



# **South Oxfordshire and Vale of White Horse District Councils HR Equality Information – Employee Data 2016/17**

**REPORT UNDER THE PUBLIC SECTOR EQUALITY DUTY**

# Introduction

South Oxfordshire District Council and Vale of White Horse District Council are committed to equality and diversity. We strive to make Southern Oxfordshire a place where no-one experiences discrimination or feels disadvantaged because of their individual characteristics when working for the council or using our services.

## THE LEGAL REQUIREMENTS

The Equality Act 2010 introduced the Public Sector Equality Duty (PSED) on all public authorities. In fulfilling this duty, South Oxfordshire and Vale of White Horse District Councils, in all their functions, must have due regard to:

- **eliminate unlawful discrimination, harassment and victimisation** and any other conduct prohibited by the Act;
- **advance equality of opportunity** between people who share a protected characteristic (see below) and people who do not share it; and
- **foster good relations** between people who share a protected characteristic and people who do not share it.

We must publish:

- information relating to our employees who share protected characteristics.

## EQUALITY AND DIVERSITY AS AN EMPLOYER

We aim to reflect the district's diversity in our workforce. We are committed to creating a working environment in which we advance equality of opportunity and integrate fairness and equity into every aspect of our employment practices.

We aim to develop, promote and deliver recruitment and learning opportunities without discriminating based on a person's:

- age
- disability
- gender reassignment
- pregnancy and maternity
- race – this includes ethnic or national origins, colour or nationality
- religion or belief – this includes lack of belief
- sex
- sexual orientation
- marital status and civil partnership – in respect of eliminating unlawful discrimination only.

We are committed to interviewing all disabled applicants who meet the minimum selection criteria for a vacancy.

## Our Approach

We have used data from our HR database and other administrative systems to look at the following HR equality indicators:

- the make-up of our workforce
- recruitment process
- workforce patterns
- workforce by grade
- training
- reasons for leaving
- discipline and grievances
- applications for flexible working and maternity leave
- gender pay gap.

### DATA CONSIDERATIONS

It is important to note the following points when reviewing 2016/17 data;

In August 2016, there was a TUPE transfer of staff to the Five Councils partnership.

We introduced a new HR system during 2016/17. This resulted in equality data transferring across into different fields or systematically not transferring. Staff were asked to populate their information on the system, a large number have chosen not to do this and therefore some data relating to their disability, ethnicity, religion or sexual orientation is non-comparable to 15/16 data.

We made the decision to include casual workers this year to be consistent with the requirements of the gender pay gap legislation.

## HR Equality Monitoring

### WORKFORCE PROFILE VS ECONOMICALLY ACTIVE POPULATION AGED 16 AND OVER (CENSUS 2011)

Total number of employees as at 31 March 2017 is 574 including casual workers.

The table below compares the economically active population of South Oxfordshire and the Vale to the combined workforce profile. South Oxfordshire has an economically active population<sup>1</sup> of 73,454 and 66,181 in the Vale.

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<sup>1</sup> According to 2011 census

	South Oxfordshire	Vale of White Horse	South and Vale combined	15/16	Workforce Profile (South and Vale)16/17
<b>Gender</b>					
Female	46.7%	46.4%	46.6%	63%	64.80%
Male	53.3%	53.6%	53.4%	37%	35.19%
<b>Age</b>					
Age 16-24	11.9%	12.4%	12.1%	4%	9.23%
Age 25-34	17.9%	19.3%	18.6%	25%	21.42%
Age 35-44	24.2%	22.7%	23.5%	31%	24.73%
Age 45-64	40.8%	41.0%	40.9%	38%	35.88%
Age 65 and over	5.2%	4.5%	4.9%	2%	8.36%
Unknown					0.34%
<b>Ethnic minority groups</b>					
From an ethnic minority community (non-white British)	9.8%	10.9%	10.3%	8%	3.31%
Not known					41.63%
White/White any other/White British					54.18%
Prefer not to say					0.69%
<b>Disability</b>					
People declaring a disability	6.3%	6.2%	6.3%	6%	2.96%
People not declaring					97.03%
<b>Religion</b>					
Christianity	60.7%	60.4%	60.6%	27%	17.94%
Minority religion	2.1%	2.6%	2.4%	2%	1.04%
No religion	30.1%	30.0%	30.0%	22%	0%
Not Known					81.02%

