

HENDREDS AND HARWELL ROUND UP – SEPT/OCT 23

***** OCC NEWS*****

Change in political control: The ruling Oxfordshire Fair Deal Alliance collapsed following the withdrawal of the Labour Party. This followed multiple failures of the Cabinet Member for Children's Services (Liz Brighthouse), and her refusal to take responsibility around children's education and SEND provision. There is always more than a news headline. A minority administration has been formed with new cabinet members announced (see below)

New SEND improvement cabinet position: The new minority Lib-Dem-Green administration has created a specific cabinet position dedicated to SEND improvement. Cllr Kate Gregory (Thame & Chinnor) has been appointed to this position. A priority SEND action plan is being drawn up. Experienced former teacher and school governor, Cllr John Howson, has also been appointed to the Children's portfolio (see below).

Cabinet reshuffle: Cabinet positions are now as follows,

Leader: Liz Leffman

Deputy Leader and Climate Change delivery & Environment: Pete Sudbury

Children, Education & Young People's Services: John Howson

SEND Improvement: Kate Gregory

Community & Corporate Services: Neil Fawcett

Transport Network Management: Andrew Gant

Infrastructure & Development: Judy Roberts

Finance: Dan Levy

Adult Social Care: Tim Bearder

Public Health, Inequalities & Community Safety: Nathan Ley

Freight strategy: The Atkins study into area weight restrictions has been published. The study outlines a process for all villages and towns to request further work to reduce HGVs on inappropriate roads. The process will be published on OCC's website for parishes and towns to apply to. When I have more news I will share it but I am not happy to be honest with this strategy and will keep pushing. See attached presentation
– **FOR COUNCILLORS ONLY**

20mph policy robustly defended: As the government seeks to intervene in the responsibilities of local councils, cabinet member Andrew Gant has robustly defended Oxfordshire's pioneering 20mph policy.

New countywide air quality website launched for Oxfordshire: A new Oxfordshire air quality website has launched – providing air quality guidance and resources across the county. The website oxonair.uk, which has been created in partnership between Oxfordshire County Council and district councils, aims to integrate all relevant air quality-related information in Oxfordshire under one single platform.

Permission granted for release of land for new Oxford United stadium: Oxfordshire County Council's cabinet has agreed to the release of a parcel of land at 'the triangle' north of Oxford near Kidlington. This will now be on a leasehold basis. Oxford United Football Club (OUFC) will be required to meet a series of conditions and secure planning permission from Cherwell District Council.

Ukrainian nationals are starting to rebuild their future and look for more independence.

We're working in partnership with the district and city councils to look for existing landlords, or people who have a vacant property and would consider becoming one month rent in advance; To informally discuss what's involved, contact the central housing team who is managing this on behalf of the city and district councils. The team can be contacted by email at oxfordshirehousingcapacity@southandvale.gov.uk.

Pothole innovation trials: We know we had our local pot hole innovations in Steventon, but there are now results from a maintenance trial in Berrick Salome suggest a recycling-based technique reduces carbon by 71% and speeds up the scheme by 60%. 'In-situ cold recycling' reuses the existing surfacing material and saves hundreds of tonnes of carbon.

Boundary review: The Electoral Commission has issued its draft recommended changes to boundaries of County Council divisions, which would be in use for 2025 local elections. The Commission agrees with the recommendation of OCC to increase the number of councillors from 63 to 69, in line with population growth. A consultation will be open from 3 October to 11 December. <https://www.lgbce.org.uk/>

Extra Links to help

- [Current roadworks around the county](#)
- [Oxon Travel Twitter feed](#) (for the latest traffic and travel news)

*****Sally's Council News*****

People Scrutiny: We called in the Ofsted report for an urgent review as well as a deep dive of the Education Commission. What's clear is for many years, there has been an increasing lack of direction, management and engagement in this area. Voices need to

be heard and our recommendations included pausing all tribunals, focus on co production.

Public Transport Champion – I am focusing on Youth Fares and increasing uptake of concessionary passes, looking at ways of people accessing applications that aren't online (libraries and maybe a Community Larder trial in East Hendred and Kidlington!)

Reservoir proposals – Its still ongoing and the fight is stepping up – would your parish council be interested in joining a 'group' of PC's to have a stronger voice? Please contact Steventon Parish Council – Chris Wilding - Steventon Parish Council <steventonpc@tiscali.co.uk>

Hendreds A417 West Crossing – So things are progressing, and currently pending a tree survey. However, the Village gates are now up and the 30mph proposal is in this October for Council cabinet sign off (I will be speaking at this). I have also seen a provisional timeline for consultations next summer, I have pushed back and asked for better timing and more urgency.

We have an emergency Full Council on 13th October 2023.

All meetings are online and **here** -

<https://mycouncil.oxfordshire.gov.uk/mgCalendarMonthView.aspx?GL=1&bcr=1>

*******GRANTS AND COST OF LIVING*******

Councillor priority fund: Open for applications please discuss with me first the ideas.

*******NEWS IN BRIEF*******

Highways works: Check this OCC website showing upcoming highways repairs

HIF1 Road: The secretary of state will now take the decision on new road and active travel infrastructure from A34 / Didcot to Golden Balls Roundabout

Benson relief road: Approval given to enter agreement with construction company

Remembrance Sunday: Invitations to the chair of the council to attend wreath laying can be sent to - chairofthecouncil@oxfordshire.gov.uk

Smoking cessation: Support is being offered during 'Stoptober'

OCC wins bid for EV charging street lamps: OCC one of 6 authorities to win funding

Period poverty: my motion was passed to supply free menstruation products in OCC owned buildings, and I also spoke to the LD motion at annual conference in my maiden speech.

Speedwatch: Information shared by TVP – available for interested parishes, we have groups now in Blewbury, Steventon, Harwell, Rowstock and now Hendreds is being formed. Thanks to all residents for their time and commitment to road safety.

*******PARISH ROUNDUP*******

One Network – check for permits and closures....

www.one.network

Harwell Parish

In constant contact with Chair of Council for rapid resolution of issues. Primary focus now is Comet Scheme and organising a public meeting to discuss a Wednesday trial.

Steventon Parish

Updates on bridge and October closures now with the parish. Chasing potential safety review of Hanney Road.

Chilton Parish

Concerns around blocked bridleway due to Harwell campus construction work is now with Countryside access team and various emails between residents and developer. Priority funding signed off for recreational accessible equipment. Presentation on democracy to Chilton Primary with District Councillor.

Upton Parish

Chasing final reparations on verge and landscaping from crossing.

East Hendred

Setting up speed watch group and talking to parents about safer crossings / roads for children at school time.

West Hendred

Attended the speedwatch starter meeting and helping to get volunteers signed up. Gates are up and cabinet sign off at next Highways cabinet member meeting.

Ardington and Lockinge

Been expressing concerns over new Roundabout at West Lockinge and traffic. Thankfully the layby improvements are complete and as it looks so much better. Am

also chasing the kingsgrove next steps on link road. CEO of Bus company due to come back to me this week about routing.

Have YOUR Say

Reminder that the OCC [website](#) has a lot of resources...

Consultations are all [here](#)

More info on the OUFC issues [here](#)

Healthwatch latest [here](#)

Cllr Sally Povolotsky

Sally.Povolotsky@Oxfordshire.Gov.UK

Whats app is best – 07939 912 997

Facebook – sally4hundredsandharwell

IG and TT – Sally4Change

Personal Note

Next week my partner has the second part of his surgery, and so I won't be attending any meetings in person (apart from a compulsory Full EO Council on 13th Oct) from 11th October for around 7-10 days, as I will be needed at home. I am more than happy to dial into any parish council meetings so please just ask and I can set this up.

Sally

Title	District Councillor Report
Authors	VoWHDC Cllrs
Meeting	Western Valley Parish Council Meeting – 12 th October 2023

PLACE HOLDER

Western Valley Parish Council

Appendix C

Minutes of a Meeting of the Planning Committee of the Western Valley Parish Council

Thursday 20th July 2023 at 19:45, The District Centre, 1 Gentian Mews, Great Western Park, OX11 6GR

Members Present:

Chair	Cllr A Dearlove (AD)
Members	Cllr A Thompson (AT)
	Cllr P Knowles (PK) [From 19:50]
	Cllr L Durman (LD)
	Cllr S Peacock (SP) [Substitute Member]

Officers Present:

Clerk to the Council	Mrs L White (LW)
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Public and Press: At least 4.

Meeting Started 19:45

Cllr Peacock Chaired the meeting, as chairman of the Council, until a Chairman of the Committee was elected.

23.03.1. To elect a Chairman of the Committee for the year ahead. [LGA 1972 ss15(2) and 34(2)]

Resolved: Approved Unanimously to appoint Cllr A Dearlove (AD).

23.03.1.1. To receive Chairman's acceptance of office [LGA 1972 s83(4)]

The Chairman of the committee signed the acceptance of office, the Clerk countersigned it.

23.03.2. Apologies & Substitutions [LGA 1972 s85(1)]

23.03.2.1. To receive apologies for absence.

Cllr V Humphries (VH) was absent, Cllr P Knowles apologised that they would be late.

23.03.2.2. To record councillor substitutions, allowed under the terms of reference of this committee.

Cllr S Peacock in place of Cllr V Humphries.

Western Valley

Parish Council

23.03.3. Declarations of Interests [LA 2011 s31]

23.03.3.1. To receive declarations of interest for items on this agenda

None.

23.03.3.2. To consider requests for Dispensations [LA 2011 s33]

None.

23.03.4. Public Participation

23.03.4.1. Comments from a representative of Persimmon Homes.

On Behalf of the Developer: Gave a summary of their plans for Phase P1 Valley Park and that the next phase will be a Reserved Matters (RM) application. It was noted that P23/V0667/RM will be discussed the August 2023 full council meeting. It was confirmed that a strip of safeguarded land was reserved for road widening to the north of the site, should that go ahead in the future. It was further confirmed that there are a number of bus stops planned on the development plus cycle stores.

23.03.4.2. Comments relating to P22/V2744/RM - Phase 1 Valley Park Didcot

MoP1: Raised a point on noise levels, based on a survey completed in 2014, and them likely being higher now, as the majority of the Great Western Park (GWP) development has been built then. It is likely that noise is increased now from the 2014 levels and therefore not meeting the noise criteria.

23.03.5. To consider applications and approve response to planning authority.

23.03.5.1. P22/V2744/RM - Phase 1 Valley Park Didcot - *AMENDED*

Reserved Matters application relating to Phase 1T of Outline Planning Permission P14/V2873/O for scale, layout, landscape and appearance comprising 246 new homes with associated infrastructure with 35% affordable housing.

The previous Harwell PC objection was analysed and the committee approved a response on the delta between the previous comments and the updated drawing.

For Reference, the previous Harwell PC comments are detailed below:

- Solar panels promised by developer in recent meetings with local residents but not in application. There are no housing designs shown with any solar provision. We expect the application to reflect the statements Taylor Wimpey are making to the community.
- Concerned that some of the gardens do not meet the VOWH design guidance. It would be expected, for a brand new development, that these standards should be met at a minimum.

Western Valley Parish Council

Appendix C

- Concerned with layout of some gardens regarding access. As a single good example, plot 63 & 64. It seems unreasonable for the residents of 64 to follow passageway around 63's garden for their access.
- Concerned that the plan layout does not accommodate the mature trees already in situ. Feel that too many are being removed. Design could have been planned around the existing trees.
- Council reiterates its disappointment in lack of commitment to 2025 sustainability standards for all phases of this development. One would hope that the cost of living crisis, especially energy costs, would have prompted a rethink from developers but evidently not
- Council reiterates concerns that there is a lack of health care provision in Didcot to support the new housing. This needs to be addressed in the phasing plan - i.e. cannot release stock until provision is in place.
- Lack of Cycling infrastructure Northern and Eastern boundaries? Footpath on Northern boundary should be open to cyclists too - plan for how it will be used! No footpath on eastern boundary - plan it like how people will use it!
- This phase will deliver 250 properties with no amenities. When will the footpaths on the boundary, but not in the plan site, including access to Cow Lane, be completed?
- Also identify completion dates for; Play area opening, Common park and Cow Lane improvements not due till 2026 - these amenities should be open earlier
- Also concerns around location of play area by main road

Resolved: Unanimously Approved to submit the response OBJECTS. With the following comments:

We thank the developer for updating the drawings from the original application to include Solar Panels on all homes, rearranging plots to improve access to homes and ensure minimum 10m length of private amenity area before then next building. There are still a number of outstanding items though and our objection relates to the following points:

- Some private amenity areas remain which are not compliant with the VoWH design guidance on total area.
- Mature trees already in situ are being removed, please can the layout be updated to allow existing trees to remain.

- It is unclear from these drawing and accompanying statements whether Harwell Parsh Council's request for the 2025 sustainability standards to be met on this application has been addressed, we reiterate this request and ask that these homes meet the 2025 sustainability standards.
- Lack of Healthcare provision remains a significant issue for the current residents of our parish, with many not being able to register with a GP. Should this application be granted we request a planning condition be placed on it that stock cannot be released until adequate healthcare provision is in place.
- The northern boundary of the site remains as a footpath, with no cycle path to the northern and eastern boundaries, or footpath along the eastern boundary. We ask that proper provision for Cyclists and Pedestrians are provided around the entire site, and request that cycle lanes are constructed to the highest standard of 3m to enable pedestrians and cyclists to live together harmoniously.
- The noise assessments are based on data from 2014, prior to when the majority of Great Western Park was built / occupied. This development is very close to the A4130 and traffic levels will have increased since 2014. We ask that new data be collected for the noise assessment and additional elements added to the closest homes or the boundary of the site to mitigate against excess noise.

In addition to our objection points we also ask for confirmation of completion and opening dates for: the play area; common park land; Cow Lane improvements and connection to this development.

23.03.6. Matters for future discussion.

Letters to other Parish Councils on joined up approaches to planning responses.

23.03.7. Determining the time and place of ordinary meetings of the Planning Committee up to and including the next annual meeting of the Council.

Confirmed: 4th Thursday of the month, 19:45, excluding December, or when there are no applications to be considered.

There being no further business to be transacted, the Chairman closed the meeting: 20:38

**Minutes of a Meeting of the Planning Committee
of the Western Valley Parish Council**

Thursday 24th August 2023 at 19:45, The District Centre, 1 Gentian Mews, Great Western Park, OX11 6GR

Public Session – Prior to the Start of the Meeting

MoP1: P22/V0604/RM – spoke on the tightness of the junction with A4130. P23/S2621/FUL – Commented on the aesthetics of the building and lack of parking.

Members Present:

Members	Cllr A Thompson (AT) [Chaired the Meeting]
	Cllr L Durman (LD)
	Cllr V Humphries (VH)

Officers Present:

Clerk to the Council	Mrs L White (LW)
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Public and Press:	At least 1.
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Meeting Started: 19:45

23.05.1. Motion without notice – to appoint a Chairman for the meeting.

Resolved: Approved Unanimously to appoint Cllr A Thompson.

23.05.2. Apologies & Substitutions [LGA 1972 s85(1)]

23.05.2.1. To receive apologies for absence.

Apologies were received in advance of the meeting from Cllrs A Dearlove & P Knowles.

23.05.2.2. To record councillor substitutions, allowed under the terms of reference of this committee.

None.

23.05.3. Declarations of Interests [LA 2011 s31]

23.05.3.1. To receive declarations of interest for items on this agenda

None.

23.05.3.2. To consider requests for Dispensations [LA 2011 s33]

None.

Western Valley

Parish Council

23.05.4. To approve the minutes of previous meetings [LA 1972 Sch 12. Para 41(1)]

23.05.4.1. Meeting of 20th July 2023

It was agreed the minutes were an accurate record of the meeting and they were duly signed.

23.05.5. To consider applications and approve response to planning authority.

23.05.5.1. P22/V0604/RM - Phase 1a Valley Park, Land to the West of Great Western Park - *AMENDED*

Reserved matters application for access, appearance, landscaping, layout and scale following consent granted under reference P14/V2873/O relating solely to Phase 1a of the overall allocation regarding infrastructure elements to enable works for Phase 1 and 2. An EIA was submitted as part of the approved outline permission (as amended 28 April 2023 and 17 August 2023).

Comment regarding traffic management and flow out on to the A4130.

Resolved: Unanimously Approved to submit the response NO OBJECTIONS in principle however would ask that clarification be provided regarding traffic management and flow out on to the A4130 and the P1 Phase of development and the safety of those coming in and out of the junctions.

23.05.5.2. P23/S2621/FUL - Station Road Car Park, Station Road, Didcot, Oxfordshire, OX11 7NN

A proposed new office building together with associated development on the Didcot Gateway Site.

Resolved: Unanimously Approved to submit the response OBJECTS on the grounds of lack of parking, particularly for future disabled visitors and staff, for whom getting from other nearby car parks will be too difficult. This site is already allocated for Housing under H2f, and South Oxfordshire District Council Brownfield Land Register (January 2021) shows this area and surrounding as being allocated for housing. Further to these material planning considerations we would like to also submit the comment that as an entrance to Didcot and the surrounding areas an opportunity has been missed to create a building of notable character, and it is not reflective of the “Master Plan for Didcot Garden Town”.

23.05.6. Matters for future discussion.

None.

23.05.7. To confirm the date of the next meeting – 28th September 2023.

Confirmed.

There being no further business to be transacted, the chairman closed the meeting at 20:30

Title	Clerk's Report
Authors	Clerk to the Council
Meeting	Western Valley Parish Council Meeting – 12 th October 2023

7.1. To consider options regarding adoption of the Defib at the Sports Park including Cllr responsible for inspections.

Adopting Defibrillators is possible, as is purchasing additional defibrillators for the parish. Both options have an ongoing burden of cost in both financial and resource terms.

Pads and batteries have typical lifetimes of 2-5 years (pads 2 years, batteries 3-4 from experience),

Pads can range in cost from £50-£150, two must be available per defibrillator. Batteries generally in the range of £200-350, again depending on make and model of the defibrillator.

In resource, the defib must be checked at least weekly to check it is serviceable, a log must be kept, and someone registered as being responsible for it. This can be the Clerk, however this is also the person who will be called to collect the defib when it has been used, it may be better if this is someone who lives closer to defib's standard location.

