



Notice of a Meeting

Performance & Corporate Services Overview & Scrutiny Committee

Friday, 8 December 2023 at 10.00 am

Room 2&3 - County Hall, New Road, Oxford OX1 1ND

These proceedings are open to the public

If you wish to view proceedings online, please click on this [Live Stream Link](#).

However, that will not allow you to participate in the meeting.

Membership

Chair - Councillor Eddie Reeves

Deputy Chair - Councillor Brad Baines

Councillors: Liz Brighthouse OBE
Donna Ford
Bob Johnston

Kieron Mallon
Ian Middleton
Calum Miller

Glynis Phillips

Notes: *Date of next meeting: 12 January 2024*

For more information about this Committee please contact:

Committee Officer

-

Scrutiny Team

E-Mail: scrutiny@oxfordshire.gov.uk

Martin Reeves
Chief Executive

November 2023

What does this Committee review or scrutinise?

All corporate services and budget scrutiny, including customer services, property, assets, procurement, finance, corporate policy matters such as consultation and public engagement; takes a lead role in scrutiny of the budget and corporate plan.

How can I have my say?

We welcome the views of the community on any issues in relation to the responsibilities of this Committee. Members of the public may ask to speak on any item on the agenda or may suggest matters which they would like the Committee to look at. **Requests to speak must be submitted to the Committee Officer below no later than 9 am 4 working days before the date of the meeting.**

About the County Council

The Oxfordshire County Council is made up of 63 councillors who are democratically elected every four years. The Council provides a range of services to Oxfordshire's 678,000 residents.

These include:

schools	social & health care	libraries and museums
the fire service	roads	trading standards
land use	transport planning	waste management

Each year the Council manages £0.9 billion of public money in providing these services. Most decisions are taken by a Cabinet of 9 Councillors, which makes decisions about service priorities and spending. Some decisions will now be delegated to individual members of the Cabinet.

About Scrutiny

Scrutiny is about:

- Providing a challenge to the Cabinet
- Examining how well the Cabinet and the Authority are performing
- Influencing the Cabinet on decisions that affect local people
- Helping the Cabinet to develop Council policies
- Representing the community in Council decision making
- Promoting joined up working across the authority's work and with partners

Scrutiny is NOT about:

- Making day to day service decisions
- Investigating individual complaints.

What does this Committee do?

The Committee meets up to 4 times a year or more. It develops a work programme, which lists the issues it plans to investigate. These investigations can include whole committee investigations undertaken during the meeting, or reviews by a panel of members doing research and talking to lots of people outside of the meeting. Once an investigation is completed the Committee provides its advice to the Cabinet, the full Council or other scrutiny committees. Meetings are open to the public and all reports are available to the public unless exempt or confidential, when the items would be considered in closed session.

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named on the front page, giving as much notice as possible before the meeting

A hearing loop is available at County Hall.

AGENDA

1. **Apologies for Absence and Temporary Appointments**

To receive any apologies for absence and temporary appointments.

2. **Declaration of Interests - see guidance note on the back page**

3. **Minutes (Pages 1 - 20)**

The Committee is asked to **AGREE** the minutes of the meeting of 29 September 2023 and the extraordinary meeting of 10 November 2023 as an accurate record having raised any necessary amendments and questions arising.

4. **Petitions and Public Address**

Members of the public who wish to speak at this meeting can attend the meeting in person or 'virtually' through an online connection.

To facilitate 'hybrid' meetings we are asking that requests to speak or present a petition are submitted by no later than 9am four working days before the meeting i.e., 9am on 04 December 2023. Requests to speak should be sent to Tom Hudson, Scrutiny Manager at scrutiny@oxfordshire.gov.uk.

If you are speaking 'virtually', you may submit a written statement of your presentation to ensure that your views are taken into account. A written copy of your statement can be provided no later than 9am 2 working days before the meeting. Written submissions should be no longer than 1 A4 sheet.

5. **Budget Proposals 2024/25 to 2026/27 (Pages 21 - 136)**

The Committee is asked to consider the Budget Proposals 2024/25 to 2026/27 paper and to **AGREE** any recommendations it wishes to make to Cabinet arising therefrom.

6. **Committee Action and Recommendation Tracker (Pages 137 - 146)**

The Committee is asked to **NOTE** the progress against previous actions and recommendations, having raised any questions.

7. **Cabinet Responses to Recommendations (Pages 147 - 160)**

Attached are the formal responses to Performance Overview and Scrutiny Committee from Cabinet regarding the following reports:

Workforce Data
Workforce Strategy
Consultation and Engagement Strategy
EDI Action Plan
LGA Peer Review

The Committee is asked to **NOTE** the responses.

8. **Committee Forward Work Plan (Pages 161 - 220)**

The Committee is asked, having considered the Cabinet Forward Plan and any suggested amendments from members to **AGREE** its proposed work programme.

Councillors declaring interests

General duty

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed 'Declarations of Interest' or as soon as it becomes apparent to you.

What is a disclosable pecuniary interest?

Disclosable pecuniary interests relate to your employment; sponsorship (i.e. payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest. If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

Members' Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member 'must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself' and that 'you must not place yourself in situations where your honesty and integrity may be questioned'.

Members Code – Other registrable interests

Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your other registerable interests then you must declare an interest. You must not participate in discussion or voting on the item and you must withdraw from the meeting whilst the matter is discussed.

Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person's quality of life, either positively or negatively, is likely to affect their wellbeing.

Other registrable interests include:

- a) Any unpaid directorships
- b) Any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority.

- c) Any body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

Members Code – Non-registrable interests

Where a matter arises at a meeting which directly relates to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests), or the financial interest or wellbeing of a relative or close associate, you must declare the interest.

Where a matter arises at a meeting which affects your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under other registrable interests, then you must declare the interest.

In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied:

Where a matter affects the financial interest or well-being:

- a) to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- a) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

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Agenda Item 3

PERFORMANCE & CORPORATE SERVICES OVERVIEW & SCRUTINY COMMITTEE

MINUTES of the meeting held on Friday, 29 September 2023 commencing at 10.00 am and finishing at 12.35 pm

Present:

Voting Members: Councillor Eddie Reeves – in the Chair

Councillor Brad Baines
Councillor Donna Ford
Councillor Damian Haywood
Councillor Charlie Hicks
Councillor Juliette Ash

Other Members in Attendance: Councillor Calum Miller, Cabinet Member for Finance

Officers: Tom Hudson, Scrutiny Manager
Lorna Baxter, Director of Finance
Cherie Cuthbertson, Director of Workforce and Organisational Development
Karen Hopwood, Head of Organisational Development
Melissa Sage, Head of Procurement and Contract Management
Michael Smedley, Head of Assets, Estates and Investment

33/23 APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS (Agenda No. 1)

Apologies were received from the following:

- Cllr Mallon (Cllr Ash substituting)
- Cllr Johnston
- Cllr Fawcett
- Cllr Middleton

34/23 DECLARATION OF INTERESTS - SEE GUIDANCE NOTE ON THE BACK PAGE (Agenda No. 2)

None

35/23 PETITIONS AND PUBLIC ADDRESS (Agenda No. 3)

None

36/23 MINUTES

(Agenda No. 4)

The minutes of the meeting held on 21 July 2023 were **AGREED** as an accurate record.

37/23 COMMITTEE FORWARD WORK PLAN

(Agenda No. 5)

The Committee considered its scheduled Work Plan and members were advised to make the following amendments to it:

- 1) To consider the BMMR item scheduled for the current meeting at a to-be-scheduled meeting around November
- 2) To request an introduction to the Budget context at that November meeting

Subject to these amendments, the proposed work programme was **AGREED**.

An update was requested regarding the Democratic Processes Working Group. It was explained that the current uncertainty over executive members was holding it up, but that it would then be in a position to resume.

38/23 BUSINESS MANAGEMENT AND MONITORING REPORT

(Agenda No. 6)

It was **AGREED** to defer consideration of this item to the to-be-organised meeting of the Committee in November.

39/23 EMPLOYEE ENGAGEMENT

(Agenda No. 7)

Calum Miller, Cabinet Member for Finance, Lorna Baxter, Director of Finance, Cherie Cuthbertson, Director of Workforce and Organisational Development, and Karen Hopwood, Head of Organisational Development were invited to make a presentation to the Committee on the recent Employee Engagement Survey.

Cllr Miller introduced the survey, which had been undertaken in February 2023 and promoted to all staff members. The survey met with a response rate of 55%, which was believed to be the highest in the organisation's history. Its purpose was to develop a baseline of data on workforce attitudes to enable the tracking of future change, and to understand current issues, particularly in light of the Council's development of the Delivering the Future Together programme. The results highlighted areas of strong performance and areas for development. In response to the results, a corporate action plan was being developed, but data and feedback was also being looked at from a directorate level to determine whether specific interventions and actions needed to be implemented within parts of the Council.

Karen Hopwood, Head of Organisational Development, was introduced as the officer with greatest familiarity with the data and invited to present the key findings. At 55%,

the response rate was over double internal staff surveys, which typically met with responses of 20-25%. This increase was achieved through significant promotion and communication, including writing to staff individually, but also through the employment of competition within directorates. Following questioning, it was confirmed that the Council had not tracked responses based on whether they were made by a full-time or part-time staff member but it was confirmed that the intention was to do so in future surveys. In light of the fact that comparator questions from the previous employee engagement survey had shown an increase in negative responses, a challenge was put as to whether the level of dissatisfaction was a driver in the high rate of responses. In reply, it was explained that the previous survey had been undertaken in the very specific circumstances of Covid, and that it was a significant task to unpick how staff needs were being better met within the lockdown environment than in a more business as usual setting, but one which was being looked at.

Having used an external provider to deliver the survey and analyse the results provided the Council the ability to benchmark itself against other employers. The Council scored within the 'good' category overall, but there were areas on which it could improve. All questions asked could be traced to 8 overriding areas, such as 'my team' or 'leadership'. The Council scored net-positively in all areas.

Respondee were also given the opportunity to provide free-text responses to a number of questions, with over 1000 comments registered. Some of the key findings from these were that staff felt very supported by their managers, and that there was a lot of opportunity for development within the Council overall, albeit that they did not always see those opportunities personally. One particular barrier to development was the lack of time available to take up development opportunities. Areas for improvement identified included the visibility of leadership and clarity of messaging. This had been identified as a priority area for action. The other major theme in terms of improvement concerned wellbeing, particularly in relation to hybrid working and the development of strong working relationships with colleagues in a hybrid environment.

Having established a baseline data set, the plan was to run a streamlined follow-up survey in February 2024 and a further full survey in 2025. These surveys would be augmented by very short, one-question 'pulse' surveys on the intranet to take the temperature of staff on a particular issue at a particular point in time. Work would also be undertaken to analyse the responses of those with protected characteristics to see if any specific issues were identified, though from an initial scan no major outliers were present. The results of the entire survey were also to be housed within the Data and Insight team, to enable the learning to be used in conjunction with other sources of data to inform future work.

An area of challenge concerned the validity of results owing to the confusing nature of some questions. For instance, it was queried whether staff would know how to respond to the statement 'members of my team do not much care for one another' in order to give effect to their views. This issue was recognised, but it was counterbalanced by the fact that including positively and negatively framed questions meant respondents concentrated more, and was thus actually good practice.

Some degree of challenge was put forward by members over whether the actions recorded to address issues arising from the survey over leadership were correctly targeted, with concern that the emphasis was on communicating policies rather than the content of the policies themselves. In the absence of sufficient clarity over objectives and values staff could feel unmoored or directionless. A question was raised whether this issue was primarily operational, or whether it included a political aspect. In response, this challenge was recognised as genuine, and one which senior officers had been working on directly with staff, for example through multiple listening sessions, but also through the DTFT champions, who themselves were now meeting with staff in their areas more regularly and sharing information in both directions. It was senior leadership's intention to bring this learning together with learning from other sources, such as the Wellbeing Survey, to identify the root causes of the challenges and address them. Listening sessions held had not fed back concerns over political leadership. The locus of dissatisfaction with leadership was explored by the committee, and it was confirmed that the highest rate of dissatisfaction was to be found amongst junior and mid-level managers rather than senior managers or non-managers. Further discussion was held over whether consideration had been given over issues of leadership over what senior leadership were doing or not doing, or not doing to the expected standard. To address this issue, a 360 feedback framework had been established for senior leaders to identify, confidentially, precisely those issues.

It was observed that feedback presented an image of a hierarchical organisation in which mid-level managers faced significant stresses but insufficient agency to address the challenges they faced. In reply, it was confirmed that the Chief Executive had identified the need to dilute the Council's hierarchical structure significantly as a priority and steps were being taken to develop much more of a matrix-management environment. The aim was to move to a place where 80% of work was undertaken within a matrix-management style; presently it was estimated to be around 20%. Members asked how this would be monitored and the need to identify measures was acknowledged.

Strong concern from the Committee was raised over the high number of staff reporting that their health was suffering because of work. Learning from the listening sessions undertaken indicated that the primary driver of this was increasing demand on staff without communication of what issues could be dropped to accommodate the additional work. Communication over priorities and developing agency to address these priorities were the main foci of response. However, no overarching approach was being taken to ensure workloads were reduced as well as added to across the organisation. In addition, hybrid working meant more staff working flexible hours, which caused certain staff to feel a pressure to respond to e mails arriving during non-working hours. There was a challenge of adapting ways of working in a hybrid environment to prevent such implicit pressure.

The Committee explored how staff could challenge practices which were unhelpful outside of the linear management structure in the event that their difficulties lay within that structure. In response, it was explained that the 12.3.2 mechanism was built around supporting staff wellbeing, so concerns could be raised with immediate line managers. However, DTFT Champions were also available to provide a non-linear route to raise concerns and issues.

The Committee challenged the intended follow-up of running a significant though reduced survey in a year's time and doing a full survey the year after, highlighting the value of the NHS' annual staff survey which allowed direct comparisons over time.