Prefer not to state religion	7.1%	6.9%	7.0%		0%
<b>Sexual Orientation</b>					
Heterosexual				48%	33.97%
Unknown				42%	66.02%
Gay				0%	0%
Prefer not to say				7%	0%
Lesbian				0%	0%

### Analysis of Overall Population

- Since the 15/16 report there has been an increase of 2% of females and a decrease of 2% of males in the makeup of the workforce.
- From 15/16 to this reporting year there has been an increase of 5% in the age group 16-24, a 4% drop in the 25-34 age group, a 6% drop in the 35-44 age group, a 2% drop in the 45-64 and an increase of 6% in the 65+ group.
- Due to incomplete data for the remaining equality groups it is not possible to draw any conclusions or comparisons to last year or compare it to the economically active population in South Oxfordshire and the Vale.

### Commentary

- With the dissolution of the statutory retirement age and the associated rises in cost of living, could mean that the workforce profile is likely to increase for those aged 65+ year on year for all organisations. Equally a high percentage of casuals who work for us during elections will fall into this age bracket.
- The percentage rise in the 16-24 age group is indicating an attraction to local government service in this age group that was not there previously. This could correlate to fewer individuals in that age group in particular choosing work over study due to the rising costs of studying. The council's young people's coordinator also does a lot of work in schools and colleges to increase awareness of career opportunities at the councils. Alongside providing work experience placements.

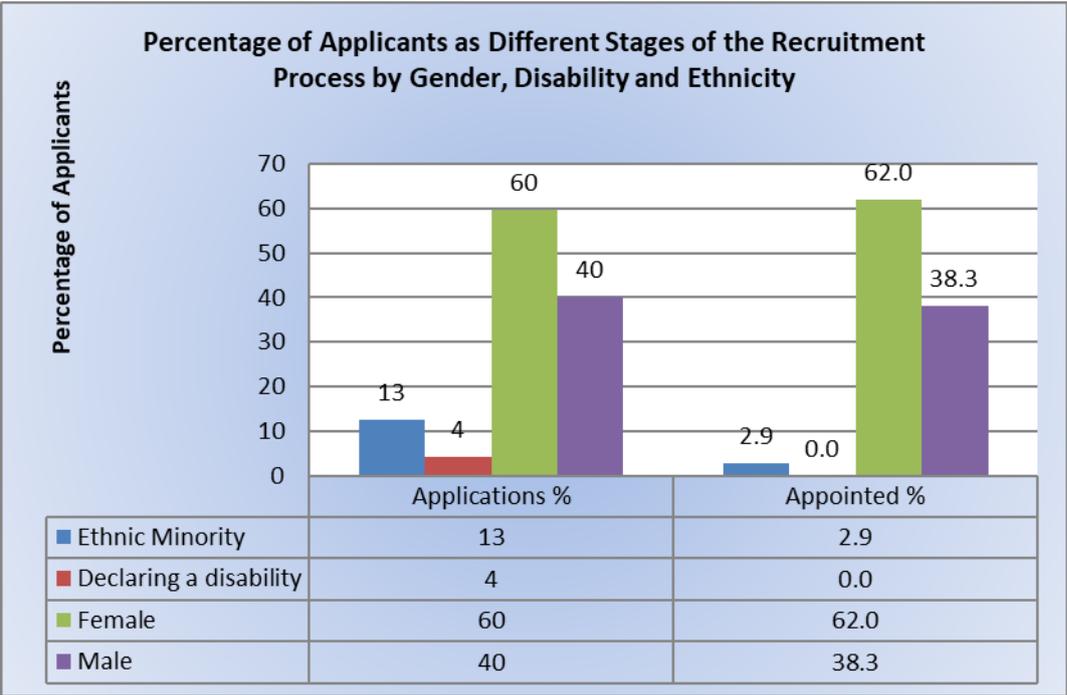
## RECRUITMENT PROCESS

The following table looks at the percentage of applicants at different stages of the recruitment process by equality group, applied and appointed. We are unable to look at those shortlisted this year as there is incomplete data due to the transfer to a new HR systems during 2016/17. It should also be noted that internal applicants are not included in the data below for the same reason.