7.2. To approve pursuing a PC Specific External Noticeboard at the District Centre and approve budget.

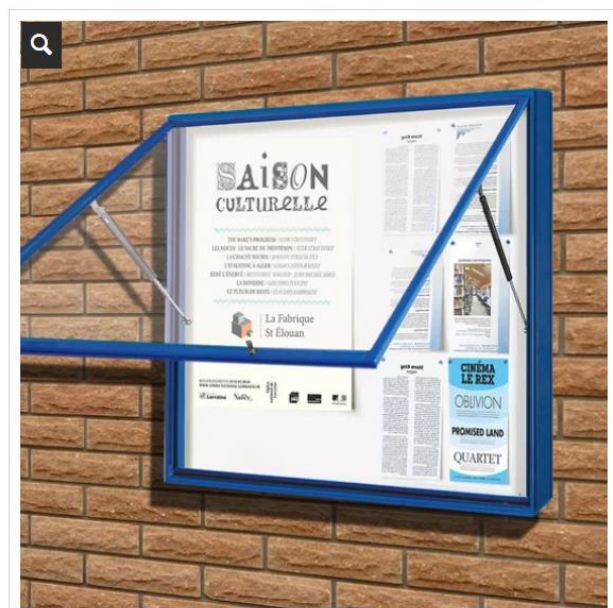
Vale have been positive toward our request for a noticeboard, responding with:

*The Council currently has an existing project to design and install a noticeboard of its own which is to be installed at the District Centre. I may be possible to dedicate part of the notice board to the parish council and it can be shared. A licence will need to be drafted permitting the PC to use the board and the Council's Surveyor's fees will need paying which are **£720.00** for a licence.*

*Should the Parish Council wish to install its own notice board, **insurance and a Risk Assessment and Method Statement** for installing the board will also be required.*

Propose to pursue own noticeboard, add to asset register, therefore covered by parish insurance and clerk to write risk assessment and method statement.

Budget required £720 plus noticeboard purchase and installation. Propose something such as:



Product PDF 

Poster Case 1000 External Notice Board - Painted

- ☒ 75mm deep aluminium frame (61mm internal)
- ☒ Zinc electroplated backboard for use with magnets
- ☒ Single door with 4mm plexishock glazing
- ☒ Safety lock with two keys
- ☒ Elastomer seal & anti condensation vents
- ☒ Powder coated frame
- ☒ Pre drilled for wall fixing
- ☒ 5 year guarantee

1000 x 1350mm wide (18 x A4) gas struts

Green (RAL 6005)

Pack of 36 x 20mm magnets and 2 additional keys

£837.08 ex. VAT

Qty

Add to Basket

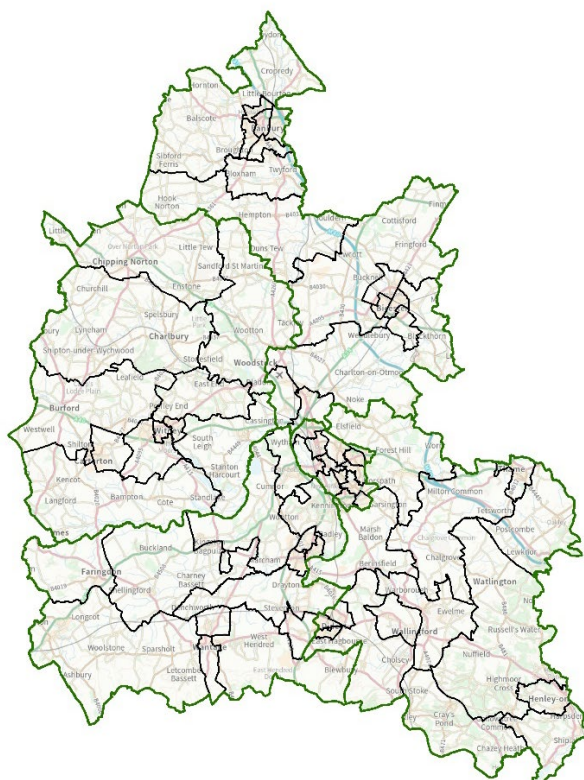
News Release from the Local Government Boundary Commission for England

Embargoed until: 00:01 Tuesday 3 October 2023

Have your say on a new political map for Oxfordshire County Council

New boundaries are being proposed for council divisions in Oxfordshire

The Local Government Boundary Commission wants to hear what residents and local organisations think about the proposals. A 10 week consultation on the proposals will run until 11 December 2023.



Proposed divisions for Oxfordshire
 Credit: contains Ordnance Survey data (c) Crown copyright and database rights 2023
 High resolution map available at <https://www.lgbce.org.uk/all-reviews/oxfordshire>

The Commission is the independent body that draws these boundaries. It is reviewing Oxfordshire to make sure councillors will represent about the same number of electors, and that division arrangements will help the council work effectively.

The Commission has published proposals for changes to Oxfordshire. It is proposing that there should be 69 single-councillor divisions. 66 divisions will change, and 3 will stay the same.

Proposed changes include:

- All divisions now have one councillor each
- Banbury divisions are now coterminous with the parish boundaries

Launching the consultation Professor Colin Mellors, Chair of the Commission, said:

“We want people in Oxfordshire to help us.

We have drawn up proposals for new divisions in Oxfordshire. We want to make sure these new electoral arrangements reflect communities. We also want them to be easy to understand and convenient for local people.

Residents and local organisations can help us do that. We would like them to let us know whether they agree with our proposals before we take final decisions.

It's easy to get involved. Go to our website. Or you can e-mail or write to us.

Just tell us what you think and give us some details why you think that. It's really simple, so do get involved”

The Commission has a dedicated section on its website where people can see the detail of the proposals and comment on the names of divisions and their boundaries:
<https://www.lgbce.org.uk/all-reviews/oxfordshire>

People can also give their views by e-mail at reviews@lgbce.org.uk, and by post:

Review Officer (Oxfordshire)
LGBCE
PO Box 133
Blyth
NE24 9FE

Ends/

Notes to editors:

This consultation relates to arrangements for local government elections. It is separate from the review of parliamentary constituencies that has recently concluded.

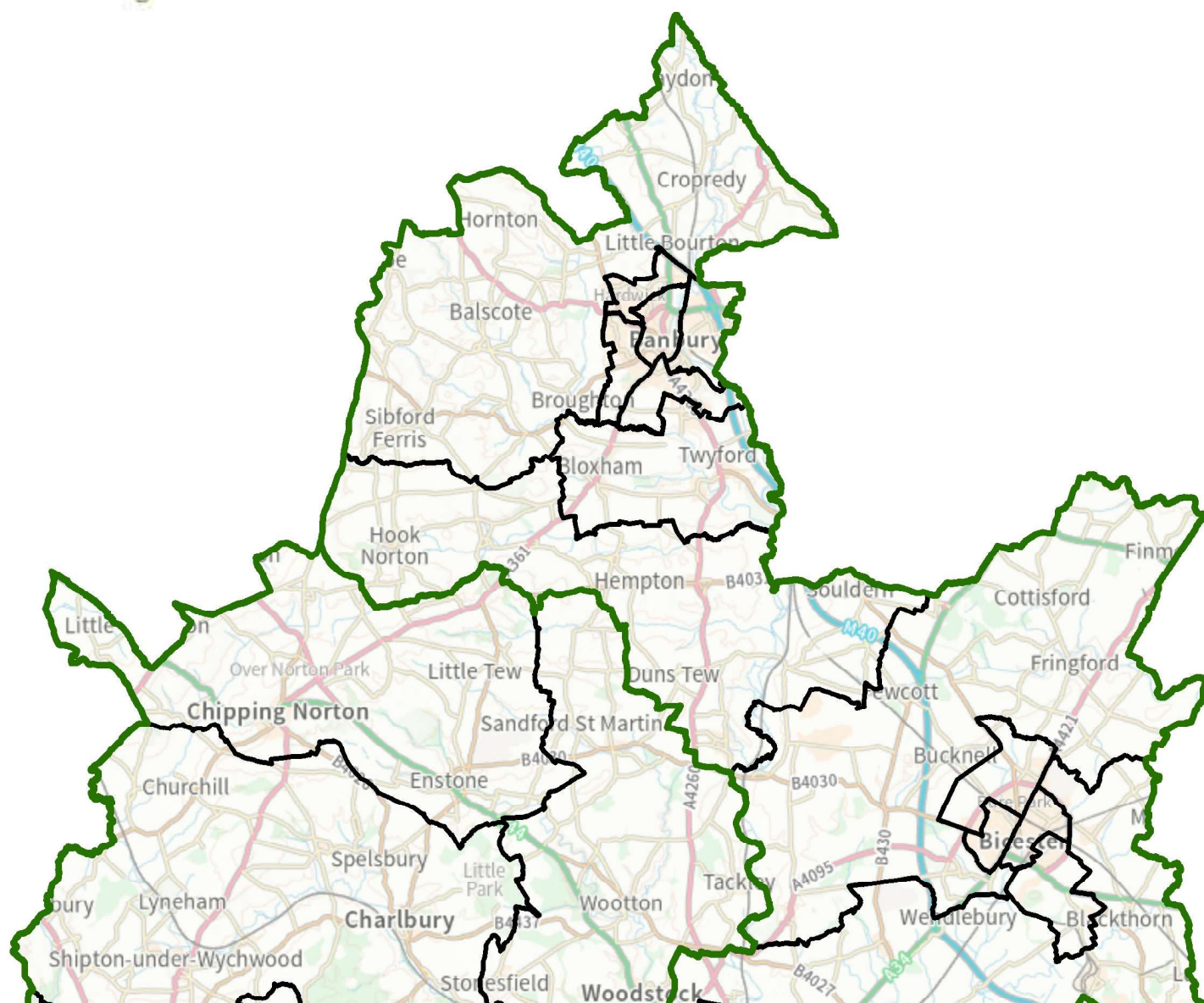
For further information contact the Commission's press office on 0330 500 1525 / 1250 or email press@lgbce.org.uk

An interactive map is available at <https://www.lgbce.org.uk/all-reviews/oxfordshire>

The Local Government Boundary Commission for England is an independent body accountable to Parliament. It recommends fair electoral and boundary arrangements for local authorities in England. In doing so, it aims to:

- Make sure that, within an authority, each councillor represents a similar number of electors
- Create boundaries that are appropriate, and reflect community ties and identities
- Deliver reviews informed by local needs, views and circumstances
- Reflect the request for single-member divisions

The
Local Government
Boundary Commission
for England



New electoral arrangements for Oxfordshire County Council Draft Recommendations

October 2023

Draft recommendations on the new electoral arrangements for Oxfordshire County Council

Electoral review

October 2023

Translations and other formats:

To get this report in another language or in a large-print or Braille version, please contact the Local Government Boundary Commission for England at:

Tel: 0330 500 1525

Email: reviews@lgbce.org.uk

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A note on our mapping:

The maps shown in this report are for illustrative purposes only. Whilst best efforts have been made by our staff to ensure that the maps included in this report are representative of the boundaries described by the text, there may be slight variations between these maps and the large PDF map that accompanies this report, or the digital mapping supplied on our consultation portal. This is due to the way in which the final mapped products are produced. The reader should therefore refer to either the large PDF supplied with this report or the digital mapping for the true likeness of the boundaries intended. The boundaries as shown on either the large PDF map or the digital mapping should always appear identical.

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Introduction

Who we are and what we do

1 The Local Government Boundary Commission for England (LGBCE) is an independent body set up by Parliament.¹ We are not part of government or any political party. We are accountable to Parliament through a committee of MPs chaired by the Speaker of the House of Commons. Our main role is to carry out electoral reviews of local authorities throughout England.

2 The members of the Commission are:

- | | |
|--|---|
| • Professor Colin Mellors OBE
(Chair) | • Steve Robinson |
| • Andrew Scallan CBE
(Deputy Chair) | • Liz Treacy |
| • Susan Johnson OBE | • Jolyon Jackson CBE
(Chief Executive) |
| • Amanda Nobbs OBE | |

What is an electoral review?

3 An electoral review examines and proposes new electoral arrangements for a local authority. A local authority's electoral arrangements decide:

- How many councillors are needed.
- How many county council electoral divisions there should be, where their boundaries are and what they should be called.
- How many councillors should represent each division.

4 When carrying out an electoral review the Commission has three main considerations:

- Improving electoral equality by equalising the number of electors that each councillor represents.
- Ensuring that the recommendations reflect community identity.
- Providing arrangements that support effective and convenient local government.

5 Our task is to strike the best balance between these three considerations when making our recommendations.

¹ Under the Local Democracy, Economic Development and Construction Act 2009.

6 More detail regarding the powers that we have, as well as the further guidance and information about electoral reviews and review process in general, can be found on our website at www.lgbce.org.uk.

Why Oxfordshire?

7 We are conducting a review of Oxfordshire County Council ('the Council') as its last review was completed in 2012, and we are required to review the electoral arrangements of every council in England 'from time to time'.² Additionally, some councillors currently represent many more or fewer electors than others. We describe this as 'electoral inequality'. Our aim is to create 'electoral equality', where the number of electors per councillor is as even as possible, ideally within 10% of being exactly equal.

8 This electoral review is being carried out to ensure that:

- The divisions in Oxfordshire are in the best possible places to help the Council carry out its responsibilities effectively.
- The number of electors represented by each councillor is approximately the same across the county.

Our proposals for Oxfordshire

9 Oxfordshire County Council should be represented by 69 councillors, six more than there are now.

10 Oxfordshire should have 69 divisions, eight more than there are now.

11 The boundaries of 66 divisions should change; three will stay the same.

How will the recommendations affect you?

12 The recommendations will determine how many councillors will serve on the Council. They will also decide which division you vote in, which other communities are in that division, and, in some cases, which parish council ward you vote in. Your division name may also change.

13 Our recommendations cannot affect the external boundaries of the county or result in changes to postcodes. They do not take into account parliamentary constituency boundaries. The recommendations will not have an effect on local taxes, house prices, or car and house insurance premiums and we are not able to consider any representations which are based on these issues.

² Local Democracy, Economic Development & Construction Act 2009 paragraph 56(1).

Have your say

14 We will consult on the draft recommendations for a 10-week period, from 3 October 2023 to 11 December 2023. We encourage everyone to use this opportunity to comment on these proposed divisions as the more public views we hear, the more informed our decisions will be in making our final recommendations.

15 We ask everyone wishing to contribute ideas for the new divisions to first read this report and look at the accompanying map before responding to us.

16 You have until 11 December 2023 to have your say on the draft recommendations. See page 33 for how to send us your response.

Review timetable

17 We wrote to the Council to ask its views on the appropriate number of councillors for Oxfordshire. We then held a period of consultation with the public on division patterns for the county. The submissions received during consultation have informed our draft recommendations.

18 The review is being conducted as follows:

Stage starts	Description
8 February 2023	Number of councillors decided
28 February 2023	Start of consultation seeking views on new divisions
8 May 2023	End of consultation; we began analysing submissions and forming draft recommendations
3 October 2023	Publication of draft recommendations; start of second consultation
11 December 2023	End of consultation; we begin analysing submissions and forming final recommendations
12 March 2024	Publication of final recommendations

Analysis and draft recommendations

19 Legislation³ states that our recommendations should not be based only on how many electors⁴ there are now, but also on how many there are likely to be in the five years after the publication of our final recommendations. We must also try to recommend strong, clearly identifiable boundaries for our divisions.

20 In reality, we are unlikely to be able to create divisions with exactly the same number of electors in each; we have to be flexible. However, we try to keep the number of electors represented by each councillor as close to the average for the council as possible.

21 We work out the average number of electors per councillor for each individual local authority by dividing the electorate by the number of councillors, as shown on the table below.

	2023	2029
Electorate of Oxfordshire	521,890	582,977
Number of councillors	69	69
Average number of electors per councillor	7,564	8,449

22 When the number of electors per councillor in a division is within 10% of the average for the authority, we refer to the division as having 'good electoral equality'. All but five of our proposed divisions for Oxfordshire are forecast to have good electoral equality by 2029.

Submissions received

23 See Appendix C for details of the submissions received. All submissions may be viewed on our website at www.lqbce.org.uk

Electorate figures

24 The Council submitted electorate forecasts for 2029, a period five years on from the scheduled publication of our final recommendations in 2024. These forecasts were broken down to polling district level and predicted an increase in the electorate of around 12% by 2029. The district and city councils provided information to the County Council in support of these forecasts.

25 During the division consultation we noticed several discrepancies between the Council's forecast and the mapping data provided, particularly regarding the

³ Schedule 2 to the Local Democracy, Economic Development and Construction Act 2009.

⁴ Electors refers to the number of people registered to vote, not the whole adult population.

allocation of future housing developments to polling districts. This issue featured most prominently in Cherwell district but was also present to varying degrees in other Oxfordshire districts. We contacted the Council, which supplied us with an updated forecast to accurately reflect new developments in the forecast. This affected the variances for a number of divisions in the schemes submitted and we made adjustments accordingly.

26 We considered the information provided by the Council and are satisfied that the projected figures are the best available at the present time. We have used these figures to produce our draft recommendations.

Number of councillors

27 Oxfordshire County Council currently has 63 councillors. We looked at evidence provided by the Council and concluded that increasing by six would ensure that the Council can carry out its roles and responsibilities effectively.

28 At the beginning of the review the Council requested that this review be conducted as a 'single-member division' review.⁵ The Commission agreed to this request and we invited proposals for divisions that would each be represented by one councillor.

29 We received three submissions about the number of councillors in response to our consultation on division patterns. However, we are not persuaded that we have received sufficient further evidence to move away from our decision on the number of councillors, and our draft recommendations are based on a council size of 69.

Councillor allocation and coterminosity

30 A council size of 69 provides the following allocation between the district councils in the county. When conducting reviews of two-tier county councils there are a number of rules that we must follow. Firstly, we must not recommend any divisions that cross the district boundary. Secondly, we must have regard for the district wards that exist within each district. Where possible we try to use the district wards to form the boundaries of the county divisions. The table below shows the percentage of district wards that are wholly contained within our proposed divisions. We refer to this as coterminosity.

⁵ Section 57 of Local Democracy, Economic Development and Construction Act 2009.

District	Allocation of councillors	Coterminosity
Cherwell ⁶	16	50%
Oxford ⁷	13	63%
South Oxfordshire ⁸	15	50%
Vale of White Horse ⁹	14	50%
West Oxfordshire ¹⁰	11	70%

Division boundaries consultation

31 We received 44 submissions in response to our consultation on division boundaries. These included two county-wide proposals from the Council and the Labour & Co-operative Group ('Labour'). The remainder of the submissions provided localised comments for division arrangements in particular areas of the county.

