

A G E N D A

Please address any general enquiries on this agenda to Graham Warrington, County Hall, Oxford OX1 1ND (Tel: Oxford 815321). Press enquiries should be directed to the Media Manager on Oxford 815266.

Members are reminded of the obligation to declare any interest relevant to business to be conducted at this meeting, and of the convention as to withdrawal from the meeting for the relevant item unless the interest is not one which debars the member from speaking thereon (see page G2 of the Council's Manual).

1. **Election to Chair** - (Labour Group)
2. **Apologies for Absence and Temporary Appointments**
3. **Minutes**
Minutes of the meeting held on 2 June 1997 (COMS3).
4. **Matters arising from the Minutes**
5. **Petitions and Public Address**

OPERATIONAL ITEMS

6. **CLOSURE OF PRODUCTION KITCHENS**
Report by Director of Commercial Services (COMS6).
The report details the implications for Commercial Services (County Catering) of the Education Committee's decision to reduce the number of production kitchens.
The Sub-Committee are RECOMMENDED to receive the report.
7. **TRAINING AND DEVELOPMENT**
Report by Director of Commercial Services (COMS7).
The report reviews the Training and Development activities of the Commercial Services Department during 1996/97.
The Sub Committee are RECOMMENDED to:
 - (a) **receive the report; and**
 - (b) **agree the cessation of the Employee Development Programme.**
8. **COMMISSION FOR RACIAL EQUALITY (CRE) STANDARD FOR LOCAL GOVERNMENT**
Report by Director of Commercial Services (COMS8).
On 23 April 1996 Strategy & Resources Committee asked Chief Officers to produce annual reports monitoring services against the CRE Standard and setting objectives for future action.
The standard covers six areas of local authority activity, four of which are relevant to Commercial Services: employment (recruitment and selection); employment (developing and retaining staff); service delivery and customer care and marketing and corporate image.
The Sub-Committee are RECOMMENDED to:
 - (a) **note the preliminary work undertaken to monitor services against the CRE Standard; and**
 - (b) **endorse the proposals for action set out in the report.**

9. **TACKLING POVERTY IN OXFORDSHIRE**

Report by Director of Commercial Services (COMS9).

In response to the Strategy & Resources Committee's requirement that Committees report annually on progress with this strategy the report considers the factors which impact on the lowest paid staff in Commercial Services.

The Sub-Committee are RECOMMENDED to receive the report.

EXEMPT ITEMS

The Sub-Committee will be invited to resolve to exclude the public for the consideration of the following exempt items (marked E) by passing a resolution in relation to each such item in the following terms:

"that the public be excluded during the consideration of the following items in the Agenda since it is likely that if they were present during those items there would be a disclosure of "exempt" information as described in Part I of Schedule 12A to the Local Government Act, 1972 and specified below each item in the Agenda".

THE REPORTS RELATING TO THE EXEMPT ITEMS HAVE NOT BEEN MADE PUBLIC AND SHOULD BE REGARDED AS STRICTLY PRIVATE TO MEMBERS AND OFFICERS ENTITLED TO RECEIVE THEM.

10.E **FINANCIAL POSITION 1997/98**

Report by the County Treasurer and Director of Commercial Services (COMS10E).

This report gives the financial performance of the various business units in Commercial Services for the period April to July 1997, together with the predicted outturn for 1997/98 based on their performance to date.

The Sub-Committee are RECOMMENDED to receive the report.

(Information Exempt in that it relates to the amount of any expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods or services.)

11.E **COMMERCIAL SERVICES OUTTURN AND DISBURSEMENTS 1996/97**

Report by the County Treasurer and Director of Commercial Services (COMS11E).

The report sets out the financial position for Commercial Services and gives recommendations on the disbursement of surpluses made during the 1996/97 trading year.

The Sub-Committee are RECOMMENDED to RECOMMEND Strategy & Resources Committee to agree the disbursement of surpluses as set out in paragraphs 11 and 12 of the report.

12.E **CATERING DSO – PROPOSED CHANGES TO STAFF TERMS AND CONDITIONS**

The report seeks approval to proposed changes to staff terms and conditions.

DCS

13.E **TENDER PERFORMANCE FOR THE HIGHWAYS DLO**

In response to the Sub-Committee's standing request for a progress report on tendering performances, this report gives the value and number of tenders submitted by the Highways DLO, during the period 1 April 1997 to 31 July 1997, together with similar details, where appropriate, for the same period in the preceding financial year.

DCS

14.E **PROFIT SHARING SCHEMES**

The report seeks approval to proposed changes to the existing profit share schemes and the incentive

scheme for roadworkers, grounds maintenance workers and mechanics.

DCS

15.E **EX-GRATIA PAYMENT**

The report seeks approval to make an ex-gratia payment to a former member of Commercial services' staff.