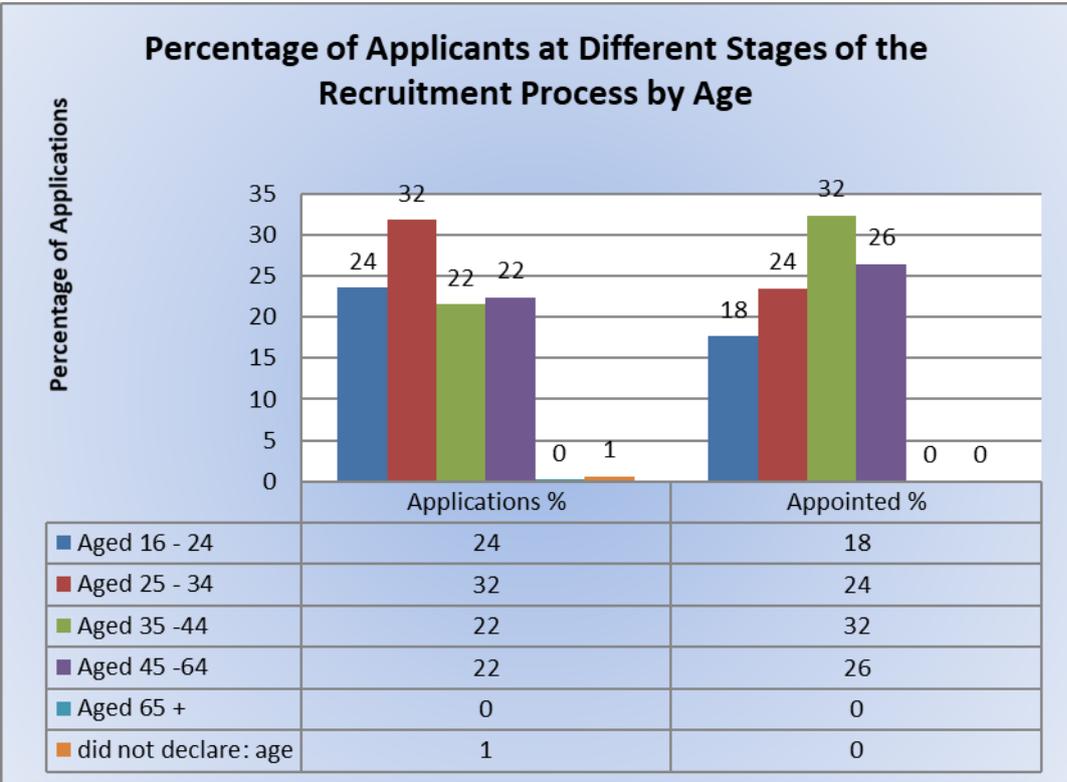
The council had 496 applications in total during 16/17 and 34 people were appointed to positions.

	<b>Application for employment totals from each category</b>	<b>As a % of applications overall</b>	<b>Appointed</b>	<b>As a % of applications from each category total</b>
Ethnic Minority	63	13%	1	2.94%
Declaring a disability	21	4%	0	0%
Female	296	60%	21	61.76%
Male	200	40%	13	38.23%
Aged 16 – 24	117	24%	6	17.64%
Aged 25 – 34	158	32%	8	23.52%
Aged 35 -44	107	22%	11	32.35%
Aged 45 -64	111	22%	9	26.47%
Aged 65 +	1	0%	0	0%
did not declare age	3	1%	0	0%

**Recruitment data for gender, disability and ethnicity 2016/17**



**Recruitment data by age 2016/17**



## Analysis of Recruitment

### GENDER

- Since 15/16 the data is indicating an increase of 3% in applications from the female population applying for a role and nearly a 3% increase in appointments this year.
- Since 15/16 the data is indicating a decrease in 3% of applications from the male population with just over a 2% decrease in appointments this year.
- The percentage of applications transferring into appointments are comparable for males and females.

### AGE

- Since 15/16 the data suggests an increase in applicants for roles from 16-24 and 25-34 age groups by 1% and 6% respectively. The other age groups are static with regards to applications.
- The data shows a decrease in the percentage of applications translating into appointments for age groups 16-24 and 25-34 and an increase in age groups 34-44 and 45-64.

### DISABILITY

- Since 15/16 the data indicates an increase of 1% of those who have declared a disability in applying for roles. However, like the previous year it did not translate into appointments.

### ETHNICITY

- Since 15/16 the data suggests a reduction in applications from ethnic minority people from 24% to 13%.
- The data also shows a decrease in applications translating into appointments, from 10% to 2.9% which is in line with the workforce profile. However, we are unable to draw any robust conclusions from this due to incomplete workforce data.