The Committee **AGREED** to make the following recommendation and observations to Cabinet:

Recommendations:

- That the Head of Paid Service and other relevant officers undertake the following:
 - a) That the staff engagement survey is repeated, in full, on an annual basis
 - b) That future staff engagement surveys are able to differentiate between responses from full and part time staff
 - c) That solutions are developed to address the twin needs of moving to a hybrid working model whilst also ensuring that relationships are developed between more junior and senior staff
 - d) That stronger steps are taken to clarify expectations of staff members around working outside standard office hours
 - e) That further work is taken to understand and unlock the skills which the staff members believe are not being utilised
 - f) That the Council develops measures to understand whether it is achieving its intention to become less hierarchical and more of a matrix-working environment
 - g) That means are developed to allow work which does not deliver value to be dropped, rather than consistently adding to expectations on staff
 - h) That questions be added to future surveys over whether staff consider their work to be of value, and whether they feel it is valued.
 - i) That work is undertaken to convey the inherent value of staff's work, and the value the organisation places on it.
 - j) That fuller comparative data is requested from Best Companies of the Council's performance against other local authorities and report against this data accordingly in future
 - k) That mechanisms are developed to support and develop psychological safety, whereby junior staff feel enabled to challenge senior staff respectfully or pose alternative courses of action in safety without fear of repercussions and that an additional question is added to the survey relating to this
- That the Cabinet monitors the actions and progress against these measures.
- That the Cabinet provides to the Committee a statement as to the actions they are taking from the political sphere to align the Council's objectives, values and priorities with the Cabinet's strategic agenda.

40/23 SOCIAL VALUE ANNUAL REPORT

(Agenda No. 8)

Cllr Calum Miller, Cabinet Member for Finance, Lorna Baxter, Director of Finance, and Melissa Sage, Head of Procurement and Contract Management were invited to present a report on Social Value and the Council's Social Value Annual Report 2022/23.

Cllr Miller began the presentation noting that whilst the results showed successes though its social value policy, the first year of reported results meant that the Council was still leaning towards its pilot stages and refinements would be welcomed. Weightings for social value considerations within tenders were a balance between social value and commercial value, but the Council's weightings had been deemed by The Social Value Portal as sitting in the sweetspot where social value was maximised without increasing prices.

Given the ongoing reporting, Melissa Sage was able to provide an updated figure on the value of social value delivered - £900,745. This was an increase from the reported £534k. Seeing promised value begin to be delivered at scale was very welcome. Notwithstanding this, members queried that this figure represented approximately a quarter of the promised delivery and sought assurances that the promised delivery would be fully realised. In response, it was explained that social value only began to be recorded once a contract reached a £100k spend-threshold, meaning that there was a built-in delay between promises and delivery whilst that threshold was reached. Responsibility for tracking the delivery of promised social value was the responsibility of the Council's partner, the Social Value Portal. Commitments made were a contractual obligation, and failure to deliver the promised value would leave the Council with the standard remedies for breaches of contract.

The evidence base behind the idea that a higher rate of weighting for social value would increase costs or put off suppliers was challenged. In reply, it was explained that the Council had followed the advice and experience of the Social Value Portal, a leading organisation nationally on this topic. There was not always a clear correlation between higher social value weightings and more delivery of social value; doing so could favour bigger, national companies versus local SMEs. No case studies had been undertaken by the Social Value Portal, but their advice was based on their assessment of what they had seen put forward at tender stage, evaluation and delivery.

Barring certain exceptions, such as using a framework which does not include social value, contracts above £100k were now subject to a social value weighting. Additional support was provided pre-tender to SMEs, as well as a separate, simpler sub-£100k tendering process. The Council did, however, have to remain within the law, including those with prohibited breaking up contracts to favour SMEs. It was possible to include social value weightings in lower-value contracts, but it would not necessarily be wise as the cost of monitoring could become significant relative to the value of the contract itself and it would require an expansion of engagement by many non-procurement officers with the Social Value Portal. Members reiterated their wish to see the Council doing all it could to simplify the tendering process for smaller organisations.

The Committee queried the tightness of definitions within the social value process and explored whether the terminology allowed potential providers to determine their meaning. In response, the vagueness of much of the terminology in use was recognised. However, the Council had had the opportunity to select which of the government-set Themes, Outcomes and Measures (TOMs) best correlated with its understandings and intentions around social value. The Council's current approach was to use a broad selection of TOMs, so as to allow providers a range of opportunities to provide different sources of social value.

The Committee contested whether it was right for the Council to delegate the interpretation of TOMs to a limited company, as well as investigating whether it could develop its own TOMs. For example, it was suggested that co-operative structures were inherently more socially beneficial than other ownership structures, and that the Council should be weighing this as part of its tender guidelines and evaluations. In response, central government did not deem co-operative ownership to be a social value. This meant the Social Value Portal had not accorded it a TOM. To include any bespoke TOM at the assessment stage of tendering, as required, it would be necessary to determine its financial equivalent benefit and have that adopted by the Social Value Portal. One suggestion put forward by the Committee was to take on board definitions used in Wales, giving effect to the Future Generations Act.

Joint procurement was put forward by the Committee as a means of enabling greater involvement of smaller organisations within large tenders. It was accepted that the Council, bar a small number of social care procurements, was not involved in joint procurement. However, frameworks developed were designed to allow other organisations to use them should they wish. Overall, however, joint tendering did tend to have the impact of increasing contract sizes, which reduced the ability of smaller organisations to compete. The key element was not felt to be joint tendering so much as the pre-engagement work with SMEs to understand the barriers faced by them and to structure tenders in a way that recognised these challenges.

Committee members discussed issues around climate action, noting the paucity of commitments in this area relative to other forms of social value. Further concern was raised over the desirability of some climate-related TOMs, which promoted activities such as carbon-offsetting, which had been deemed to be ineffective at reducing carbon emissions, or innovative measures to reduce carbon emissions, whose efficiency could not be guaranteed.

ACTIONS:

It was agreed that

- members would be provided the data on the number/value of contracts run by the Council which were subject to social value weightings vis a vis those which were not. Similar data around the number and value of contracts above and below £100k would also be provided.
- A briefing would be held for all members on the Social Value Act 2012
- Melissa Sage to contact the Social Value Portal to ascertain whether those Welsh TOMs relating to Future Generations could be used as part of the Council's chosen set of TOMs.

It was **AGREED** that the Committee would make recommendations to Cabinet on the following, subject to agreement of the draft by the Chair and vice Chair

- 1) The Council investigates how it can undertake greater pre-engagement with SMEs and cooperatives to understand the issues faced in securing contracts.
- 2) The Council clarifies the objectives it wishes to achieve through its social value policy, choosing measures and weightings which support those objectives
- 3) The Council investigate how it might develop a more bespoke model of social value, to include consideration of: how it might support co-operatives to tender for contracts, selecting TOMs which truly drive climate action benefits, and whether Future Generations-related TOMs might be adopted.
- 4) That the Cabinet provides a written outline of the next steps it intends to take to develop and refine its social value policy

The following observations were also agreed:

- That insufficient progress on progressing the Social Value agenda has been made to date
- That the Council investigate the potential of joint procurement with the Oxford Inclusive Economy Partnership as a means of supporting smaller businesses to participate in more contracts

41/23 CAPITAL ASSET DISPOSAL PROCESS (Agenda No. 9)

Councillor Calum Miller, Cabinet Member for Finance, Lorna Baxter, Director of Finance, and Michael Smedley, Head of Assets, Estates and Investment made a presentation explaining the Council's capital asset disposal process.

Cllr Miller introduced the topic by explaining that the mere existence of the Council's capital asset disposal process marked significant progress; two years previously the Council's asset register had been out of date, having fallen into disrepair following the integration of Carillion staff into the Council. It was noted that there had been much discussion about the role of members in decisions around disposals of property, particularly given public interest in some sites, and the aim of the process was to provide clarity over how such disposals would be undertaken, keeping in mind its legal obligations around best value. Whilst 'disposal' was the term used to describe the process of determining capital assets to be surplus to Council requirements, engaging with local communities to determine demand for the asset, and going out to market if none arose, did not mean there was either a fire-sale, or that market sales were the only avenue considered. Furthermore, such disposals formed part of a wider strategy in relation to the Council's assets, where decisions on both sales and purchases were made with the Council's long-term financial stability in mind, as well as current and future service requirements. Disagreement was raised by the Committee as to whether the asset register had been in disrepair; were it to have been so there would have been picked up in the Council's audit.

In response to the presentation and report, the Committee raised a number of points including:

- The reason for there being no policy outlining the Council's priorities when making disposals, including who, how the Council would consult, for what purpose assets would be preferred to be disposed of and how different strategic priorities would be weighted.. In response, it was put forward that the best way to get most out of sites, each with their unique characteristics, was to remain completely flexible rather than be fettered by a policy which may not completely align with or appreciate the specific characteristics of the site, nor would it be equipped to include the impact on the Council of outcomes of other disposals on a particular decision. Challenge from the Committee was put forward on the basis that the Council should have some view of the place it wishes to develop and objectives it wishes to achieve through its asset disposals, a high-level perspective sitting above individual assets. It would be valuable for the Council's place-making ambitions to be brought into line with other local strategies, such as the City Council's City Centre Strategy and Oxford West End development. Clearer definition of the Council's priorities would leave officers less exposed when making judgements on the best course of action. One suggestion put forward as a mitigation to this was ensuring full discussion with local members at an early stage to allow opportunities and community wishes to be explored at an early point.
- The absence of reference within the Council's strategic priorities to discussing with cooperative housing providers
- The political shape of the Council, and whether the absence of a majority meant the delegations to the Cabinet member for finance and officer-led decisions ought to be broadened out.
- Learning lessons from other Councils around the decarbonisation of municipal buildings, namely Hampshire County Council, in relation to any move from County Hall to Speedwell House

It was **AGREED** to recommend to Cabinet that:

- It provide greater detail concerning the outcomes it wishes to see when disposing of its assets
- Information about asset disposals is conveyed to opposition parties at an earlier point and consultation with them over potential uses and community contacts undertaken
- It amends the strategic objectives it seeks to achieve through an asset disposal to include cooperative housing within objective 2, and that the Council undertakes to engage with cooperative housing providers.

And to make the following observation:

- Of the value of arranging a site-visit to Hampshire County Council to look at the work in decarbonising their main offices.

42/23 COMMITTEE ACTION AND RECOMMENDATION TRACKER (Agenda No. 10)

The Committee **NOTED** the action and recommendation tracker.

43/23 CABINET RESPONSES TO RECOMMENDATIONS

(Agenda No. 11)

The Committee **NOTED** the response to Committee's Cost of Living recommendation.

..... in the Chair

Date of signing 200

PERFORMANCE & CORPORATE SERVICES OVERVIEW & SCRUTINY COMMITTEE

MINUTES of the meeting held on Friday, 10 November 2023 commencing at 12.00 pm and finishing at 2.50 pm

Present:

Voting Members: Councillor Eddie Reeves – in the Chair

Councillor Brad Baines
Councillor Donna Ford
Councillor Bob Johnston
Councillor Kieron Mallon
Councillor Ian Middleton
Councillor Glynis Phillips
Councillor Charlie Hicks

Other Members in Attendance: Councillor Nathan Ley
Councillor Dan Levy
Councillor John Howson

Officers: Tom Hudson, Scrutiny Manager
Lorna Baxter, Director of Finance
Robin Rogers, Programme Director, Partnerships and Delivery
Paul Wilding, Programme Manager, Partnerships and Delivery
Kathy Wilcox, Head of Financial Strategy
Karen Fuller, Corporate Director of Adults and Housing
Stephen Chandler, Executive Director (People)
Anne Coyle, Interim Director of Children, Education and Families
Jean Kelly, Deputy Director for Children's Social Care
Bill Cotton, Director of Environment and Place
Ansaf Azhar, Director of Public Health
Louise Tustian, Head of Insight and Corporate Programmes

44/23 APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS (Agenda No. 1)

The following Councillors tendered apologies:

- Cllr Brighthouse (Cllr Hicks substituting)
- Cllr Miller

45/23 DECLARATION OF INTERESTS - SEE GUIDANCE NOTE ON THE BACK PAGE

(Agenda No. 2)

Cllr Phillips pointed out that funding within the Cost of Living item was partially being spent to support an advice centre in her division.

Cllr Hicks declared during the Cost of Living item that his partner was employed by the Oxford Poverty and Human Development Initiative..

46/23 PETITIONS AND PUBLIC ADDRESS

(Agenda No. 3)

None

47/23 COST OF LIVING UPDATE

(Agenda No. 4)

Cllr Nathan Ley, Cabinet Member for Public Health, Inequalities and Community Safety, Robin Rogers, Programme Director, Partnerships and Delivery, and Paul Wilding, Programme Manager, Partnerships and Delivery presented an update report on the Council's Cost of Living response.

Cllr Ley introduced the report, highlighting that the funding for the Council's activities came not only from the £6.72m from central government's Household Support Fund, but £2.8m also directly from the Council's budget. The report introduced the national context, local issues, the rationale for the shape of support, spending to date, and issues encountered.

In response to the introduction, Committee members began raising a number of questions and observations, including:

- The reasons for significant underspends, such as the Housing Benefit, which had accrued no committed expenditure out of a budget of £1.7m. It was confirmed this money would all be distributed at once and was due to be released the following month. Others, such as the Resident Support Scheme were currently underspent, but were new schemes. Take-up was growing significantly as awareness increased.
- The degree of complexity involved in the multiple sources of support for both recipients and providers, and whether it would be effective to raise universal benefits instead.
- The detail of the Council's community wealth building activity and its role as an anchor institution. In response it was explained that the Council had engaged the Centre for Local Economic Studies to grow the Council's ambition and action in relation to developing social value and community wealth building. At present, the Council was trying to find its place amidst the multiple other stakeholders and the transition of Local Economic Partnership powers into the Council. Anchor institutions were key local

economic and social institutions, such as the councils, hospitals, universities and major employers who held significant influence over land ownership, employment and procurement practices. Several of these institutions were interested in finding ways to address inequality amongst their own staff, as well as more widely and the ambition was to coordinate these efforts and make best use of the levers available to different institutions to maximise the impact overall.