DCS/CT

16.E **DIRECTOR OF COMMERCIAL SERVICES - PERFORMANCE 1996 TO 1997**

To assess the performance of the Director for the year to June 1997, pursuant to the procedure and criteria adopted by the Sub-Committee on 21 December 1992 (minute 48/92 refers).

CE

JOHN HARWOOD
Chief Executive

August 1997

COMMERCIAL SERVICES SUB-COMMITTEE - 2 JUNE 1997

MINUTES of the meeting commencing at 10.00 am and finishing at 10.56 am

Present:

Voting Members:

Councillors Mrs Humphries, Brian Law, Julie Mayhew-Archer, Keith Mitchell, Sandra Mold and Harry Wyatt.

Officers:

Whole of meeting: Chief Executive and G. Warrington; Director of Commercial Services; S. Pamey (County Treasurer's Department).

The Sub-Committee considered the matters, reports and recommendations contained or referred to in the agenda for the meeting together with a supplementary report to COMS9E previously circulated by the Chief Executive. Copies of the agenda, reports and supplementary report are attached to the signed Minutes, and in relation thereto the Sub-Committee determined as follows:-

12/97 ELECTION TO CHAIR

RESOLVED: that Councillor Mitchell (Conservative) be elected to chair the meeting.

13/97 MINUTES

The Minutes of the meeting of the Sub-Committee held on 17 March 1997 were approved and signed.

14/97 MATTERS ARISING FROM THE MINUTES

Minute 9/97(c) - Tender Performance for Highway & Vehicle Maintenance

The Director reported that a Code of Practice concerning the 'Disclosure of Tender Information' had been drafted. It was intended to submit the document to the meeting of the County & District Joint Committee on 19 June 1997 and report back to the Sub-Committee in September.

15/97 TERMS OF REFERENCE

(Agenda Item 6)

RESOLVED: to note the Sub-Committee's terms of reference as set out on page C7 of Section C of the Council's standing Orders and Manual.

16/97 URGENCY SUB-COMMITTEE

(Agenda Item 7)

RESOLVED: that the Urgency Sub-Committee Minutes of 27 April 1997 be received.

17/97 EXEMPT ITEMS

RESOLVED: that the public be excluded during the consideration of items 8E, 9E, 10E, 11E and 12E in the Agenda since it was likely that if they were present during those items there would be a disclosure of "exempt" information as described in Part I of Schedule 12A to the Local Government Act, 1972 and specified below each item in the Agenda, i.e. information relating to:-

- (a) the amount of any expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods or services (Agenda Items 8E and 9E);
- (b) a particular employee, former employee or applicant to become an employee of, or a particular office-holder, former office-holder or applicant to become an office-holder under, the Authority

(Agenda Item 10E);

- (c) any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services (Agenda Items 11E and 12E).

PROCEEDINGS FOLLOWING THE WITHDRAWAL OF PRESS AND PUBLIC

18/97 FINANCIAL POSITION 1996/97*

(Agenda Item 8E)

The Sub-Committee considered a report (COMS8E) which gave the provisional outturn figures for the various business units for the year 1996/97.

RESOLVED: to receive the report COMS8E.

19/97 FINANCIAL POSITION 1997/98*

(Agenda Item 9E)

The Sub-Committee considered a report (COMS9E) which gave the financial performance of the various business units in Commercial Services for April 1997, together with the predicted Outturn for 1997/98 based on their performance to date.

A supplementary report by the Director of Commercial Services and County Treasurer had also been circulated. It considered the financial consequences of the Education Committee's proposals for the school meals service, either the provision of free meal only sandwich service or the continuation of the hot meals service from a reduced number of production sites. The supplementary report examined each option against two scenarios namely Commercial Services either losing or winning the contract.

The Sub-Committee noted an amendment to paragraph 15 that "£1.1m" in line 1 in the right hand column headed "Hot Meals Service Reduced Sites" should have read £250,000".

At the Sub-Committee's request the Director reiterated the proposed actions outlined to the Sub-Committee in December 1996 which had been proposed to prevent a recurrence of the losses sustained by the Catering DSO in 1995/96. That report had been augmented by a further report to the Urgency Sub-Committee in February 1996 which examined the trading position of the DSO at the end of January 1997 and the future of the contract in the light of a Section 13 notice served on the County Council by the Secretary of State. In view of the Secretary of State's intervention the Sub-Committee now needed to be satisfied concerning the continuing commercial financial viability of the Director's recovery plan for the Catering DSO.