## WORKING PATTERNS

The following table looks at the percentage of the workforce that work part time as at 31 March 2017, not including the casual workers who have no contracted hours. It is also shown as a percentage of the part time workforce by gender, age, disability, ethnicity, sexual orientation, religion or belief.

We have 227 staff working part time, 59 are males and 168 females. 270 staff work full time, the remaining employees are casual workers with no contracted hours.

	<b>Percentage of workforce 15/16</b>	<b>Percentage of workforce 16/17 (497 staff)</b>	<b>Percentage of part time work force (227) 16/17</b>
Male	6	11.87%	(59) 25.99%
Female	38	33.80%	(168) 74.00%
Aged 16 – 24	0	3.82%	(19) 8.37%
Aged 25 – 34	4	8.65%	(43)18.94%
Aged 35 -44	9	11.46%	(57) 25.11%
Aged 45 -64	12	15.89%	(79) 34.80%
Aged 65 +	1	5.43%	(27) 11.89%
Age unknown	0	0.40%	(2) 0.88%
<b>Disability</b>			
Declared	1	0.20%	(1)0.44%
<b>Ethnicity</b>			
White	23	18.91%	(94) 41.40%
Unknown	2	25.35%	(126) 55.50%
Ethnic minority	2	1.40%	(7) 3.08%
<b>Sexual Orientation</b>			
Prefer not to say	0	0%	0
Heterosexual	10	10.06%	(50) 22.00%
Unknown	13	25.15%	(125) 55.06%
Gay	0	0%	0
<b>Religion</b>			
Unknown	0	38.83%	(193) 85%
Christian	8	6.84%	(34) 14.97%
Minority religion	0	0%	0
Prefer not to say	15	0%	0
No religion	4	0%	0

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## Analysis and commentary

### GENDER

- We have seen a 6% increase of males and a 4% decrease of females working part time since 2015/16. Women account for 74% of our part time workforce.

### AGE

- We have seen an increase in the percentage of staff from all age groups who work part time. Those aged 45-64 account for the largest percentage of our part time workforce at 34.80%.

We are unable to draw any robust conclusions for the other equality groups due to the reasons highlighted at the beginning of the report regarding data capture for 2016/17.

## WORKFORCE BY GRADE

The following tables look at the percentage of the workforce by grade as at 31 March 2017 by gender, age, disability, ethnicity, sexual orientation, religion or belief.

Workforce by grade by gender	Total number Males	Percentage of grades total number	Total number Females	Percentage of grades total number	Total workforce at grade	Percentage of 574
	Male	%	Female	%		
grade 1-3	29	5%	78	14%	107	18.64%
grade 4-6	57	10%	120	21%	177	30.83%
grade 7-9	32	6%	40	7%	72	12.54%
grade 10+	7	1%	11	2%	18	3.13%
casuals ungraded	26	5%	49	9%	75	13.06%
spot grades	51	9%	74	13%	125	21.79%
<b>Sub totals</b>	202		372		574	
Total	574					

**2015/16 DATA**

<b>Workforce by grade</b>	<b>Total number of Employees 15/16</b>	<b>Percentage of grades total number</b>	<b>Total number of Employees 15/16</b>	<b>Percentage of grades total number</b>
	<b>male</b>	<b>%</b>	<b>Female</b>	<b>%</b>
grade 1-3	45	9%	120	23%
grade 4-6	81	16%	132	26%
grade 7-9	42	8%	57	11%
grade 10+	20	4%	17	3%
SMB	2	Less than 1%	1	Less than 1%
casuals ungraded		Not previously included		Not previously included
spot grades		Included in relevant grade in previous years		Included in relevant grade in previous years

**Analysis and commentary**

The total workforce is 574, 371 female and 203 male.

- The data indicates a drop in the number of staff in grades 1-3 and 4-6 for both males and females. This is likely to be due to the transfer of staff in August 2016 as a result of the Five councils partnership.
- In previous years, spot grades were included within the relevant grade rather than shown on their own and casual workers not included. As a result of this and the transfer of staff it is very difficult to draw any robust conclusions.
- Since 15/16 the data indicates that male movement to the higher grades has gone from 8% to 6% at grades 7 to 9 and from 4% to 1% at grades 10+. The data indicates similar declines in higher grades for females. However the 16/17 data shows marginally higher percentage of females in grades 7-9, spot grades and grade 10 and above.
- Data shows 14% of all lower grades between 1 to 3 are populated by female employees whilst only 5% being populated by males. Females are still proportionally the main care givers for elderly and young and often come back

from periods away from the workplace and enter work at a lower grade, this could explain the data at of lower grades. However, it is not the full picture as age and ethnicity need to be taken into account to fully evaluate the data.