- Given that poverty can be measured against many different headings, how the Council measured it was explored. It was explained that the data being collated to create insight profiles would inform that measurement. Much support that was being provided was crisis-level support rather than related specifically to a particular measure of poverty. A dashboard was being created which would provide a granularity of data that had been hitherto unavailable. Child poverty, food poverty, and transport poverty were suggested as key areas for the dashboard to show. An all-member briefing on the dashboard would be welcomed by members.
- It was suggested that the long-term financial challenges were such that the Council and other public sector organisations were needed to provide a secure framework for residents. The importance of maintaining funding for this stream in future budgets was emphasised.
- The expense of school uniforms was raised with an encouragement to schools to use easily- and widely-available clothing rather than requiring specific retailers.
- The rise in the education leaving age to 18 had an impact on 16-18 year olds in rural areas where public transport links were weak given the increase in motor insurance costs.
- Educating children about sustainability and how to avoid food waste was to be encouraged. Focussed work in schools would have an impact on poverty.
- The importance of targeting support at those most in need was emphasised with multi-agency working being key. There was an encouragement to move away from the concept of 'deprived divisions' because, depending on the indicators, this was misleading and super output areas were more relevant. Ostensibly wealthy areas could suffer from transport poverty and there were areas of wealth in seemingly deprived areas. Granularity was key for information but what was most important was what was done with the data. Sustainability and effectiveness was necessary.
- There was a wide range of datasets available from a number of organisations. Incorporating insights from them in building the dashboard would be very wise.

The Committee **AGREED** to make to Cabinet the following recommendation:

- that the forthcoming dashboard include measures or indicators relating to child, transport and food poverty;
- that the Council provides a list of the institutions it has consulted with in the development of its poverty dashboard and the data sets it will employ

and the following observations: concerning

- the importance of what follows this intervention, and Scrutiny in some way or other intends to be involved in this conversation
- the importance of up to date and granular data to allow identification of pockets of poverty of different types, and the preference for using super-output areas rather than wards as much as possible.
- The value of making direct contact with the Oxford Poverty and Human Development Initiative, and specifically Sabina Alkire, and understanding the multi-dimensional poverty index as employed by the Alkire-Foster method.

Actions

The following actions were agreed:

- To arrange an all member briefing/introduction to the poverty dashboard

48/23 BUSINESS SERVICES TRANSFORMATION UPDATE (Agenda No. 5)

Cllr Dan Levy, Cabinet member for Finance, introduced the report on the Business Services Transformation Programme Refocus which would be considered by Cabinet on 21 November 2023. The Committee had requested an update on any action before Cabinet made any further decisions on the programme.

Cabinet was recommended to:

- Approve the refocusing of the programme on the delivery of improvements to existing human resources (HR), finance, payroll and procurement functions and processes.
- Approve that the programme does not progress the development of detailed requirements and a full business case to review delivery options for corporate support services and underpinning technology.
- Approve the repurposing £1.23m of the existing approved £1.57m programme funding to deliver the refocused programme and return the remaining £345k to the Transformation Reserve.

Lorna Baxter, Director of Finance, also spoke to the report and explained the rationale for seeking approval for the proposal to refocus, deliver improvements to existing HR, finance, payroll and procurement functions and processes and remain with Hampshire County Council's Integrated Business Centre (IBC).

In discussion with the Committee, the following points were raised:

- The risk register being a qualitative risk register prevented being able to score risks which could lead to the misallocation of resources.
- The majority of costs for implementing the applicant tracking system and the staffing for it were already included in the budget. There is a potential reduction in costs from Hants as a result of the offboarding of that process.
- A separate recruitment package was being procured but the Council would continue to use most of the rest of the package with the hope of improvements. The level of improvement necessary for the recruitment package to be attractive was such that it was not feasible to expect that in any timely fashion.
- All but one of the partners were to remain and so the Council was not unusual in retaining it.
- It was an upgrade rather than a new system and the Council had received assurances that the upgrade would be very limited and, as part of the partnership arrangement, the £250k contributed as part of the development work. Any slight delay in the upgrade
- A core programme team of six FTEs within ICT and within HR. Work would be undertaken to assess.

Subject to the inclusion of a scored risk register, no observations or recommendations were made to Cabinet.

49/23 DIRECTORATE BUDGET PRESSURES & APPROACH TO SAVINGS 2024/25 TO 2026/27 (Agenda No. 6)

Cllr Dan Levy, Cabinet Member for Finance, Lorna Baxter, Director of Finance, and Kathy Wilcox, Head of Financial Strategy were joined by members of the Senior Leadership Team to present a report regarding the budget pressures faced by directorates and the Council's approach to savings for 2024/25 – 2026/27.

Cllr Levy began by recognising the very significant pressures on the Council's budget arising from external factors, particularly the rate of inflation and the expected rise in the National Living Wage. The severity of these pressures made decisions over prioritisation necessarily difficult.

Before allowing directors to introduce the pressures in their budgets, Kathy Wilcox, provided a number of important contextual details:

- Without confirmation from central government that Council Tax rises could remain at the current level of 4.99% the budget had had to revert to the previous ceiling for its budgeting, of 1.99%. This worsened the Council's financial position for 2025/26 by £7m.
- Planned changes to directorate budgets of £30m were had already been confirmed in the previous budget, largely driven by inflation forecasts and demographic changes.
- Directors had over the summer been asked to identify the budget pressures they were currently facing and explain plans around how to manage them

within current budgets. The pressures put forward to the Committee represented those which could not be fully managed.

- Pay inflation in 2023/24 was higher than expected than in the Council's previous forecast, the balance of which was paid from contingency. The level of contingency was deemed to be in need of replenishing creating a pressure of £4m. Further, for 2024/25 an additional £2.4m would be required to cover pay inflation.

Karen Fuller, Corporate Director of Adults and Housing, introduced the Adults budget. A large directorate budget, the primary pressures arose from demographic pressures and population growth, and the effect of inflation on the cost of care packages provided by the Council. The Council's approach was to implement the Oxfordshire Way, supporting individuals to receive care in their homes for as long as appropriate, which had done much to mitigate the challenges posed. The growth in the National Living Wage had a particular impact on adult social care costs. However, the Council had previously been generous to providers in terms of the inflationary uplifts provided, and conversations were to be held to decide whether, given this, scope existed not to continue with the same generosity. Equally, opportunities existed to support capacity development in the voluntary sector for those individuals who did not require statutory intervention to continue to live well in their communities.

Anny Coyle, Interim Director of Children's Services, introduced her directorate with the support of Jean Kelly, Deputy Director of Children's Social Care.. Children, Education and Families likewise held a large budget, covering multiple areas. Key pressures related to the increased investment in SEND provision following the recent inspection, and school improvement investments following the Education Commission. Elevated demand levels for social care, SEND services and Home to School Transport remained a pressure, compounded by inflation. Although a money-saving measure in the medium term, the Recruitment and Retention Strategy required investment and thus presented as a pressure in the interim. Having been subject to significant turbulence and change, a comprehensive Financial Strategy was being developed for Children, Education and Families to incorporate savings into the wider issues of managing the market for care, finding and developing permanent staff, managing the increase in care home costs, and partnership working into a renewed vision and strategy for the directorate.

Bill Cotton, Corporate Director of Environment and Place, presented next. An important factor to understand was that the directorate generated almost as much as its £74.6m budget in income from sources such as parking charges and charges to utility companies. Parking charges, for instance, presented as a pressure because the Council was extending this across the County, but it would also bring in additional income. Key pressures related to a failure of the Shepherd system to achieve its planned savings in Home to School Transport, The weather had caused a need for increased funding for potholes, with some months having double the average number reported. A change in the law on how persistent organic pollutants were disposed of had made the process more complex and costly. A number of urgent repairs, including those necessary to remain health and safety compliant or maintain the service.

Ansaf Azhar, Director of Public Health introduced the Public Health pressures. Public Health received a ring-fenced grant for the majority of its income, within which the Council needed to deliver a number of statutory services such as drug and alcohol and sexual health services. The non-ringfenced contribution primarily related to Domestic Abuse services. Budget pressures primarily related to improvements to services, funded mainly by grant increases, around Health Visiting, increased demand for drug and alcohol services, and research. Though being pressures, each was an investment in preventing additional demand downstream, which was the primary approach being taken to manage costs.

Community Safety was also introduced by Ansaf Azhar. The main pressure related to an increase in the cost of replacing expired fire service vehicles owing to inflation. Again, the primary focus was on ensuring demand was prevented wherever possible.

Lorna Baxter, Director of Finance, and Kathy Wilcox, Head of Financial Strategy, spoke to the pressures on Resourcing and Law and Governance. The change to the structure of the Senior Leadership Team meant a pressure, though the budgetary provision being made for it was the maximum it could be, and it was expected that other budget changes could help mitigate the cost. Temporary post-Covid increases in capacity to the Finance team were being made permanent to reflect the demands on the service. A significant pressure derived from the Schools Catering Service, which faced steep food-price inflation. This service was supposed to cover its own costs, and business plans were under development to chart a path to doing so. However, significant price increases to parents could undermine demand, thereby making it harder to break even. This was made harder by the fact 60% of demand was from free school meals, to whom costs could be passed on to. As such, a pressure needed to be borne in the interim.

In response, the Committee raised a number of question and observations, including:

- The differing approaches to market management in adult and children's social care, in-housing in children's and outsourcing for adults, and whether one approach was sub-optimal. In reply, it was explained that the markets were very different, particularly in terms of scale. The number of adults in need of care far outweighed those of children. Furthermore, the Council was bound by decisions made historically, to outsource much of its provision to the Order of St John's Trust, meaning there was simply not the capacity to in-house for adults to the same extent as children. A national shortage of children's home placements made developing in-house provision more viable than for adults, where the same shortage did not exist.
- Whether pothole provision also included maintenance of pavements and cycleways, which is was confirmed it did.
- Whether, given the level of unmet savings in the previous year, the figures for pressures were actually sound. It was recognised that in the current year saving-realisation rates were below expectations and there would be a renewed focus on in-year monitoring to ensure this was not replicated.
- Whether, and when the Council would be informed of any ability to raise Council Tax beyond 1.99% in 2025/26. The expectation of officers was that this information would not be known for at least another year.

- The sunk costs of the Shepherd project and the alternatives which had been investigated. The sunk costs were estimated to be at around £100k. Alternative suppliers tended to be focused at much larger organisations than the Council's requirements, Transport for London, for example. One of the key aims of the Shepherd project was to know where vehicles were and which pupils were on them at any point, enabling accurate charging and accountability for service delivery on providers. Alternative means of addressing this would be considered instead.
- The extend of contingency. In relation to the pressures, challenge was put to the figures to ensure that the right figures were used with no contingency. There was, however, a corporate contingency held, which the S. 151 officer determined the necessary level of based on the risk profile of the budget, savings and forecasts of demand.
- The rationale behind the increased Parking Service operational costs. These were explained owing to the expansion of Parking Services across the county, more operatives and infrastructure were necessary, along with increased maintenance costs.
- Coverage of future pay awards in light of inflation expectations. It was confirmed that the budget had previously covered 2.5% pay rises, but that further inflation increases were now budgeted for also. It was noted, however, that the outcome of any future pay negotiations was very difficult to predict.
- The scope to make below-inflation rises for social care. So far as the Council was not limited by Fair Cost of Care requirements, it did so through its joint commissioning unit in Adults. Learning from the Fair Cost of Care exercise was also very valuable in informing this commissioning. In Childrens it was more difficult because of the lack of places nationally, which weakened the Council's hand when negotiating.

No recommendations or observations were agreed by the Committee at this stage.

Actions: It was **AGREED** that:

- Members would be provided with the sunk costs of the Shepherd project and the stages at which they were incurred.

50/23 BMMR UPDATE (Agenda No. 7)

Having been a Cabinet member during the period covered by the report under consideration Cllr Phillips withdrew from the meeting at the commencement of this item and did not return.

Cllr Levy, Cabinet Member for Finance, Lorna Baxter, Director of Finance, and Kathy Wilcox, Head of Financial Strategy, were joined by Louise Tustian, Head of Insight and Corporate Programmes to present the Council's Business Management and Monitoring Report, detailing the Council's position with regards to finance, performance and risk.

Louise Tustian introduced the key issues around performance and risk. Six measures in the report were rated red. However, new data was to be published to Cabinet imminently, which showed that treatment of highways and revenue variance across

the Council had been upgraded to red and amber respectively. The Council's strategic risks were in the forthcoming report to be updated; Major Infrastructure Capital Projects now referred specifically to HIF1 and HIF2, Demand Management for Adults and Children were to be elided into one measure and a specific risk around SEND added. Two further risks around Policy and Budget, and Delivering the Future Together were also to be added.

Kathy Wilcox presented the financial situation. An in-year directorate forecast overspend of £17.4m would in the following report be shown to have improved slightly to £13.6m. This largely came about due to agreements over contributions to health budgets. The major contributor to the overspend was the forecast £11m overspend in children's services for care placements and home to school transport. Slower than anticipated reductions in agency spend were the primary cause of the £3m overspend in Resources as well as inflation costs for school meals. The overall overspend, once money from contingency and reserves was taken into account was £8.5m, or 1.5%. The deficit for funding High Needs once the High Needs Dedicated Schools Grant was taken into account was £18.3m. This deficit would increase the total High Needs Deficit to £59.4m at 31 March 2024. This negative balance would, as required, be held in an unusable reserve which would be due to come to an end on 31 March 2026. Members were reminded this was a material factor for them to hold in mind when considering the budget proposals. Previously planned savings were forecast to reach £17.8m (63%) were assessed as delivered or expected to be delivered, £4.4m (16%) as amber and 6m (21%) red. Of the savings planned but not delivered in the last financial year 4m (40%) were assessed as delivered or expected to be delivered in 2023/24 and 4.9m (48%) as red.

