

**Action and Recommendation Tracker
Place Overview & Scrutiny Committee**

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The action and recommendation tracker enables the Committee to monitor progress against agreed actions and recommendations. The tracker is updated with the actions and recommendations agreed at each meeting. Once an action or recommendation has been completed or fully implemented, it will be shaded green and reported into the next meeting of the Committee, after which it will be removed from the tracker.

KEY	No progress reported (R)	In progress (Y)	Complete (G)
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Meeting date	Item	Action/recommendation	Responsible person	Timescale	Last reviewed	R/Y/G	Update/response
07/10/22	16/22 – Parking Standards for New Developments	AR8/22: Officers use what data is available to produce a best estimate of current private car trip rates in Oxfordshire and use that estimate to produce numerical values for the LTCP headline targets regarding private car journeys – this should accompany the Parking Standards for New Developments report to Cabinet; and use those estimates to review, and if necessary revise, the maximum levels of parking proposed in the Parking Standards for New Developments, applying the Decide & Provide approach.	Bill Cotton, Corporate Director – Environment and Place	March 2025	JK	Y	Complete <i>There is not a readily available data source for the quantum of car trips across Oxfordshire, which has not previously been monitored by OCC. Work was conducted to develop a bespoke monitoring mechanism. It was not possible to calculate an accurate measure for the total number of car trips due to the complexity of trips and the sample size of in-vehicle trip data. Therefore, the work developed an approach measuring the percentage change of car trips over time from a sample. It is also important to consider different types of car trip when monitoring</i>

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							the LTCP. The length of car trips / vehicle miles driven is key to consider alongside overall numbers due to the emissions impacts of longer trips. We are continuing to work to refine our methodology.
16/11/22	17/22 - Central Oxfordshire Travel Plan	Recommendation 1: That the Council develops a set of targets for modal shift for the COTP which correlate with the LTCP's modal shift targets	Bill Cotton, Corporate Director – Environment and Place	29/11/2023	JF	Y	<p>In progress</p> <p><i>This will be developed so that an informed target can be used for the COTP. This needs to be assessed against the overall LTCP targets. Details of these locally specific targets will be provided within an updated COTP (phase 2). The COTP sets out that the plan is a living document and will be reviewed and updated within 5 years of its approval. As part of the work to develop a monitoring mechanism for LTCP, it has so far not been possible to identify a robust mechanism to be used at a local (district or town) level. In line with AR8/22 above, we are continuing work to refine our methodology.</i></p>
16/11/22	17/22 - Central Oxfordshire Travel Plan	Recommendation 2: That the Council publishes its measures and targets for the COTP, and levels below which different levels of intervention will be triggered in the proposed COTP plans if the project is not working. And that the Council clarifies where this performance will be reported to	Bill Cotton, Corporate Director – Environment and Place	29/11/2023	JF	Y	<p>In progress</p> <p><i>The 22 actions of COTP summarise the measures proposed to be delivered by COTP. The targets for COTP are set out in the LTCP. As noted in recommendation 1 a further set of locally specific modal targets will also be developed. As set out within COTP, progress on delivering the measures and targets will be undertaken through the monitoring of a set of key performance indicators (KPIs). This is anticipated to be undertaken on an annual</i></p>