- The data shows that out of 14% of casuals, 5% are male and 9% female.

### GRADE BY AGE GROUP

Age by Grade	16-24	%	25-34	%	35-44	%	45-64	%	65+	%
grade 1-3 (107)	21	19.6%	35	32.7%	19	17.7%	29	27.1%	3	2.8%
grade 4-6 (177)	3	1.6%	49	27.6%	66	37.2%	57	32.2%	2	1.1%
grade 7-9 (72)	0	0	12	16.6%	26	36.1%	34	47.2%	0	0
grade 10+ (18)	0	0	0	0	7	38.8%	11	61.1%	0	0
casuals ungraded (75)	16	21.3%	13	17.3%	7	9.3%	27	36%	12	16%
spot grades (125)	13	10.4%	14	11.2%	17	13.6%	48	38.4%	33	26%

### Analysis and Commentary

- The highest concentration of employees over the workforce profile can be found in grades 4-6 with 177 employees.
- The blue highlighted cells indicate the highest concentration of employees of any grade group are in grades 4-6 aged 35-44.
- The green highlighted cells show the highest concentration of employees at grade 7-9 is aged 45-64.
- Staff aged 45-64 account for the highest concentration across all grade groups. They also account for the largest percentage of staff on spot grades.

### ETHNICITY BY GRADE

Workforce Ethnicity by Grade	Ethnic Minority	Percentage of grades total number	White British	Percentage of grades total number	Unknown	Percentage of grades total number

grade 1-3 (107)	3	3%	69	64%	35	33%
grade 4-6 (177)	8	5%	136	77%	33	19%
grade 7-9 (72)	1	1%	60	83%	11	15%
grade 10+ (18)	0	0%	16	89%	2	11%
casuals ungraded (75)	2	3%	13	17%	60	80%
spot grades (125)	2	2%	17	14%	106	84%

### Analysis and Commentary

- The data shows the largest proportion of the ethnic minority workforce in grades 4-6. However, it should be born in mind that only 58.37% of staff have provided their ethnicity data.
- The majority of higher grades are populated by white British staff.

### RELIGION BY GRADE

Religion by Grade	Religious Minority	Percentage of grades total number	Christian	Percentage of grades total number	Unknown	Percentage of grades total number
grade 1-3 (107)	1	1%	19	18%	87	81%
grade 4-6 (177)	1	1%	44	25%	132	75%
grade 7-9 (72)	2	3%	19	26%	51	71%
grade 10+ (18)	0	0%	10	56%	8	44%
casuals ungraded (75)	0	0%	4	5%	71	95%

spot grades (125)	2	2%	7	6%	116	93%
<b>total</b>	<b>6</b>		<b>103</b>		<b>465</b>	

### Analysis and Commentary

- Movement in percentages is not expected year on year with regards to religious beliefs by grade as there is no correlation between grade and age to religious beliefs. However, we are unable to draw any robust conclusions as less than 20% of staff have provided their religious data.

### SEXUAL ORIENTATION BY GRADE

Sexual Orientation by Grade	Gay	Percentage of grades total number	Heterosexual	Percentage of grades total number	unknown	Percentage of grades total number
grade 1-3 (107)	0	0%	41	23%	66	62%
grade 4-6 (177)	0	0%	80	45%	97	55%
grade 7-9(72)	0	0%	36	50%	36	50%
grade 10+ (18)	0	0%	14	78%	4	22%
casuals ungraded (75)	0	0%	11	15%	64	85%
spot grades (125)	0	0%	13	11%	112	90%

### Analysis and Commentary

- At grade 4-6 the data indicates that more employees are stating their sexual orientation. However, we are unable to draw any robust conclusions as only 34% of staff have provided their sexuality data.

- At the spot grades highlighted in red there is the largest percentage of “unknown” in terms of sexual orientation.

## DISABILITY BY GRADE

Disability	Declared	Percentage of grades total number	Not declared	Percentage of grades total number
grade 1-3 (107)	4	4%	103	96%
grade 4-6 (177)	8	5%	169	95%
grade 7-9 (72)	4	6%	68	94
grade 10+ (18)	0	0%	17	85
casuals ungraded (75)	0	0%	75	100
spot grades (125)	1	1%	124	99

## Analysis and Commentary

- Grades 4-6 show the largest number of employees declaring and not declaring a disability. However, we are unable to draw any robust conclusions as only a small percentage of staff have provided their disability data.