In response, members raised the following issues:

- Whether the need to reach a balanced budget disincentivised making available savings, and thus were there savings to be made before having to make tradeoffs. Budgets were challenged as part of the budget setting process, and unjustified provisions were to be taken as savings. Any savings made would offset the same quantum of pressures and would therefore relive some of the pressure of reaching a balanced budget. It did also need to be remembered, however, that delivering a balanced budget was one side of the Council's requirements; it also needed to deliver to the maximum of its ability, services and funding levels needed to be reflective of the demand on services and the Council's duty to supply. Members noted the threat of 'gatekeeping' if budgets were restricted too far.
- The realism of budget assumptions based on the previous track record of delivering savings. It was explained that the s. 151 officer needed to sign off the budget with her agreement that the assumptions and forecasts were indeed robust. It was clear to her that previously there had been insufficient clarity over precisely how savings would be delivered. Greater challenge and scrutiny of savings proposals was already being undertaken and would be expected to yield higher rates of achievement. It was important context to recognise that the Council's medium term track record of savings delivery was much stronger than the last two years (91%), which were significantly worse.

- The methodology which allowed the Council's overspend position to have moved from red-rated to amber. The threshold for the change was confirmed to be 1.5% of the budget spend, which the current position met.
- Whether previous underspends reported around in Environment and Place could be used to cross-subsidise other areas. It was confirmed that this could be done and was already being undertaken. A caution was necessary, however, in not undermining the donor directorate's ability to deliver its own services.

No observations or recommendations were made to Cabinet.

..... in the Chair

Date of signing 200

Divisions Affected – All

Performance & Corporate Services Overview and Scrutiny Committee

8 December 2023

Budget Proposals 2024/25 to 2026/27

Report by the Executive Director of Resources & Section 151 Officer

RECOMMENDATION

1. The Performance & Corporate Services Overview and Scrutiny Committee is invited to consider and comment on:
 - Revenue budget proposals for 2024/25 to 2026/27 by directorate.
 - Proposed changes to fees and charges for 2024/25 and 2025/26.
 - Proposals to add capital schemes to the funded and unfunded capital pipelines.

Executive Summary

2. This report sets out budget proposals for the period 2024/25 to 2026/27, which are included in the 2024/25 budget consultation. It provides the opportunity for the Performance and Corporate Services Overview and Scrutiny Committee to comment on these.
3. The following annexes are attached to this report:

Revenue expenditure

- Annex 1a – planned revenue budget changes agreed in February 2023
- Annex 1b – new revenue budget proposals
- Annex 1c – combined previously agreed and new revenue budget proposals
- Annex 2 – Proposed changes to fees and charges

Capital expenditure:

- Annex 3a – High priority capital schemes to which indicative funding is proposed to be allocated.
- Annex 3b – capital schemes proposed to be included in the pipeline but not funded at this stage.
- Annex 4a – Overarching Equality Impact Assessment

- Annex 4b – Overarching Climate Impact Assessment

Background

4. Oxfordshire County Council provides 80% of local government services in Oxfordshire based on expenditure, including adult and children's social care, some education services, fire and rescue, libraries and museums, roads, trading standards, waste disposal and recycling.
5. The budget and Medium Term Financial Strategy (MTFS) support the strategic plan and are reviewed and updated each year through the budget & business planning process. Through this process the council is required to set a balanced budget for the coming year so that forecast expenditure is aligned with forecast income.

Introduction

6. The Budget and Business Planning report to Cabinet on 17 October 2023 set out background to the council's existing Medium Term Financial Strategy (MTFS) as well as a proposing the Budget and Business Planning process which will continue through the winter. The report, which is available on the Cabinet agenda through the following link to the meeting, [Agenda for Cabinet on Tuesday, 17 October 2023](https://www.oxfordshire.gov.uk/cabinet-agenda/2023/17-october-2023) (www.oxfordshire.gov.uk), includes on-going budget changes already agreed for 2024/25 – 2025/26 as well as the funding and assumptions behind the existing plans.
7. Before taking account of pressures that will need to be considered through the 2024/25 Budget & Business Planning Process budgeted expenditure was expected to be balanced to the estimated available funding in 2024/25. Based on assumptions in February 2023 there was a shortfall of £6.7m in 2025/26.
8. It is anticipated that the Government will announce individual local authority funding allocations in late December 2023 as part of the Provisional Local Government Finance Settlement. The final settlement is expected to be received in early February 2024. The updated funding position and any changes to the proposals will be shared with Performance and Corporate Services Overview and Scrutiny Committee in January 2024.
9. This report provides an updated funding position based on the information known at this stage as well as setting out pressures arising as a result of inflation and increased demand and proposed savings to meet those.
10. The public consultation on the 2024/25 budget proposals will be launched on 29 November 2023 and will run until 10 January 2024 using an online budget simulator hosted on the council's digital consultation and engagement platform, Let's talk Oxfordshire. There will also be an opportunity for people to comment on the council's proposed budget with feedback captured using an online form or in writing by Freepost.

11. Performance and Corporate Services Overview and Scrutiny Committee is invited to consider and comment on the revenue and capital budget proposals for 2024/25 – 2026/27 and the proposed changes to fees and charges.
12. The Committee's comments will be included in the Budget and Business Planning report to Cabinet on 30 January 2024, along with the outcome of the public consultation and engagement. This feedback will be taken into consideration by Cabinet in setting out their proposed revenue budget for 2024/25 and Medium Term Financial Strategy (MTFS) to 2026/27. In determining the final budget proposals to be included in the proposed budget for 2024/25 Cabinet will also consider the outcome of the Provisional Local Government Finance Settlement and other resources available through Council Tax and Business Rates.

Budget engagement and consultation

13. The strategic plan makes a commitment to taking decisions in an open and inclusive way.
14. The council's approach to consultation and engagement is explained further in the consultation and engagement Strategy 2022/25. This puts residents at the heart of decision-making and aims to engage with and listen to residents and other partners in a more active and inclusive way.
15. The council's approach to budget engagement for 2024/25 aims to:
 - Involve, inform and engage residents, businesses, staff and partners about the financial pressures facing the council and underline our ongoing commitment to delivering against our strategic priorities.
 - Enable the council to develop a clear understanding of what is important to local people, their priorities and the challenges facing their communities and to feed that insight into the budget and business planning process.
 - Increase understanding of how the council works, the range of services it delivers and what council tax is spent on.
16. This year the budget engagement comprises the following phases:
 - Phase 1: Representative residents' survey
 - Phase 2: Budget consultation using an online budget simulator and ten outreach and engagement events - two sounding board events with children and young people; three online Oxfordshire Conversations; and five targeted events with seldom heard adults.

Phase 1: Representative residents' survey

17. A self-completion survey sent to a random sample of households across the county, supplemented by 166 on-street interviews targeted younger adults took place between 23 May and 27 June 2023.

18. In total 1,144 residents aged 18+ took part, delivering statistically representative results to +/- 3% at the 95% level of confidence at a county level. All the survey data has been 'weighted' by local authority area, age and gender in order to be reflective of Oxfordshire's population aged 18+ from the 2021 census profile.
19. Feedback from the survey is available at paragraphs 99-106 of the [Budget & Business Planning Report to Cabinet in October 2023](#). More detailed findings and information on the 2023 residents' survey can be found on the council's digital consultation and engagement platform [Let's talk Oxfordshire](#).

Phase 2: Budget consultation using budget simulator with supporting outreach activities

20. New for 2024/25 the council will use an online budget simulator tool, that puts residents and stakeholders in the driving seat by taking on the role of councillors and weighing up choices and trade-offs for themselves using online 'sliders'. Participants will be able to balance our budget looking at core service budgets with the opportunity to make savings or generate income. We will provide context and pose questions to help guide people before taking part.
21. The simulator will be available from 29 November to 10 January 2024. It will be hosted on Let's talk Oxfordshire. There will also be a signpost to the published budget proposal papers and should people wish to comment upon these, feedback will be captured using an online form or in writing by Freepost. The council's digital channels will be used to encourage participation with the budget simulator including targeted, paid-for social media content. Feedback on people's choices from the simulator on the budget proposals will be captured and shared as part of the budget and business planning process.
22. Wider engagement and outreach activities include:
 - ☐ Two sounding board events for secondary school aged children have already been held on 17 and 24 November 2023.
 - ☐ Three online Oxfordshire Conversations in December 2023, which will offer an opportunity to connect with residents using Microsoft Teams, give them a chance to share their priorities for local services and explore ideas for how we can make savings to balance our budget directly with cabinet representatives.
 - ☐ Five events for adults known to experience inequity, in December and January to support their engagement with the simulator.

Current Medium Term Financial Strategy 2024/25 to 2026/27

Planned changes to directorate budgets

23. The budget supports a range of service provision which contributes to the council's vision and nine priorities. Further information about the services within each directorate is available in [Annex 1a to the Budget & Business Planning Report to Cabinet on 17 October 2023](#). Most of these services, which are grouped and managed within the council's five directorates, continue from one year to the next. Because of this, the first step in building the budget for 2024/25 is to roll forward 2023/24 budgets. This starting point is then adjusted for changes for 2024/25 built into the MTFS agreed in February 2023.
24. The net council funded budget for each directorate and changes that are already planned to create the budget for 2024/25 based in on the current MTFS agreed in February 2023 are summarised in Table 1. New changes agreed as part of the 2024/25 Budget & Business Planning Process will be added to this starting point.

Table 1: Planned Changes to Directorate Budgets	2023/24 Budget	Add Planned Changes in current MTFS	Indicative Budget 2024/25	Change in Budget
	£m	£m	£m	%
Adult Services	229.5	21.0	250.5	9.2%
Children's Services	172.2	9.1	181.3	5.3%
Environment & Place	76.0	0.1	76.1	0.1%
Public Health & Community Safety	31.9	0.7	32.6	2.2%
Resources	72.5	-1.0	71.5	-1.4%
Agency staffing saving to allocate to directorates		-2.5	-2.5	
Inflation to allocate to directorates (use to increase pay inflation from 2.5%)		2.9	2.9	
Directorate Total	582.1	30.2	612.3	5.2%

Autumn Statement & Funding Updates

25. The Chancellor's Autumn Statement on 22 November 2023 included economic forecasts from the Office for Budget Responsibility and set out the UK's medium term spending plans.

Inflation and the National Living Wage

26. The Office for Budget Responsibility (OBR) now forecasts inflation to remain higher for longer, taking until the second quarter of 2025 to return to the 2% target, more than a year later than forecast in the March 2023 Budget.
27. Consumer Price Index (CPI) inflation is forecast to fall to 4.8% in the final quarter of 2023 with an increase of 7.5% across the 2023 compared to the estimate of 6.1% in the March 2023 budget. The increase for 2024 is now

forecast to be 3.6% compared to 0.9% in the spring budget. CPI inflation then is expected to dip slightly below the OBR's 2% target between 2025 and 2027, before returning to 2% in the longer run.

28. Ahead of the Autumn Statement the government announced that National Living Wage for individuals aged 21 and over will increase from £10.42 to £11.44 an hour (9.8%) from 1 April 2024. This is £0.01 higher than the upper rate consulted on over the summer.
29. The impact of the increase in the National Living Wage and the higher rate of CPI inflation on the rates the council pays for care will need to be considered and agreed as part of the final budget agreed in February 2024.
30. The increase in the National Living Wage also means that pressure relating to pay inflation (based on national agreements) for the council's employees is now likely to be higher. It is proposed to increase the funding built into the pressures by a further 1.0% (£3m) compared to the 4.0% included in the pressures published previously to provide funding for an estimated increase of 5.0% in 2024/25.

Planned Council Tax Increases

31. The Local Government Settlement in February 2023 confirmed that the council tax referendum limit would be increased to 3% in 2024/25. Local authorities are also able to meet pressures in adult social care by raising council tax by up to an additional 2% through an additional precept in 2023/24 and 2024/25.
32. Each 1% increase in council tax will generate around £4.8m on-going funding for the council's services.
33. There was no update on council tax precepts or referendum limits included in the Autumn Statement so the position set out in this report assumes the maximum increase of 4.99% in 2024/25.

Business Rates

34. In addition to council tax funding the Council receives a Settlement Funding Assessment (SFA) from Government which is the share of the local government spending based on the 'need' of a local authority. It comprises Business Rate Top Up Grant, together with the Government's assessment of the level of local Business Rates income to be retained by the Council. The SFA for 2023/24 is £74.7m and the current plan assumes that increases by 2.0% to £76.2m in 2024/25. The Autumn Statement confirmed that SFAs will be increased by September 2023 CPI (6.7%) which would increase the total SFA for the council by an estimated £3.5m. The council's actual SFA will be confirmed as part of the Provisional Local Government Settlement in late December 2023.
35. The Autumn Statement also confirmed that Business Rates reliefs for Leisure, Retail and Hospitality businesses will be extended for a further year to the end of 2024/25. The council expects to receive further Section 31 grant funding in

2024/25 (£4.4m in 2023/24) to offset local business rates income not received because of these reliefs.

36. £0.7m additional funding for Business Rates Pooling income has been included in the assumed business rates funding along with an additional £0.3m based on the continuation of S31 Grant relating to indexation at the same level as in 2023/24 (£12.9m compared to £12.6m assumed in the existing MTFS).
37. The council's actual SFA and grant funding allocations for some of the business rates reliefs will be included as part of the Provisional Local Government Settlement in late December 2023. Information from the districts, that needs to be shared by the end of January 2024, is needed to confirm business rates growth above the SFA and any collection fund surplus/deficit.