RESOLVED:

- (a) to receive the report COMS9E;
- (b) to **RECOMMEND Strategy & Resources Committee that tenders for the school meals contract be invited on the basis of continuing a hot paid meals service but with a reduced number of production kitchens.**

20/97 MERGED MANAGEMENT STRUCTURE - CATERING AND CLEANING DSOs*

(Agenda Item 10E)

The Sub-Committee considered a report (COMS10E) which sought approval to the detail of a merged management structure which formed part of a programme of measures necessary to ensure that the Catering and Cleaning DSOs were able to meet their targets for 1997/98 and beyond.

RESOLVED: subject to any changes following consultation with staff and trade unions, to agree the management structure of the merged Catering and Cleaning Business units as shown in Annex 1 to COMS10E.

21/97 TENDER PERFORMANCE FOR HIGHWAYS*

(Agenda Item 11E)

In response to their standing request for a progress report on tendering performances, the Sub-Committee had before them a report (COMS11E) giving the value and number of tenders submitted by the DLO between 1 April 1996 and 31 March 1997.

The Sub-Committee noted an amendment to Table 2 that the figure "(19.1%" in the column headed "Total Value of Tender Submitted" should have appeared in the column "Value of Tenders Won %".

RESOLVED: to receive the report COMS11E.

22/97 COMMERCIAL SERVICES - OPTIONS FOR THE FUTURE*

(Agenda Item 12E)

The Sub-Committee considered a report (COMS12E) which examined the factors likely to affect the management and performance of Commercial Services' business over the next few years and presented possible alternative strategies for dealing with them.

The Sub-Committee noted that in line 4 of paragraph 9 "1997/98" should read "1996/97"

RESOLVED: (on a motion by Councillor Mitchell, seconded by Councillor Law and carried nem con):

- (a) to instruct the Director of Commercial Services to continue to maintain the current strategy for winning and managing work;
- (b) **to RECOMMEND Strategy and Resources Committee to request the Chief Executive to report, without commitment, on the benefits and disadvantages of a possible sale of Commercial Services to the private sector.**

.....in the Chair

Date of signing1997

* *The reports relating to the exempt items have not been made public and should be regarded as strictly private to those members and officers entitled to receive them.*

COMMISSION FOR RACIAL EQUALITY (CRE) STANDARD FOR LOCAL GOVERNMENT

Report by the Director of Commercial Services

Background

1. On 23 April 1996 Strategy & Resources Committee asked Chief Officers to produce annual reports monitoring services against the CRE Standard and setting objectives for future action.
2. The standard covers six areas of local authority activity, four of which are relevant to Commercial Services: employment (recruitment and selection); employment (developing and retaining staff); service delivery and customer care and marketing and corporate image.

Position Statement/Future Action

Employment Policies

3. The County Council has well developed corporate employment policies including those covering recruitment and selection and developing and retaining staff. The Commercial Services Department is keen to implement these corporate standards and supports and complies with them.

Action - Statistical data on employment collated centrally by the Personnel, Policy and Review Unit will be analysed to identify trends and issues for the service. Initial trends show that ethnic minorities are under represented in the Department's workforces. Efforts to influence this will be made by giving consideration to the placing and wording of advertisements.

Service Delivery and Customer Care

4. Menu choices for school meals are designed to provide for the needs of minority groups including the ethnic minorities.
5. Further consultation with community groups will ensure menu choices are appropriate.

Action - The General Manager Catering and Cleaning will consult with Headteachers, Governing Bodies and Community Groups to ensure that, within the limits of the specification and the Department's commercial objectives, menu choices meet the needs of minority groups.

Marketing and Corporate Issues

6. Consideration will be given to making information on school meals available in languages other than English.
7. The Department has access to the County Council's translation and interpretation service and the Ethnic Minority Business Service when necessary.

Action - Trial distribution of school meals information in languages other than English and extend if need is demonstrated.

Financial, Staff and Environmental Implications

8. There are none arising directly from this report.

Implications for People Living in Poverty

9. People from ethnic minorities are disproportionately represented among those living in poverty. Measures which ensure that ethnic minorities are fairly treated in employment and in the delivery of local authority services can, therefore, make a contribution to the reduction of poverty.

RECOMMENDATIONS

10. **The Sub-Committee are RECOMMENDED to:**

- (a) note the preliminary work undertaken to monitor services against the CRE Standard; and**
- (b) endorse the proposals for action set out in the report.**

STAN GYFORD
Director of Commercial Services

Background papers: Racial Equality Means Quality: A Standard for Racial Equality for Local Government in England and Wales, Commission for Racial Equality, 1995

Contact officer: Stan Gyford, Director of Commercial Services
Tel: Oxford 780501

July 1997

TACKLING POVERTY IN OXFORDSHIRE

Report by the Director of Commercial Services

Introduction

1. In response to the Strategy & Resources Committee's requirement that Committees report annually on progress with this strategy the report considers the factors which impact on the lowest paid staff in Commercial Services.
2. The lowest paid group of staff are cleaners and caterers who have low hourly rates of pay and predominantly work part time.