## TRAINING

The following table looks at the applications for training during 16/17 compared to the workforce profile (1 April 2016 – 31 March 2017)

There were 1781 requests for training during 16/17. We do not have the data on how many requests were granted or declined. Percentages are calculated over 1781 requests not over total number of employees.

Equality group	Applications for training 16/17	Applications for training 15/16	Workforce profile South and Vale 16/17
Ethnic Minority (non-white British)	148 (8%)	6%	3.31%

Declaring a disability	80 (4%)	7%	2.96%
Female	1227 (69%)	69%	64.80%
Male	554 (31%)	31%	35.19%
Aged 16-24	93 (5%)	4%	9.23%
Aged 25-34	440 (25%)	28%	21.42%
Aged 35-44	535 (30%)	28%	24.73%
Aged 45-64	674 (38%)	39%	35.88%
Aged 65 and over	20 (1%)	1%	8.36%
Unknown			0.34%
<b>Sexuality</b>			
Heterosexual/straight	902 (51%)	48%	33.97%
Gay & lesbian	0	0	0
Bisexual and other	0	0	0
prefer not to declare	0	51%	0
Unknown	879 (49%)	0	66.02%
<b>Religion</b>			
Christianity	471 (26%)	27%	17.94%
Minority religion	30 (2%)	2%	1.04%
No religion	0	20%	0%
Prefer not to say	0	51%	0%
Not known	1279 (72%)	0%	81.02%

## Analysis

- There has been no significant movement in the percentages (no more than 3%) of training applied for in any equality group from the previous year.
- There has been a decrease in training courses requested by 3% of all staff who declared a disability since last year, but this matches the 16/17 workforce profile.

- In line with the workforce profile, the highest concentration of participation in training is staff aged 45-64 at 38%.

## Commentary

- We cannot tell from the data how many courses each person undertook. Therefore, one employee could have taken 20 courses, and another could have participated in none.
- The disparity between applications for training for staff aged 16-24 and 65 and over could be accounted for because of casuals being included in the workforce profile. Most casual staff are likely to have worked on the elections and tend to be younger or older people. However, further analysis of the casual employees data would be needed to confirm this.
- The data for “prefer not to declare” in the 15/16 data and the data in “unknown” 16/17 sexuality and religious categories are likely to be one and the same.
- People aged 45-64 are usually more open to learning opportunities and in higher grade jobs which may require additional training. However, it could just be because this age group accounts for the largest of the workforce profile.

## REASONS FOR LEAVING

The following charts look at the percentage of staff leaving the council and reasons during 2016/17.

During the year 166 staff left the council. Based on a total workforce profile of 574 this gives a turnover of 28.9% per annum.

<b>Equality Strand</b>	<b>Cease employment in 2016/17</b>	<b>Cease employment 15/16</b>
Ethnic Minority	1(0.60%)	6%
Declaring a disability	0(0%)	5%
Female	99(59.6%)	61%
Male	67(40.4%)	37%
Aged 16 – 24	11(6.6%)	14%
Aged 25 – 34	39(23.4%)	22%

Aged 35 -44	37(22.2%)	23%
Aged 45 -64	71(42.7%)	33%
Aged 65 +	8(4.8%)	5%

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<b>leaving reason 16/17</b>	<b>Number (%)</b>
contract end	9(5.4%)
Dismissal	1(0.6%)
mutual consent	1(0.6%)
Not known	125(75.3%)
Redundancy	4(2.4%)
Resignation	24(14.5%)
Retirement	2(1.2%)

## **Analysis and commentary**

- Turnover is higher than average at 28.9% per annum, the national UK average is 14%, however casual staff are included in the data and the casual sector has a traditionally high turnover. The council's high turnover this year is likely to be due to a number of staff TUPE transferring as a result of the Five councils partnership.
- The percentage of employees leaving is relatively comparable to the workforce profile for male and females. It is highest at age range 45-64 showing an increase of just under 10% on last year.
- Employees reaching the age category 45-64 in the civil service have access to early retirement this could explain the largest percentage of employees leaving in that age range. Also, employees at that age have more life and work experience and are able to move between roles.
- The low percentage in age range 65+ in leavers could be indicative of economic hardship as pensions decline against inflation.