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							<p><i>basis consistent with wider LTCP monitoring. For some of the LTCP targets there are interim target deadlines these will help to inform whether further intervention is required.</i></p> <p><i>Performance and monitoring on COTP will be annually reported as part of LTCP monitoring processes and was included in the 2022/23 LTCP monitoring report for Cabinet.</i></p>
16/11/22	17/22 - Central Oxfordshire Travel Plan	Recommendation 3: That taking on good practice from Waltham Forest the Council partners with Oxford City Council to undertake customer surveys relating to the modes of transport used to access shops, and the average spend per mode, and that this work informs a forthcoming Economic Impact Assessment of the COTP proposals	Bill Cotton, Corporate Director – Environment and Place	29/11/2023		Y	<p>In progress</p> <p><i>It is agreed that the undertaking of customer surveys on mode and average spend per mode is a relevant and informative piece of data, however that this is a level of detail appropriate to individual schemes and not the wider travel plan. Economic Impact Assessments are also appropriate to be undertaken at an individual scheme level rather than for the overarching travel plan document.</i></p>
16/11/22	17/22 - Central Oxfordshire Travel Plan	Recommendation 7: That the Council gives high emphasis in its communications on narratives of success arising from the COTP	Bill Cotton, Corporate Director – Environment and Place	29/11/2023	JF	Y	<p>Complete</p> <p><i>In accepting this recommendation, it is acknowledged that additional communications resource and budget may be required to realise this but that the council will take appropriate opportunities to publicise the success of COTP measures.</i></p>
16/11/22	18/22 - Traffic Filters	Recommendation 11: That the Council reviews the impact of	Bill Cotton, Corporate Director –	29/11/2023	AW	Y	<p>Complete</p> <p><i>All P&R sites will be monitored during the trial,</i></p>

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		proposals with a view to improving the ease of egress for users of Redbridge Park and Ride	Environment and Place				including vehicular flows in and out of the sites. Changes to traffic management arrangements will be considered where needed.
16/11/22	18/22 - Traffic Filters	Recommendation 12: That the Council undertakes work around Personal Travel Planning alongside the Traffic Filters proposals	Bill Cotton, Corporate Director – Environment and Place	29/11/2023	AW	Y	In Progress Council officers will work with schools, employers and other major traffic generators in the city on this although, as ever, funding and resources available will require a degree of prioritisation.
16/11/22	19/22 - LTCP4 Learning Review	Recommendation 2: That the Council applies the lessons learnt from its review of LTCP 4 to the broader work of the Environment and Place directorate, particularly in relation to: the LTCP5 KPIs, the Oxfordshire Infrastructure Strategy, the development of Environment and Place KPIs, and integrating with the new capital governance framework	Bill Cotton, Corporate Director – Environment and Place	20/12/2023	JK	Y	Complete Ongoing – continuous review.
25/01/23	Future of Retail and the High Street	That the Council ensures impact on local economy and accessibility are considered as part of major policy changes	Bill Cotton, Corporate Director – Environment and Place			R	Complete Oxfordshire County Council is a key partner in economic development and contributes to place-shaping discussions with colleagues in the District Councils to help ensure the vitality and viability of town centres, Oxford City and local high streets. In this regard accessibility and the quality of “place” including public realm and highway improvements are integral factors in the design and regeneration

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							<i>of town/city centres and high streets as destinations of choice adding to the customer experience. E.g. active travel improvements in Oxford and canal side regeneration in Banbury.</i>
25/01/23	Future of Retail and the High Street	That the Council influences place-shaping in partnership with District Councils and other organisations	Bill Cotton, Corporate Director – Environment and Place			R	Complete <i>Cabinet accepted the recommendation and the need to positively promote the place-shaping benefits of public realm and highway improvement, including the benefits to journey times for active travel and bus prioritisation schemes. The Council continues to work with the bus companies, cycling and walking groups, communities of interest and geographical communities to promote the benefits of Local Cycling and Walking Infrastructure Plans as part of area-based travel and transport schemes and to work with District Councils in broad community engagement including the retail and commercial sector in place-shaping proposals.</i>
25/01/23	Future of Retail and the High Street	That the Council takes steps to ensure that the benefits of policies and projects are communicated in plain and accessible language	Bill Cotton, Corporate Director – Environment and Place			R	Complete <i>Community engagement and accessible language are key features in our inclusive communication policies, we adhere to the corporate guidelines in all our project communication. However, we accept</i>