Grant Funding

38. The current proposals assume that the New Homes Bonus (£1.7m) will cease in 2023/24 and Social Care Grant will increase by £5.0m.
39. Funding for the New Homes Bonus remains available nationally in the Departmental Expenditure Limits (DEL) so it is assumed that the council will receive a further allocation of £1.7m in 2024/25.
40. Confirmation the actual totals for both of these grants in 2024/25 is expected to be included in the Provisional Local Government Settlement in late December 2023.

Looking Ahead: Funding in the Medium Term

41. Nationally DELs for unprotected budgets are expected to fall by between 2.3% and 4.1% in real terms in the next Spending Review period. In that context is likely that the council will need to make further savings in future as funding becomes more constrained.

Grant Funding for Highways and Potholes

42. On 17 November 2023 the Government published highways and pothole funding profiles for local authorities from 2022/23 to 2033/34. Specific allocations are given through to 2024/25, with further allocations to be confirmed.
43. Additional grant allocations of £2.6m will be received in each of 2023/24 and 2024/25 in addition to a 2023/24 baseline of £20.8m. Further information is still awaited on the phasing of grant funding after 2024/25.

New Revenue Budget Proposals 2024/25 - 2026/27

44. The Business Management & Monitoring Report to Cabinet in November 2023 set out that as at the end of September 2023 directorates were forecasting an

overspend of £13.6m (2.4%) in 2023/24. After taking account of additional interest on balances and the use of funding held in contingency and the COVID-19 reserve, the overall forecast expenditure would be £4.2m higher than the budget.

45. The on-going impact of underlying pressures in Children's Services remains a significant challenge in 2023/24. These pressures are driven by a combination of care placements costs, staffing (particularly the reliance on agency staff to cover vacancies) and Home to School Transport.
46. Over the summer directorates were asked to assess the cost of service plans and likely demand/costs, taking into account the on-going impact of activity and pressures in 2023/24 and anticipated changes to inflation, compare anticipated costs to the planned budget available for 2024/25 and identify proposals to meet any pressures.
47. An indicative budget for 2026/27 will be created as part of the Budget & Business Planning process.

Proposed Directorate Budget Pressures

48. The detailed changes making up the pressures for each directorate are shown in Annex 1b and summarised in Table 2 on the next page.
49. Changes since the version shared with Performance & Corporate Services Overview & Scrutiny Committee in November 2023 include a £0.4m increase in insurance costs, and £3.0m additional pay inflation (see paragraph 30). Pressure 2025ASC680 in Adult Services, relating to capacity to support improvements in debt recovery, financial assessments and payment timeliness has been reduced from £0.340m to £0.170m as it is now anticipated that the activity can be managed within the revised pressure. The additional contribution towards vehicle renewals for the Oxfordshire Fire & Rescue Service (2025CSafety670) has been rephased to from 2024/25 into 2025/26, to reflect the anticipated vehicle delivery timeline. The overall pressure was previously estimated to be £0.273m in 2024/25 increasing to £0.632m on-going from 2025/26. The updated pressure is £0.572m in 2025/26 increasing to £0.692m from 2026/27.

Table 2: New Directorate Pressures

Directorate	2024/25 £m	2025/26 £m	2026/27 £m	Total £m
Adult Services	4.0	1.2	12.1	17.4
Children's Services	14.6	3.5	-1.0	17.0
Environment & Place	3.5	0.2	-0.2	3.5
Public Health & Community Safety	0.1	0.5	0.1	0.7
Resources & Law & Governance	1.9	0.1	0.0	2.0
Increase in insurance premiums	0.4	0.0	0.0	0.4
Additional Pay Inflation	5.4	0.0	7.5	12.9
Total	29.8	5.6	18.5	53.9

50. 2026/27 needs to be added to the MTFs so the pressures mainly reflect demographic growth for Adult Social Care (£12.1m) & Waste Management (£0.4m) and the addition of estimated pay inflation at 2.5%.

Proposals for new budget savings

51. New budget reductions of £9.8m are proposed for 2024/25 with an on-going impact of £20.6m by 2026/27. The detailed proposals for each directorate as well as changes to budgets held centrally are set out in Annex 1b and summarised in Table 3.

Table 3: New Directorate Savings

	2024/25 £m	2025/26 £m	2026/27 £m	Total £m
Adult Services	-0.3	-0.9	0.0	-1.2
Children's Services	-2.3	-6.1	-5.0	-13.4
Environment & Place	-3.9	-0.2	1.0	-3.1
Public Health & Community Safety	-0.4	0.2	0.0	-0.2
Resources and Law & Governance	-0.9	0.1	0.1	-0.8
Contract Savings (to be confirmed and allocated to directorates)	-2.0			-2.0
Total	-9.8	-6.9	-3.9	-20.6

52. The majority of the savings for Children's Services relate to the Financial Strategy. This focusses on building on the improvements achieved in 2023/24, ensuring these continue and grow while also applying the same rigor and focus to managing the market, the availability of social work staff, the escalation in rates for care, the challenge of greater complexity and encouraging joint partnership work with health partners to address Continuing Healthcare (CHC) needs and resources.
53. Where possible funding held in reserves will be used to support activity in Environment & Place. Other pressures will be managed by re-prioritising within existing budget provision. While the aim is to use existing budgets to support some of the pressures this will require active management and reduce flexibility so there is a risk that the ability to do this may be impacted by other pressures that arise during the year or changes to current assumptions. There are also savings relating to the release of some of the funding for investments agreed in February 2023 where that is not required.
54. An estimated saving of £2.0m has been included for contract savings. This will need to be developed further as the Budget & Business Planning process continues and be allocated to directorates as savings are identified. Savings in agency staffing costs which will increase to £4.0m from 2024/25 are already included in the budget agreed in February 2024 and will need to be achieved in 2024/25 so no further staffing savings have been added at this stage.
55. Based on the proposed budget increases and proposed budget reductions in Tables 2 and 3 (see Annex 1b for detailed changes), there is currently a new net directorate pressure of £20.0m in 2024/25.

Other Risks and Issues

56. In line with a change to the CIPFA code of practice on DSG High Needs deficits an unusable reserve to hold negative High Needs DSG balances was created in 2020/21. The forecast deficit of £18.3m in 2023/24 will increase the total accumulated negative balance for High Needs held in this reserve to £59.3m at 31 March 2024.
57. The regulations which require the negative balance to be held in an unusable reserve were due to come to an end on 1 April 2023. In December 2022 the government agreed to the extension of the DSG statutory override for a one-off period of three years (up to March 2026).
58. DSG deficits cannot currently be met from general council funding without permission from the Secretary of State. However, this deficit, both accumulated to date, and on-going, is a significant financial risk irrespective of the future arrangements for the statutory override. This will need to be taken into account in the assessment of the overall financial position for the council, including the adequacy of reserves and balances for 2024/25, that is required to be set out in the statutory Section 25 report by the Director of Finance.

Updated Position for 2024/25 compared to current Medium Term Financial Strategy

59. Table 4 sets out the revised position for 2024/25 compared to the current plan incorporating the new changes set out in this report and anticipated changes to council tax and business rates funding that it is possible to include at this stage.
60. After taking account of pressures, savings and funding changes there is currently a deficit of £9.1m which will need to be addressed before Council sets the budget in February 2024.
61. The first column of Table 4 shows the budget for 2024/25 assumed in the MTFS agreed by Council in February 2023. The second column then shows anticipated changes that can be added at this stage and the final column shows the overall combined impact.

Table 4: Current MTFS and Updates to the Budget for 2024/25

	2024/25 Budget Current MTFS £m	Changes to Funding Assumptions £m	2024/25 Budget Updated £m
Funding:			
Council Tax	498.5	0.0	498.5
Council Tax Collection Fund	4.0	4.0	8.0
Business Rates	94.7	4.5	99.2
Total Funding	597.2	8.5	605.7

	2024/25 Budget Current MTFS £m	New Budget Increases and Savings £m	2024/25 Budget Updated £m
Net operating budget 2023/24	573.8	0.0	573.8
Directorate Budget Changes			
Existing planned changes	30.2		30.2
New budget increases		24.4	24.4
Additional Pay Inflation (to 5.0%)		5.4	5.4
New savings		-9.8	-9.8
Subtotal Directorate Changes	30.2	20.0	50.2
Budgets held centrally	-6.8¹		-6.8
Top – up contingency & inflation risk		6.2	6.2

¹ Planned corporate changes include updates to capital financing costs and interest on balances (+£3.4m), the expected removal of funding from the New Homes Bonus (£1.7m), an increase in Social Care Grant (-£5.0m), changes to budgeted contributions to/from reserves (-£0.1m) and the removal of a one off contribution to balances (-£6.8m).

	2024/25 Budget Current MTFS £m	New Budget Increases and Savings £m	2024/25 Budget Updated £m
Interest on balances		-4.3	-4.3
Release on-going budgeted contribution to the Budget Priorities Reserve		-1.8	-1.8
Reduction in Capital Financing costs		-0.8	-0.8
New Homes Bonus – grant funding assumed to continue in 2024/25		-1.7	-1.7
Net Operating Budget 2024/25	597.2	17.6	614.8
Budget Deficit (+)/Surplus (-)	0.0	+9.1	+9.1

62. Table 5 shows the impact of the proposed changes for each directorate and for budgets held centrally. The table shows that the funding for Adult Services will increase by 10.8%, Children's Services by 12.4% and Public Health and Community Safety by 2.5%. Environment & Place will reduce by 0.4% and Resources and Law & Governance by 0.1% compared to 2023/24 budgets. Further detail and the updated position for each directorate will be set out in the reports to Performance and Corporate Services Overview and Scrutiny Committee and Cabinet in January 2023.

Table 5: Proposed changes for each directorate and budgets held centrally

	Starting Budget Rolled Forward from 2023/24 £000	Add changes in current MTFS £000	Add new budget increases £000	Less new savings & Funding Changes £000	2024/25 Budget £000	Cash Change in Budget %	Real Terms Change in Budget ² %
Adult Services	229.5	21.0	4.0	-0.3	254.2	10.8%	4.1%
Children's Services	172.2	9.1	14.6	-2.3	193.6	12.4%	5.7%
Environment & Place	76.0	0.1	3.6	-3.9	75.7	-0.4%	-7.1%
Public Health & Community Safety	31.9	0.7	0.1	-0.4	32.3	1.3%	-5.4%
Resources and Law & Governance	72.5	-1.0	1.9	-0.9	72.4	-0.1%	-6.8%
To be allocated:							
Agency staffing saving		-2.5			-2.5		
Contract savings				-2.0	-2.0		
Insurance pressure			0.4		0.4		
Pay inflation (increase to 5.0%)		2.9	5.4		8.3		
Directorate Total	582.1	30.2	29.8	-9.8	632.4	8.6%	1.9%

² Assuming inflation of 6.7% (based on CPI in the year to September 2023)

	Starting Budget Rolled Forward from 2023/24 £000	Add changes in current MTFS £000	Add new budget increases £000	Less new savings & Funding Changes £000	2024/25 Budget £000	Cash Change in Budget %	Real Terms Change in Budget ² %
Budgets Held Centrally							
Capital Financing Costs	28.4	2.6		-0.8	30.2		
Interest on Balances	-16.6	0.7		-4.3	-20.2		
Contingency & Inflation Risk	2.6		6.2		8.8		
Un-ringfenced Specific Grants	-43.6	-3.3		-1.7	-48.6		
Insurance	1.4				1.4		
Contribution from COVID-19 Reserve	-7.4	3.6			-3.8		
Budgeted contributions to reserves	20.1	-3.7		-1.8	14.6		
Budgeted Contribution to balances (one – off in 2023/24)	6.8	-6.8			0.0		
Total Budgets Held Centrally	-8.3	-6.8	6.2	-8.7	-17.6		
Net Operating Budget	573.8	23.4	36.0	-18.5	614.8	7.1%	0.4%
Funding (from Table 4)	573.8				605.7		
Budget Deficit (+)/Surplus (-)	0.0				+9.1		

63. To help manage the impact of financial risk in the proposed budget and MTFS, a corporate contingency is held. The level of contingency for 2024/25 will need to be considered further as part of the Budget & Business Planning process but at this stage it is proposed that additional on-going budget of £4.0m, plus £2.2m for inflation risk, should be added to contingency in 2024/25 to reflect on-going risks and volatility in costs and demand pressures.
64. It is proposed that given the scale of the budget gap an on-going budgeted contribution of £1.8m to the Budget Priorities reserve should be removed.
65. £4.4m additional interest on cash balances held by the council resulting from higher interest rates is also proposed to be included.
66. Further certainty about funding for 2024/25 and beyond is needed to be able to assess the overall position from 2025/26 onwards. An update on the medium term position will be included in the reports to Performance and Corporate Services Scrutiny Committee and Cabinet in January 2024 following the Provisional Local Government Settlement expected in late December 2023.
67. Outstanding information which is required as part of the Budget & Business Planning process is set out at paragraph 92. Changes to budget proposals arising from the consultation plus any further updates to pressures arising from the forecast position for 2023/24 or other inflationary changes as well as the assessed level of reserves and balances will need to be considered and taken into account in the final budget proposed by Cabinet in January 2024.