## **INFORMATION ABOUT OUR EMPLOYEES 1 APRIL 2016 – 31 MARCH 2017**

### **Number of staff involved in grievance procedures that relate to bullying and harassment, discrimination, victimisation or equal pay (including informal issues raised by staff or Unison relating to equal pay)**

There were eight cases in this category, one case was known to have a protected characteristic and the matter was resolved informally.

### **Number of staff that are subject to disciplinary procedures that relate to harassment, discrimination or victimisation**

Two staff members were subject to disciplinary action that related to harassment, discrimination or victimisation.

### **Percentage of employees receiving any type of promotion by equality group**

We do not have any data to present in relation to employees who have been promoted within the councils. Therefore, we are unable to review against their status and protected characteristics.

### **Applications for flexible working by gender, age, disability, ethnicity, sexual orientation, religion or belief (1 April 2016 – 31 March 2017)**

Four applications granted from females, one due to disability.

One application granted from a male.

### **The rates of return to work of women on maternity leave (1 April 2016 – 31 March 2017)**

There were nine women on maternity leave during this period. One application from the above category was a woman returning from maternity leave that requested and was granted flexible working.

The data shows currently of the nine employees on maternity leave only two have returned, the data indicates the other 7 employees are in receipt of a maternity payment and have not yet returned in the above timeframe. The data will be reported in the 2017-2018 equalities data report.

## **Summary report**

### **EXECUTIVE SUMMARY**

This is the seventh year that South Oxfordshire and Vale of White Horse District Councils has produced an annual workforce report. This report provides an analysis of the size and makeup of the workforce, as well as recruitment, retention and learning and development, in relation to age, disability, ethnic origin, gender, religion or belief and sexual orientation, where data is available.

The councils understand the importance of engaging our employees and the benefits and value that an engaged workforce brings to the organisation, individuals and the communities we serve. We use a wide range of engagement tools and techniques. For example, email, publications, such as 'connect', our internal newsletter, and regular employee briefings, which also give employees an opportunity to ask questions or raise concerns.

Our equalities officer has the valuable role of championing both diversity and equality of opportunity across the councils. Helping to encourage best practice in relation to equality within HR policies and if the need arises raising awareness of equality issues with senior management via the Operational Management Group (OMG).

During the year, we delivered mandatory equality and diversity training for staff to increase understanding of the barriers people may face in accessing our services and help meet the needs of all our customer's. All new starters received Safeguarding and Prevent training. Specific staff also received Human Rights Act and dementia awareness training.

We provided work experience to 20 students from schools, colleges and universities including one student with autism who came once a week over a four-week period. We provided three people with eight-week work placements through the job centre. One person had a disability and one person has gained employment at the Beacon following their placement.

We also:

- Retained the disability confidence scheme accreditation (previously known as two ticks' disability symbol accreditation) and our Investors in People status.
- Developed guidance for staff relating to different disabilities to help increase understanding specifically relating to mental health, understanding Dyspraxia and Asperger's syndrome.
- Continued to pay excess travel to staff and additional fees for childcare related to the move to Milton Park.

The councils continue to challenge themselves to achieve a wider representation within the workforce against the local labour market profile. This year we are in a more unusual situation as in August 2016 there was a TUPE transfer of staff to the Five council's partnership. We also changed our HR system mid-year. This has resulted in some equality data not transferring across. Staff were asked to populate their information on the new system, but a large number have chosen not to relating to their disability, ethnicity, religion or sexual orientation.

This year we also decided to include casual workers in our reporting to be consistent with the requirements of the gender pay gap legislation. These points mean that it is very difficult to meaningfully compare it to the 15/16 data and get a true understanding of our workforce profile.

**Therefore, the priority actions for 18/19 year are to:**

- Encourage staff to complete their equality data on My view explaining why it is so important.
- Review the casual employee's data to enable further analysis and ensure the election staff are removed from the HR system as soon as they finish employment.
- Ensure correct processes are in place and procedures followed to report against all stages of the recruitment process, including internal appointments.
- Review each of the indicators and consider the best way to analyse the data going forward to give the most meaningful report.

## **ALTERNATIVE FORMATS**

Alternative formats of this publication are available on request. These include large print, braille, audio, email, easy read and alternative languages.

**Please contact human resources on  01235 422181**

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## FEEDBACK

Thank you for taking the time to read this report. We welcome your feedback. Please contact to us using the details above.