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							<i>that sometimes we may not get this right so are also open to feedback. We recognise that communication of the benefits of policies and projects in plain English is paramount and are reminded to give attention to this in our marketing and communication.</i>
25/01/23	Water Resources and the South East Regional Plan	That the Council includes, as part of its consultation response, a statement setting out Oxfordshire County Council's vision in terms of a holistic approach to water management, highlighting our preference for solutions that are based in nature and that recognise the reality of an increasingly water scarce environment and the need to adapt to this reality	Bill Cotton and Cllr Sudbury			G	Complete <i>The final responses were sent with statements of the County Council's vision in terms of a holistic approach to water management as requested.</i>
25/01/23	Water Resources and the South East Regional Plan	That the Council ensures appropriate language is used in future responses to consultations and all Council documents, avoiding unclear and divisive words such as 'nonsense'	Bill Cotton and Cllr Sudbury			G	Complete <i>The final responses were sent with appropriate language, and this has been noted for future responses being prepared by us.</i>
25/01/23	Water Resources and the South East Regional Plan	That the Council works with Thames Water to explore if more can be done to expedite water leakage repairs	Bill Cotton and Cllr Sudbury			Y	Complete <i>The council is working with Thames Water to explore if more can be done to expedite water leakage repairs.</i>
26/04/23	Vision Zero	That the Council provides an audit of what is included in contracts for infrastructure delivery and how far Vision Zero, Active Travel, and the LTCP are emphasised	Bill Cotton and Cllr Gant	7Apr24	CC	Y	Complete <i>Plan is to carry out audit in March 2024. Delayed by 2 months due to resource effort being focussed on delivery of strategy document.</i>
26/04/23	Vision Zero	That the Council provides an audit of training of those responsible for implementing infrastructure delivery	Bill Cotton and Cllr Gant	7Apr24	CC.	Y	Complete <i>Aiming to carry out audit in March 2024, and review training for those within</i>

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		and how far Vision Zero, Active Travel, and the LTCP are emphasised				<p><i>Environment and Place responsible for the implementation of Vision Zero, Road Safety, Active Travel or LTCP applicable infrastructure schemes.</i></p> <p><i>All officers are employed with the necessary qualifications for their posts and undertake regular reviews and personal development plans as required within their posts and agreed by their managers.</i></p> <p><i>Some initial Vision Zero focussed training has been undertaken.</i></p> <p><i>Completion delayed by 2 months due to resource effort being focussed on delivery of strategy document</i></p>
26/04/23	Vision Zero	That the Council should endorse additional targets and geographically focused targets within the Vision Zero workstreams	Bill Cotton and Cllr Gant		JK	<p>Y</p> <p>Complete</p> <p><i>The Vision Zero Strategy has detailed how it will use the Strategic Active Travel Network () mapping of the population density across Oxfordshire (showing the urban areas in Oxfordshire using Middle Super Output Areas (MSOA)) as the basis of the analysis for the Vision Zero target review. The mapping is being used to show parity across Oxfordshire, based on urban population spread, and not town specific positioning.</i></p> <p><i>The Vision Zero headline target of zero fatalities by 2050 sets the overall countywide ambition; however, it is recognised that for high density</i></p>

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							<i>population urban areas, due to the higher volume of road traffic, such as some town centres, there will be a targeted aim to bring forward the zero target from 2050, to 2030, and reduce road fatalities and serious injuries in these areas to zero by 2030. The strategy action is review and develop the ways in which we can do this</i>
26/04/23	Vision Zero	That the Council should move towards the CLOCS Standard as soon as is reasonably practicable	Bill Cotton and Cllr Gant		CC / AK	Y	Complete <i>Aiming for implementation early 2025.</i>
26/04/23	Vision Zero	That the Council prepares a road safety campaign focusing on the need for behavioural change and, in accordance with the Highway Code's hierarchy of users, gives the highest responsibility for change to those with most power whilst recognising the need for all to act responsibly	Bill Cotton and Cllr Gant		CC/AF	Y	Complete <i>OCC's Marketing Team resource has been identified and is in place. This is funded via Vision Zero revenue funding to support and develop our Vision Zero Marketing Campaign.</i> <i>This has been set up initially to align closely with Fire & Rescue's Road Safety campaigns (which are aligned to National Road Safety Campaigns) so that a consistent marketing presence is established prior to the Vision Zero Strategy being approved. The Vision Zero campaigns are currently social media based and are using the hashtag '#committed to vision zero'.</i> <i>Following the Vision Zero Strategy approval, a wider road safety behaviour change campaign will be developed and set up to focus on the hierarchy of users and wider behaviour change across Oxfordshire.</i>