32 The two county-wide schemes provided uniform patterns of one-councillor divisions for Oxfordshire. The Labour scheme supported the Council's in most respects but made several amendments with the aim of improving community representation and electoral equality while respecting natural boundaries. These amendments were primarily around Banbury, Oxford and Yelford in the Cherwell, Oxford and West Oxfordshire districts, respectively. The Council's proposals for South Oxfordshire and Vale of White Horse districts were accepted in full.

33 We carefully considered the proposals received and were of the view that a number of the amendments proposed by Labour did indeed better reflect community identity and improve electoral equality. We have detailed where these were adopted in the main part of the report below. However, we also made a number of our own amendments, as many of the divisions proposed in both schemes had relatively high electoral imbalances due to inconsistencies in the Council's initial forecast. In our judgement both schemes also had low coterminosity in most districts. In particular, the Council's scheme had coterminosity levels of 38% for Cherwell and Vale of White Horse, which we considered to be relatively low.

34 Our draft recommendations are broadly based on the Council and Labour schemes. They also take into account local evidence that we received, which provided further evidence of community links and locally recognised boundaries. In some areas we considered that the proposals did not provide for the best balance between our statutory criteria and so we identified alternative boundaries. Our recommendations in this respect were informed by the evidence we received and

⁶ Coterminosity based on the district wards implemented at the 2016 elections.

⁷ Coterminosity based on the district wards implemented at the 2022 elections.

⁸ Coterminosity based on the district wards implemented at the 2015 elections.

⁹ Coterminosity based on the district wards implemented at the 2015 elections.

¹⁰ Coterminosity based on the district wards implemented at the 2014 elections.

built upon the proposals submitted to us during consultation. This was particularly the case in Cherwell district, with more minor changes made in Oxford, Vale of White Horse and West Oxfordshire.

35 We visited the area in order to look at the various proposals on the ground. This tour of Oxfordshire helped us to decide between the different boundaries proposed.

Draft recommendations

36 Our draft recommendations are for 69 one-councillor divisions. We consider that our draft recommendations will provide for good electoral equality while reflecting community identities and interests where we received such evidence during consultation.

37 The tables and maps on pages 9–25 detail our draft recommendations for each area of Oxfordshire. They detail how the proposed division arrangements reflect the three statutory¹¹ criteria of:

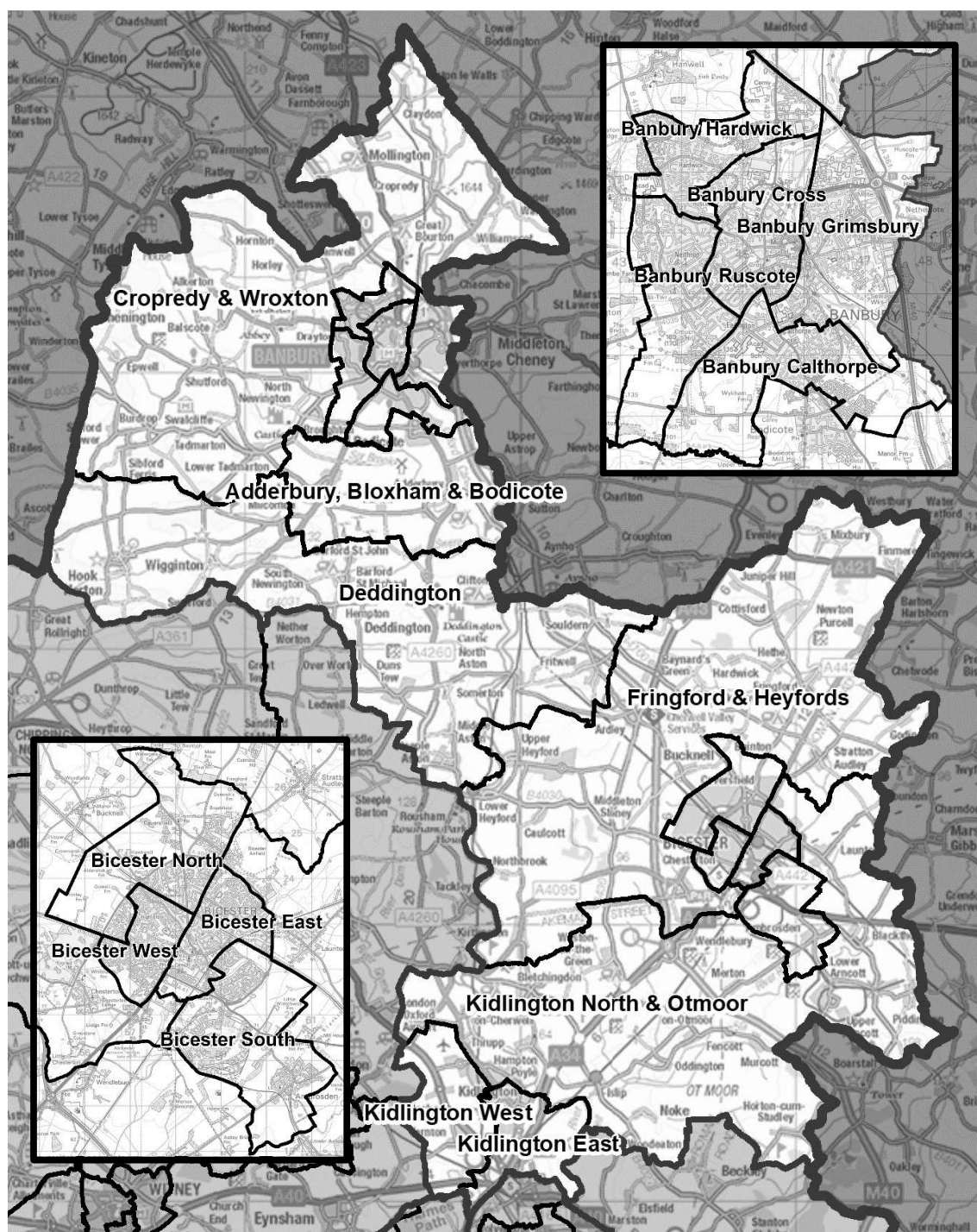
- Equality of representation.
- Reflecting community interests and identities.
- Providing for effective and convenient local government.

38 A summary of our proposed new divisions is set out in the table starting on page 39 and on the large map accompanying this report.

39 We welcome all comments on these draft recommendations, particularly on the location of the division boundaries, and the names of our proposed divisions.

¹¹ Local Democracy, Economic Development and Construction Act 2009.

Cherwell



Division name	Number of councillors	Variance 2029
Adderbury, Bloxham & Bodicote	1	-5%
Banbury Calthorpe	1	4%
Banbury Cross	1	6%

Banbury Grimsbury	1	-9%
Banbury Hardwick	1	-8%
Banbury Ruscote	1	2%
Bicester East	1	-8%
Bicester North	1	2%
Bicester South	1	-8%
Bicester West	1	3%
Cropredy & Wroxton	1	-11%
Deddington	1	-10%
Fringford & Heyfords	1	4%
Kidlington East	1	6%
Kidlington North & Otmoor	1	3%
Kidlington West	1	6%

40 Under a council size of 69, Cherwell District Council will have 16 councillors, with each councillor representing on average 1% fewer electors than the county average.

41 As discussed in paragraph 25, some inconsistencies in the electorate forecast were made in Cherwell district which, once corrected, resulted in relatively high electoral variances in several divisions in both the Council and Labour schemes. Furthermore, both schemes did not secure a reasonable level of coterminosity, and our attempts to improve electoral equality in the schemes reduced coterminosity to 4%. Given the challenges this presented, we decided to build up these proposals, modifying them further, particularly in Banbury and Bicester.

42 As Cherwell is entitled to 16 county councillors in this single-councillor review, and the district itself has 16 three-member wards, we drew upon the existing district warding pattern for Cherwell, thus maximising coterminosity while incorporating the basic framework of community identity and effective and convenient local government from the district review in 2015. Where appropriate we have retained the Council's proposed division names. We would particularly welcome public feedback on these proposals during the current consultation process. In particular we would welcome alternative proposals, supported by evidence, that perhaps reflect community identities better than these draft recommendations while still providing for reasonable levels of electoral equality.

Adderbury, Boxham & Bodicote, Banbury Calthorpe, Banbury Cross, Banbury Grimsbury, Banbury Hardwick, Banbury Ruscote and Cropredy & Wroxton

43 As well as the Council and Labour schemes, we received two submissions from Councillor Mark Cherry and a member of the public from Banbury. Councillor Cherry noted that parts of Warwick Road were in different divisions and should be consolidated into Banbury Ruscote. We observed that parts of this very long road

were in two existing divisions and is placed in multiple divisions under the proposals received.

44 We considered Councillor Cherry's observation, noting that the division boundaries along Warwick Road are already coterminous with the ward boundaries, and were satisfied that the length and breadth of the road, as well as its changing character along its length, lent itself well to be split across divisions. This area is the only part of Banbury parish in which we have departed from the district ward boundaries. We have run the boundary between Banbury Cross and Banbury Ruscote divisions down the middle of Woodgreen Avenue – including Beatrice Drive, Bird Close, Boxhedge Square, Deacon Way, Gillett Close, Goodrington Close, Hilton Road, Reid Close, Spring Gardens, Tithe Court, Townsend, Union Street and Wimborne Avenue in Banbury Cross division rather than Banbury Ruscote. This was done primarily for the sake of electoral equality, as including these streets in Banbury Ruscote would result in a variance of 14% for that division. However, we also believe this offers a clearer boundary than others put forward during consultation.

45 A resident suggested including Bodicote parish in Banbury Calthorpe division, arguing it had effectively become part of the town, as well as Easington. Our proposed Banbury Calthorpe division includes Easington, as it is entirely coterminous with the Banbury, Calthorpe & Easington district ward. However, we noted that including Bodicote parish would result in the very high electoral variances of 27% for Banbury Calthorpe division and -30% for Adderbury, Bloxham & Bodicote. We have not, therefore, adopted this suggestion in our draft recommendations.

46 Both the Council and Labour schemes included the newer properties in Drayton parish west of Warwick Road, which accessed via Greville Road and Walker Road, in Banbury Hardwick division. It was also proposed that it include the 250 planned properties at Drayton Lodge Farm. We understood this reasoning, as the developments are clearly an outgrowth of Banbury, but doing so would result in an electoral variance of -16% for Cropredy & Wroxton division in both schemes, and would also reduce coterminosity for the district. We therefore concluded that, on balance, it would be more fitting for the existing and planned developments to be included in Cropredy & Wroxton division, which would have a variance of -11%.

Bicester East, Bicester North, Bicester South and Bicester West

47 The Council and Labour schemes for Bicester were similar to the existing division arrangements, most notably moving Bucknell Parish from Bicester North to Fringford & Heyfords division, moving the planned North-West Bicester Eco-town area from Bicester North to Bicester East division, and incorporating some outlying areas of Launton and Blackthorn parishes in Bicester South division. As in other parts of the Cherwell scheme, however, none of the proposed divisions were coterminous with district wards, while Bicester East and Bicester West divisions had

relatively high electoral variances of -12% and 13%, respectively.

48 As elsewhere in Cherwell, we based our proposed divisions on the existing district wards, departing from their boundaries to improve electoral equality. We have done this in Bicester North and Bicester West divisions by moving the area west of Howes Lane and Shakespeare Drive from Bicester West to Bicester North division (Bicester North & Caversfield ward). We had initially considered using the existing division boundary, maintained in the Council and Labour schemes, which runs down the back alley ways of Graham Road, The Oval and West Street. However, this resulted in an 11% variance for Bicester North, and we observed that Shakespeare Road offered an excellent boundary, due its length and breadth and the fact that few houses faced into the road. Those which do – numbers 1 and 3 – have been included in Bicester North. We recognise, however, that the area to the west of Shakespeare Road is somewhat distant from the rest of the Bicester North division and would particularly welcome local comments on this decision.

49 Our Bicester South division also differs from the Bicester South & Ambrosden ward in that we have included the area south of Middleton Stoney Road and west of Oxford Road in Bicester West division, to which it is much better connected. Additionally, we have included Bicester Village between the London Road allotments, Oxford Road and the designated building land south of Lakeview Drive in Bicester East division. We believe this divides Bicester into four distinct areas with good electoral equality while reflecting the district ward boundaries where possible.

Deddington and Fringford & Heyfords

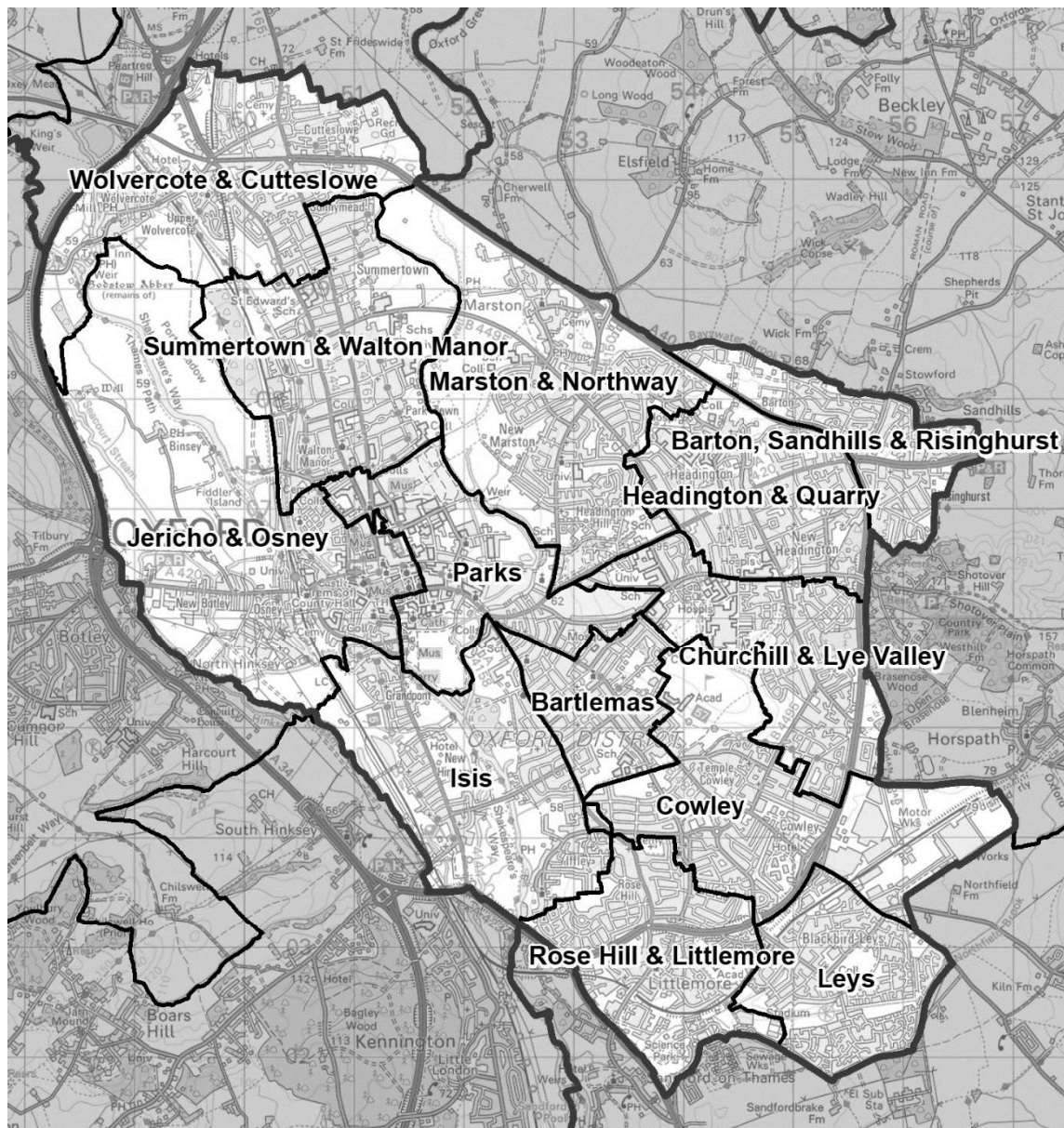
50 We closely followed the Council and Labour proposals for these divisions, making adjustments to improve coterminosity, which included moving Milcombe parish into Deddington division. We also made the proposed Fringford & Ardley division more coterminous with the Fringford & Heyfords district ward, as well as uniting all the Heyfords, by including Ardley and Upper Heyford parishes in Fringford & Heyfords division. However, we were unable to achieve full coterminosity here owing to Fringford & Heyfords district ward bisecting Heyford Park parish, which was created in 2019. The northern part of this area may only contain one elector by the time of the next parish elections in 2027. As we would be required to make arrangements for parish wards here, this would entail creating a parish ward for an area which currently has only one elector, which would not be viable.

Kidlington East, Kidlington North & Otmoor and Kidlington West

51 Our proposed divisions in this area are almost identical to those proposed by the Council and Labour, which themselves closely follow the existing district ward boundaries in the area. The notable exception is the inclusion in all three schemes of the northern area of Kidlington West ward, between Banbury Road, High Street and The Moors, in Kidlington North & Otmoor division. This is because, to make Kidlington West division entirely coterminous with Kidlington West district ward would

result in variances of 32% for Kidlington West division and -21% for the remainder of Kidlington North & Otmoor division.

Oxford



Division name	Number of councillors	Variance 2029
Bartlemas	1	9%
Barton, Sandhills & Risinghurst	1	-9%
Churchill & Lye Valley	1	1%
Cowley	1	7%
Headington & Quarry	1	0%
Isis	1	-7%
Jericho & Osney	1	4%
Leys	1	8%

Marston & Northway	1	9%
Parks	1	0%
Rose Hill & Littlemore	1	6%
Summertown & Walton Manor	1	6%
Wolvercote & Cutteslowe	1	-4%

52 Under a council size of 69, Oxford City Council will have 13 councillors, with each councillor representing on average 2% more electors than the county average.

53 The Labour scheme for Oxford mostly followed the Council's, though with some significant alterations to the boundaries between Wolvercote & Cutteslowe, Summertown & Walton Manor and Parks divisions. Most divisions in both schemes had good electoral equality; however, we calculated the variance for the proposed Headington & Quarry division to be -16%. The Council's scheme had 54% coterminosity and Labour's had 38%. Our proposals, which modified the submitted schemes to improve electoral equality and coterminosity, raised this to 54%.

Jericho & Osney, Parks, Summertown & Walton Manor and Wolvercote & Cutteslowe

54 The Council scheme moved the lower part of the existing Wolvercote & Cutteslowe division south of South Parade into an enlarged St Margaret's division renamed Summertown & Walton Manor. It also added the Park Town area from the existing University Parks division, which was itself renamed Parks and enlarged to include Christ Church and Merton colleges as well as the Morrell Avenue and St Clement's street areas. To Jericho & Osney division was added Adelaide Street and Observatory Street. Labour's scheme largely preserved the existing boundaries between Wolvercote & Summertown, St Margaret's and Parks divisions, arguing this better represented local communities, though we calculated their proposed Parks division would have an 18% electoral variance.