Factors which have affected, or which may affect, the income of the lowest paid group of staffMinimum Wage

3. If, as some commentators predict, the minimum wage is set at £4.00 / hour the effect for Commercial Services would be an increase of 1.5p / hour for 570 staff.

Single Status Agreement

4. The assimilation of former manual workers onto a single spine has resulted in the following increases in pay.

CATERING	Former £/hr	New £	% increase £	No of Staff
Grade 1	3.8054	3.9844	4.7	570
Grade 2	3.9616	4.1289	4.2	42
Grade 3	4.1164	4.2735	3.8	144
Grade 4	4.2787	4.4181	3.2	30
Grade 5	4.5926	4.7072	2.5	Nil

CLEANING

Grade 1	4.4094	4.2286	4.7	230
Grade 2	Not used			
Grade 3	4.7509	4.9081	3.8	192
Grade 4	4.9376	5.0771	3.2	1
Grade 5	5.1139	5.2447	2.9	18
Grade 6	5.2985	5.4133	2.5	Nil

GROUND & HIGHWAYS

Grade 1	Not used			Nil
Grade 2	5.3685	5.5356	4.2	3
Grade 3	5.5772	5.7344	3.8	44
Grade 4	5.7964	5.9359	3.2	28
Grade 5	6.0033	6.1341	2.9	17
Grade 6	6.2200	6.3346	2.5	7

Working Time Directive

5. The Directive's requirement that all staff receive paid holidays has resulted in an improvement to the terms and conditions of cleaners, employed on CCT contracts, who previously did not receive holiday pay. 492 cleaners now receive 3 weeks holiday pay.

Best Value

6. Until the practical impact of the Government's 'Best Value' proposals become clearer it is not possible to assess the impact on lower paid staff. However, it is possible that the abolition of CCT may relieve some of the downward pressures on wages.

County Council Budget Cuts

7. Experience in previous years has shown that customers reduce the costs of their support services to ease their budget problems by removing work from Commercial Services' contracts with them. This results in a reduced need for staff.

Overall Outlook

8. While the majority of factors are increasing the hourly rate of pay for the lowest paid members of the Department the outcome is likely to be a reduction in the number of staff employed and the hours they work. The reasons for this are:
 - (a) CCT contracts have annual price increase mechanisms based on national indices not actual increases in pay etc. To avoid making losses staff hours have to be reduced.
 - (b) Even if price rises were permissible under the contracts customers do not have the money to pay higher prices.

Environmental and Staff Implications

9. There are none arising from this report.

Financial Implications

10. The financial implications are not relevant to this report

Implications for People Living in Poverty

11. Are identified in the report.

RECOMMENDATIONS

12. **The Sub-Committee are RECOMMENDED to receive the report.**

STAN GYFORD
Director of Commercial Services

Background papers: Nil

Contact Officer: Stan Gyford, Director of Commercial Services
Tel: Oxford 780501

September 1997

CLOSURE OF PRODUCTION KITCHENS

Report by the Director of Commercial Services

Introduction

1. The report details the implications for Commercial Services (County Catering) of the Education Committee's decision to reduce the number of production kitchens.

Background

2. On 3 June 1997 the Education Committee resolved to let the new catering contract with the successful contractor being required to operate from a reduced number of production kitchens. The proposed production kitchens and associated serveries is shown at **Annex 1**. To achieve this the conversion of production kitchens to serveries needs to commence in January and to be completed by the start of the new contract on 1 August 1997.

Project Team

3. A project team, comprising representatives from Commercial Services, Education, Environmental services, County Purchasing Unit and W S Atkins has been formed to manage the successful delivery of the project.
4. The role of Commercial Services is to:
 - * Advise on the movement of existing heavy equipment (ovens, refrigerators etc.) and need for new.
 - * Purchase heavy equipment as agent for the Education Department.
 - * Identify need for and purchase light equipment including new insulated containers.
 - * Plan and implement reduced staff requirements.

Phasing

5. The conversion of 93 production kitchens and the associated work to new host production kitchens is to be undertaken in four phases as shown in **Annex 2**.

Education Management Sub-Committee

6. The Sub-Committee on 10 September 1997 is being asked to agree the list of schools in Annex 1 and the phasing in Annex 2.