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26/04/23	Vision Zero	That the Council prepares metrics regarding perception of risk as part of the Vision Zero workstreams that could be tracked with the intention of reducing them	Bill Cotton and Cllr Gant		CC/JK	Y	<p>Complete <i>The Vision Zero Strategy details 13 metrics that combined, will help measure the delivery of the Vision Zero programme.</i> <i>The proposed metric P4 within the Strategy is about using the Health Streets Assessment Tool to analyse how safe a street or junction feels once road safety improvements have been made to it.</i></p> <p><i>We are planning to work with the Fire and Rescue Service further to develop metrics on the perception of risk that can be set up and used via the Road Safety Education Programme.</i></p>
26/04/23	Vision Zero	That the Council recognise the important need for Vision Zero and that funding for it is a priority in the upcoming budget cycle	Bill Cotton and Cllr Gant			G	<p>Complete <i>Cabinet approved £4m towards Vision Zero infrastructure improvements as part of the council's capital programme.</i></p>
13/09/23	OUFC	That Cabinet should fully understand the short-, medium-, and long-term impacts of the covenants proposed, including any future financial risks.	Vic Kurzeja			G	<p>Complete <i>Cabinet discussed the risks and impacts of the freehold proposal at its meeting of 19 September 2023, including the covenants proposed. From this discussion a proposal was made to proceed with a leasehold of the Triangle, rather than a freehold disposal, which was in some part due to the understanding of the risks involved with the freehold disposal.</i></p>
13/09/23	OUFC	That Cabinet should pay particular attention to the question of whether freehold or leasehold is most appropriate taking account of the	Vic Kurzeja			G	<p>Complete <i>Cabinet paid particular attention to this question and, as a result of taking account of the legal and reputational</i></p>

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		difference between legal and reputational risk.					<i>risks, determined that it preferred a leasehold of the Triangle.</i>
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Transport Policy Development Working Group

Meeting date	Item	Action/recommendation	Responsible person	Timescale	Last reviewed	R/Y/G	Update/response
15/06/22	13/22 – Report of the Transport Policy Development Working Group	Recommendation 1: Active travel and public transport teams be resourced and prioritised within the organisation to a level that reflects the LTCP transport hierarchy; and transport teams work in collaborated manner which reflects the LTCP ambition for an integrated transport network.	Bill Cotton, Corporate Director – Environment and Place	Phase 2 Environment and Place Transformation	12/07/22	Y	Complete <i>Transport Policy structure updated as part of phase 2 of the Environment and Place directorate Transformation. Ongoing work to implement the transformation and ways of working.</i>
15/06/22	13/22 – Report of the Transport Policy Development Working Group	Recommendation 2: The council accord greater importance to the requirements of local transport routes pertaining to active travel, particularly applying Local Transport Note 1/20, and make them central to relevant applications for future funding.	Bill Cotton, Corporate Director – Environment and Place	From July 22	12/07/22	Y	Complete <i>Ongoing as part of business-as-usual work following adoption of the LTCP. Funding applications need to align with the LTCP principles, making walking, cycling and public transport central considerations. Work is ongoing to update the walking and cycling design standards.</i>
15/06/22	13/22 – Report of the Transport Policy Development Working Group	Recommendation 3: The council ensure that its responses as a transport consultee to planning applications from local planning authorities include consideration of proposals from the perspective of improving and enabling active travel, including adherence to Local Transport Note 1/20, rather than	Bill Cotton, Corporate Director – Environment and Place	From July 2022	12/07/22	Y	Complete <i>Ongoing as part of business-as-usual work following adoption of the LTCP and 'Implementing 'Decide & Provide': Requirements for Transport Assessments' document. Responses to planning applications will reflect the LTCP policies and principles which promote active travel and public transport.</i>