55 We mostly adopted the Council scheme in our draft recommendations, as we considered it to have a greater degree of coterminosity and electoral equality in the area, though we also made amendments to the proposals. In order to improve coterminosity, we included the colleges around Broad Street between Magdalen Street, Cornmarket Street, High Street and Catte Street in Jericho & Osney division. On our tour of the area, we also observed that this better preserved the unity of the local shopping district. We noted that the Council scheme split the main thoroughfare of Cornmarket Street down the middle.

56 Our tour of the area also led us to look sympathetically upon the Council's placement of Adelaide Street and Observatory Street in Jericho & Osney division. This was principally because we observed the parallel stretch of Walton Street to be a local community hub with coffee shops, bistros and a local cinema, which is split

down the middle in the existing division arrangements and in the Labour proposals. However, owing to our inclusion of the Broad Street area in the division, including Adelaide Street and Observatory Street in Jericho & Osney division would result in a variance of 21% and -20% for Parks. In order to unite this community hub within one division, we have included numbers 96 to 118 Walton Street in Jericho & Osney division, leaving Adelaide Street and Observatory Street in Parks division. However, we would welcome public feedback on this decision, particularly over whether we have got the balance right in including the Broad Street area in Jericho & Osney division over Adelaide Street and Observatory Street.

Barton, Sandhills & Risinghurst, Churchill & Lye Valley, Headington & Quarry and Marston & Northway

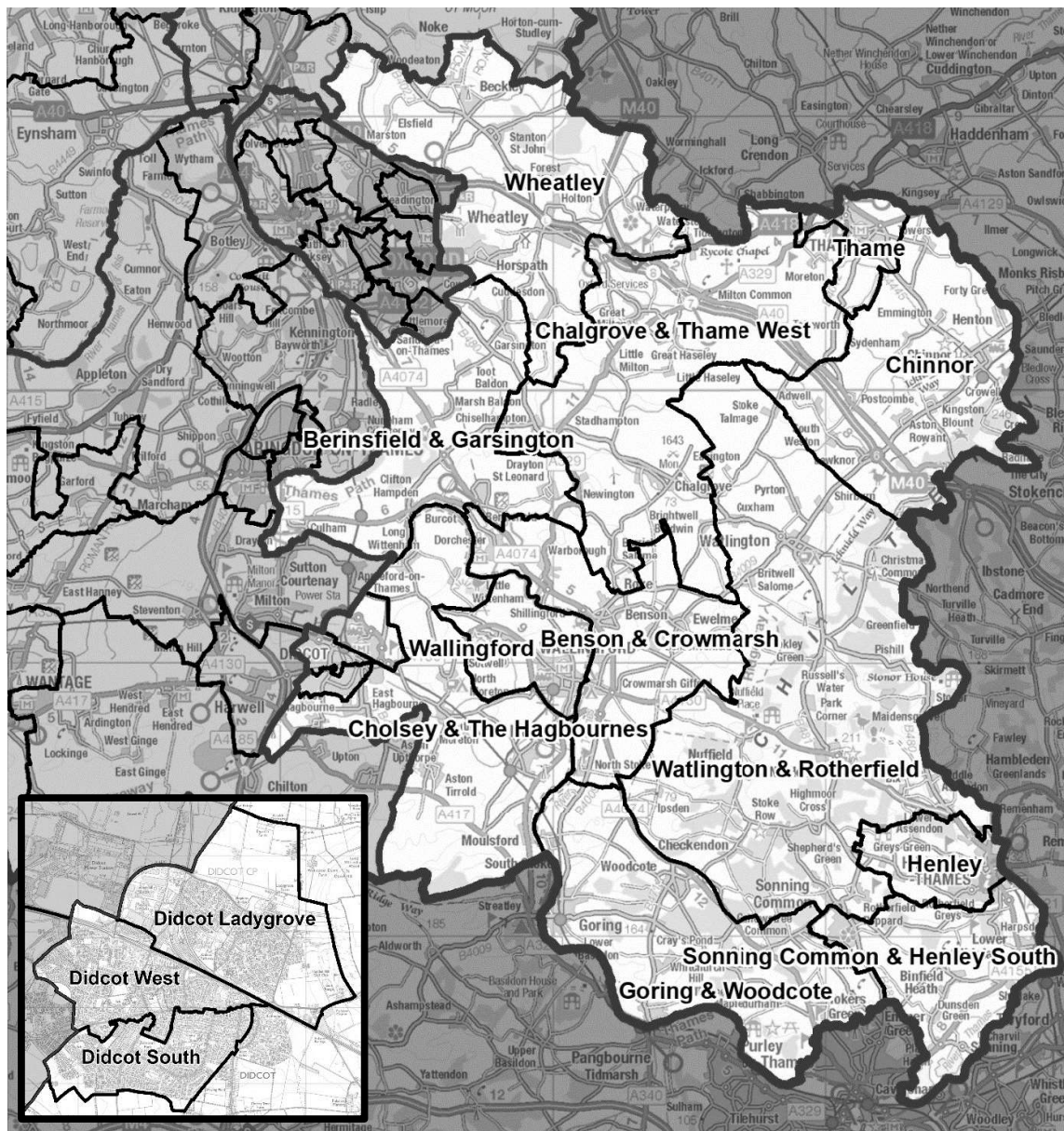
57 The Council and Labour schemes largely followed the existing division pattern in this area, with minor alterations. These included moving the area between the B4150, B4495, Franklin Road, Headington Road, John Garne Way and William Street from the existing Headington & Quarry division into Marston & Northway and moving the North Place and Barton Lane areas of Headington & Quarry division into Barton, Sandhills & Risinghurst. This did, however, result in an electoral variance of -16% for Headington & Quarry division by our calculations.

58 In order to improve electoral equality in the area we moved the area between London Road, North Way and Old High Street from the Council's proposed Barton, Sandhurst & Risinghurst division into Headington & Quarry, leaving Barton, Sandhurst & Risinghurst division entirely east of North Way. This changed electoral equality in the divisions from -16% in Headington & Quarry to 0% and 7% in Barton, Sandhurst & Risinghurst to -9%. Coterminality is also improved, as Headington ward is entirely contained within Headington & Quarry division.

Bartlemas, Cowley, Isis, Leys and Rose Hill & Littlemore

59 The Council scheme made numerous changes to the existing divisions in this area which were uncontested by Labour. A notable change was the division of Iffley Fields & St Mary's and St Clement's & Cowley Marsh between Isis, Cowley and a new Bartlemas division. We have adopted the scheme in this area in its entirety.

South Oxfordshire



Division name	Number of councillors	Variance 2029
Benson & Crowmarsh	1	0%
Berinsfield & Garsington	1	2%
Chalgrove & Thame West	1	-4%
Chinnor	1	-7%
Cholsey & The Hagbournes	1	4%
Didcot Ladygrove	1	-1%
Didcot South	1	-5%
Didcot West	1	-8%

Goring & Woodcote	1	-3%
Henley	1	-3%
Sonning Common & Henley South	1	-2%
Thame	1	7%
Wallingford	1	6%
Watlington & Rotherfield	1	-6%
Wheatley	1	-4%

60 Under a council size of 69, South Oxfordshire District Council will have 15 councillors, with each councillor representing on average 2% fewer electors than the county average.

61 We have adopted the Council's and Labour's proposals for South Oxfordshire in full, save for a minor alteration in Didcot to ensure the creation of viable parish wards. The divisions are coterminous with 50% of South Oxfordshire District Council wards. All divisions have good electoral equality.

Berinsfield & Garsington, Chalgrove & Thame West, Chinnor, Thame and Wheatley

62 Our proposed Berinsfield & Garsington division includes the parishes of Berinsfield, Clifton Hampden, Drayton St Leonard, Garsington, Marsh Baldon, Nuneham Courtenay, Sandford-on-Thames and Toot Baldon. Our proposed Chalgrove & Thame West division includes the parishes of Berrick Salome, Brightwell Baldwin, Chalgrove, Great Haseley, Great Milton, Little Milton, Newington, Stadhampton, Tetsworth, Tiddington-with-Albury and Thame between Oxford Road, High Street, Rooks Lane and Windmill Road. Our proposed Chinnor division includes the parishes of Adwell, Aston Rowant, Chinnor, Crowell, Lewknor, Sydenham, Towersey and Wheatfield.

63 Our proposed Thame division is made up of the areas of Thame parish not included in Chalgrove & Thame West division, while our proposed Wheatley division includes the parishes of Beckley & Stowood, Cuddesdon & Denton, Elsfield, Forest Hill with Shotover, Holton, Horspath, Waterperry with Thomley, Waterstock, Wheatley and Woodeaton.

Benson & Crowmarsh, Cholsey & The Hagbournes, Wallingford and Watlington & Rotherfield

64 Our proposed Benson & Crowmarsh division includes the parishes of Benson, Ewelme and Crowmarsh. A resident wrote to us to say that Benson parish should be grouped with both Ewelme and Roke, the latter of which is in Berrick Salome parish. We considered this but decided against it, as to do so would worsen coterminosity with district wards. Our proposed Cholsey & The Hagbournes division includes the parishes of Aston Tirrold, Aston Upthorpe, Cholsey, East Hagbourne, Little Wittenham, Long Wittenham, Moulsoford, North Moreton, South Moreton and West

Hagbourne, as well as Didcot east of Western Avenue.

65 Our proposed Wallingford district includes the parishes of Brightwell-cum-Sotwell and Wallingford, while our proposed Watlington & Rotherfield division includes the parishes of Bix & Assendon, Britwell Salome, Checkendon, Cuxham with Easington, Highmoor, Ipsden, Nettlebed, Pishill with Stonor, Pyrton, Rotherfield Peppard, Shirburn, Stoke Talmage, Swyncombe and Watlington.

Didcot Ladygrove, Didcot South and Didcot West

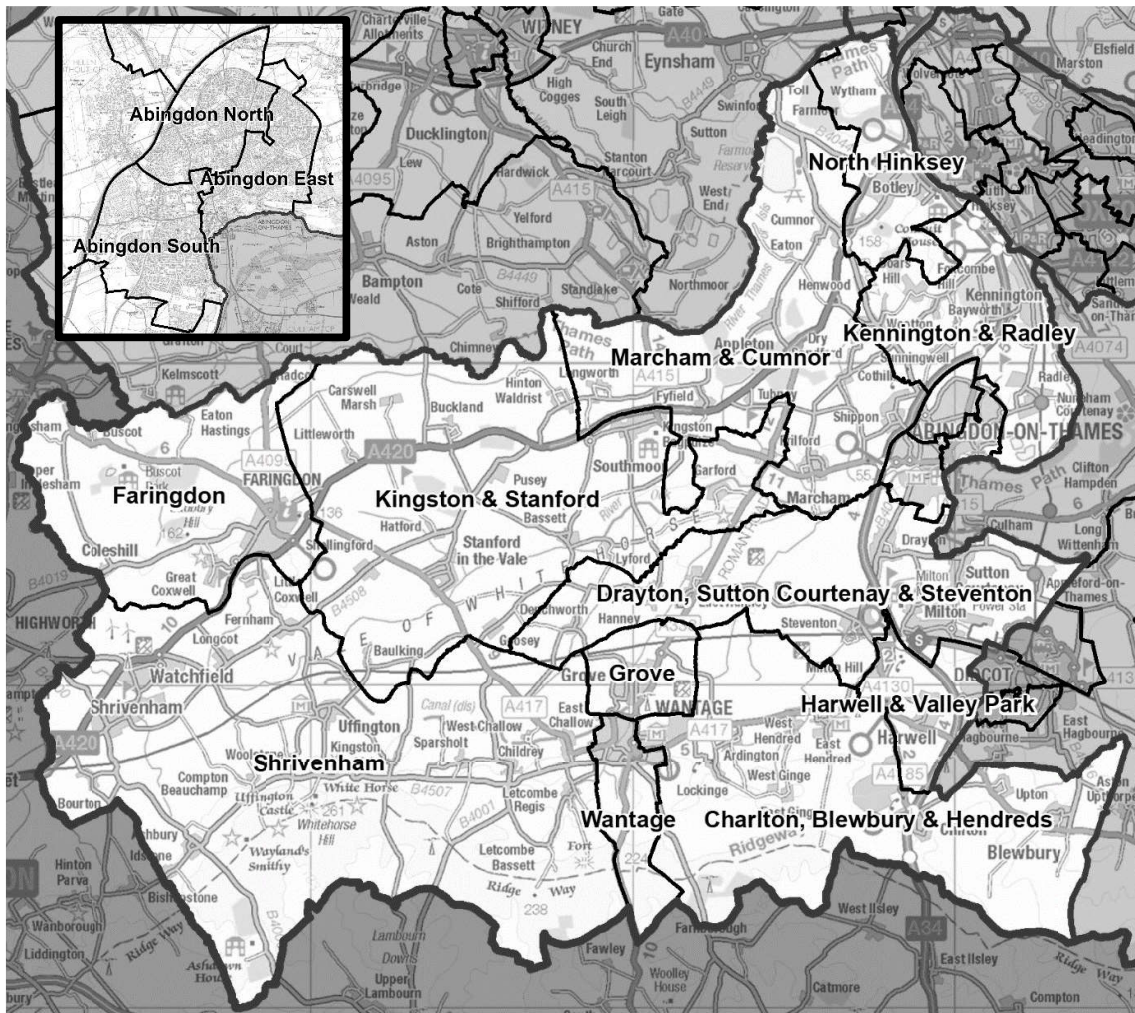
66 The Council's proposed divisions in Didcot maintained the existing boundaries for Didcot Ladygrove. However, they also include the south side of Broadway in Didcot West as far as Newlands Avenue. They proposed to add the remainder of the existing division south of Broadway and Wantage Road in a Didcot South division, except Barleyfields, Elbourne, Woodlands Road, Ernest Road, Fairacres Road, Oatland Road and Samor Way. Also added to Didcot South is the remainder of the existing Didcot East & Hagbourne division as far as Western Avenue. We have decided to make a minor alteration to this scheme by including the south side of Wantage Road between number 91 and the junction of Drake Avenue. This was in order to create a viable parish ward south of Wantage Road.

67 A resident wrote to us to say that the boundary A34 should form the boundary between Harwell and Didcot. However, this would require redrawing the boundary between South Oxfordshire and Vale of White Horse districts, which is beyond the scope of this review.

Goring & Woodcote, Henley and Sonning Common & Henley South

68 Our proposed Goring & Woodcote division includes the parishes of Goring Heath, Goring-on-Thames, Kidmore End, Mapledurham, South Stoke, Whitchurch-on-Thames and Woodcote. Our proposed Henley division includes the parishes of Henley – except Newtown between Park Road, St Andrew's Road, Belle Vue Road and Drawback Hill – and Rotherfield Greys. Our proposed Sonning Common & Henley South division includes the parishes of Binfield Heath, Eye & Dunsden, Harpsden, Shiplake, Sonning Common and part of Henley.

Vale of White Horse



Division name	Number of councillors	Variance 2029
Abingdon East	1	2%
Abingdon North	1	9%
Abingdon South	1	2%
Charlton, Blewbury & Hendreds	1	4%
Drayton, Sutton Courtenay & Steventon	1	11%
Faringdon	1	-9%
Grove	1	6%
Harwell & Valley Park	1	-6%
Kennington & Radley	1	5%
Kingston & Stanford	1	-14%
Marcham & Cumnor	1	-12%
North Hinksey	1	-9%
Shrivenham	1	13%

Wantage	1	-8%
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69 Under a council size of 69, Vale of White Horse District Council will have 14 councillors, with each councillor representing about the same number of electors as the county average.

70 The Council scheme for Vale of White Horse, which was not contested by Labour, had good electoral equality for all the proposed divisions but relatively low coterminosity with district wards at only 38%. Consequently, we made alterations to the scheme which increased coterminosity to 50% but increased electoral inequality in four divisions to between -14% and 13%. However, we are satisfied that this offers the best balance of our statutory criteria for the district.

Abingdon East, Abingdon North and Abingdon South

71 Our proposed divisions for Abingdon mostly follow the existing division pattern for the town. However, we propose that Culham Close, Dorchester Crescent, Galley Field, Hendred Way, Norman Avenue, Radley Road, Rutherford Close, St Johns Road, Swinburne Road and Warwick Close be transferred from Abingdon North division to Abingdon East. The proposed divisions are coterminous with the parish boundary.

Drayton, Sutton Courtenay & Steventon, Kennington & Radley, Marcham & Cumnor and North Hinksey

72 A resident wrote to us to say that the villages in the north of the existing Sutton Courtney & Marcham division – Marcham, Shippon and Dry Sandford – have almost nothing in common with those in the south – Drayton, Milton, Sutton Courtenay and Appleford-on-Thames. Our proposed Drayton, Sutton Courtenay & Steventon division includes the parishes of Appleford-on-Thames, Drayton, East Hanney, Denchworth, Drayton, Milton, Steventon and Sutton Courtenay. Our proposed Kennington & Radley division includes the parishes of Kennington, South Hinksey, Sunningwell, Radley and Wootton.

73 Our proposed Marcham & Cumnor division includes the parishes of Appleton-with-Eaton, Besselsleigh, Cumnor west of the A420 and Stimpson's Cottages, Fyfield & Tubney, Longworth, Marcham and St Helen Without. This differs from the Council's proposal, which also included Frilford and Garford parishes. Although this increases electoral inequality from -8% to -12%, it increases coterminosity in the district, which we consider will better provide for effective and convenient local government in this area. Our proposed North Hinksey division includes the area of Cumnor not included in Marcham & Cumnor division, as well as the parishes of North Hinksey and Wytham.

Faringdon, Kingston & Stanford and Shrivenham

74 Our proposed Faringdon division includes the parishes of Buscot, Coleshill, Eaton Hastings, Great Coxwell and Great Faringdon. Our proposed Kingston & Stanford division, which differs slightly from that proposed by the Council, includes the parishes of Baulking, Buckland, Charney Bassett, Goosey, Hatford, Hinton Waldrist, Kingston Bagpuize with Southmoor, Littleworth, Lyford, Pusey, Shellingford and Stanford in the Vale. The Council's proposed division also included the parishes of Frilford, Garford, Denchworth, East Challow and West Challow; however, these were not included in our proposed division in order to improve coterminosity in the district. Although this increases the electoral variance in the division from -4% to -14%, we consider that this provides the best balance of our statutory criteria in this area.

