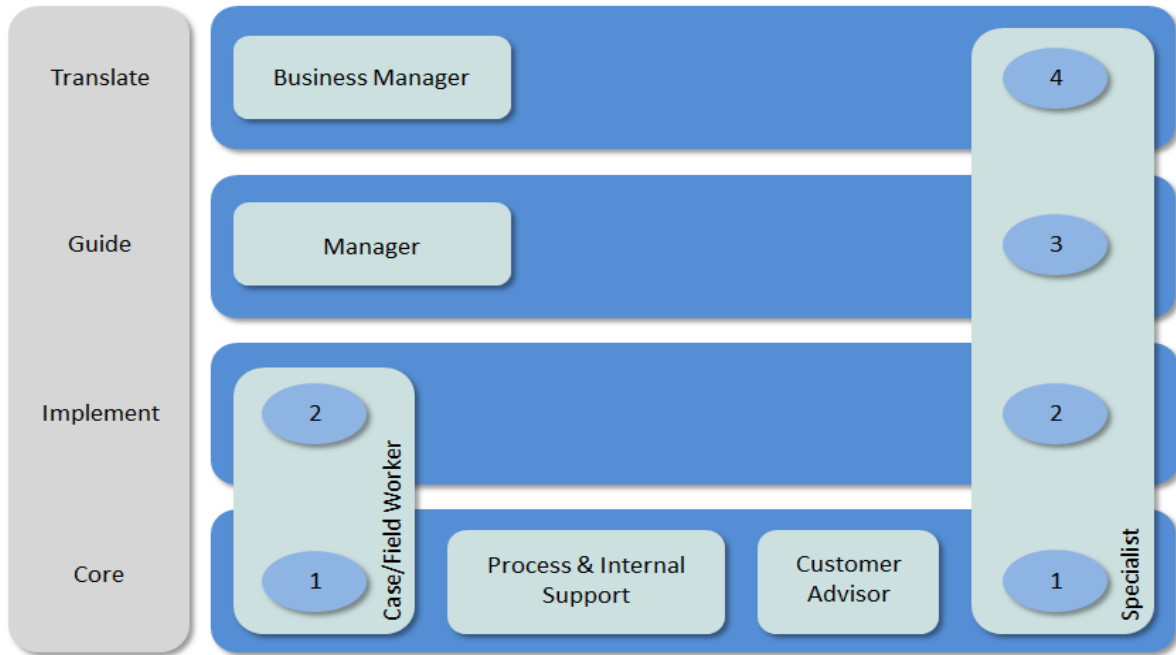
- Stand by and call out payments
- Long service award

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

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

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

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



Job Groups	From (£) *	Mid-Point (£) *	Top (£) *
Business Manager/Head of Service	£55,655	£69,568	£83,482
Level 4 Specialist	£55,655	£69,568	£83,482
Manager	£44,032	£55,040	£66,048
Level 3 Specialist	£44,032	£55,040	£66,048
Level 2 Specialist	£35,476	£44,344	£53,213
Level 2 Case/Field Worker	£29,476	£36,845	£44,214
Level 1 Specialist	£26,005	£32,506	£39,008
Level 1 Case/Field Worker	£24,441	£29,056	£34,868
Customer Advisor	£24,441	£28,588	£34,306
Process/Internal support	£24,441	£28,588	£34,306

Please note: not all job groups will be utilised due to the structure of the Council



WEST OXFORDSHIRE  
DISTRICT COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME  
28 JANUARY 2025 – 30 APRIL 2025

**Overview and Scrutiny Committee**

The Council currently operates the Strong Leader and Executive form of governance. The Council has appointed one Overview and Scrutiny Committee which has the power to investigate Executive decisions and any other matters relevant to the district and its people, making recommendations to the Council, Executive or any other Committee or Sub-Committee of the Council. Overview and Scrutiny has an important role in holding the Executive to account and in contributing to policy development.