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		simply the marginal effect on motor transport.					
15/06/22	13/22 – Report of the Transport Policy Development Working Group	Recommendation 4: The county council work more closely with the city and the district councils to deliver 20-minute neighbourhoods so that walking and cycling is the natural first choice.	Bill Cotton, Corporate Director – Environment and Place	From July 2022	12/07/22	Y	Complete <i>Ongoing as part of business-as-usual work following adoption of the LTCP and 'Implementing 'Decide & Provide': Requirements for Transport Assessments' document. The Implementing 'Decide & Provide': Requirements for Transport Assessments' document includes accessibility metrics for 20-minute neighbourhoods to ensure an assessment of 20-minute neighbourhood principles is undertaken.</i>
15/06/22	13/22 – Report of the Transport Policy Development Working Group	Recommendation 5: The council review the Local Authority Active Travel Toolkit and adopt relevant elements of it within the Active Travel Strategy.	Bill Cotton, Corporate Director – Environment and Place	From July 2022	12/07/22	Y	Complete <i>Relevant parts have been adopted in the ATS or will be adopted via the future walking and cycling design standards work.</i>
15/06/22	13/22 – Report of the Transport Policy Development Working Group	Recommendation 7: Cabinet Members and relevant officers, before making decisions or bid submissions on active transport infrastructure projects, personally acquaint themselves with what it is like to travel on the route in question	Bill Cotton, Corporate Director – Environment and Place	From July 2022	12/07/22	Y	In progress <i>It is proposed that this will be included in the update of the walking and cycling design standards. It is suggested that due to cabinet member and officer time and resources, that decisions to visit sites are taken on a case by case basis. It was therefore proposed that the action is amended: "On a case by case basis, Cabinet Members and relevant officers, before making decisions or bid submissions on active transport infrastructure</i>

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							<i>projects, personally acquaint themselves with what it is like to travel on the route in question."</i>
15/06/22	13/22 – Report of the Transport Policy Development Working Group	Recommendation 8: That Cabinet Members and senior officer development of first-hand awareness of active travel impacts be adopted as a stage of project delivery, and the ongoing impacts on outcomes of taking this step are monitored.	Bill Cotton, Corporate Director – Environment and Place	From July 2022	12/07/22	Y	Complete <i>Including cabinet member and senior officer first-hand experience in the walking and cycling design standards will mean this is included as a stage of project delivery. As noted above, it is suggested that due to cabinet member and officer time and resources, that visits to projects are taken on a case-by-case basis. It was therefore proposed that the action is amended: "On a case-by-case basis, Cabinet Members and relevant officer development of first-hand awareness of active travel impacts is adopted as a stage of project delivery, and the ongoing impacts on outcomes of taking this step are monitored."</i>
15/06/22	13/22 – Report of the Transport Policy Development Working Group	Recommendation 11: Alongside the LTCP, the council publish a summary of the elements of the LTCP intended to address the needs of disabled residents.	Bill Cotton, Corporate Director – Environment and Place	Autumn/winter 2024	12/07/22	Y	Complete <i>A separate summary document has been produced and will be published in 2024.</i>
15/06/22	13/22 – Report of the Transport Policy Development Working Group	Recommendation 12: The council ensure that within the transport service area there is specialist knowledge of best practice in respect of inclusive transport, including potentially through the hiring of dedicated officers.	Bill Cotton, Corporate Director – Environment and Place	From July 2022	12/07/22	Y	Complete <i>Work to improve knowledge of best practice will be conducted within the Environment and Place directorate. This will be supported by LTCP policies on the Healthy Streets Approach (policy 8) and Health Impact Assessment (policy 9).</i>