75 Our proposed Shrivenham division includes the parishes of Ashbury, Bourton, Childrey, Compton Beauchamp, Fernham, Kingston Lisle, Letcombe Bassett, Letcombe Regis, Little Coxwell, Longcot, Shrivenham, Sparsholt and Woolstone. It also includes East Challow and West Challow, which were included in the Council's proposed Kingston & Stanford division, but which we have included in Shrivenham to improve coterminosity with district wards. This increases electoral inequality in the proposed division from 0% to 13% but we consider that this provides the best balance of our statutory criteria in this area.

Charlton, Blewberry & Hendreds, Grove, Harwell & Valley Park and Wantage

76 Our proposed Charlton, Blewberry & Hendreds division includes the parishes of Ardington, Blewberry, Chilton, East Hendred, Lockinge, Upton, the Charlton area of Wantage and West Hendred. Our proposed Grove division is made up of Grove parish only, while our proposed Harwell & Valley Park division includes the parishes of Harwell and Milton, south of the A34. Our proposed Wantage division includes the parish of Wantage save for Charlton area, which is included in Charlton, Blewberry & Hendreds division. These proposals are identical to those of the Council.

West Oxfordshire



Division name	Number of councillors	Variance 2029
Bampton & Carterton South	1	9%
Brize Norton & Carterton East	1	-8%
Burford & Carterton West	1	8%
Charlbury & Wychwood	1	4%
Chipping Norton	1	8%
Eynsham	1	-2%

Hanborough & Hailey	1	-6%
Witney North & East	1	6%
Witney South & Central	1	1%
Witney West & Ducklington	1	-6%
Woodstock	1	7%

77 Under a council size of 69, West Oxfordshire District Council will have 11 councillors, with each councillor representing on average 2% more electors than the county average.

78 The Council scheme for West Oxfordshire provided for good electoral equality across the district, as well as good levels of coterminosity with district wards, at 59%. The Labour scheme made one slight amendment to the Council scheme, including Hardwick-with-Yelford parish in Bampton & Carterton South division rather than Eynsham, arguing that this improved community representation. We have adopted this proposal and also made minor amendments elsewhere to increase coterminosity to 70%.

Charlbury & Wychwood, Chipping Norton, Hanborough & Hailey and Woodstock

79 Our proposed Charlbury & Wychwood division includes the parishes of Ascott-under-Wychwood, Bruern, Chadlington, Charlbury, Chilson, Churchill, Cornbury & Wychwood, Fawler, Fifield, Finstock, Idbury, Kingham, Lyneham, Milton-under-Wychwood, Sarsden, Shipton-under-Wychwood and Spelsbury. Our proposed Chipping Norton division includes the parishes of Chastleton, Chipping Norton, Cornwell, Enstone, Great Tew, Heythrop, Little Tew, Over Norton, Rollright, Salford and Swerford.

80 Our proposed Hanborough & Hailey division includes the parishes of Freeland, Hailey, Hanborough and North Leigh. Our proposed Woodstock division includes the parishes of Bladon, Blenheim, Combe, Glympton, Kiddington with Asterleigh, Rousham, Sandford St Martin, Steeple Barton, Stonesfield, Tackley, Wootton, Woodstock and Worton. These are all identical to the Council scheme.

Bampton & Carterton South, Brize Norton & Carterton East, Burford & Carterton West and Eynsham

81 Our proposed Bampton & Carterton South division includes the parishes of Alvescot, Aston, Cote, Shifford & Chimney, Bampton, Black Bourton, Broadwell, Clanfield, Filkins & Broughton Poggs, Grafton & Radcot, Hardwick-with-Yelford, Kelmscott, Kencot, Langford, Little Faringdon and Standlake. This differs from the Council's proposal, which also included Lew parish, though we considered it more appropriate to include Lew in Witney West & Ducklington division in order to improve coterminosity, including the whole of Ducklington district ward in Witney West & Ducklington division.

82 We were also persuaded to adopt Labour's proposal that Hardwick-with-Yelford parish be included in Bampton & Carterton South division, rather than Eynsham, as in the Council's scheme. Labour suggested the River Windrush would make a more appropriate division boundary and claimed Hardwick-with-Yelford had more in common with the parishes on the west side of the river. On our tour of the area, we were satisfied that this was an appropriate boundary, particularly as the river is also used as a boundary for the Witney divisions and the rest of Bampton & Carterton South division. Furthermore, we were satisfied that the parish was sufficiently connected to the neighbouring villages.

83 Our proposed Brize Norton & Carterton East division includes the parishes of Brize Norton and part of Carterton. Our proposed Burford & Carterton West division includes the parishes of Asthall, Burford, the area of Carterton not included in Brize Norton & Carterton East division, Crawley, Fulbrook, Holwell, Leafield, Minster Lovell, Ramsden, Shilton, Swinbrook & Widford, Taynton and Westwell. These are identical to the Council's proposals.

84 Our proposed Eynsham division includes the parishes of Cassington, Eynsham, Northmoor, South Leigh and Stanton Harcourt. As described above, this differs from the Council's scheme in that we have adopted Labour's proposal to include Hardwick-with-Yelford parish in Bampton & Carterton South division.

Witney North & East, Witney South & Central and Witney West & Ducklington

85 The Council's scheme made minor adjustments to the existing division boundaries for Witney North & East and Witney South & Central divisions. It proposed transferring Bridge Street, Mill Mews, New Bridge Street, Priory Mill Lane and the east side of Bridge Street from Witney North & East to Witney South & Central division, as well including Burwell Meadow and its associated streets in Witney South & Central. The Council's proposed Witney West & Ducklington division includes the remainder of Witney parish, as well as the parishes of Curbridge and Ducklington. As mentioned above, we decided to include Lew parish in the ward, both because this improves coterminosity in the district and because Lew is in a parish grouping with Curbridge.

Conclusions

86 The table below provides a summary as to the impact of our draft recommendations on electoral equality in Oxfordshire, referencing the 2023 and 2029 electorate figures against the proposed number of councillors and divisions. A full list of wards, names and their corresponding electoral variances can be found at Appendix A to the back of this report. An outline map of the wards is provided at Appendix B.

Summary of electoral arrangements

	Draft recommendations	
	2023	2029
Number of councillors	69	69
Number of electoral divisions	69	69
Average number of electors per councillor	7,564	8,449
Number of divisions with a variance more than 10% from the average	25	5
Number of divisions with a variance more than 20% from the average	4	0

Draft recommendations

Oxfordshire County Council should be made up of 69 councillors serving 69 divisions. The details and names are shown in Appendix A and illustrated on the large maps accompanying this report.

Mapping

Sheet 1, Map 1 shows the proposed divisions for Oxfordshire County Council. You can also view our draft recommendations for Oxfordshire on our interactive maps at www.consultation.lgbce.org.uk

Parish electoral arrangements

87 As part of an electoral review, we are required to have regard to the statutory criteria set out in Schedule 2 to the Local Democracy, Economic Development and Construction Act 2009 (the 2009 Act). The Schedule provides that if a parish is to be divided between different divisions it must also be divided into parish wards, so that each parish ward lies wholly within a single division and ward. We cannot recommend changes to the external boundaries of parishes as part of an electoral review.

88 Under the 2009 Act we only have the power to make changes to parish electoral arrangements where these are as a direct consequence of our recommendations for principal authority warding arrangements. However, Oxfordshire County Council has powers under the Local Government and Public Involvement in Health Act 2007 to conduct community governance reviews to effect changes to parish electoral arrangements.

89 As a result of our proposed ward boundaries and having regard to the statutory criteria set out in schedule 2 to the 2009 Act, we are providing revised parish electoral arrangements for Abingdon on Thames, Banbury, Bicester, Didcot, Henley-on-Thames, Thame, Wantage and Witney.

90 We are providing revised parish electoral arrangements for Abingdon Town Council.

Draft recommendations

Abingdon on Thames Town Council should comprise 19 councillors, as at present, representing eight wards:

Parish ward	Number of parish councillors
Abbey	2
Caldecott	4
Dunmore	4
Fitzharris Ock	2
Fitzharris Wildmore	1
Northcourt	1
Peachcroft	4
Rush Common	1

91 We are providing revised parish electoral arrangements for Banbury Town Council.

Draft recommendations

Banbury Town Council should comprise 22 councillors, as at present, representing 14 wards:

Parish ward	Number of parish councillors
Calthorpe North	1
Calthorpe South	2
Easington North	1
Easington South East	2
Easington South West	1
Grimsbury	3

Hardwick East	1
Hardwick West	3
Neithrop North	1
Neithrop South	1
Park Road	1
Ruscote	3
Town Centre	1
Woodgreen	1

92 We are providing revised parish electoral arrangements for Bicester Town Council.

Draft recommendations

Bicester Town Council should comprise 22 councillors, as at present, representing seven wards:

Parish ward	Number of parish councillors
East	5
Greenwood	1
North	4
South	4
South West	3
Village	1
West	4

93 We are providing revised parish electoral arrangements for Didcot Town Council.

Draft recommendations

Didcot Town Council should comprise 21 councillors, as at present, representing eight wards:

Parish ward	Number of parish councillors
All Saints	5
Broadway	1
Jubilee	1
Ladygrove	6
Millbrook	1
Northbourne	3
Orchard	1
Park	3

94 We are providing revised parish electoral arrangements for Henley-on-Thames Town Council.

Draft recommendations

Henley-on-Thames Town Council should comprise 16 councillors, as at present, representing three wards:

Parish ward	Number of parish councillors
Henley North	8
Henley South	5
Newtown	3

95 We are providing revised parish electoral arrangements for Thame Town Council.

Draft recommendations

Thame Town Council should comprise 16 councillors, as at present, representing three wards:

Parish ward	Number of parish councillors
Thame North	8
Thame South East	6
Thame South West	2

96 We are providing revised parish electoral arrangements for Wantage Town Council.

Draft recommendations

Wantage Town Council should comprise 29 councillors, as at present, representing three wards:

Parish ward	Number of parish councillors
Charlton	9
Segsbury	11
Wantage	9

97 We are providing revised parish electoral arrangements for Witney Town Council.

Draft recommendations

Witney Town Council should comprise 17 councillors, as at present, representing eight wards:

Parish ward	Number of parish councillors
Witney Burwell	1
Witney Central	3
Witney East	4
Witney Leys	1

Witney North	2
Witney South	2
Witney West	3
Witney Windrush	1

Have your say

98 The Commission has an open mind about its draft recommendations. Every representation we receive will be considered, regardless of who it is from or whether it relates to the whole county or just a part of it.

99 If you agree with our recommendations, please let us know. If you don't think our recommendations are right for Oxfordshire, we want to hear alternative proposals for a different pattern of divisions.

100 Our website is the best way to keep up to date with progress on the review and to have your say www.lgbce.org.uk

101 Each review has its own page with details of the timetable for the review, information about its different stages and interactive mapping.

102 Submissions can also be made by emailing reviews@lgbce.org.uk or by writing to:

Review Officer (Oxfordshire)
LGBCE
PO Box 133
Blyth NE24 9FE

103 The Commission aims to propose a pattern of divisions for Oxfordshire County Council which delivers:

- Electoral equality: each local councillor represents a similar number of electors.
- Community identity: reflects the identity and interests of local communities.
- Effective and convenient local government: helping your council discharge its responsibilities effectively.

104 A good pattern of divisions should:

- Provide good electoral equality, with each councillor representing, as closely as possible, the same number of electors.
- Reflect community interests and identities and include evidence of community links.
- Be based on strong, easily identifiable boundaries.
- Help the council deliver effective and convenient local government.

105 Electoral equality:

- Does your proposal mean that councillors would represent roughly the same number of electors as elsewhere in Oxfordshire?

106 Community identity:

- Community groups: is there a parish council, residents' association or other group that represents the area?
- Interests: what issues bind the community together or separate it from other parts of your area?
- Identifiable boundaries: are there natural or constructed features which make strong boundaries for your proposals?

107 Effective local government:

- Are any of the proposed divisions too large or small to be represented effectively?
- Are the proposed names of the divisions appropriate?
- Are there good links across your proposed divisions? Is there any form of public transport?

108 Please note that the consultation stages of an electoral review are public consultations. In the interests of openness and transparency, we make available for public inspection full copies of all representations the Commission takes into account as part of a review. Accordingly, copies of all representations will be placed on deposit at our offices and on our website at www.lgbce.org.uk. A list of respondents will be available from us on request after the end of the consultation period.

109 If you are a member of the public and not writing on behalf of a council or organisation we will remove any personal identifiers. This includes your name, postal or email addresses, signatures or phone numbers from your submission before it is made public. We will remove signatures from all letters, no matter who they are from.

110 In the light of representations received, we will review our draft recommendations and consider whether they should be altered. As indicated earlier, it is therefore important that all interested parties let us have their views and evidence, **whether or not** they agree with the draft recommendations. We will then publish our final recommendations.

111 After the publication of our final recommendations, the changes we have proposed must be approved by Parliament. An Order – the legal document which brings into force our recommendations – will be laid in draft in Parliament. The draft

Order will provide for new electoral arrangements to be implemented at the all-out elections for Oxfordshire County Council in 2025.

Equalities

112 The Commission has looked at how it carries out reviews under the guidelines set out in Section 149 of the Equality Act 2010. It has made best endeavours to ensure that people with protected characteristics can participate in the review process and is sufficiently satisfied that no adverse equality impacts will arise as a result of the outcome of the review.

Appendices

Appendix A

Draft recommendations for Oxfordshire County Council

CHERWELL							
Division name	Number of councillors	Electorate (2023)	Number of electors per councillor	Variance from average %	Electorate (2029)	Number of electors per councillor	Variance from average %
1 Adderbury, Bloxham & Bodicote	1	7,619	7,619	1%	8,017	8,017	-5%
2 Banbury Calthorpe	1	6,811	6,811	-10%	8,806	8,806	4%
3 Banbury Cross	1	8,465	8,465	12%	8,977	8,977	6%
4 Banbury Grimsbury	1	7,137	7,137	-6%	7,716	7,716	-9%
5 Banbury Hardwick	1	7,548	7,548	0%	7,803	7,803	-8%
6 Banbury Ruscote	1	8,115	8,115	7%	8,607	8,607	2%
7 Bicester East	1	7,349	7,349	-3%	7,801	7,801	-8%
8 Bicester North	1	8,144	8,144	8%	8,637	8,637	2%
9 Bicester South	1	5,909	5,909	-22%	7,641	7,641	-8%
10 Bicester West	1	8,079	8,079	7%	8,685	8,685	3%

	Division name	Number of councillors	Electorate (2023)	Number of electors per councillor	Variance from average %	Electorate (2029)	Number of electors per councillor	Variance from average %
11	Cropredy & Wroxton	1	6,990	6,990	-8%	7,481	7,481	-11%
12	Deddington	1	7,461	7,461	-1%	7,629	7,629	-10%
13	Fringford & Heyfords	1	7,182	7,182	-5%	8,801	8,801	4%
14	Kidlington East	1	7,043	7,043	-7%	8,953	8,953	6%
15	Kidlington North & Otmoor	1	8,475	8,475	12%	8,732	8,732	3%
16	Kidlington West	1	4,829	4,829	-36%	8,966	8,966	6%
OXFORD								
17	Bartlemas	1	8,213	8,213	9%	9,172	9,172	9%
18	Barton, Sandhills & Risinghurst	1	6,163	6,163	-19%	7,717	7,717	-9%
19	Churchill & Lye Valley	1	7,765	7,765	3%	8,502	8,502	1%
20	Cowley	1	8,404	8,404	11%	9,055	9,055	7%
21	Headington & Quarry	1	8,009	8,009	6%	8,460	8,460	0%
22	Isis	1	7,530	7,530	0%	7,874	7,874	-7%

Division name	Number of councillors	Electorate (2023)	Number of electors per councillor	Variance from average %	Electorate (2029)	Number of electors per councillor	Variance from average %
23 Jericho & Osney	1	7,803	7,803	3%	8,800	8,800	4%
24 Leys	1	8,272	8,272	9%	9,147	9,147	8%
25 Marston & Northway	1	7,956	7,956	5%	9,212	9,212	9%
26 Parks	1	6,100	6,100	-19%	8,420	8,420	0%
27 Rose Hill & Littlemore	1	8,297	8,297	10%	8,975	8,975	6%
28 Summertown & Walton Manor	1	8,217	8,217	9%	8,958	8,958	6%
29 Wolvercote & Cutteslowe	1	7,065	7,065	-7%	8,129	8,129	-4%
SOUTH OXFORDSHIRE							
30 Benson & Crowmarsh	1	7,380	7,380	-2%	8,449	8,449	0%
31 Berinsfield & Garsington	1	5,862	5,862	-22%	8,646	8,646	2%
32 Chalgrove & Thame West	1	7,268	7,268	-4%	8,084	8,084	-4%
33 Chinnor	1	7,690	7,690	2%	7,880	7,880	-7%
34 Cholsey & The Hagbournes	1	8,616	8,616	14%	8,779	8,779	4%

Division name	Number of councillors	Electorate (2023)	Number of electors per councillor	Variance from average %	Electorate (2029)	Number of electors per councillor	Variance from average %
35 Didcot Ladygrove	1	6,192	6,192	-18%	8,373	8,373	-1%
36 Didcot South	1	8,012	8,012	6%	8,025	8,025	-5%
37 Didcot West	1	7,071	7,071	-7%	7,782	7,782	-8%
38 Goring & Woodcote	1	7,975	7,975	5%	8,169	8,169	-3%
39 Henley	1	7,806	7,806	3%	8,170	8,170	-3%
40 Sonning Common & Henley South	1	7,799	7,799	3%	8,298	8,298	-2%
41 Thame	1	8,771	8,771	16%	9,061	9,061	7%
42 Wallingford	1	7,711	7,711	2%	8,976	8,976	6%
43 Watlington & Rotherfield	1	7,539	7,539	0%	7,971	7,971	-6%
44 Wheatley	1	7,021	7,021	-7%	8,131	8,131	-4%
VALE OF WHITE HORSE							
45 Abingdon East	1	8,398	8,398	11%	8,614	8,614	2%
46 Abingdon North	1	7,896	7,896	4%	9,186	9,186	9%
47 Abingdon South	1	8,587	8,587	14%	8,598	8,598	2%