The Overview and Scrutiny Committee operates a work plan which is agreed annually but provides for flexibility to enable the Committee to respond to emerging issues or priorities. The work plan will include a mix of Executive reports that have been selected for pre-decision scrutiny, and reports on other Council services, topics or issues which have been specifically requested by the Overview and Scrutiny Committee. In setting and reviewing its work plan, the Committee will be mindful of the constraints of the organisation and may prioritise based on the following considerations (TOPIC criteria):

**Timeliness:** Is it timely to consider this issue?

**Organisational priority:** Is it a Council priority?

**Public Interest:** Is it of significant public interest?

**Influence:** Can Scrutiny have meaningful influence?

**Cost:** Does it involve a high level of expenditure, income or savings?

**Call in**

The Overview and Scrutiny Committee will consider any “call-in” of an executive decision that has been made but not yet implemented. This enables the Committee to consider whether the decision made is appropriate given all relevant information (but not because it would have made a different decision). It may recommend that the Executive, an Executive Member or the Council should reconsider the decision.

Item	Executive Member	Lead Officer
<b>Wednesday, 5 February 2025</b>		
Budget 2025 – 2026	Executive Member for Finance - Cllr Alaric Smith	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
<b>Wednesday, 5 March 2025</b>		
Community Grants - Westhive Review	Executive Member for Stronger, Healthy Communities - Cllr Rachel Crouch	Heather McCulloch, Community Wellbeing Manager heather.mcculloch@westoxon.gov.uk
Climate Change Strategy	Executive Member for Climate Action and Nature Recovery - Cllr Andrew Prosser	Hannah Kenyon, Climate Change Manager hannah.kenyon@westoxon.gov.uk
West Oxfordshire Local Plan 2041 – Preferred Options Consultation	Executive Member for Planning - Cllr Hugo Ashton	Chris Hargraves, Head of Planning chris.hargraves@westoxon.gov.uk
Service Performance Report 2024-25 Quarter Three	Leader of the Council - Cllr Andy Graham	Alison Borrett, Senior Performance Analyst Alison.Borrett@publicagroup.uk
Financial Performance Report 2024-25 Quarter Three	Executive Member for Finance - Cllr Alaric Smith	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
<b>Wednesday, 16 April 2025</b>		
Community Safety Partnership	Executive Member for Housing and Social Care - Cllr Geoff Saul	Emmylou Brossard, Safer Communities Officer Emmylou.Brossard@westoxon.gov.uk



The Nature Recovery Plan	Executive Member for Climate Action and Nature Recovery - Cllr Andrew Prosser	Hannah Kenyon, Climate Change Manager hannah.kenyon@westoxon.gov.uk
Review of the Overview and Scrutiny Function	Leader of the Council - Cllr Andy Graham	Ana Prelici, Senior Democratic Services Officer Ana.Prelici@westoxon.gov.uk
<b>Items to be scheduled</b>		
Registered Provider Discussion: Sovereign Housing Association	Executive Member for Housing and Social Care - Cllr Geoff Saul	Michael David, Housing Delivery Programme Manager michael.david@westoxon.gov.uk

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WEST OXFORDSHIRE  
DISTRICT COUNCIL

EXECUTIVE WORK PROGRAMME  
INCORPORATING NOTICE OF DECISIONS PROPOSED TO BE TAKEN IN PRIVATE  
SESSION AND NOTICE OF INTENTION TO MAKE A KEY DECISION  
1 JANUARY 2025 – 30 APRIL 2025

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

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

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

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

### Key Decisions

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

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

The Council has decided that a cost or saving of an amount greater than £150,000 is necessary to constitute expenditure or savings which are significant for the purposes of this definition.

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

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

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

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

### **Documents and Queries**

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

Democratic Services – Email: [democratic.services@westoxon.gov.uk](mailto:democratic.services@westoxon.gov.uk) Tel: 01993 861000.