Review of Charges

68. The council charges for services whenever it is lawful for it to do so. Income from fees and charges, which contributes to the overall funding for the council is estimated at £67m or 8% of the council's funding in 2023/24.
69. All services must consider, as part of the annual budget and business planning process, the activities which make up the delivery of each service and assess which of them may be made the subject of a charge.
70. Charges that are specified nationally or are statutory will be updated in line with national guidance. Charges for adult social care will continue to be assessed as in line with the [Care Act 2014 and the council's charging policy](#). Other charges are proposed to increase to reflect the impact of inflation. Where charges relate to the council priorities, the proposed change has been considered in that context.
71. All of the individual charges and proposed changes are listed in detail in Annex 2. Updates include the following:
- The cost of school meals is proposed to increase from £2.34 to £2.55 per meal (£3.06 including VAT) in 2024/25 to help meet inflationary pressures.
 - Contributions to Home to School Transport for Pre & Post 16 pupils proposed to increase by 5%.
 - Parking charges at the council's park and ride car parks proposed to increase to align with charges at the Oxford City Council park and ride car parks. Parking from 1-16 hours proposed to increase from £2.00 to £2.50. Season tickets would remain unchanged.
 - Charges for on – street parking proposed to increase to align with off – street car parks in Abingdon and Henley – on – Thames.
 - Charges in Oxford City Centre Zone 1 proposed to increase by 6.0% and Zone 2 by 9.0%.
 - Charges for parking permits updated to move towards a more consistent price across the county and to discourage households with multiple cars.
72. The final Review of Charges for 2024/25 will be considered and agreed by Cabinet on 30 January 2024.

Capital & Investment Strategy

73. Capital expenditure obtains or improves buildings, vehicles, equipment or other assets owned by the council. The capital programme shows how the Council will use capital expenditure to support the delivery of its priorities.
74. Council is required to approve the capital and investment strategy annually to demonstrate that capital expenditure and investment decisions are in line with

service objectives and properly take account of stewardship, value for money, prudence, sustainability and affordability. The capital and investment strategy incorporates the treasury management strategy and is supplemented by the council's property strategy and highways asset management plan.

75. Funding available to be allocated for 2024/25 onwards includes £16.4m of the prudential borrowing agreed as part of the 2022/23 Budget & Business Planning Process that has not yet been committed. There is also £3m funding that can be released as a result of savings on schemes. New capital receipts estimated at £24.6m are expected to be available to support the programme but the availability of the funding will be reliant on those being received.
76. The Capital & Investment Strategy agreed in February 2023 sets out that the council will use the following capital programme prioritisation categories:
- Category 1 Schemes** enable compliance with the council's minimum statutory duties relating to health and safety and schools.
- Category 2 Schemes** generate revenue savings (and/or cost avoidance) through the delivery of the new business strategy or service transformation proposals.
- Category 3 Schemes** facilitate the climate action or active travel commitments of the Council, as articulated in the strategic plan.
77. Because of the limited funding, and the need to develop a wider place strategy to inform future capital schemes, the recommended approach is that only the highest priority 'Category 1' schemes should be funded. Further work to identify future funding and develop a longer run programme will then be taken forward through future Budget & Business Planning processes.
78. Programmes of work falling into Category 1 are set out in Annex 3b. These include the need to address health and safety issues across the council's corporate property estate. There is also a requirement to ensure that mitigations are in place to address the impact of the retirement of the analogue telephone network.
79. The current contract for the provision of mortuary services comes to an end in 2025. The Thames Valley Coroners have put forward a proposal for a joint mortuary across the region which would look to include new technology to improve the process. This proposal has been explored via an options appraisal which is currently being evaluated along with an option for a standalone council only mortuary.
80. The funding required to address these Category 1 schemes means there is limited funding available for other projects.

81. Reducing the size of the council's corporate property estate remains a priority as it will generate revenue savings, result in long run cost avoidance and contribute to the council's decarbonisation commitment. A grant funding bid has been submitted but requires match funding of £2.6m. An update on the outcome of the grant bid, which is expected in January 2024, will be included later in the process.
82. £2.3m of proposed funding does not align directly with the priority framework categories but is recommended as the investment will support requirements critical to the council's operations, such as the IT strategy, or with significant project dependencies. This includes the need for electrical vehicle chargers to support the council's One Fleet initiative.
83. £10.2m funding is recommended to be added to the existing funding available for Highways Maintenance & Structures.
84. Table 6 summarises the proposed use of the available funding.

Table 6:

	Proposed Funding (*)
1: Statutory, health & safety & school placements	£27.7m
2: Generate revenue savings or cost avoidance/reduction	£2.6m
3: Climate action or active travel	£3.2m
Total Prioritisation Category 1 – 3	£33.5m
Highways Maintenance & Structures	£10.2m
Other Schemes critical to council operations	£2.3m
Total Schemes Proposed to be Funded	£46.0m

(*) estimates subject to business cases.

85. Annex 3a sets out high priority capital schemes to which indicative funding is proposed to be allocated. Annex 3b lists schemes included in the pipeline pending future funding becoming available.
86. In accordance with the council's capital governance arrangements all schemes, including those assessed as high priority, will need an approved business case before they are added to the firm programme.

Forward Funding for Capital & Revenue Schemes

87. Forward funding is required for priority capital schemes including Traffic Filters (£1.55m), and the expansion of the Zero Emission Zone in central Oxford (£4m).
88. £0.8m forward funding is also proposed for a feasibility study for an underpass/bridge on the A40 at Eynsham, and £4m funding for the design stage of improvements to the A4095 at Northwest Bicester is expected to generate future Section 106 contributions.

Workplace Parking Levy

89. In July 2022, Oxfordshire County Council adopted its new transport plan (LTCP), aiming to deliver a net-zero transport system that enables Oxfordshire to thrive, protects the environment, and makes the county a better place to live for all residents. The plan includes ambitious targets to replace or remove 1 in 4 car trips in Oxfordshire by 2030, deliver a net-zero transport network by 2040, and have zero or as close as possible road fatalities or life-changing injuries by 2050.
90. The transport strategy for central Oxfordshire, the Central Oxfordshire Travel Plan (COTP), developed as part of the county's LTCP, proposes a set of 23 actions to help deliver on the policy objectives and targets and, more specifically, achieve a more sustainable and reliable transport system. The Workplace Parking Levy is one of the actions and a key priority for the county council.
91. It is proposed to use £2.5m funding in reserves to support the revenue cost of the development of the Workplace Parking Levy in Oxford. Subject to the outcome from the public consultation and the Department for Transport approving the proposal there would be further costs of £0.9m related to full implementation. If the scheme is approved the cost of implementation would be met through the on-going operation of the scheme.

Outstanding Information & Next Steps

92. A number of pieces of information yet to be received will have an impact on the proposed budget for 2024/25 and MTFS. These include:
- The provisional and final Local Government Finance Settlement for 2024/25 setting out the council's Settlement Funding Assessment and confirming estimated grant funding and any other changes.
 - Updates on the growth in the council tax base for 2024/25 and surpluses on council tax collection funds, expected to be received from the City and District Councils in December 2023 and January 2024 respectively.
 - Notification of Business Rates income for 2024/25 and collection fund deficits/surpluses which may not be received from the City and District Councils until 31 January 2024.
 - The outcome of the public consultation running from 29 November 2023 to 10 January 2024.
93. Changes arising from these updates will need to be addressed as part of the proposed budget which will be presented to Cabinet on 30 January 2024.
94. Due to the scale of the budget gap for 2024/25 and the expected funding reductions for 2025/26 and beyond, a successful and sustainable Council of the future will need to be smaller and more focused on delivering key priorities. This will be achieved by operating from fewer buildings and making sure those we keep are used to their full capacity; embracing technology where it improves

productivity and connectivity to the people we serve, helping us become more efficient; collaborating more closely with partners in the voluntary and community sector so the Council is no longer the main provider for every service; and exploiting commercial opportunities where they deliver value for residents.

Business and Budget Planning Process

95. Updates to funding and any changes to proposals known by the end of December 2023 will be published on 11 January 2024 and considered by Performance and Corporate Services Overview and Scrutiny Committee on 19 January 2024 so feedback can be considered by Cabinet ahead of their meeting on 30 January 2024.
96. Cabinet will propose their budget on 30 January 2024 taking into account comments from Performance and Corporate Services Overview and Scrutiny Committee in November and December 2023 as well as feedback from the public consultation. The report to cabinet in January will include:
 - Council tax and precept calculations
 - Draft budget for 2024/25
 - Draft MTFS to 2026/27 (incorporating proposed changes following consultation)
 - Review of charges for 2024/25
 - Capital and Investment Strategy incorporating the Property Investment Strategy and Treasury Management Strategy
 - Capital proposals and draft ten-year Capital Programme
 - Earmarked Reserves and General Balances Policy
 - Financial Strategy (including Financial Management Code self-assessment)
97. Council will meet to agree the Revenue Budget 2024/25; Capital Programme 2023/24 - 2033/34; MTFS 2024/25 - 2026/27 on 20 February 2024. Any further changes to the budget proposed by Cabinet at their meeting on 30 January 2024 needed as a result of funding changes notified in late January 2024, for example, will be incorporated into the final budget considered by Council.

Risk Management

98. The statutory report of the Chief Financial Officer required under Section 25 of the Local Government Act 2002, which forms part of the suite of papers considered by Council in setting the budget each February, includes a section assessing the key financial risks.
99. This report sets out some significant risks and uncertainties for 2024/25 and the medium term but these are continuing to be assessed through the Budget and Business Planning process. An assessment of the impact will be provided as information and updates become available.

100. In addition to corporate contingency general balances are also held to ensure that a major incident or emergency can be managed without impacting on other services. The level of balances held is monitored through the Business Management & Monitoring Reports throughout the year and subject to an annual risk assessment undertaken as part of the budget setting process.

Equality & Inclusion and Sustainability Implications

101. The Equality Act 2010 imposes a duty on local authorities that, when making decisions of a strategic nature, decision makers must exercise 'due regard to the need to eliminate unlawful discrimination... advance equality of opportunity... and foster good relations.'
102. In developing budget proposals, services have considered the potential impact of change with respect to equality, diversity and inclusion, in line with the council's framework "Including Everyone".
103. "Including Everyone" sets out how the council goes further than the protected characteristics in the Equality Act by also considering the impact our decisions might have on people living with social deprivation, in rural communities, those leaving care, carers and those in our armed forces community.
104. The Climate Action Framework sets the council's commitment to tackling the climate emergency which is underpinned by the Council's priority to put action to address the climate emergency at the heart of our work.
105. Draft overarching summary impact assessments for both climate and equalities, taking into account the overall impact of the budget proposals, are included at Annex 4a and 4b. It should be noted that a number of proposals are very early in the business case development process. The current analysis of sustainability implications will therefore be further developed in parallel to the business case development process.
106. Following the public consultation, impact assessments will be reviewed and updated as necessary to take into account consultation responses.

Financial implications

107. The Council is required by law to set a balanced budget for 2024/25 before 1 March 2023. Alongside this, there is a requirement under Section 25 of the Local Government Finance Act 2003 for the Chief Finance Officer to prepare a statement on the robustness of the budget estimates and the adequacy of reserves. This report is part of the process to achieve these objectives.

Comments checked by:

Lorna Baxter, Executive Director of Resources and Section 151 Officer

Legal implications

108. The Council is required under the Localism Act 2011 to set a council tax requirement for the authority. This report provides information which, when taken together with the previous and future reports up to January 2024, will lead to the council tax requirement being agreed in February 2024, together with a budget for 2024/25, medium term financial strategy covering the period to 2026/27, and ten - year capital programme.
109. The Council has a fiduciary duty to council taxpayers, which means it must consider the prudent use of resources, including control of expenditure, financial prudence in the short and long term, the need to strike a fair balance between the interests of the council taxpayers and ratepayers and the community's interest in adequate and efficient services and the need to act in good faith in relation to compliance with statutory duties and exercising statutory powers.

Comments checked by:

Anita Bradley

Director of Law & Governance and Monitoring Officer

Lorna Baxter, Executive Director of Resources and Section 151 Officer

Annexes:

Revenue expenditure

- Annex 1a – planned revenue budget changes agreed in February 2022
- Annex 1b – new revenue budget proposals
- Annex 1c – combined previously agreed and new revenue budget proposals
- Annex 2 – Proposed changes to fees and charges

Capital expenditure:

- Annex 3a – High priority capital schemes to which indicative funding is proposed to be allocated
- Annex 3b – capital schemes proposed to be included in the pipeline but not funded at this stage.
- Annex 4a – Overarching Equality Impact Assessment
- Annex 4b – Overarching Climate Impact Assessment

Contact Officers:

Kathy Wilcox, Head of Corporate Finance

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November 2023

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Previously Agreed Budget Changes 2024/25 & 2025/26

Previously Agreed Budget Increases	2024/25 £000	2025/26 £000
Adult Services	22,770	11,920
Children's Services	10,374	9,946
Environment & Place	3,572	3,924
Community Safety and Public Health	456	466
Resources	-717	1,789
Inflation to allocate	2,862	800
Total Previously Agreed Budget Increases	39,317	28,845

Previously Agreed Budget Reductions	2024/25 £000	2025/26 £000
Adult Services	-930	-562
Children's Services	620	110
Environment & Place	-3,118	-300
Community Safety and Public Health	200	0
Resources	197	0
Resources - to be allocated to all directorates	-2,500	0
Total Previously Agreed Budget Reductions	-5,531	-752

Previously Agreed Changes to Pressures Funded by the COVID-19 Reserve	2024/25 £000	2025/26 £000
Adult Services	-890	-325
Children's Services	-1,900	-1,017
Environment & Place	-400	0
Resources	-434	-96
Total Previously Agreed Changes to COVID-19 Funding	-3,624	-1,438
Total Existing Planned Changes	30,162	26,655

Previously Agreed Budget Increases 2024/25 & 2025/26

Demography	2024/25 £000	2025/26 £000
Adult Services (Population Changes)	8,500	8,500
Children's Services (Population Changes)	7,326	6,794
Environment & Place (Waste Tonnages)	430	430
Total Previously Agreed Demographic Increases	16,256	15,724

Inflation	2024/25 £000	2025/26 £000
Adult Services	13,230	3,420
Children's Services	5,400	3,836
Environment & Place	3,049	3,125
Community Safety	456	466
Resources	2,236	1,870
Inflation to allocate	2,862	800
Total Previously Agreed Inflation Increases	27,233	13,517