Division name	Number of councillors	Electorate (2023)	Number of electors per councillor	Variance from average %	Electorate (2029)	Number of electors per councillor	Variance from average %	Variance from average %
Charlton, Blewbury & Hendreds	1	7,320	7,320	-3%	8,781	8,781	4%	
Drayton, Sutton								
49 Courtenay & Steventon	1	8,634	8,634	14%	9,373	9,373	11%	
50 Faringdon	1	7,086	7,086	-6%	7,701	7,701	-9%	
51 Grove	1	6,509	6,509	-14%	8,983	8,983	6%	
52 Harwell & Valley Park	1	4,467	4,467	-41%	7,931	7,931	-6%	
53 Kennington & Radley	1	8,448	8,448	12%	8,851	8,851	5%	
54 Kingston & Stanford	1	7,053	7,053	-7%	7,244	7,244	-14%	
55 Marcham & Cumnor	1	6,314	6,314	-17%	7,433	7,433	-12%	
56 North Hinksey	1	7,578	7,578	0%	7,703	7,703	-9%	
57 Shrivenham	1	8,878	8,878	17%	9,520	9,520	13%	
58 Wantage	1	7,754	7,754	3%	7,805	7,805	-8%	

WEST OXFORDSHIRE

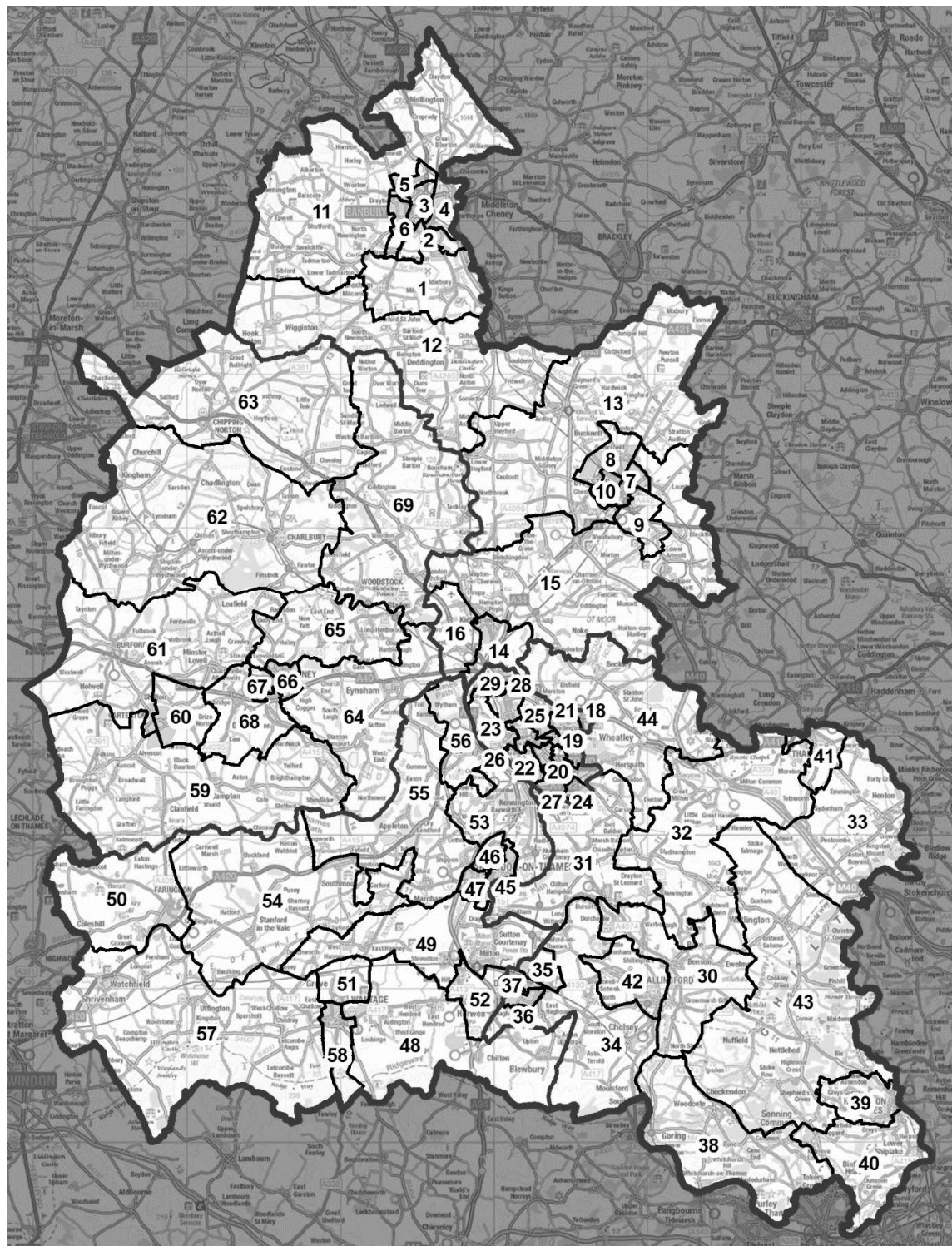
59	Bampton & Carterton South	1	8,868	8,868	17%	9,169	9,169	9%
60	Brize Norton & Carterton East	1	6,776	6,776	-10%	7,805	7,805	-8%
61	Burford & Carterton West	1	8,877	8,877	17%	9,167	9,167	8%
62	Charlbury & Wychwood	1	8,763	8,763	16%	8,776	8,776	4%
63	Chipping Norton	1	8,208	8,208	9%	9,091	9,091	8%
64	Eynsham	1	6,297	6,297	-17%	8,287	8,287	-2%
65	Hanborough & Hailey	1	6,785	6,785	-10%	7,901	7,901	-6%
66	Witney North & East	1	8,335	8,335	10%	8,976	8,976	6%
67	Witney South & Central	1	8,468	8,468	12%	8,569	8,569	1%
68	Witney West & Ducklington	1	7,524	7,524	-1%	7,922	7,922	-6%
69	Woodstock	1	8,404	8,404	11%	9,008	9,008	7%
Totals		69	521,890	-	-	582,977	-	-
Averages		-	-	7,564	-	-	8,449	-

Source: Electorate figures are based on information provided by Oxfordshire County Council.

Note: The 'variance from average' column shows by how far, in percentage terms, the number of electors per councillor in each electoral division varies from the average for the county. The minus symbol (-) denotes a lower than average number of electors. Figures have been rounded to the nearest whole number.

Appendix B

Outline map



Number	Division name	Number	Division name
1	Adderbury, Bloxham & Bodicote	36	Didcot South
2	Banbury Calthorpe	37	Didcot West
3	Banbury Cross	38	Goring & Woodcote
4	Banbury Grimsbury	39	Henley
5	Banbury Hardwick	40	Sonning Common & Henley South
6	Banbury Ruscote	41	Thame
7	Bicester East	42	Wallingford
8	Bicester North	43	Watlington & Rotherfield
9	Bicester South	44	Wheatley
10	Bicester West	45	Abingdon East
11	Cropredy & Wroxton	46	Abingdon North
12	Deddington	47	Abingdon South
13	Fringford & Heyfords	48	Charlton, Blewbury & Hendreds
14	Kidlington East	49	Drayton, Sutton Courtenay & Steventon
15	Kidlington North & Otmoor	50	Faringdon
16	Kidlington West	51	Grove
17	Bartlemas	52	Harwell & Valley Park
18	Barton, Sandhills & Risinghurst	53	Kennington & Radley
19	Churchill & Lye Valley	54	Kingston & Stanford
20	Cowley	55	Marcham & Cumnor
21	Headington & Quarry	56	North Hinksey
22	Isis	57	Shrivenham
23	Jericho & Osney	58	Wantage
24	Leys	59	Bampton & Carterton South
25	Marston & Northway	60	Brize Norton & Carterton East
26	Parks	61	Burford & Carterton West
27	Rose Hill & Littlemore	62	Charlbury & Wychwood
28	Summertown & Walton Manor	63	Chipping Norton
29	Wolvercote & Cutteslowe	64	Eynsham
30	Benson & Crowmarsh	65	Hanborough & Hailey
31	Berinsfield & Garsington	66	Witney North & East
32	Chalgrove & Thame West	67	Witney South & Central
33	Chinnor	68	Witney West & Ducklington

34	Cholsey & The Hagbournes	69	Woodstock
35	Didcot Ladygrove		

A more detailed version of this map can be seen on the large map accompanying this report, or on our website: www.lgbce.org.uk/all-reviews/oxfordshire

Appendix C

Submissions received

All submissions received can also be viewed on our website at:

www.lgbce.org.uk/all-reviews/oxfordshire

Local Authority

- Oxfordshire County Council

Political Groups

- Labour & Co-operative Group

Councillors

- Councillor M. Cherry (Cherwell District Council, Oxfordshire County Council)
- Councillor S. Gawrysiak (Oxfordshire County Council, South Oxfordshire District Council)

Local Residents

- 40 local residents

Appendix D

Glossary and abbreviations

Council size	The number of councillors elected to serve on a council
Electoral Change Order (or Order)	A legal document which implements changes to the electoral arrangements of a local authority
Division	A specific area of a county, defined for electoral, administrative and representational purposes. Eligible electors can vote in whichever division they are registered for the candidate or candidates they wish to represent them on the county council
Electoral inequality	Where there is a difference between the number of electors represented by a councillor and the average for the local authority
Electorate	People in the authority who are registered to vote in elections. We only take account of electors registered specifically for local elections during our reviews.
Number of electors per councillor	The total number of electors in a local authority divided by the number of councillors
Over-represented	Where there are fewer electors per councillor in a ward or division than the average
Parish	A specific and defined area of land within a single local authority enclosed within a parish boundary. There are over 10,000 parishes in England, which provide the first tier of representation to their local residents

Parish council	A body elected by electors in the parish which serves and represents the area defined by the parish boundaries. See also 'Town council'
Parish (or town) council electoral arrangements	The total number of councillors on any one parish or town council; the number, names and boundaries of parish wards; and the number of councillors for each ward
Parish ward	A particular area of a parish, defined for electoral, administrative and representational purposes. Eligible electors can vote in whichever parish ward they live for candidate or candidates they wish to represent them on the parish council
Town council	A parish council which has been given ceremonial 'town' status. More information on achieving such status can be found at www.nalc.gov.uk
Under-represented	Where there are more electors per councillor in a ward or division than the average
Variance (or electoral variance)	How far the number of electors per councillor in a ward or division varies in percentage terms from the average
Ward	A specific area of a district or borough, defined for electoral, administrative and representational purposes. Eligible electors can vote in whichever ward they are registered for the candidate or candidates they wish to represent them on the district or borough council

The
Local Government
Boundary Commission
for England

The Local Government Boundary Commission for England (LGBCE) was set up by Parliament, independent of Government and political parties. It is directly accountable to Parliament through a committee chaired by the Speaker of the House of Commons. It is responsible for conducting boundary, electoral and structural reviews of local government.

Local Government Boundary Commission for England
1st Floor, Windsor House
50 Victoria Street, London
SW1H 0TL

Telephone: 0330 500 1525

Email: reviews@lgbce.org.uk

Online: www.lgbce.org.uk
www.consultation.lgbce.org.uk

Twitter: @LGBCE

Title	Finance
Authors	Clerk to the Council
Meeting	Western Valley Parish Council Meeting – 12 th October 2023

7.1. To approve updated payments list for October 2023 to be made once the precept has been received from Vale..

Payments to be sent Direct to Supplier

Item	Supplier (For VAT Purposes)	VAT	Total Payment
Conference	SLCC	67.80	£566.80
ICO Registration (Direct Debit)	Information Commissioners Office	zero	£35
Training – Role & Responsibilities	OALC	£22	£132
Training – Finance for Councillors	OALC	£6	£36
Training – Biodiversity Crisis	OALC	£10	£60
Training – Action Plans	OALC	£10	£60
		£115.80	£889.80
		LESS VAT	£774.00

Refunds to L White

Item	Supplier (For VAT Purposes)	VAT	Total Payment
Microsoft 365	Microsoft Ireland Operations Ltd	£2.06	£12.36
		£2.06	£12.36
		LESS VAT	£10.30

Staff Costs September

Item	Supplier (For VAT Purposes)	VAT	Total Payment
Total Payroll Costs, Inc HMRC	L White & HMRC combined	Zero	£584.51
Work from home allowance	L White	Zero	£26
		Zero	£610.51

GRANTS POLICY

1. Introduction

Western Valley Parish Council has a limited budget for the award of grants, which is funded by the residents of the parish. The Council can only award grants using certain legal powers and must be confident that any grant awarded will directly benefit those who live or work in the parish of Western Valley.

Subject to funding being available, grants will be considered as and when they are received by the Parish Council Clerk and must meet the Council's grant criteria set out below.

This policy sets out the general principles and approach that the Parish Council will follow in respect of grants in the Parish.

2. Grant Philosophy

The Council is aware that it does not have the financial resource to fund every request and must often make difficult decisions as to which projects and organisations to prioritise to provide grant funding.

Rather than provide a large number of small grants across a wider number of projects and organisations, in order to have the greatest impact in the Civil Parish of Western Valley, the Council will choose fewer projects and provide larger grants.

Generally, grants should be awarded for infrastructure projects, such as the purchase of equipment, works to community buildings or facilities and improvements to premises or similar. Grants towards running costs, salaries or consumables, may be considered under exceptional circumstances.

The Council may consider supporting a community event, festival or other special event.

In order to make the greatest difference across a range of settings, the Council does not support year on year applications from the same organisations, with preference being given to start-ups, new ideas and expansion projects.

3. Grant Requests & Application Process

All grant requests must be made in writing and submitted to the Clerk. The application form can be found in Appendix A to this Policy, or on the Website in both .pdf and MSWord format. For groups who need assistance in completing the form, they should council the Clerk to the Council in the first instance.

The request must clearly indicate the purpose of the grant, details of the organisation or group, other sources of funding for the group or project that have either been or applied for, the amount requested from WVPC, and how that grant will specifically benefit those who live or

work in the Civil Parish of Western Valley. If all information is not provided, the request will be rejected by the Clerk, though the request can be resubmitted with all the necessary information.

When the Clerk to the Council determines the request meets the grant criteria, they will then present the qualifying grant request for consideration at a full Parish Council meeting for consideration.

4. Grant Assessment

Grants will be awarded to voluntary groups and societies, clubs, not-for-profit organisations, service or charities operating in the Western Valley Parish area where the benefit will be specifically for this area. This list is not exclusive and may be amended at the Council's discretion to the specific needs of the Grant being considered.

The Council will determine the request by considering:

- Whether the group/project has followed our grants process and meets the requirements.
- How well the grant will meet the needs of the community, providing positive, impactful benefit to those who live and work in the Parish.
- Evidence of a well-managed group including previous experience and track record.
- Financial stability and viability of the group/project.
- How effectively the group will use the grant.
- Whether costs are appropriate and realistic.
- What the level of contributions has been, or will be, raised and supported locally
- Evidence that funding has been sought from other sources and the level of match funding available
- Evidence of compliance with previous grant award conditions.

The Parish Council will take into account any previous grant made to an organisation or group when considering a new application.

Organisations should not make a presumption that funding will continue on a year on year basis, where possible organisations should wait 3 years after receiving a grant before applying again.

5. Applications Which Will Not Be Considered

Western Valley Parish Council will not consider funding applications relating to or from the following:

- Organisations that do not provide a service to the community in the Civil Parish of Western Valley.
- Individuals or appeals supporting an individual.
- General appeals.

- Statutory organisations or the direct replacement of statutory funding.
- Political groups or activities promoting political beliefs.
- Religious groups where funding is to be used to promote religious beliefs.
- Arts & sports projects with no community or charitable element.
- Medical research, equipment, or treatment.
- Animal welfare.
- Projects that may take place before an application can be decided.
- Organisations that have a closed or restricted membership.
- Retrospective applications where the expenditure has been made, the project has been carried out or the event has taken place.
- Any commercial venture or for private gain.

Grants will not be awarded to individuals or to regional or national charities unless it is for a specific project in the Parish or where there will be obvious, specific benefit to the Council's area. Groups from outside the Parish who can demonstrate direct benefit to the area may request a grant, though priority will be given to local groups and organisations.

6. Decisions

All grants and their amounts are awarded at the Parish Council's discretion. Western Valley Parish Council's decision is final and there is no right of appeal.

Only one request for a grant will be considered from any group or organisation in any 12 month period.

All applicants will be notified of the Council's decision.

7. Payments

Grant payment will be made by Bank Transfer, to a bank account in the name of the organisation only. The Council reserves the right to request a copy of a recent bank statement as proof of the bank account details.

In exceptional circumstances, and only by special request, will the payment be made by cheque, made out in the name of the named organisation.

In no circumstances will a payment, be that BACS or cheque, be made to an individual.

8. Monitoring and Reporting Requirements

As a condition of receiving a grant from Western Valley Parish Council you are required to complete a short evaluation form, Appendix B to this Policy.

Groups are expected to provide Western Valley Parish Council with written evidence of what the money has been spent on and the benefit it has brought to the people of the Parish. Such evidence of how the money has been spent should include copies of invoices

and receipts, plus attendance numbers, photos, press clippings, etc. where applicable. This information should be submitted within 1 month of the event/project end or by the end of February each year whichever is sooner, so that it can be reported at the Annual Meeting of the Council.

9. General Grant Conditions

- The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. However, if a group wishes to change the purpose of the grant they must seek approval by writing to the Council who will consider whether or not to approve the change.
- Applications for projects where the work has already been completed will not be considered.
- We will not support grants for the repayment of loans or cost of services, equipment, or provisions in anticipation of a grant.
- Small grants must be spent within 1 year of award. Any unspent monies left after this time must be returned.
- Organisations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including those relating to health and safety and equalities).
- Should for any reason the organisation disbands or the project is not completed the Council may ask for all or part of the monies to be paid back.
- Acknowledgement of the financial support received from the Council is required on documentation and any promotional material, including websites.
- In order to receive payment organisations/groups must have a bank account into which grants can be paid; payments will not be made to private individuals.
- Only one application per year will be accepted from any organisation.

Additional grant conditions may also be attached to any funding from Western Valley Parish Council and these will be set out in the award confirmation letter. Failure to comply with any conditions attached to a grant may result in the grant being required to be repaid or affect future grant assistance.

10. Review

This document was approved for use at the meeting of the Parish Council on 12th October 2023, it shall be reviewed periodically, at least once per council term or if legislation dictates.

Signed:

Dated: 12th October 2023

S Peacock, Chairman

GRANT APPLICATION FORM

Complete all sections. Contact the Clerk to the Council if you have any questions

Section A: The Organisation

Name of Organisation

Main Contact Name

Contact e-mail Address

Contact Phone Number

Contact Address

Are you a newly formed group (less than 1 year)?