Implications for Catering Staff

7. The closure of 93 production kitchens will result in an estimated 120 redundancies amongst kitchen staff.
8. Volunteers have been sought and 175 staff have expressed an interest. Financial estimates are being provided to these staff after which a list of volunteers will be produced.
9. The planned process to achieve the required redundancies and ensure appropriate staffing at production kitchens and serveries is as follows:
 - * Terminate temporary contracts. Some staff have been recruited on temporary contracts in anticipation of the need to reduce numbers.
 - * Re-deploy former production kitchen staff into host production kitchens and new serveries where suitable alternative employment is available. Suitability will be dependant on a number of factors including location of the new job, pay, type of work, etc.
 - * Offer voluntary redundancy to volunteers, with early retirement where appropriate and subject to

the approval of the Personnel Urgency Sub-Committee. Staff in kitchens which are unaffected by the proposals will be allowed to volunteer if the vacancy thus created can be filled by someone who would otherwise be made compulsorily redundant.

* If the required changes cannot be achieved using the above methods compulsory redundancies would be required. However at this stage it appears likely that this will not be necessary.

10. The Management Structure approved by the Sub-Committee on 2 June anticipated the reduction in production kitchens.

Environment Implications

11. The decision to close production kitchens will result in reduced energy consumption but additional transport to the newly created serveries.

Financial Implications

12. The cost of redundancies, insulated containers and heavy equipment will be met by the Education Department. The increased cost of transport will fall on Commercial services but can be met from within the existing contract price.

Staff Implications

13. Are identified in the report.

Implications for People Living in Poverty

14. There are none arising directly from this report.

RECOMMENDATIONS

- 15. The Sub-Committee are RECOMMENDED to receive the report.**

STAN GYFORD
Director of Commercial Services

Background papers: Nil

Contact officer: Stan Gyford, Director of Commercial Services Tel: Oxford 780501

August 1997

TRAINING AND DEVELOPMENT

Report by the Director of Commercial Services

Introduction

1. The report reviews the Training and Development activities of the Commercial Services Department during 1996/97

Employee Development

2. On 23 September 1996 the Sub-Committee agreed to the continuation of the Employee Development Programme and instructed the Director to report to this meeting.
3. During the year the scheme has been taken up by 177 staff, at a cost of approximately £11,000, as set out below:

Catering	129
Cleaning	31
Highways	5
Grounds	0
Others	12

4. There is evidence from research undertaken by the Heart of England TEC and others that there are long term benefits from Employee Development Programmes. However given the financial position of the Department's businesses and the overall position with the County Council's budget the Director has reluctantly concluded that the scheme should be ceased and resources concentrated on job related training.

Roadworker Development

5. The Re-organisation of the Highways DLO, which was reported to this Committee in November, created an atmosphere of uncertainty and suspicion. Despite being kept fully informed of the process negotiated with their trade union, many roadworkers believed the Development Scheme was a device for selecting for redundancy and were therefore not co-operative. For this reason the scheme was suspended and will be resurrected during 1997/98.

Job Related Training

6. The type of training and numbers of staff trained in job related training during 1996/97 is shown in **Annex 1**
7. It is anticipated that job related training will continue at approximately 1996/97 levels during 1997/98.

Financial Implications

8. The costs of training are included in the business plans and financial performance of the businesses.

Staff Implications

9. Are identified in the report.

Environmental Implications and Implications for People Living in Poverty

10. There are none arising directly from this report.

RECOMMENDATIONS

11. **The Sub Committee are RECOMMENDED to:**

- (a) **receive the report; and**
- (b) **agree the cessation of the Employee Development Programme.**

STAN GYFORD
Director of Commercial Services

Background papers: Nil

Contact officer: Stan Gyford, Director of Commercial Services Tel: (01865) 780501

September 1997

TRAINING AND DEVELOPMENT

Report by the Director of Commercial Services

ANNEX 1 Summary of Job Related Training 1996/97

	Description	Person Day
Business		
Highways DLO	Working in confined spaces New Road and Street Works Act Telescopic handlers Contract procedures Computer Road Sweeper Admin Pesticides	
Grounds maintenance	Internal quality audits Contract compliance Computer Pesticides	
Catering	Internal quality audits British Institute of Cleaning Science Å Stage 1 Food hygiene certificate Internal quality audits	
Cleaning	Health and safety awareness British Institute of Cleaning Science Å Stage 1 British Institute of Cleaning Science Å Assessor Food hygiene certificate Scaffolding use and safety Ladders and steps use and safety Electrical testing and machinery repairs Internal quality audits	

CLOSURE OF PRODUCTION KITCHENS

Report by the Director of Commercial Services

Annex 1 PROPOSED MEAL PRODUCTION UNITS AND DINING CENTRES*(There may be typographical/numerical errors in this section because we had no access to the original datafile)***PROPOSED MEAL PRODUCTION UNITS AND DINING CENTRES**

- Note: 1. Bold type indicates former production kitchen
2. * Indicates on original list submitted to Education Committee