West Oxfordshire District Council: Executive Members 2024/25

Name of Councillor	Title and Areas of Responsibility
Andy Graham (Leader)	<b>Leader of the Council:</b> Overview of all Executive Portfolios; Policy Framework; Town and Parish Council Engagement; Council Plan; Strategic Partnerships (including Pan Regional Partnership, Future Oxfordshire, South East Councils and OXLEP); Oxfordshire Leaders; Publica and Partnerships Authorities and Ubico; Democratic Services; Communications; Legal Services; Emergency Planning; Assets of Community Value, Customer Services.
Duncan Enright (Deputy Leader)	<b>Economic Development:</b> Economic Development; Business Development; Visitor Economy; Town and Village Regeneration; Customer Services.
Alaric Smith	<b>Finance:</b> Finance & Management; Council Tax and Benefits; Asset Management; South West Audit Partnership; Performance Management; Capital Investment Strategy; Strategic Housing Investment; Financial Aspects of Major Projects; Customer Services; Counter Fraud.
Hugo Ashton	<b>Planning:</b> Local Plan; Government Planning Policies and Guidance; Development Management; Ensuring Planning Policies meet 2030 Requirements; Customer Services.
Tim Sumner	<b>Leisure and Major Projects:</b> ; Conservation and Historic Environment; Leisure Provision (including Swimming Pools); Culture and Heritage; Public Art; Agile Working; Car Parking; Customer Services.
Rachel Crouch	<b>Stronger, Healthy Communities:</b> Voluntary Sector Engagement; Health and Safety; Community and Public Health; Refugee Resettlement Programme; Young People; Equality and Diversity; Customer Services.
Geoff Saul	<b>Housing and Social Care:</b> Housing Allocations; Homelessness; Provision of Affordable Homes; Sheltered Housing Accommodation; Safeguarding – Community Safety Partnership; Crime and Disorder; Neighbourhood Policing; Scrutiny of Police and Crime Commissioner, Customer Services.
Lidia Arciszewska	<b>Environment:</b> •Flood Alleviation/Natural Flood Management and Sewage; Environmental Partnerships – WASP and Evenlode; North East Cotswold Cluster; Waste Collection and Recycling; Landscape and Biodiversity; Air Quality; Land Use, Food Production and Farming; Street Scene (Cleansing, Litter and Grounds Maintenance); Customer Services.
Andrew Prosser	<b>Climate Action and Nature Recovery:</b> Energy Advice; Renewable Energy and RetroFit Investment; Biodiversity (Across the District); Carbon Neutral by 2030; Fossil Fuel Dependence Reduction; Local, National and County Liaison on Climate Change; Electric Vehicle (EV) Charging Rollout, Customer Services.

For further information about the above and all members of the Council please see [www.westoxon.gov.uk/councillors](http://www.westoxon.gov.uk/councillors)

Item for Decision	Key Decision (Yes / No)	Open or Exempt	Decision – Maker	Date of Decision	Executive Member	Lead Officer
<b>15 January 2025</b>						
Home Improvement Agency Contract	Yes	Open	Executive	15 Jan 2025	Executive Member for Stronger, Healthy Communities - Cllr Rachel Crouch	Paula Massey, Enabling Manager paula.massey@publicagroup.uk
Business Rates Relief 2025/206. Retail, Hospitality and Leisure Scheme	Yes	Open	Executive Council	15 Jan 2025 20 Jan 2025	Executive Member for Finance - Cllr Alaric Smith	Mandy Fathers, Business Manager - Environmental, Welfare & Revenue Service mandy.fathers@publicagroup.uk
Affordable Housing Delivery Update	No	Open	Executive	15 Jan 2025	Executive Member for Housing and Social Care - Cllr Geoff Saul	Michael David, Housing Delivery Programme Manager michael.david@westoxon.gov.uk
Draft Budget 2025 – 2026, Version Two	Yes	Open	Executive	15 Jan 2025	Executive Member for Finance - Cllr Alaric Smith	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
Housing Staffing Resources	No	Open	Executive	15 Jan 2025	Executive Member for Housing and Social Care - Cllr Geoff Saul	Caroline Clissold, Housing Manager caroline.clissold@publicagroup.uk
Waste and Environmental Services Review	Yes	Part exempt	Executive Council	15 Jan 2025 20 Jan 2025	Executive Member for Environment - Cllr Lidia Arciszewska	Bill Oddy, Assistant Director for Commercial Development Bill.Oddy@publicagroup.uk
Contract Award for the Parking ICT system	Yes	Part exempt <i>Commercially sensitive</i>	Executive	15 Jan 2025	Executive Member for Leisure and Major Projects - Cllr Tim Sumner	Maria Wheatley, Shared Parking Manager maria.wheatley@publicagroup.uk