Yes ☐ No ☐

How long has your group been operating?

Do you have a voluntary management committee?

Yes ☐ No ☐

Do you have a formal constitution?

Yes ☐ No ☐

Do you have an equal opportunities policy/statement?

Yes ☐ No ☐

Do you have an annual record of accounts?

Yes ☐ No ☐

Please describe your group's main activities:

Please attach copy of most recent accounts and latest bank statement to your application.

Section B: The Grant

What is the Grant For?

Who will benefit from the grant if approved?

How will the Civil Parish of Western Valley benefit from the monies if the grant is awarded?

Western Valley Parish Council

Appendix H

How much are you applying for?

£

How many people will benefit from the monies?

Have any other bodies been approached for grant funding in relation to this application / Project?

Yes

☐

No

☐

If Yes, please provide details.

What will you do if you get less funding than you have asked for? Will all or part of the project still go ahead? Please tell us what could be achieved if you only receive part funding?

If successful your grant will be paid directly in to the bank account detailed on the bank statement given in support of Section A of this form, cheques will be provided in the name of the organisation on the bank statement only in exceptional circumstances. If you require a cheque, please detail why below.

Please provide a full breakdown of the project costs and how they will be funded:

Item	Cost	Funded From
Total Project Cost:		

Section C: The Terms and Conditions

By signing this Grant Application, you are agreeing to the following:

- You are an official representative of your group and are authorised to apply for funding on their behalf.
- Your details can be held with Western Valley Parish Council in accordance with the Data Protection Act to administer the grants process.
- The information provided in this application is a fair and accurate description of your group and the project for which you are seeking funding. Misleading or inaccurate information may result in your application being rejected. Late application or failure to complete any section of the application form may result in your application being delayed or rejected.
- Information about your group and your project may be made available as part of Western Valley Parish Council's decision making system. Personal contact details and bank details will not be made public.
- You have given due regard to health and safety considerations and have controls in place to eliminate or reduce risk exposure.
- You will provide Western Valley Parish Council with any information they request to enable them to assess your application. This may include (but is not restricted to) a copy of your constitution, accounts or bank statements, equal opportunities policy, insurance and relevant health & safety policies.
- You will provide Western Valley Parish Council with any evidence or monitoring information they request to ensure that any grant awarded has been spent in accordance with this application and any other terms and conditions.
- Grant funding may be subject to additional terms and conditions, which will be made available to you if your application is successful

I confirm that the information given in this application is a fair and accurate description of our group and our proposed project.

I am authorised to apply for funding on behalf of the group and agree to abide by the terms and conditions of the grants process.

Name

Position in Organisation

Signature

Date

This completed application forms, copy of your financial accounts, bank statement and any other supporting documents should be returned to: The Clerk to the Council, Western Valley Parish Council

GRANT EVALUATION FORM

Complete all sections. Contact the Clerk to the Council if you have any questions

Section A: The Grant

Name of Organisation

Year of Award

How much funding did you receive?

£

Did you spend the entire amount awarded?

Yes ☐ No ☐

If No, please explain why the full amount was not spent and detail how much remains?

What did you use the grant monies for?

Section B: Evaluation

What difference has the funding made in the locality/community?

Please include information about the number of people in Western Valley who participated and/or benefited from the grant.

How did your group measure these benefits?

Did you come across any problems in the delivery of your projects, and give reasons.

Please use this space to make any other comments which will help us improve the grants process/programme

Section C: The Terms and Conditions

It was a condition of your grant to fill in this evaluation form. Failure to do so will affect any future grant funding applications.

I am authorised to complete this form on behalf of the group. (Normally completed by the original applicant of the grant)

Name

Position in Organisation

Signature

Date

This completed evaluation forms, and any other supporting documents should be returned to:

Attention: The Clerk to the Council, Western Valley Parish Council

NOTE: If you received money for equipment or capital works please include proof/copies of relevant receipts to this evaluation form.

Dignity at Work (Bullying & Harassment)

POLICY

1. Introduction

In support of our value to respect others, the council will not tolerate bullying or harassment by or of any of its employees, officials, members, contractors, visitors to the council or members of the public from the community which we serve. The council is committed to the elimination of any form of intimidation in the workplace. This policy reflects the spirit in which the council intends to undertake all of its business and outlines the specific procedures available to all employees in order to protect them from bullying and harassment. It should be read in conjunction with the council's policies on grievance and disciplinary handling and the members' Code of Conduct. The council will issue this policy to all employees as part of their induction and to all members. The council may also wish to share this policy with contractors, visitors and members of the public.

2. Definitions

Bullying

"Bullying may be characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse of this use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress."

Harassment

".. unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment." This usually covers, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age."

These definitions are derived from the ACAS guidance on the topic.

Bullying and harassment are behaviours which are unwanted by the recipient. They are generally evidenced by a pattern of conduct, rather than being related to one-off incidents. Bullying and harassment in the workplace can lead to poor morale, low productivity and poor performance, sickness absence, mental health issues, lack of respect for others, turnover, damage to the Council's reputation and ultimately, legal proceedings against the council and payment of legal fees and potentially unlimited compensation.

3. Examples

Examples of unacceptable behaviour include, but are not limited to:

- spreading malicious rumours,

- insulting someone,
- ridiculing or demeaning someone,
- exclusion or victimisation,
- unfair treatment,
- overbearing supervision or other misuse of position or power,
- unwelcome sexual advances,
- making threats about job security,
- making threats of physical violence against a person or their family,
- deliberately undermining a competent worker by overloading work and/or constant criticism,
- blaming a person for others' mistakes,
- preventing an individual's promotion or training opportunities.

Bullying and harassment may occur face-to-face, in meetings, through written communication, including electronic communication such as e-mail or on social media or by telephone. It may occur on or off work premises, during work hours or non-work time

4. Penalties

Bullying and harassment by any employed persons can be considered examples of serious misconduct which will be dealt with through the council's disciplinary procedure at gross misconduct level and may result in summary dismissal from the council.

If elected members are bullying or harassing employees, contractors, fellow councillors, or others reporting the incident as a contravention of the member's Code of Conduct could be an appropriate measure. If an employee is experiencing bullying or harassment from a third party the Council will act reasonably in upholding its duty of care towards its own employees. In extreme cases harassment can constitute a criminal offence and the Council should take appropriate legal advice, sometimes available from the Council's insurer, if such a matter arises.

5. Legal Position

Councils have a duty of care towards all their workers and liability under common law arising out of the Employment Rights Act 1996 and the Health and Safety at Work Act 1974. If an employer fails to act reasonably with regard to this duty of care by allowing bullying or harassment to continue unchallenged an employee may decide to resign and claim 'constructive dismissal' at an Employment Tribunal.

Under the Equality Act 2010 bullying or harassment related to one of the protected characteristics covered by the act (age, gender, marital status, sexual orientation, race, religion, belief, colour, disability) can be considered unlawful discrimination which could lead to an Employment Tribunal claim for discrimination against the corporate employer, the council and the perpetrator(s) as individual named respondents.

The legal definition of "Third Party Harassment" has been introduced which makes the employer vicariously liable for harassment from other parties such as parishioners,

contractors etc and it must take reasonable steps to manage such situations which could include seeking legal redress on behalf of an employee or member of the council.

In addition, the Criminal Justice and Public Order Act 1994 and Protection from Harassment Act 1997 created a criminal offence of harassment with a fine and/or prison sentence as a penalty and a right to damages for the victim. A harasser may be personally liable to pay damages if a victim complains to an Employment Tribunal on the grounds of discrimination. The 1997 Act was originally designed to assist in stalking situations but case law has demonstrated that it can be relevant to employment disputes. For instance: employers can be vicariously liable for harassment received in the workplace, where the conduct is viewed as 'serious', or oppressive incidents which are separated by long time periods and that damages for personal injury and distress can be awarded under the act.

6. Process for dealing with complaints of bullying and harassment

1.1. Informal Approach

Anyone (employee, contractor, member or visitor) who feels he or she is being bullied or harassed should try to resolve the problem informally, in the first instance. It may be sufficient to explain to the person(s) involved in the unwanted behaviour, or an intermediary, that their conduct is unacceptable, offensive or causing discomfort. Anyone concerned about being bullied or harassed is encouraged to maintain a journal or other record of the incidents.

1.2. Formal Approach

Employees

Where the employee feels unable to resolve the matter informally any complaint about harassment or bullying can be raised confidentially and informally, initially with the chairman of the staffing committee or another member of the staffing committee if more appropriate. It may be appropriate for the complaint to be put in writing after the initial discussion, as this will enable the formal grievance procedure to be invoked. The employee will be expected to provide evidence of the conduct about which s/he is complaining.

Others

Any other party to the Council, other than an employee, who feels he or she is being bullied or harassed should raise their complaint with the Council, where possible, if an informal notification to a member has been unsuccessful at eliminating the problem. The complaint should then be investigated and a meeting held to discuss the facts and recommend the way forward. A member of the public who feels s/he has been bullied or harassed by any members or officers of a council should use the council's official complaints procedure. It is important that the member(s) being complained about do not prevent the Council operating impartially in its investigation and decision-making in this regard.

1.3. Grievance – Employees Only

A meeting to discuss the complaint with the aggrieved party will normally be arranged within five working days of a written complaint being received and will be held under the provisions of the council's grievance procedure. This meeting will be to discuss the issues raised and a way forward for the member(s) of staff involved. Employees have a right to be accompanied by a work colleague or a trade union representative at this meeting.

A full investigation of the complaint will be held by an appropriate person as appointed by the Staffing Committee of the council which is handling the process. It may be appropriate for an external investigator to be involved in order to maintain objectivity and impartiality. The hearing panel will publish its recommendations following deliberation of the facts.

An action plan should be made available to the aggrieved employee to demonstrate how the problem is to be resolved. It may be decided that mediation or some other intervention is required and the council should contact NALC, an employer's body or ACAS to this effect or the council may offer counselling. The employee will have a right of appeal.

At all times the confidentiality of the grievance will be of paramount importance in order to maintain trust in the process hence details of the full grievance will not be shared with the full council without prior approval by the aggrieved. The Council will commit not to victimise the complainant for raising the complaint once the appropriate dispute resolution process has been concluded.

1.4. Disciplinary Action

Following a grievance hearing or investigation into allegations of bullying or harassment a full report will be made to all parties and this may result in disciplinary action being taken against the perpetrator of the alleged action/behaviour.

For an employee found to have been bullying/harassing others this will follow the council's disciplinary procedure under the ACAS Code of Practice on Dispute Resolution and would normally be treated as gross misconduct.

For members who the council reasonably believe have been bullying or harassing another person(s) whilst undertaking council activities the action taken must be reasonable and in some cases counselling or training in appropriate skill areas e.g. inter-personal communication, assertiveness, chairmanship etc., may be more appropriate than a penalty. The range of disciplinary sanctions available to the council, where a member has been involved in bullying/harassment are limited but do include; admonishment and an undertaking not to repeat the process, removal of opportunities to further harass/bully, banning from committees of the Council and representation on any outside bodies, a referral under the Code of Conduct to the relevant reviewing body. There may also be a referral to the police under the Protection from Harassment Act 1997, or a claim to an Employment Tribunal for Third Party harassment (for harassment relating to one of the protected characteristics under the Equality Act) in the most extreme cases. This list is not exhaustive.

Western Valley

Parish Council

Appendix I

False or malicious allegations of harassment or bullying which damage the reputation of a fellow employee/member will not be tolerated and will be dealt with as serious misconduct under the disciplinary procedure and/or a referral to the standards process.

All parties to the Council have a responsibility to ensure that their conduct towards others does not harass or bully or in any way demean the dignity of others. If unacceptable behaviour is observed then each individual can challenge the perpetrator and ask them to stop. There needs to be agreement about how “robust people management” and “bullying” differ; effective management of performance will usually include feedback based on objective evidence, delivered by a committee specifically designated and often trained to manage and appraise staff, with dialogue occurring on a face to face basis in confidential surroundings.

Bullying is more likely to be complained about when individual members criticise staff, often without objective evidence, without the mandate from the corporate body of the Council and in environments which are open to the public or other employees or by way of blogs, Facebook comments, or in the pub or local playground.

The Council undertakes to share its policy with all members and workers and request that each party signs to demonstrate acceptance of its terms. All new members and employees will be provided with a copy of this policy.

7. Review

This document was approved for use at the meeting of the Parish Council on 12th October 2023, it shall be reviewed periodically, at least once per Council term, nominally 4 years, or when legislation dictates.

Signed:

Dated: 12th October 2022

S Peacock, Chairman

Western Valley

Parish Council

EQUALITY POLICY

Appendix J

1. Introduction

The Parish Council is committed to pursuing an equal opportunities approach in the employment of its staff and in every aspect of Council activity and recognises its statutory duties under legislation in terms of service provision and employment and is committed to meet them by complying with this policy.

2. Legislation and Codes of Practice

The Council Recognises its responsibilities under equality legislation and related codes of practice including the following:

- The Sex Discrimination Act 1975 (amended 1976)
- The Equal Pay Act 1970
- The Race Relations Act 1976, 2000(amended) and 2003 (amended)
- The Disability Discrimination Act 1995 and amendments
- The Human Rights Act 1998
- Equalities Act 2010

It is **unlawful** to discriminate against an individual on the following “protected characteristics”:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

3. Purpose

The purpose of this policy is to provide equal opportunities to all employees, irrespective of their characteristics (unless there are genuine occupational qualifications or objectively justified reasons for a different approach to be taken) and an equality of opportunity in the provision of services and access to Parish Council facilities.

The Council believes that opportunity and freedom from discrimination are fundamental human rights, and actively opposes all forms of discrimination, victimisation or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010.

4. The Council as a Service Provider

The Council recognises and welcomes the changing pattern of households and population in the parish and is aware of the diverse requirements that will need to be met in the future.

The Council aims to provide its services without discriminating against any part of society or the residents on the grounds of sexual orientation, religion or belief, disability, gender or age.

5. The Council as an Employer

The Council recognises its responsibilities to provide equal opportunities in employment, and to avoid discrimination and harassment. All employees whether full-time, part-time, fixed term contract, agency workers or temporary staff, will be treated fairly and equally.

Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the council. Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated. The commitment to equal opportunities in the workplace is good management practice and makes sound business sense as it seeks to utilise the talents available from the local community, representing Society as a whole.

Breaches of the Parish Council's equal opportunities policy will be regarded as serious misconduct and could lead to disciplinary proceedings. Employees are entitled to complain about discrimination or harassment or victimization through the council's Grievance procedure.

Prospective candidates wishing to raise a complaint should do so, in writing, to the Clerk within 15 working days, at the latest, of the alleged incident. An investigation will then be conducted by the Clerk, or an independent person appointed for the purpose, who will report to the Council

6. The Council as a Body of Elected Representatives

The Council recognises its responsibilities under the Public Sector Equality Duty (Equality Act 2010, s.149) to provide equal opportunities for any member or prospective member wishing to serve their community as an elected or co-opted member of The Council,

6.1. Use of Amanuenses

A councillor with a disability that impairs their ability to carry out day-day council communications shall have an amanuensis appointed to (a) assist them with their responsibilities and (b) safeguard council rules of confidentiality, which would otherwise be breached if a councillor were to share confidential information or materials.

An amanuensis, or scribe is someone who, in the context of parish council activities, writes down or keys a councillor's dictated words, and reads materials aloud to a councillor.

A relevant disability is any physical, intellectual or mental health disability that affects written or spoken communication, and could involve, for example, impaired vision, hearing, dexterity, literacy or numeracy.

A councillor who declares a relevant need shall have an amanuensis appointed to them as soon as possible after taking up office. It shall be the responsibility of the clerk to the council, together with the chair or other designated councillor to organise the appointment of an amanuensis, in discussion with the councillor.

Where possible, the clerk shall be the appointed amanuensis. Where the amanuensis is not the clerk, they shall report to and be accountable directly to the clerk, unless the amanuensis is another councillor.

An amanuensis shall be acceptable to the councillor, the clerk and the chair of the council.

An amanuensis shall not advise or offer an opinion to the councillor on a council matter or join in discussion with the councillor as though they were a member of the council.

An amanuensis shall be able to produce an accurate record of the councillor's words. They must be able to write legibly and use a keyboard. They are not expected to have a knowledge of council terminology or regulations.

It is the councillor's responsibility to direct the amanuensis in day -to-day needs.

The amanuensis:

- Shall write or key communications and other documents exactly as they are dictated
- Shall read communications and other documents exactly as they are written
- Shall offer no content suggestions or interpretations to the councillor
- Shall not advise the councillor on what to think or how to respond to an issue
- Shall be subject to the same rules of confidentiality as the councillor.

6.2. Members who are also Carers

In law, it is illegal to discriminate against a carer because of their responsibilities as a carer, or because of the individual(s) they care for. A Councillor / Member who is a registered carer of a someone with a protected characteristic, is by extension also protected from discrimination against those same characteristics.

Where, in the duties of their caring of an individual, a Member has a requirement to be accompanied at a meeting of the Council or any Committee; Sub-Committee or Working Group by the individual they care for, they shall so be accompanied. In such situations it is acceptable to the Council that the person being cared for to remain present for the whole of the meeting, including any confidential section, where the public and press are excluded.

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Appendix J

The cared for person, with a protected characteristic shall:

- offer no content suggestions their Member/Councillor/Carer
- not advise or offer any content suggestions to their Member/Councillor/Carer on what to think or how to respond to an issue
- be subject to the same rules of confidentiality as their Member/Councillor/Carer.

7. Commitment

The Parish Council will comply with all current and future legislation referring to equality and diversity and will aim to promote good practice in all aspects of the organisation. The Council will publicise this policy on the website with all other policy documents and will highlight it in recruitment and relevant official documentation.

8. Review

This document was approved for use at the meeting of the Parish Council on 12th October 2023, it shall be reviewed periodically, at least once per council term or if legislation dictates.

Signed:

Dated: 12th October 2023

S Peacock, Chairman

DOCUMENT RETENTION AND DISPOSAL POLICY AND PROCEDURE

1 Introduction

A Retention Schedule is a list of records that need to be kept by Western Valley Parish Council for a specific length of time.

This schedule contains recommended retention periods for records created and maintained by the Parish Council and refers to all information regardless of the media in which it is stored, such as manual files, photographs, electronic files, tapes or microfiche.

The aim of the Retention Schedule is to provide a consistent approach to the way the Council handles its records and provide a clear set of guidelines.