Locn Code	Meal Production Unit	Locn Code	Dining Centres
0036	Dunmore	0035 0408 0340 0122	Dunmore Infs Wootton* Dry Sandford* Clifton Hampden
0039	St Nicolas, Abingdon *		
0042	Caldecott	0042 0034	Caldecott Infants Carswell *
0049	Thameside	0602 0129	Kingfisher (Tesdaile) * Culham
0055	Grimsbury St Leonards	0066	St Marys
0058	Harriers Ground *	0126 0084	Cropedy Bloxham *
0059	Hill View	0086	Hardwick
0061	Neithrop Junlor	0060 0064	Neithrop Infants St Josephs *
0062	Queensway	0277 0056	Bishop Carpenter, North Newington Dashwood
0067	The Grange, Banbury *	0063 0085	St John's * Bishop Loveday *
0072	Benson CE Junlors	0069 0071 0157	RAF Benson * Benson Infants Ewelme
0073	Berinsfield	0393 0353 0143	St Laurence, Warborough Stadhampton St Birinus, Dorchester
0091	William Morris *	0605 0410	Frank Wise Wroxton
0092	Glory Farm *	0171 0606	Fringford Finnere Bardwell
0093	Southwold	0076	Kings Meadow *

		0172	Fritwell *
0094	Langford Village, Bicester 0240		Launton
		0041	Ambrosden
0096	Carterton CP	0400 0121	Alvescot Clanfield
0097	Edith Moorhouse, Carterton	0099 0239	St Joseph's RCP St Christopher's Langford *
0098	The Gateway, Carteton *	0088 0054	Brize Norton Bampton
0105	Charlbury	0169 0362	Finstock Stonesfield
0112	St Andrews, Chinnor	0114 0048 0243	Mill Lane * Aston Rowant Lewknor
0118	St Mary's, Chipping Norton	0116 0103 0156	Holy Trinity Chadlington Enstone *
0135	All Saints, Didcot	0007	Lydalls Nursery * South Moreton *
0142	Stephen Freeman *		
0144	Drayton	0264 0365	Milton Sutton Courtenay
0152	Christopher Rawlins, Adderbury *	0136	Deddington
0155	St Amands *	0359 0154	St Michael's, Steventon * The Hendreds
0158	Eynsham CP	0356 0345	Stanton Harcourt Standlake
0166	Faringdon Junlor	0342 0355 0165	Shellingford Stanford In the Vale * Faringdon Infants*
0180	Garsington	0244 0185 0260	Little Mllton Great Milton Marsh Baldon
0181	Goring	0352 0399	South Stoke Whitchurch *
0191	Hagboume *	0083	Blewbury *
0192	Millbrook, Grove	0187	Grove *
		0623 0196	Fitzwaryn * East Hanney
0198	Harwell	0111 0003	Chilton Harwell Nursery
0203	Trinity, Henley	0200 0202	Badgemore * Sacred Heart *

0206	Hook Norton		0333 0186 0347	Great Rollright Great Tew Sibford Gower *
0223	St Swithuns, Kennington		0331 0364	Radley Sunningwell
0227	North Kidlington *		0294 0322	Cuttesslowe Wolvercote CF
0229	West Kidlington		0228	St Thomas More *
0232	John Blandy, Southmoor		0250 0089	Longworth * Buckland
0233	Kidlington		0109 0082	Chesterton Bletchingdon
0266	St Kenelm's, Minster Lovell		0241	Leafield
0285	Barton Village (See Note 1)	0616		Ormerod *
0293	Windale		0341	Sandhills *
0295	Larkrise			
0308	Rose Hill CF		0290	St James, Church Cowley
0312	St Barnabas			
0313	St Ebbe's CEF		0302 0014	New Hinksey * Grandpont Nursery *
0315	St Josephs RCF *	0304	0015	New Marston * Headington Nursery
0316	SS Mary & John *	013		Bartlemas Nursery
0318	SS Philip & James	0310		St Aloysius *
0323	Wood Farm CF		0018 0301	Slade Nursery Headington Quarry *
0346	Shrivenham *		0046	Ashbury with Compton Beauchamp
0349	Sonning Common	0273	0330 0230	Nettlebed * Peppard Kidmore End *
0358	Dr Radliffe, Steeple Aston	0262		Middle Barton *
0375	John Hampden		0377	St Josephs RCP *
0386	St John's Wallingford		0119 0127	Cholsey * Crowmarsh *
0387	Fir Tree *		0087 0388	Brightwell-cum-Sotwell * St. Nicholas
0389	Wantage Junior		0110 0392 0391	Childrey Charlton Wantage CP *