		<i>information</i>				
Public Sector Decarbonisation Scheme Phase 4: Chipping Norton Leisure Centre	Yes	Open	Executive	15 Jan 2025	Executive Member for Climate Action and Nature Recovery - Cllr Andrew Prosser	Hannah Kenyon, Climate Change Manager hannah.kenyon@westoxon.gov.uk
<b>12 February 2025</b>						
Delegation on Purchase of Emergency Accommodation	Yes	Fully exempt	Executive	12 Feb 2025	Executive Member for Finance - Cllr Alaric Smith	Jon Dearing, Interim Executive Director jon.dearing@publicagroup.uk
West Oxfordshire District Council response to the Regulation 18 pre-submission draft Cherwell Local Plan	No	Open	Executive	12 Feb 2025	Executive Member for Planning - Cllr Hugo Ashton	Chris Hargraves, Head of Planning chris.hargraves@westoxon.gov.uk
Statement of Community Involvement (SCI) Update 2025	No	Open	Executive	12 Feb 2025	Councillor Hugo Ashton, Executive Member for Planning.	Chris Hargraves, Head of Planning chris.hargraves@westoxon.gov.uk
Budget 2025 – 2026	Yes	Open	Executive Council	12 Feb 2025 26 Feb 2025	Executive Member for Finance - Cllr Alaric Smith	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
<b>12 March 2025</b>						
Oxfordshire Joint Leaders' Committee Terms of	No	Open	Executive	12 Mar 2025	Leader of the Council - Cllr Andy Graham	Giles Hughes, Chief Executive Officer

Reference						giles.hughes@westoxon.gov.uk
Community Grants - Westhive Review	No	Open	Executive	12 Mar 2025		Heather McCulloch, Community Wellbeing Manager heather.mcculloch@westoxon.gov.uk
Climate Change Strategy	Yes	Open	Executive	12 Mar 2025	Executive Member for Climate Action and Nature Recovery - Cllr Andrew Prosser	Hannah Kenyon, Climate Change Manager hannah.kenyon@westoxon.gov.uk
West Oxfordshire Local Plan 2041 – Preferred Options Consultation	No	Open	Executive	12 Mar 2025	Executive Member for Planning - Cllr Hugo Ashton	Chris Hargraves, Head of Planning chris.hargraves@westoxon.gov.uk
Service Performance Report 2024-25 Quarter Three	No	Open	Executive	12 Mar 2025	Leader of the Council - Cllr Andy Graham	Alison Borrett, Senior Performance Analyst Alison.Borrett@publicagroup.uk
Financial Performance Report 2024-25 Quarter Three	No	Open	Executive	12 Mar 2025	Executive Member for Finance - Cllr Alaric Smith	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
Ubico Business Plan 2025-26	Yes	Open	Executive	12 Mar 2025	Leader of the Council - Cllr Andy Graham	Bill Oddy, Assistant Director for Commercial Development Bill.Oddy@publicagroup.uk
Provision of an Empty Property Lending Scheme	Yes	Open	Executive	12 Mar 2025	Executive Member for Finance - Cllr Alaric Smith	Mandy Fathers, Business Manager - Environmental, Welfare & Revenue Service



						mandy.fathers@publicagroup.uk
Planned Expenditure of Homeless Prevention Grant	Yes	Open	Executive	12 Mar 2025	Executive Member for Housing and Social Care - Cllr Geoff Saul	Caroline Clissold, Housing Manager caroline.clissold@publicagroup.uk
Homeless Prevention Strategy 2024-2027	No	Open	Executive	12 Mar 2025	Executive Member for Housing and Social Care - Cllr Geoff Saul	Caroline Clissold, Housing Manager caroline.clissold@publicagroup.uk
<b>23 April 2025</b>						
Witney Community Insight Profile	No	Open	Executive	23 Apr 2025	Executive Member for Stronger, Healthy Communities - Cllr Rachel Crouch	Heather McCulloch, Community Wellbeing Manager heather.mcculloch@westoxon.gov.uk
Review of the Ubico Shareholder Agreement & Ubico Board Member Appointments	No	Open	Executive	23 Apr 2025	Leader of the Council - Cllr Andy Graham	Bill Oddy, Assistant Director for Commercial Development Bill.Oddy@publicagroup.uk
<b>Key Decision Delegated to Executive Member</b>						
UK Shared Prosperity Fund and Rural England Prosperity Fund	No	Open	Executive Deputy Leader of the Council and Executive Member for Economic Development - Cllr Duncan	Before 31 Mar 2026	Deputy Leader of the Council and Executive Member for Economic Development - Cllr Duncan Enright	Emma Phillips, Market Town Officer Emma.phillips@westoxon.gov.uk