A Retention Schedule serves the purpose of identifying records that may be worth preserving permanently as a part of a local authority archive as well as preventing the premature destruction of records that need to be retained for a specific legal, financial or statutory period.

This Retention Schedule details the function of each record, the type of records that may fall within this function and the length of time the Council should hold the record before taking disposal or archive action.

Many retention periods are determined by statute.

In conclusion good Records Management is not difficult; simply put, the Council needs to keep accurate and timely records for the appropriate period of time, making sure that obsolete records are securely disposed of in an appropriate manner.

2 Retention of Documents Policy

The Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Parish Council.

This document provides the policy framework through which this effective management can be achieved and audited. It covers:

Scope Responsibilities Retention Schedule

2.1 Scope of the policy

This policy applies to all records created, received or maintained by the Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

A small percentage of the Parish Council's records will be selected for permanent preservation as part of the Council's archives and for historical research.

2.2 Responsibilities

The Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for the implementation of this policy is the Clerk to the Parish Council, and s/he is required to manage the Council's records in such a way as to promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner.

2.3 Retention Schedule

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

The Clerk is expected to manage the current record keeping systems using the retention schedule and to take account of the different retention periods when creating new record keeping systems. This retention schedule refers to record series regardless of the media in which they are stored. When a Councillor wishes specific email correspondence to be retained beyond the 6 month retention period, they should inform the clerk, who will retain the requested emails on the Council's systems until the following deletion process, when they will reconfirm whether the emails should continue to be retained.

2.4 Retention of Documents

Document	Minimum	Retention Reason
Minute Books / Minutes	Indefinite	Archive
Accounts / Annual return	7 years	Audit
Bank statements	7 years	Audit
Cheque book stubs	Last completed audit	Management
Paying in books	Last completed audit	Management
Tenders / Quotations	7 years	Audit
Paid invoices	7 years	Audit
VAT records	7 years	Audit
Salary records	7 years	Audit
Tax & NI records	7 years	Audit
Insurance policies	2 years	Audit
Certificate of Employers Liability	40 years	Audit / legal
Certificate of Public Liability	40 years	Audit / legal

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Appendix K

Assets register	7 years	Audit
Deeds / Leases	Indefinite	Archive
Electoral Register	1 year	As replaced
Personnel records	6 years after employment ceases	Audit / management
Declaration of acceptance	Term of office + 1 year	Management
Register of interests	Term of office + 1 year	Management
Complaints	1 year	Management
General information	6 months	Management
Routine correspondence and emails	6 months	Management

2.5 Planning Applications

All planning applications and relevant decision notices are available at Vale of White Horse District Council. There is no requirement to retain duplicates locally. All Parish Council recommendations in connection with these applications are recorded in the Council Minutes and are retained indefinitely and are held on the VoWHDC Planning Portal. Correspondence received in connection with applications will be retained as stated above.

3 Review

This document was approved for use at the meeting of the Parish Council on 12th October 2023, it shall be reviewed periodically, at least once per council term or if legislation dictates.

Signed:

Dated: 12th October 2023

S Peacock, Chairman

Western Valley

Parish Council

SAFEGUARDING POLICY

Appendix L

1 Introduction

The purpose of this policy is to make clear to all members, staff, volunteers, and contractors what is required in relation to the protection of children, young people and vulnerable adults. Children, young people, and vulnerable adults have the right to participate, have fun and be safe in the services provided for them and the activities they choose, or their parents / carers choose for them. This policy will help to maintain a safe and positive environment for children and vulnerable adults.

2 Policy Coverage

This policy applies to all members, employees, volunteers, and contractors working in partnership with Western Valley Parish Council. Under the Children Act 2004, Western Valley Parish Council has a duty to co-operate with other agencies and authorities to promote the well-being of children and young people. Oxfordshire County Council is the lead agency for the protection of vulnerable adults.

It is not the role of Western Valley Parish Council to investigate allegations of abuse. However, all members, employees, volunteers and contracted services providers have a responsibility to take action when they suspect or recognise that a child or vulnerable adult may be a victim of harm or abuse. This policy is to be used in conjunction with the Council's Risk Management Policy, Health and Safety Policies, Equal Opportunities Policy, Complaints Policy and Procedure, Disciplinary and Grievance Procedures.

The phrase '*children, young people and vulnerable adults*' refers to:

- Anyone under the age of 18 years
- Someone who is over the age of 18 who is or may be
 - in need of community care services by reasons of mental health or other disability, age or illness and is, or
 - unable to take care of him or herself, or
 - unable to protect him or herself against significant harm or exploitation

When the term '*parents*' is used, it is used in the broadest sense to include parents, carers and guardians.

3 Policy Principles

Western Valley Parish Council recognises that all children and vulnerable adults have an equal right to protection from abuse. It is committed to safeguarding children and

vulnerable adults and protecting them from abuse when they are engaged in services organised and provided by, or on behalf of, the Council.

Referrals of suspicions of abuse cannot be anonymous and should be made in the knowledge that during enquiries the agency which made that referral will be made clear.

Western Valley Parish Council will not tolerate the harassment of any member, employee, volunteer, contracted service provider or child/vulnerable adult who raises concerns of abuse.

4 Policy Statement

Western Valley Parish Town Council is committed to taking all reasonable precautions to safeguard the welfare of children and vulnerable persons that use its services and will promote a safeguarding culture and environment.

- We will endeavour to keep children and vulnerable adults safe from abuse.
- Suspicion of abuse will be responded to promptly and appropriately.
- We will always act in the best interests of the child or vulnerable adult.
- We will proactively seek to promote the welfare and protection of all children and vulnerable adults living in the local community.
- We will endeavour to ensure that unsuitable people are prevented from working with children and vulnerable adults through, as appropriate, its recruitment and selection policy and by reminding hirers of their safeguarding responsibilities.
- We will take any concern made by a member, employee, volunteer or contracted service provider or child / vulnerable adult seriously and treat it with sensitivity.

5 Procedure and Systems

Definitions of Abuse

- **Abuse** covers any form of physical, emotional, mental and sexual abuse including bullying, including lack of care that leads to injury or harm. For vulnerable adults abuse may also be financial.
- **Neglect** is where people fail to meet a child's or vulnerable person's basic physical / psychological needs and is likely to result in the serious impairment of their health or development, e.g. failure to ensure that a child is protected from unnecessary risk of injury, or exposing them to undue cold.
- **Physical Abuse** is where physical pain or injury is caused, e.g. hitting, shaking, biting, etc.

- **Sexual Abuse** is where children or vulnerable adults knowingly or unknowingly take part in an activity that meets the sexual needs of the other person or persons involved. This includes inappropriate photography or videoing.
- **Emotional / Mental Abuse** is where there is persistent emotional ill treatment that causes severe and persistent adverse effects on the child's or vulnerable person's emotional status e.g. bullying (including cyber and text bullying), constant criticism and unrealistic pressure to perform.

It is important to recognise that disabled children may be particularly vulnerable to abuse and may have added difficulties in communicating what is happening to them. Dependency on others for primary needs, e.g. feeding and clothing may make a person feel powerless to report abusive treatment.

This policy is inclusive of all children, young people and vulnerable adults, irrespective of their age, gender, race or ethnicity, religion, disability or sexual preference.

Use of Video and Photography

The use of photographs and images of young people will be controlled to prevent possible misuse. In general, agreement will be sought from parents or guardians that images can be used as appropriate.

6 Responding to Allegations

If a person discloses abuse by someone else:

- Stay calm, take the allegation seriously.
- Allow the person to speak without interruption, accepting what is said, but DO NOT investigate
- Only ask questions for clarification, do not ask leading questions and do not attempt to investigate.
- Alleviate feelings of guilt and isolation, while passing no judgement. Reassure them that they did the right thing by talking to you.
- Advise that you will try to offer support, but that you MUST pass the information on, do not offer to keep secrets.
- Record the facts as you know them.
- Refer the allegation immediately and directly to the appropriate person. If an employee or volunteer is implicated, refer to their Line Manager. If a manager or another young person is implicated, refer directly to the Parish Clerk. If the Parish Clerk is implicated, refer to the Chairman of the Council. All allegations

must be referred, no matter how insignificant they seem to be, or when they occur.

- Try to ensure that no-one is placed in a position which could cause further compromise.

As soon as possible after the incident or disclosure has occurred:

- Write down notes, dates, times, facts, observations, and verbatim speech.
- Ensure the correct details are available, the young person's / vulnerable adult's name and address, and the name and address of their parent or guardian.
- Immediately contact the Social Services / Safeguarding Team at Oxfordshire County Council. Ask for a duty officer and indicate that you wish to discuss a matter of child / vulnerable person protection. Ask for the name of the person with whom you are speaking. Do not filter out or withhold any information. Ask if there is anyone else who should be informed.
- Prepare a confidential file. Record all notes, conversations, and advice from Social Services. Every effort should be made to ensure that confidentiality is maintained for all concerned.
- Store information in a secure place with limited access to designated people, in line with data protection legislation.
- Follow the advice from Social Services; take no other action unless advised to do so by Social Services. Do not attempt to investigate any matters – this is not the role of the Parish Council.
- If in doubt about the advice you have received at any stage refer to Social Services for guidance.

Responding to concerns about a child's welfare where there has been no specific disclosure or allegation.

All members, employees, volunteers, and organisations contracted to provide services on behalf of the Council are encouraged to share concerns with the Parish Clerk. The Parish Clerk will, if appropriate, make a referral to Social Services.

Recognising abuse is not always easy. The list below provides some indicators of abuse; however, the list is not exhaustive and contains only indicators, not confirmation, of abuse:

- unexplained bruising, marks or injuries on any part of the body e.g. cigarette burns, bite marks.
- bruises which reflect hand marks or fingertips (from slapping or pinching)

- an injury for which the explanation seems inconsistent, or which has not been treated adequately.
- sudden changes in behaviour, including becoming withdrawn or becoming aggressive, severe temper outbursts.
- reluctance to get changed e.g., for swimming.
- neglected in appearance, dirty or 'smelly'.
- constant hunger, sometimes stealing food from others.
- inappropriate dress for the conditions.
- fear of parents or carers being approached for an explanation.
- flinching when approached or touched.
- neurotic behaviour e.g., hair twisting, rocking.
- being unable to play.
- fear of making mistakes.
- self-harm.
- fear of being left with a specific person or group of people, lack of trust in adults.
- sexual knowledge which is beyond their age or development age.
- sexual drawings or language.
- saying they have secrets they cannot tell anyone about.
- not allowed to have friends.

Confidentiality

Members, employees, volunteers, and contracted service providers must not discuss allegations of abuse, substantiated or not, with anyone other than in connection with the formal investigation. Where it is necessary to put in procedures to prevent continuing abuse the matter should be shared with the Parish Clerk so that appropriate risk assessments may be undertaken.

7 Prevention

Recruitment

- Prospective employees will be interviewed and previous, relevant experience will be noted. Two appropriate references will be taken up for all employees. All employees will undergo a probationary period.
- All members, employees and volunteers who are required to carry out duties that involve working with children or vulnerable adults or whose roles mean they may come directly into unsupervised contact with children or vulnerable adults will be checked by the Government's Disclosure and Barring Service (DBS) and / or appropriate safeguarding agency. In line with best practice, these checks will be repeated every three years.

Training

- The council will make the Safeguarding policy available to all members, staff and volunteers. Line managers will encourage good practice and identify any training needs required through the Council's Appraisal System.
- All members and employees will be expected to read this policy and sign the Declaration at the end of the document (Appendix A).
- Members will be offered appropriate training on safeguarding children and vulnerable adults.

Reporting

The Council is committed to maintaining an open culture where members, employees, volunteers, children, vulnerable persons, parents, guardians and carers feel able to express concerns both about child protection and issues of poor practice.

In addition to the procedures outlined in this policy, the Council's Complaints Policy is available to all members, staff, volunteers, and the general public.

8 Codes of Practice and Behaviour

These guidelines have been devised to protect children and vulnerable adults from abuse, as well as to protect members, staff and volunteers from situations where false allegations may occur.

The guidelines apply to those working with children or vulnerable persons involved in activities organised by or on behalf of Western Valley Parish Council or at services provided by Western Valley Parish Council.

Members, staff and volunteers must:

- Treat everyone with respect, regardless of their age, ethnicity, social background, ability, sexual orientation, culture, or religious beliefs.
- Provide an example of good conduct they wish others to follow.
- Plan activities which involve more than one other person being present, or at least which are within sight or hearing of others.
- Respect a person's right to personal privacy.
- Provide access for young people to talk to others about any concerns they may have.
- Encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviours they do not like.
- Remember that someone else might misinterpret their actions, no matter how well-intentioned.
- Recognise that special caution is required when discussing sensitive issues, such as bullying, bereavement, abuse, or personal development.
- Recognise that some children or vulnerable adults will be more vulnerable to abuse than others and may face extra barriers in getting help because of their race, gender, age, religion, disability, sexual orientation, social background, or culture.
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse.
- Be identifiable and always wear a name badge.

Members, staff and volunteers must not:

- Engage in physical horseplay, such as wrestling or tickling.
- Have any inappropriate verbal or physical contact with children or vulnerable people or make suggestive remarks or gestures.
- Permit abusive youth peer activities (e.g., initiation ceremonies, ridiculing, bullying etc.).
- Play physical contact games with children or vulnerable adults.
- Jump to conclusions about others without checking the facts.

- Ask children or vulnerable adults to do things that are potentially dangerous, illegal or otherwise unreasonable.
- Exaggerate or trivialise abuse issues.
- Show favouritism to any individual.
- Rely on just their good name to protect them.
- Believe it could “never happen to me”.
- Take chances when common sense, policy or practice suggest a more prudent approach.
- Allow allegations made to go unchallenged, unrecorded, and not acted upon.

Western Valley Parish Council takes its responsibility very seriously. Employees who breach these guidelines will face investigation and may face disciplinary action, which could lead to a dismissal. Volunteers in breach of the above Code of Conduct will have their services terminated with immediate effect and their parent organisation (as appropriate) will be informed. If a member does not adhere to the policy, there may be grounds for reporting their behaviour to the Monitoring Officer, who may require an investigation under the Member Code of Conduct. Where there is evidence of illegal activity, the member, employee, or volunteer will be reported to the relevant authorities and may face a criminal investigation.

9 Procedure in Relation to Specific Services

Work Experience

Western Valley Parish Council may offer work experience placements. The Council will ensure that employees working with children or vulnerable adults are aware of the Safeguarding Policy. Line managers are responsible for the health, safety and welfare of work experience students who under law are regarded as employees.

Employees aged under 18

Western Valley Parish Council may employ workers aged under 18. The Council will ensure that all employees are aware of the Safeguarding Policy. Line managers are responsible for the health, safety and welfare of all employees.

Grants

All organisations applying for a grant will be required to supply a copy of their safeguarding policy in order for their application to be progressed.

Council Assets and Facilities

Independent sports clubs and private individuals who regularly use the assets and facilities operated by Western Valley Parish Council should have appropriate child protection and vulnerable adult policies in place, commensurate with the level of contact they have. Furthermore, their employees or volunteers who have significant and regular unsupervised contact with children and vulnerable adults should have satisfactory DBS checks.

The Council will state on its Booking Forms that it is the Council's expectation that groups will follow good practice procedures in relation to Child and Vulnerable Adult Safeguarding.

Use of Contractors

Western Valley Parish Council will take reasonable care that contractors doing work on behalf of the Council are monitored appropriately. Any contractor or sub-contractor engaged by the Council in areas where workers are likely to come into regular contact with children, young people, or vulnerable adults, should have its own equivalent Child Protection and vulnerable adult policies, or failing this, must comply with the terms of this policy. This requirement will be written into the contract. If this is not met, the contractor will be deemed to be in breach of their contract.

Internet and e-mail Policy

Please refer to Western Valley Parish Council's Data Protection policy.

First Aid

The administration of first aid to children, young people and vulnerable adults can present risks. Under ordinary circumstances, a child or young person can be administered with first aid only if their parent or guardian expressly permits this course of action.

When administering first aid, wherever possible, employees should ensure that another adult is present, or is aware of the action being taken. Parents/carers should always be informed when first aid is administered.

Child welfare is of paramount importance. In certain circumstances members, employees, volunteers, and contracted service providers may undertake first aid as a last resort, notifying parents / carers as soon as possible, to minimise a child's or vulnerable adult's distress.

Special Events & Photography in General

It is an unfortunate fact that some people have used children and young people's events as opportunities to take inappropriate photographs or footage of children, every attempt should be made to ensure that this does not happen. Members, employees, volunteers, and contracted service providers should be vigilant at all times. Anyone using cameras or

film recorders for or on behalf of the Council should obtain consent from the parents of children being photographed or filmed before the activity commences.

When commissioning professional photographers or inviting the press to cover Council services, events and activities the Council's expectations must be made clear in relation to child protection by checking the credentials of any photographers, ensuring identification is worn and by not allowing unsupervised access to children or one to one photographic session.

The Council acknowledges there is no law preventing people from taking photographs in public, including taking photos of other people's children. Western Valley Parish Council wants to encourage quiet enjoyment of and assets hired by the Council for events and meetings, with residents and visitors having no need to worry about photographs being taken of them without permission. The Council does not permit photographs to be taken from or on land hired by the Parish Council,

unless in the following situations.

- Council Events
 - Safeguarding protocols to be followed, permissions sought from parents / guardians. Professionally commissioned photographers or press to be checked and identification to be worn.
 - Notification of any photography and how it will be used to be attached to any booking forms and notices.

Misuse of Procedure

Malicious complaints about a member or an employee(s) and/or serious and/or persistent abuse of these safeguarding policies and procedures will not be tolerated and will be dealt with through Western Valley Parish Council's disciplinary process.

10 Review

This document was approved for use at the meeting of the Parish Council on 12th October 2023, it shall be reviewed periodically, at least once per council term or if legislation dictates.

Signed:

Dated: 12th October 2023

A Peacock, Chairman

Appendix A

Western Valley Parish Council is fully committed to safeguarding the wellbeing of children, young people and vulnerable adults and promoting their welfare. Representing Western Valley Parish Council as an Elected Member Working or working as an employee, volunteer or contracted service provider of Western Valley Parish Council it is important that you have taken the time to thoroughly read the Safeguarding Policy document.

By being made aware of the policy it is our intention to ensure that all are proactive in providing a safe and secure environment for the children and vulnerable adults in our community.

I have received, read, and understood the Western Valley Parish Council Safeguarding Policy. By signing I agree to adhere to the principles of the policy.

Signed: _____

Name (please print): _____

Position: _____

Date: _____