0390	Wantage Infants		
0395	Watchfield	0247 0383	Longcot & Femham * Uffington
0398	Wheatley CP	0624 0208	John Watson Horspath
0401	Witney CP	0123 0195	The Blake, Cogges Hailey
0403	Queens Dyke, Witney	0145 0047	Ducklington * Aston & Cote
0405	Tower Hill, Witney	0625 0402	Springfield Our Lady of Lourdes *
0407	Woodstock CP *	0409 0215 0372	Wootton Combe Tackley *
0411	Wychwood	0090 0231	Burford CP * Kingham *
412	Botley CP	0321 0274 0005	West Oxford * North Hinksey * Elms Road Nursery
0413	William Fletcher, Yamton	0081 0100	Bladon St Peters, Cassington
0417	West Witney		
0426	Larkmead		
0427	Fitzharrys	0033 0037 0257	Long Furlong * Rush Common * Marcham *
0428	John Mason		
0434	Banbury School		
0439	Blessed George Napier		
0440	Drayton School, Banbury		
0443	Bicester C C	0075 0078 0079	Brookside * St Edburges St Marys *
0445	The Warriner		
0446	Burford School		
0447	The Cooper	0077	Longfields *
0452	Carterton College		
0454	Chipping Norton School		
0455	Matthew Arnold	0103 0043	Cumnor * Appleton
0461	St. Birinus	0139 0141	Greenmere Northbourne *
0462	Didcot Girls	0138 0249	The Manor * Long Wittenham *

469	Bartholomew School	0170	Freeland *
0477	Faringdon School		
0484	Gillotts	0204 0344	Valley Road Shiplake *
0491	Gosford Hill	0226 0216 0106	Edward Feild * Islip * Charlton on Otmoor *
0498	Peers		
0499	Frideswide Middle	0615	Northem House
0500	Lawn Upton	0314 0614 0246	St John Fisher * Mabel Pritchard * Speedwell *
0504	Donnington Middle	0298 0511 0670	East Oxford Isis Middle Northfield Special
0505	Marston Middle	0284	St Nicholas CF
0506	Bayswater middle sc	0300 0068	Windmill * Beckley
0507	Oxford Boys	0305 0291	Our Lady's * St Francis *
0509	Cheney	0311	St Andrews *
0512	Headington M		
0513	Milham Ford	0317	St Michaels
0516	St Augustines	0613	Iffley Mead *
0518	Temple Cowley	0292	St Christophers
0519	Cherwell		
0523	Wesley Green	0288 0296	Orchard Meadow Pegasus *
0525	Chiltem Edge		
0531U	Lord Williams Upper	0376 373	Barley Hill * Tetsworth
0531E	Lord Williams Lower East		
0531W	Lord Williams Lower West		
538	Wallingford Lower	0539	Wallingford Upper *
0540	King Alfreds West	0153 0416	East Challow * Stockham *
0541	King Alfreds East		
0542	King Alfreds Centre		
0543	Icknield	0104	Chalgrove *

		0396	Watlington CP *
0544	Wheatley Park		
0547	Henry Box, Witney	0404 0400	St Mary's CE Infs The Batt
0549	Wood Green, Witney	0248 0275	Long Hanborough North Leigh *
0550	Langtree	0406 0361	Woodcote Stoke Row
0551	Marlborough		
0553	Cricket Road	0502	Cardinal Newman
0601	Kingfisher (Bennett House)	0051 0038	Thomas Reade St Edmund RCP

Note 1 From Easter 1998 until the completion of rebuilding Barton will be served from Bayswater Middle and Omerod and Sandhills from Wheatley Park

Conversion of Kitchens to Dining Centres

Reasons for Changes to Desk Top Study List

Schools added to the list

School	No.	Reason
Greenmere	0139	Poor access, kitchen requires updating
Uffington	0383	Too small to provide for other schools
Sutton Courtney	0365	Too small to provide for other schools
Wantage CP	0391	Already a Dining Centre
St Nicholas CF	0284	Premises require a lot of upgrading and replacement equipment
Ambrosden	0041	Old premises, location means high transport costs to other schools
Beckley	0068	Access difficult and dangerous
Stadhampton	0353	Already a Dining Centre
Deddington	0136	Too small to provide for other schools
Neithrop Infants	0060	Small kitchen, large kitchen on the same campus
Hardwick	0086	Substantial upgrading required
Long Hanborough	0248	Substantial upgrading required
Brize Norton	0088	Poor access, too small to provide for other schools
Cuttesslowe	0294	Substantial upgrading required