			Enright			
<b>Key Decisions Delegated to Officers</b>						
Allocation of S106 Monies to Witney Town Council to Design, Build and Operate a New Third Generation (3G) Pitch at West Witney Sports Ground	Yes	Open	Executive Director of Place - Phil Martin	11 Sep 2024 Before 31 Mar 2025	Executive Member for Leisure and Major Projects - Cllr Tim Sumner	Rachel Biles, Leisure Strategy Manager rachel.biles@westoxon.gov.uk  Leisure Strategy Manager - Rachel Biles
Dry Mixed Recycling Bulking and Haulage Contract	Yes	Part exempt	Executive Assistant Director - Commercial Development - Bill Oddy	11 Sep 2024 Before 31 Mar 2025	Executive Member for Environment - Cllr Lidia Arciszewska	Simon Anthony, Business Manager - Environmental Services Simon.Anthony@publicagroup.uk  Assistant Director - Commercial Development - Bill Oddy
Standing Delegation: Settlement of Legal Claims	Yes	Open	Head of Legal Services - Helen Blundell	Before 31 Dec 2025	Leader of the Council - Cllr Andy Graham, Executive Member for Finance - Cllr Alaric Smith	Helen Blundell, Interim Head of Legal Services helen.blundell@fdean.gov.uk
Review and Repurpose Earmarked Reserves to Mitigate against Four Main Financial Risks	Yes	Open	Director of Finance - Madhu Richards	31 May 2025	Executive Member for Finance - Cllr Alaric Smith	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
Allocation of New	Yes	Open	Chief	Before 31	Leader of the Council - Cllr	Giles Hughes, Chief Executive

Initiatives Funding			Executive & Head of Paid Service - Giles Hughes	Mar 2025	Andy Graham	Officer giles.hughes@westoxon.gov.uk
Allocate Funding from the Project Contingency Earmarked Reserve	Yes	Open	Director of Finance - Madhu Richards	Before 31 Mar 2025	Executive Member for Finance - Cllr Alaric Smith	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
<b>Other Business for Council Meetings</b>						
Frequency of Elections in West Oxfordshire	No	Open	Council	29 Jan 2025	Leader of the Council - Cllr Andy Graham	Andrew Brown, Head of Democratic and Electoral Services andrew.brown@westoxon.gov.uk
Recommendations of the Constitution Working Group	No	Open	Council	29 Jan 2025	Executive Member for Finance - Cllr Alaric Smith	Andrew Brown, Head of Democratic and Electoral Services andrew.brown@westoxon.gov.uk
Council meetings programme 2025/26	No	Open	Council	29 Jan 2025	Leader of the Council - Cllr Andy Graham	Andrew Brown, Head of Democratic and Electoral Services andrew.brown@westoxon.gov.uk
Recommendations from the Constitution Working Group	No	Open	Council	26 Mar 2025	Executive Member for Finance - Cllr Alaric Smith	Andrew Brown, Head of Democratic and Electoral Services andrew.brown@westoxon.gov.uk

Review of Members' Allowances Scheme	No	Open	Council	26 Mar 2025	Leader of the Council - Cllr Andy Graham	Andrew Brown, Head of Democratic and Electoral Services andrew.brown@westoxon.gov.uk
Community Governance Reviews	No	Open	Council	26 Mar 2025	Leader of the Council - Cllr Andy Graham	Andrew Brown, Head of Democratic and Electoral Services andrew.brown@westoxon.gov.uk
Strategic Partnerships Update	No	Open	Council	21 May 2025	Leader of the Council - Cllr Andy Graham	Astrid Harvey, Strategic Policy and Partnerships Officer Astrid.Harvey@westoxon.gov.uk

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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