Demand and Other Pressures	2024/25 £000	2025/26 £000
Adult Services	1,040	0
Children's Services	-2,352	-684
Environment & Place	93	369
Resources	362	-81
Total Previously Agreed Demand and Other Pressures	-857	-396

Remove Funding for Investments in 2023/24	2024/25 £000	2025/26 £000
Resources (Councillor Priority Fund and Cost of Living Measures)	-3,315	0
Total Remove Previously Agreed Funding for Investments in 2023/24	-3,315	0

Total Previously Agreed Budget Increases	39,317	28,845
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Total From Summary	39,317	28,845
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	2024/25 £000	2025/26 £000
Demographic Changes	16,256	15,724
Inflation and Other Pressures	26,376	13,121
Remove one - off funding for Investments in 2024/25	-3,315	0
Remove pressures funded from the COVID-19 reserve	-3,624	-1,438
Savings	-5,531	-752
Total Previously Agreed Changes	30,162	26,655

Adult Services - Previously Agreed Budget Increases and Reductions

Ref	Description	2024/25	2025/26
		£000	£000
	Previously Agreed Budget Increases		
	Demographic Growth		
	Funding for demographic growth (increases related to population changes)	8,500	8,500
	Subtotal Demographic Growth	8,500	8,500
	Inflation		
	Pay Inflation (2.5%)	808	826
	Contract Inflation	887	920
	Income Inflation (2.0%)	-747	-796
24AD1	Changes to the cost of care packages funded by the council	12,282	2,470
	Subtotal Inflation	13,230	3,420
	Demand and Other Pressures		
23AS2	Long term COVID-19 Infection Control Requirements. Pressure was initially met from COVID-19 reserve in 2022/23 and 2023/24. Council funding added to replace the COVID-19 funding (see COVID12 below).	890	
23AS5	Employment & Wellbeing - Community Carers / Connectors - support clients with a learning disability, to enable them to take part in their communities more independently. Provide support to find volunteering roles, and/or leisure activities, according to their interests until they feel confident to continue on their own.	150	
23CS2	Special Educational Needs & Disabilities (SEND) Commissioning and Brokerage Team - additional dedicated commissioning capacity for SEND placement spend planned to fall out from 2024/25.	-100	
24AD2	Additional brokerage staffing capacity is needed as a result of increasing demand arising from hospital discharges and the need to reduce costs in Special Educational Needs & High Needs Block placements.	100	
	Subtotal Demand and Other Pressures	1,040	0
	Total Previously Agreed Budget Increases	22,770	11,920

Adult Services - Previously Agreed Budget Increases and Reductions

Ref	Description	2024/25	2025/26
		£000	£000
	Previously Agreed Budget Reductions		
23AS13	Out of Area Placements - Bring people back to Oxfordshire to improve outcomes and increase the utilisation of supported accommodation.	-350	
24AD3	Due to a national shortage of qualified social workers and occupational therapists, recruitment into operational social work teams can take time. Adult Services launched a refreshed approach to recruitment in 2023/24, including investment in new professional leadership and development roles specifically the Principal Social Worker and Principal Occupational Therapist. As this approach was embedded there was expected to be a one-off saving in 2023/24 whilst vacancies were filled. This falls out from 2024/25 so the budget will be reinstated.	1,000	
24AD4	The council is committed to supporting people to live independent healthy lives in their own homes. The council's programme of reviewing care packages will ensure that residents are supported to maximise all the opportunities that are available to them in the community to achieve better outcomes.	-670	-385
24AD5	Population changes: the impact of the "Oxfordshire Way" on improved outcomes for people means there is a further anticipated reduction in demand for services in 2024/25.	-500	
24AD6	Maximise the use of supported living accommodation within Oxfordshire so that people are able to remain close to home.	-65	
24AD7	Shared Lives - increase the number of people who can find a home through the shared lives scheme. Build further on the success of the service to provide options for respite for a wider range of individuals.		-74
24AD12	Continue to work with residents, the voluntary sector, health partners, and community groups to deliver The Oxfordshire Way. This means that people will be enabled to live healthy lives in their own homes for as long as possible. We will ensure that people do not enter into residential care when there is a better outcome that they could achieve by accessing equipment, technology, or Extra Care Housing.	-350	-175
24AD13	The Oxfordshire health and social care system is dedicated to supporting people to return home to continue their recovery after a period of hospital based care. The Council will work with system partners to ensure that where people do require a period of bed based recovery in a nursing home or community hospital, they are supported to return home as quickly as possible by accessing the full range of statutory and voluntary services that can support people to remain independent and healthy in their own homes.	-495	
24AD15	Reduction in the cost of social care assessments contribution due to public health (drug and alcohol provider) providing a more efficient, integrated, and holistic assessment falls out in 2025/26.		72
24AD16	Eigible adult social care expenditure was funded from the Public Health Reserve on a one-off basis in 2023/24. This funding falls out in 2024/25.	500	
	Total Previously Agreed Budget Reductions	-930	-562

Adult Services - Previously Agreed Budget Increases and Reductions

Ref	Description	2024/25	2025/26
		£000	£000
	Previously Agreed Changes to Pressures funded by the COVID-19 Reserve on a one - off basis		
24COVID5	Previously agreed funding for additional commissioning and contract activity for social care arising as a result of the on-going impact of COVID-19 falls out in 2025/26.		-325
COVID12	Long term COVID-19 Infection Control Requirements - based on increased staffing recruitment and retention, cost of PPE as free issue is withdrawn and on-going testing requirements. Funding of £1.780m in 2022/23 reduced to £0.890m in 2023/24 and will be removed from 2024/25. One - off funding from the reserve will be replaced by base buget funding (see 23AS2).	-890	
	Total Removal of Previously Agreed Pressures funded by the COVID-19 Reserve	-890	-325
	Total Adult Services	20,950	11,033

Children's Services - Previously Agreed Budget Increases and Reductions

Ref	Description	2024/25	2025/26
		£000	£000
	Previously Agreed Budget Increases		
	Demographic Growth		
	Demographic Growth	5,726	5,494
23CS5	Children's Placement Demography and Price Inflation - increase to existing planned demography of £4.0m. COVID-19 has had an impact in this area due to more children being in placements than expected, for longer periods of time, along with an unusually large increase in the unit price for a placement. The demographic increases link to delays in courts and changes in individual circumstances resulting in children spending longer in care than they may have done.	100	100
24CS32	Home to School Transport: There is a significant increase in the number of students needing an Education, Health and Care Plan (EHCP). 33% of students with an EHCP require transport and the student increases are estimated at 11% in 2024/25 and 9% in 2025/26.	1,500	1,200
	Subtotal Demographic Growth	7,326	6,794
	Inflation		
	Pay Inflation (2.5%)	1,430	1,463
	Contract Inflation	252	255
24CS6	Inflation: funding for estimated inflationary increases to the cost of care.	3,200	1,600
24CS30	On-going impact of increases in the cost of mainstream bus tenders over the medium term as cohorts of contracts are tendered.	213	213
24CS31	Inflation: funding for estimated inflationary increases to the cost of care for children with SEND.	305	305
	Subtotal Inflation	5,400	3,836
	Demand and Other Pressures		
21CS21	Family safeguarding model - this was an invest to save project which introduced a new model in children's social care. An initial investment of £2.2m was made in 2020/21 and has gradually reduced since then. The remaining £0.945m budget falls out in 2024/25.	-945	
23CS1	Special Educational Needs (SEN) Casework Team - an increase in demand for Education Health & Care Plans (EHCPs) and the number of approved EHCPs which require an annual review has created a pressure across the SEN service including case workers, educational psychologists, quality and advocacy support. Additional capacity is needed to ensure quality and timeliness are in line with expected standards.	343	281
24CS1	Continuation of £0.970m funding for adult facing services within family safeguarding (family solutions plus), relating to contracts supporting domestic abuse, adult mental health & substance misuse. The increases are after taking account of the Supporting Families grant of £0.485m in 2024/25 plus funding from the Public Health reserve of £0.200m in 2024/25.	100	685
24CS3	Short term growth built into the 2023/24 budget to fund the difference in cost of agency and permanent social workers, until the Recruitment and Retention measures and investment take full effect falls out in 2024/25 and 2025/26.	-650	-450
24CS5	Strengthen the application of thresholds and develop new working practices to safely reduce the number of children the council cares for so activity is more consistent with similar authorities (offsets previous pressures added to the budget)	-1,200	-1,200
	Subtotal Demand and Other Pressures	-2,352	-684
	Total Previously Agreed Budget Increases	10,374	9,946

Children's Services - Previously Agreed Budget Increases and Reductions

Ref	Description	2024/25	2025/26
		£000	£000
	Previously Agreed Budget Reductions		
24CS7	One-off funding held in reserves was used to support expenditure in 2023/24. This falls out in 2024/25.	60	
24CS9	The academy and new school budgets are expected to underspend in 2023/24 due to fewer schools converting to academies. Increased activity is expected in 2024/25	100	
24CS17	Adopt Thames Valley (regional adoption service) - one - off reduced contribution in 2023/24 based on placing more children with our own adopters falls out in 2024/25.	40	
24CS20	The Supporting Families grant will continue for a further two years. Total budgeted grant expected to fall out in 2025/26		110
24CS26	Supporting Families Grant - one-off funding was used to offset overall pressures in 2023/24. This falls out in 2024/25.	200	
24CS27	Funding held in the Early Intervention reserve was used on a one-off basis in 2023/24 so this falls out in 2024/25.	200	
24CS28	Funding from the Youth Funding pump-priming reserve was used to support the 2023/24 on a one - off basis. This one - off contribution falls out in 2024/25.	500	
24CS29	Saving expected to be achieved through service reviews of non-statutory / non-case holding areas	-480	
	Total Previously Agreed Budget Reductions	620	110

Children's Services - Previously Agreed Budget Increases and Reductions

Ref	Description	2024/25	2025/26
		£000	£000
	Previously Agreed Changes to Pressures funded by the COVID-19 Reserve on a one - off basis		
	<u>Education</u>		
COVID1	Special Educational Needs (SEN) Casework Team - An annual 10-12% increase in demand for Education Health & Care Plans (EHCPs) and the number of approved EHCPs which require an annual review has created a pressure across the SEN service including case workers, educational psychologists, quality and advocacy support. Additional capacity is needed to ensure quality and timeliness are in line with expected standards. One - off funding of £0.134m from the COVID-19 reserve falls out in 2024/25.	-134	
COVID2	Existing saving (22CS19 relating to a reduction in management by combining Early Years Teams across Education.) was not expected to be achivable until 2024/25 as a result of COVID-19 pressures. Funding from the COVID-19 reserve falls out in 2024/25.	-140	
COVID5	Agency Staff - the proportion of permanent posts held by an agency social workers increased during 2021/22 because of COVID-19 demand and other factors impacting on the availability of experienced social workers. Funding from the COVID-19 reserve falls out in 2024/25.	-375	
COVID6	Family Safeguarding Partnership Team Savings - higher demand due to the COVID-19 pandemic means that it was not possible to reduce teams in line with the original plan without a significant impact on caseloads (links to 21CS21). Temporary funding from the COVID-19 reserve was added but falls out in 2025/26.		-446
COVID7	Family Safeguarding Associated Savings The reduction in activity as a result of Family Safeguarding was expected to reduce activity in other services, such as Children we Care For Teams and the QA services. The impact of these savings being delayed was met from the COVID-19 reserve but the funding falls out in 2024/25 and 2025/26.	-140	-246
	COVID-19 - Additional Demand Pressures		
COVID8	Multi Agency Safeguarding Hub - funding of £0.624m in 2022/23 for additional activity linked to COVID-19 demand falls out in 2023/24 and 2024/25.	-312	
COVID9	Family Safeguarding Partnership Teams - funding of £0.350m for additional activity linked to COVID-19 demand falls out in 2023/24 and 2024/25.	-175	
COVID10	Fostering Project Savings - reprofile of existing saving 21CS26. Recruitment of foster carers has been challenging nationally since the start of the pandemic for both local authorities and fostering agencies. £0.588m fundin in 2022/23 will increase to £0.637m in 2023/24 then fall out in 2024/25 and 2025/26.	-312	-325
24COVID1	Multi Agency Safeguarding Hub. One - off funding of £0.624m agreed for 2022/23 for additional activity linked to COVID-19 demand was originally expected to fall out in 2023/24 and 2024/25 (see COVID8 in Annex 1a). Demand remains high so the funding was extended into 2023/24 but falls out in 2024/25.	-312	
	Total Previously Agreed Changes to Pressures funded by the COVID-19 Reserve	-1,900	-1,017
	Total Children's Services	9,094	9,039

Environment & Place - Previously Agreed Budget Increases and Reductions

Ref	Description	2024/25	2025/26
		£000	£000
	Previously Agreed Budget Increases		
	Demographic Growth		
	Demographic Growth (growth in waste tonnages)	430	430
	Subtotal Demographic Growth	430	430
	Inflation		
	Pay Inflation (2.5%)	534	546
	Contract Inflation	2,280	2,353
	Income Inflation (2.0%)	-131	-140
	Business Rates Inflation	16	16
24EP4	Home to School transport - increase in the cost of school transport (directly provided and contracted) due to increases in fuel and other costs.	350	350
	Subtotal Inflation	3,049	3,125
	Demand and Other Pressures		
23EP3	Reprofiling of the LED replacement streetlighting programme due to unavoidable supply chain disruption as a result of COVID-19 meant the last year of the saving was moved to 2024/25.	-600	
23EP4	Recycling and Gully treatment project savings at the Drayton Highways Depot are being removed as they are not now achievable (links to 22EP26)	250	
23EP5	Increased contribution to the Regional Flood Co-ordination Committee Levy	22	22
23EP10	Environmental and Community bids - additional funding supporting the expansion in capacity to prepare for the Environment Bill, develop the Nature Recovery Strategy and greater support for Community Action Groups falls out in 2024/25.	-50	
23EP11	£0.066m funding to increase capacity to develop pipeline and contract delivery of projects to support the Zero Carbon Infrastructure was added to the budget in 2022/23. This reduced to £0.064m in 2023/24 and falls out in 2025/26.		-64
23EP12	Delivery of Pathways to a Zero Carbon Oxfordshire - one - off capacity to develop roadmap and support partnership working. Removal of one - off funding in 2024/25.	-20	
23EP14	Funding for short term capacity to ensure Oxfordshire is "Grid ready", developing Energy System planning and flexibility trials falls out by 2025/26.	-9	-64
24EP3	Additional temporary resources and expertise to support the exploration and delivery of a new highways maintenance contract from the end of March 2025. Funding expected to fall out in 2025/26 after the contract is agreed.	100	-250
24EP8	Household Waste Recycling Centres - anticipated increase in the cost of new contracts from 2025/26.		625
24EP9	An anticipated change in the law means the council will need to stop charging for DIY waste leading to a reduction in income.	400	
24EP10	Impact of implementation of Controlled Waste Regulation		100
	Subtotal Demand and Other Pressures	93	369
	Total Previously Agreed Budget Increases	3,572	3,924