Schools deleted from the list

School	No.	Reason
Fir Tree	0387	Inadequate capacity in the area
SS Mary and John	0316	Nonstandard specification
Stephen Freeman	0142	Capacity needed for new 'Ladygrove' school
Hagboume	0191	Replaces Greenmere
St Amands	0155	Upgraded kitchen
St Nicholas Abingdon	0039	Insufficient capacity in other kitchens
Woodstock CP	0407	Recently upgraded, inadequate capacity in the area
North Kidlington	02Z7	Recently upgraded, inadequate capacity in the area
Glory Farm	0092	New equipment, inadequate capacity in the area
St Joseph's RCP	0315	New equipment, good access
Christopher Rawlins	0152	Kitchen in good condition, can produce more meals

The Grange Banbury	0067	Kitchen in good condition, can produce more meals
William Morris	0091	Most suitable location to serve special school
Harriers Ground	0058	Recently completely upgraded
The Gateway Carterton	0098	Larger kitchen and better access than Brize Norton
Shrivenham	0346	Inadequate capacity in the area

June 1997

CLOSURE OF PRODUCTION KITCHENS
Annex 2 Phasing of Kitchen ClosuresReport by the Director of Commercial Services*(There may be typographical/numerical errors in this section because we had no access to the original datafile)***PHASING OF KITCHEN CLOSURES**

Phase	Start Date	Locn. Cod	Dining Centre
Phase 1	5.1.98	0060	Banbury, Neithrop Junior
		0063	Banbury, St. John's RC
		0064	Banbury, St. Joseph's RC
		0085	Bodicote, Bishop Loveday
		0104	Chalgrove CP
		0119	Cholsey CP
		0127	Crowmarsh CE
		0139	Didcot, Greenmere
		0141	Didcot, Northbourne
		0248	Long Hanborough, Manor CP
		0275	North Leigh CE
		0291	Oxford, St. Francis First
		0296	Oxford, Pegasus First
		0304	Oxford, New Marston Firstt
		0305	Oxford, Our Lady's RC
		0396	Watlington CE
		0609	Abingdon, Kingfisher (Tesda)

Phase	Start Date	Locn. Code	Dining Centre
Phase 2	23.2.98	0014	Oxford, Grandpont Nursery
		0033	Abingdon, Long Furlong
		0034	Abingdon, Carswell
		0037	Abingdon, Rush Common
		0068	Beckley
		0075	Bicester, Brookside
		0076	Bicester, Kings Meadow
		0079	Bicester, St. Mary's RC
		0086	Banbury, Hardwick
		0090	Burford CP
		0106	Chartlon on Otmoor
		0130	Cumnor CE
		0136	Deddington CE
		0138	Didcot, The Manor
		0145	Ducklington CE
		0165	Faringdon Infants
		0172	Fritwell CE
		0200	Henley, Badgemore
		0202	Henley, Sacred Heart
		0216	Islip, Dr. South's CE
		0226	Kidlington, Edward Feild
		0231	Kingham C
		0249	Long Wittenham
		0257	Marcham CE
		0284	Old Marston, St. Nicholas F
		0302	Oxford, New Hinksey First
		0355	Stanford In the Vale
		0376	Thame, Barley Hill
		0402	Witney, Our Lady of Lourdes
0613	Iffley Mead		

Phase	Start Date	Locn. Code	Dining Centre
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Phase 3	20.4.98	0007	Didcot, Lydalls Nursery
		0041	Ambrosden, Five Acres
		0069	Benson RAC
		0077	Bicester, Longfields
		0083	Blewbury CE
		0084	Bloxham CE
		0088	Brize Norton CP
		0153	East Challow CE
		0170	Freeland CE
		0187	Grove CE
		0228	Kidlington, St. Thomas More RC
		0230	Kidmore End CE
		0273	Nettlebed CP
		0294	Oxford, Cutteslowe First
		0310	Oxford, Headington Quarry First
		0319	Oxford, St. Aloysius First
		0340	Dry Sandford CP
		0351	South Moreton CP
		0365	Sutton Courtenay CE
		0372	Tackiey CE
		0377	Thame, St. Joseph's RC
		0391	Wantage CP
		0408	Wootton CE
		0416	Wantage, Stockham
		0537	Wallingford Upper
		0623	Wantage, Fitwaryn

Phase	Start Date	Locn. Code	Dining Centre
Phase 4	1.9.98	0087	Britghtwell cum Sotwell
		0114	Chinnor, Mill Lane
		0156	Enstone
		0239	Langford, St. Christopher's CE
		0246	Oxford, Speedwell First
		0247	Longcot and Femham
		0250	Longworth
		0262	Middle Barton
		0274	Nonh Hinksey CE
		0311	Oxford, St. Andrew's First
		0314	Oxford, St. John Fisher First
		0321	Oxford, West Oxford First
		0341	Sandhills
		0344	Shiplake CE
		0347	Sibford Gower
		0359	Steventon CE
		0383	Uffington CE
		0399	Whitchurch CE
		0614	Littlemore, Mabel Prichard
		W16	Oxford, Ormerod