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15/06/22	13/22 – Report of the Transport Policy Development Working Group	Recommendation 13: To improve public transport connectivity, the council advocate for the construction of new train stations on existing lines and seek funding from non-public sources which stand to benefit from such improved connectivity, such as through land value capture	Bill Cotton, Corporate Director – Environment and Place	Autumn/winter 2024	12/07/22	Y	<p>Complete <i>Work is ongoing to develop an updated Rail Strategy which is scheduled to attend cabinet in September 2024.</i></p> <p><i>Plans and opportunities for investment in rail (beyond existing commitments) largely remain dependent on updated proposals for national rail governance and funding, which remain uncertain.</i></p> <p><i>Opportunities for Land Value Capture are being explored for specific projects, including the Cowley Branch Line and the Oxford-Witney-Carterton rail proposal.</i></p>
15/06/22	13/22 – Report of the Transport Policy Development Working Group	Recommendation 14: The council work with partners to audit and map all weight-restricted areas and enforcement measures and ensure that weight restricted areas are adequately signposted and thus enforceable; and then make the locations of weight restrictions readily available to industry and stakeholders. After having done so, the council work with communities to introduce area-based environmental weight restrictions, other enforceable interventions, and appropriate HGV routes which protect areas adversely impacted by HGVs; and work with partners to robustly enforce restrictions.	Bill Cotton, Corporate Director – Environment and Place	Ongoing	12/07/22	Y	<p>Complete <i>Mapping of weight restrictions will be conducted through work to digitise all of the council's traffic regulation orders, as required by government.</i></p> <p><i>A study looking into area based environmental weight restrictions was conducted between January and June 2023. However, due to the complexity of weight restrictions, it was not possible to identify restriction proposals from a countywide level. This was for a number of reasons such as the need for granular local data.</i></p> <p><i>The study also highlighted that weight restrictions are only one potential solution and the need to fully</i></p>

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						<p><i>understand problems before working with stakeholders to develop the appropriate solution. The study therefore developed an overarching process and set of criteria for how OCC assess, prioritise and address HGV issues.</i></p> <p><i>We are now working to implement this process so that there is a consistent countywide approach. We are currently conducting more detailed studies in 2 initial areas: the Windrush Valley and Henley-on-Thames.</i></p>
15/06/22	13/22 – Report of the Transport Policy Development Working Group	<p>Recommendation 19: The council do more – including establishing focus groups in relation to geographic areas and journey demand types – to understand which (particularly single-occupancy) car journeys are avoidable and the alternatives which are viable for residents, to help develop focused policies that successfully enable modal shift.</p>	Bill Cotton, Corporate Director – Environment and Place	Ongoing	12/07/22	<p>Y</p> <p>Complete</p> <p><i>Development of focused transport policies and interventions in relation to geographic areas will be conducted through the LTCP area travel plans. Gaining greater understanding of car journeys will be an important part of area travel plan development. It is considered that establishing focus groups may not be the most suitable method for gaining this understanding. It was therefore proposed that the action is amended:</i></p> <p><i>“The council do more to understand which (particularly single occupancy) car journeys are avoidable and the alternatives which are viable for residents, to help develop focused policies that successfully enable modal shift.”</i></p>

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15/06/22	13/22 – Report of the Transport Policy Development Working Group	Recommendation 20: Both within the transport service and at organisation level, the council review its relationship with data collection and usage to ensure that policy and decision-making are underpinned by robust and reliable evidence, have achievable outcomes, can be evaluated, and that lessons are learnt from projects to enable continual improvement.	Bill Cotton, Corporate Director – Environment and Place	From July 2022	12/07/22	Y	Complete <i>Work is ongoing to develop and refine the LTCP monitoring approach. This will improve data collection, usage and decision making.</i>
15/06/22	13/22 – Report of the Transport Policy Development Working Group	Recommendation 20: The LTCP and associated strategies prioritise achievable initiatives which are expected to deliver the greatest benefits in the shortest periods of time; and work with stakeholders in establishing achievability.	Bill Cotton, Corporate Director – Environment and Place	Ongoing	12/07/22	Y	Complete <i>This will be further considered by the area travel plans which are responsible for identifying how the LTCP policies are applied in different geographic areas.</i>
15/06/22	13/22 – Report of the Transport Policy Development Working Group	Recommendation 22: The priority actions of the LTCP and associated policies and strategies should include: reducing car-based urban congestion, particularly from single occupancy vehicles, in order to improve bus journey times and thus bus patronage; initiatives which increase the proportion of journeys undertaken using active travel; measures to address capacity and congestion, particularly at peak times; developing multi-modal transport hubs; and trialling low-carbon freight options for local and last-mile journeys	Bill Cotton, Corporate Director – Environment and Place	Ongoing	12/07/22	Y	Complete <i>This will be further considered by the area travel plans which are responsible for identifying how the LTCP policies are applied in different geographic areas.</i>

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15/06/22	13/22 – Report of the Transport Policy Development Working Group	Recommendation 24: The council deliver public and active travel alternatives to car journeys based on reliable evidence of their ability to deliver modal shifts; and interventions to reduce private vehicle journeys be accompanied by such viable, evidence-based, sustainable, integrated, and inclusive travel alternatives.	Bill Cotton, Corporate Director – Environment and Place	Ongoing	12/07/22	Y	Complete <i>The LTCP outlines that the council's priority is to deliver schemes to make walking, cycling, public and shared transport the first choice. Many of the policy tools identified in the LTCP have been included following a review of evidence. Further development of the proposed interventions for geographic areas is being developed through the area travel plan work which includes local data collection and engagement exercises. Proposals for enhancements to public transport are being taken forward through the Bus Enhanced Partnership and Bus Service Improvement Plan. A Mobility Hub Strategy has also been developed and approved in July 2023.</i>
15/06/22	13/22 – Report of the Transport Policy Development Working Group	Recommendation 25: The council proactively and comprehensively canvass the views of businesses in respect of its transport policy	Bill Cotton, Corporate Director – Environment and Place	Ongoing	12/07/22	Y	Complete <i>Businesses are included as key stakeholders during the development of transport policy. The LTCP consultation included a business webinar and targeted emails to businesses and representative groups. Further ways to improve this engagement are being investigated as part of the area travel plan work. This has included an initial presentation for the Banbury Chamber of Commerce to get the Area Travel Plan work for that town underway.</i>
15/06/22	13/22 – Report of the Transport	Recommendation 26: The council communicate the benefits of modal shifts and the public transport	Bill Cotton, Corporate Director –	Ongoing	12/07/22	Y	Complete <i>There is ongoing communication of the benefits of modal shift accompanying</i>

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	Policy Development Working Group	available to residents to nudge them to choose the most appropriate transport modes for their journeys.	Environment and Place				<i>schemes, this will continue for future schemes and work will be conducted to strengthen this area subject to funding and resource availability.</i>
15/06/22	13/22 – Report of the Transport Policy Development Working Group	Recommendation 27: The council invest in transport-specific communication and engagement support for future projects that aim to achieve modal shift.	Bill Cotton, Corporate Director – Environment and Place	Ongoing	12/07/22	Y	Complete <i>The county council has a dedicated communications and engagement team that supports transport schemes as part of the council's strategic transport programmes. This is in addition to wider support provided by the corporate communications, marketing and engagement team. Both teams continue to support modal shift projects and learn from previous campaigns to improve the support provided. However, for new major modal shift projects, investment in transport specific communications support may be required. It was therefore proposed that the action is amended: "The council communicate the benefits of modal shift and public transport to residents to nudge them to choose the most appropriate transport modes and invest in transport-specific communication and engagement support for future projects, where needed, that aim to achieve modal shift."</i>
15/06/22	13/22 – Report of the Transport Policy	Recommendation 28: The council put the need to avoid, shift and improve car journeys and increase active travel and public transport connectivity at the heart of its	Bill Cotton, Corporate Director – Environment and Place	From July 2022	12/07/22	Y	Complete <i>It is considered that this recommendation is covered by the response to recommendation 4.</i>

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Development Working Group	strategic planning policy; and apply the principle of 20-minute neighbourhoods to its strategic planning policy and place-shaping.							
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[Carbon Reduction Targets Working Group](#)

Meeting date	Item	Action/recommendation	Responsible person	Timescale	Last reviewed	R/Y/G	Update/response
15/06/22	11/22 – Report of the Carbon Reduction Targets Working Group	Recommendation 1: The council continue to work to understand and quantify its emissions, particularly supply chain emissions.	Sarah Gilbert, Head of Climate Change	Phase 2 Environment and Place Transformation	20/09/22	Y	<p>Complete</p> <p>As part of the council's commitment to continuously improve and expand its data reporting, during 2022/23 four additional data sources were added:</p> <ul style="list-style-type: none"> Volunteer mileage emissions included in staff mileage category. Corporate water supply and treatment emissions included in property category. Corporate waste disposal emissions included in property category. Supply chain emissions preliminary estimations and progress so far in improving the quality of this data through direct engagement with top emitter suppliers. <p>In 2022/23, we expanded our scope of greenhouse gas reporting to include supply chain emissions, the largest contributor to OCC's Scope 3 emissions and OCC's total emissions (Scope 1,2,3) (about 3,500 suppliers).</p>

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							<p>Based on preliminary estimations using 2020/21 expenditure data (expenditure-based carbon assessment) OCC's Scope 3 emissions were about 150,000 tCO2e accounting for 91% of OCC's total emissions (Scope 1, 2 and 3). These preliminary estimations have allowed us to identify hot spots of GHG emissions in OCC's supply chain.</p> <p>In 23/24, we have engaged with top ten emitter suppliers accounting for about 17-20% of OCC's purchased goods and services supply chain emissions.</p> <p>Emissions from three out of OCC's top ten emitter suppliers that account for 13,971 tonnes of CO2e (9% of OCC's purchased goods and services supply chain emissions) have now been included in 222/23 GHG report.</p> <p>We found during our engagements that suppliers have different capability levels in term of GHG accounting and in relation to their plans for GHG reductions to Net Zero. We are supporting those suppliers with less capabilities.</p> <p>Sustainable Supply Chain Officer role started in April 24, working jointly between Climate Action and Procurement Service. This role will be working with our supply chain to ensure our purchase of goods and services aligns with</p>
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KEY	No progress reported (R)	In progress (Y)	Complete (G)
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							<p>our net zero and wider environmental ambitions.</p> <p>In 2024/25, we will continue to engage and work with our suppliers beyond top 10 suppliers and expand supply chain emissions reporting on an ongoing basis (, along with collaborating with them on decarbonisation opportunities.</p>
15/06/22	11/22 – Report of the Carbon Reduction Targets Working Group	Recommendation 6: The carbon emissions of maintained schools and the council's supply chain be included in the dashboard once reliable data are available.	Sarah Gilbert, Head of Climate Change		20/09/22	Y	<p>Complete</p> <p><i>A dashboard prototype has been developed to monitor the energy usage (gas, electricity, oil) of maintained schools as well as fuel used by the grey fleet. Data on energy generated through installed PV generation at maintained schools will also be included on the dashboard. Carbon Analyst role that started recently will continue to develop is dashboard in Q1 and Q2.</i></p> <p><i>We are evaluating the potential to increase the use of automatic meter readers (AMR) at maintained school that would enable more accurate energy-use data to be included on the dashboard. We have contacted all schools demonstrating the cost savings and emphasising the benefits of AMR, however with limited responses for schools. We'll therefore be submitting a report to Schools Forum to get approval.</i></p> <p><i>As Recommendation 1, we will increase the range of supplier emissions included in our annual Greenhouse Gas report. It is unlikely to represent value for money to obtain the</i></p>