Environment & Place - Previously Agreed Budget Increases and Reductions

Ref	Description	2024/25	2025/26
		£000	£000
	Previously Agreed Budget Reductions		
22EP06	Improved recycling facilities at Drayton Highways Depot for tar bound materials and gully waste will reduce disposal costs	-250	
22EP10	Fleet management – Reduced costs and effort by consolidating contracts and managing collectively across directorate	-100	
22EP11	Home to School contract management - Use of technology and improvements and automation of processes to reduce costs and effort required.	-50	-150
22EP18	Additional anticipated income from charges to developers. Appropriate charges for services undertaken for developers that attract a relevant external fee (road agreements).	-278	
23EP18	Moving Traffic New income introducing Part 6 powers relating to Civil Traffic Enforcement.	-250	
23EP25	Supported Transport budget - rebasing of service operation and staffing costs	-100	
24EP14	Lane rental - introduce charges for all works on the busiest roads at the busiest times to minimise disruption.	-2,150	
24EP15	Anticipated increases in on street parking income.	-150	-150
24EP17	One - off drawdown from accumulated funding held in the Parking Account reserve will be removed in 2024/25	250	
24EP18	One - off reduction in operational budgets in 2023/24 is reinstated from 2024/25	50	
24EP19	One - off reduction in operational budgets in 2023/24 is reinstated from 2024/25	40	
24EP20	Prevention of unsorted waste at Household Waste Recycling Centres means recycling can be increased by reducing the amount of waste that is sent to the Energy Recovery Facility at Ardley.	-200	
24EP23	One - off reduction in operational budgets in 2023/24 is reinstated from 2024/25	30	
24EP24	One - off reduction in operational budgets in 2023/24 is reinstated from 2024/25	40	
	Total Previously Agreed Budget Reductions	-3,118	-300
	Previously Agreed Changes to Pressures funded by the COVID-19 Reserve on a one - off basis		
COVID14	£0.800m funding in 2022/23 supporting an estimated reduction in the use of the Pay and Display (COVID-19) and reduction in level of drawdown from Parking Account as a result of reduction in income reduced to £0.400m in 2023/24 and falls out in 2024/25.	-400	
	Total Previously Agreed Changes to Pressures funded by the COVID-19 Reserve	-400	0
	Total Environment & Place	54	3,624

Public Health & Community Safety - Previously Agreed Budget Increases and Reductions

Ref	Description	2024/25	2025/26
		£000	£000
	Public Health		
	Previously Agreed Budget Reductions		
24PHCS1	Additional external grant funding for services supporting victims of Domestic Abuse expected in 2023/24 meant council funded budget could be released on a one-off basis. The budget is reinstated from 2024/25.	200	0
	Total Previously Agreed Budget Reductions	200	0
	Total Public Health	200	0

Ref	Description	2024/25	2025/26
		£000	£000
	Community Safety		
	Previously Agreed Budget Increases		
	Pay Inflation (2.5%)	456	466
	Total Previously Agreed Budget Increases	456	466
	Total Community Safety	456	466
	Total Public Health & Community Safety	656	466

Resources and Law & Governance - Previously Agreed Budget Increases and Reductions

Ref		2024/25	2025/26
	Description	£000	£000
	Previously Agreed Budget Increases		
	Inflation		
	Pay Inflation (2.5%)	1,173	1,200
	Contract Inflation (RPIX - 4.2%; RPI - 4.1%; CPI - 2.5%)	135	139
	Income Inflation (2.0%)	-44	-47
	Business Rates Inflation	52	53
24CCCS1	Increases in utility costs for the council's buildings	350	55
24CCCS31	Property Facilities Management - additional contract inflation based on the OBR inflation forecast set out in the Autumn Statement 2022.	100	50
24CCCS33	Property Catering - additional food and utilities inflation resulting in an increase cost for school meal which can't be recovered due to restriction on price increase on school meal. This follows the increased inflation forecast set out by the OBR in the Autumn Statement 2022.	100	50
24CCCS34	Landlord & Tenant - additional contract inflation of 10% in 2024/25 and 2025/25 based on the OBR inflation projection set out in the Autumn Statement 2022.	370	370
	Subtotal Inflation	2,236	1,870
	Demand and Other Pressures		
23CODR9	Increase to the cost of maintaining Performance Management Business Systems	19	19
24CCCS3	Decarbonisation Manager - 50% of the cost of this post is assumed to be met from specific schemes in the capital programme from 2024/25.	-36	
24CCCS4	Adjustments to staffing budgets reflecting current service needs and anticipated future reductions to the number of council buildings.	-59	
24CCCS5	Staff shortages mean there is increased dependency on agency staff which has increased costs of cleaning the council's buildings. Action is being taken to reduce these costs in 2024/25 and 2025/26.	-100	-100
24CCCS7	Programme Director - Partnership & Delivery. On-going capacity to support partnership activity and delivery including support for Oxfordshire's response to the Homes for Ukraine scheme and for households through the cost of living crisis.	130	
24CCCS9	Legal Services - increase in establishment to respond to increased demand.	207	
24CCCS10	Staffing pressures related to the loss of grant funding for data analysis, income from Cherwell District Council and investment in resources to undertake consultative activities and an inhouse digital design and graphics services.	161	
24CCCS11	Library Service: Reduce historic income target due to decreased demand for services and changes in consumer behaviour.	40	
	Subtotal Demand and Other Pressures	362	-81
	Remove One - Off Funding for Investments in 2023/24		
24CCCS37	One - off funding for the Councillor Priority Fund agreed in February 2023 (£15,000 per councillor to be used over two years) and two year administration cost falls out in 2024/25.	-1,015	
24CCCS38	One - off funding for Council Tax Support Schemes/Cost of Living Measures agreed in 2023/24 falls out in 2024/25.	-2,300	
	Subtotal Remove One - Off Funding for Investments	-3,315	0
	Total Previously Agreed Budget Increases	-717	1,789

Resources and Law & Governance - Previously Agreed Budget Increases and Reductions

Ref		2024/25	2025/26
	Description	£000	£000
	Previously Agreed Budget Reductions		
23CODR15	Temporary reduction in operational budget of the Performance & Insight team falls out in 2024/25	10	
23CODR24	Temporary savings in supplies & contracts falls out from 2024/25.	239	
24CCCS15	Temporary recruitment freeze for posts in Estates, Strategy and Major Projects falls out from 2024/25.	79	
24CCCS18	Hard Facilities Management: reduction in maintenance of corporate buildings due to lower utilisation.	-30	
24CCCS26	Cultural Services (Libraries) - reduction in supplies & services expenditure, plus vacancy management.	-153	
24CCCS27	Cultural Services (Leadership team) - saving from temporary recruitment freeze in 2023/24 falls out from 2024/25.	80	
24CC10	Replace public library PCs to improve energy efficiency	-28	
24CC13	Reduction in the need for agency staff across the council as a result of the Resourcing Strategy. Held here pending anticipated allocation to directorates.	-2,500	
	Total Previously Agreed Budget Reductions	-2,303	0
	Previously Agreed changes to Pressures funded by the COVID-19 Reserve on a one - off basis		
	<u>Legal Services</u>		
24COVID2	Programme Director - Partnership & Delivery. One off funding in 2023/24 falls out in 2024/25. On-going funding from 2024/25 included in 24CCCS7	-130	
24COVID3	Coroners - funding for additional activity in 2023/24 and 2024/25 falls out in 2025/26		-96
COVID16	One off funding for COVID-19 Compliance Pressures in 2023/24 falls out in 2024/25	-25	
COVID17	One - off funding for additional Childcare Solicitor Provision in 2023/24 falls out in 2024/25	-279	
	Total Previously Agreed Changes to Pressures funded by the COVID-19 Reserve	-434	-96
	Total Resources and Law & Governance	-3,454	1,693

Previously Agreed Changes affecting all Directorates that will be allocated later

Reference	Description	2024/25 £000	2025/26 £000
	Budget Increases		
	Inflation		
24CC1	Additional pay inflation (on-going effect of a 4.5% increase in 2023/24). This will be allocated to directorate budgets.	800	800
	Additional Inflation (will be allocated to directorate budgets to support pay inflation)	2,062	
	Subtotal Inflation	2,862	800
	Total Budget Increases	2,862	800
	Total Inflation and Other Adjustments to Allocate	2,862	800

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New Pressures and Savings

	2024/25	2025/26	2026/27	Total
	£000	£000	£000	£000
New Budget Pressures				
Adult Services	4,013	1,237	12,100	17,350
Children's Services	14,572	3,506	-1,029	17,049
Environment & Place	3,553	176	-241	3,488
Public Health & Community Safety	50	522	120	692
Resources & Law & Governance	1,860	124	28	2,012
Increase in Insurance Premiums	365			365
Pay Inflation (increase to 5.0% & add 2026/27)	5,400		7,500	12,900
Total Directorate Budget Pressures	29,813	5,565	18,478	53,856

New Budget Savings				
Adult Services	-323	-900	0	-1,223
Children's Services	-2,312	-6,070	-5,000	-13,382
Environment & Place	-3,875	-179	991	-3,063
Public Health & Community Safety	-350	200	0	-150
Resources & Law & Governance	-925	75	75	-775
Contract Savings	-2,000			-2,000
Total Directorate Budget Savings	-9,785	-6,874	-3,934	-20,593

Net Pressures/Savings				
Adult Services	3,690	337	12,100	16,127
Children's Services	12,260	-2,564	-6,029	3,667
Environment & Place	-322	-3	750	425
Public Health & Community Safety	-300	722	120	542
Resources & Law & Governance	935	199	103	1,237
Increase in Insurance Premiums	365			365
Contract Savings	-2,000			-2,000
Pay Inflation (increase to 5.0% & add 2026/27)	5,400		7,500	12,900
Total Net Directorate Budget Pressures	20,028	-1,309	14,544	33,263

Adult Services - Proposed New Budget Pressures

Ref	Description	2024/25	2025/26	2026/27	Total
		£000	£000	£000	£000
	Budget Pressures				
2025ASC587	Demographic and Demand Pressure - based on estimated population growth	1,500	-700	0	800
2025ASC597	Changes to the cost of care packages funded by the council	2,343	1,937	0	4,280
2025ASC680	Pressure related to retaining additional capacity in Social Care Finance provided to support improvements in debt recovery, financial assessment and payment timeliness. See also 2025F&P972 additional funding for capacity in the Income Team in Finance.	170	0	0	170
	Demography and Inflation (add new year to MTFS)				
2025ASC590	Demand increases resulting from population growth	0	0	6,600	6,600
2025ASC601	Increases to the cost of care packages funded by the council.	0	0	5,500	5,500
	Total New Budget Pressures	4,013	1,237	12,100	17,350

Adult Services - Proposed New Budget Savings

Ref	Description	2024/25	2025/26	2026/27	Total
		£000	£000	£000	£000
	Budget Savings				
2025ASC613	Efficiencies within Health, Education and Social Care Commissioning Budgets	-99	0	0	-99
2025ASC682	Reviews of care packages for service users with mental health needs linked to health funding.	0	-900	0	-900
2025ASC684	Build on 2023/24 saving through continued increase in recruitment of Shared Lives Carers	-74	0	0	-74
2025ASC762	Additional capacity means funding relating to Community Connectors can be released (23AS5).	-150	0	0	-150
	Subtotal Budget Savings	-323	-900	0	-1,223
	Total New Budget Savings	-323	-900	0	-1,223
	Total Adult Services	3,690	337	12,100	16,127

Children's Services - New Budget Pressures

Ref	Description	2024/25	2025/26	2026/27	Total
		£000	£000	£000	£000
	Education				
2025CS701	Investment in additional capacity in the SEND service	1,000			1,000
2025CS711	School improvement - additional capacity and replacement of grant funding	400	0	0	400
2025CS700	Funding to support implementation of Education Commission recommendations	100		0	100
	Total Education	1,500	0	0	1,500
	Home to School Transport				
2025CS-HN712	On-going impact of increases in the number of Education Health & Care Plans (EHCPs) and post - 16 travel & price increases following on from 2023/24.	2,800	0	0	2,800
2025CS-HN713	Future increases in the number of EHCPs and Post 16 travel and price increase impacting on demand and cost of transport.	600	400	2,500	3,500
	Total Home to School Transport	3,400	400	2,500	6,300
	Social Care				
2025CS787	Demand and inflation pressures continuing from 2023/24 (full year effect)	8,223	2,274	-4,237	6,260
	Subtotal Demand and Inflation	8,223	2,274	-4,237	6,260
	New Service Investments (supporting the Financial Strategy)				
2025CS790/1/3	Recruitment & Retention Strategy	949	832	708	2,489
2025CS792	Funding for technological improvements enabling data analysis and insight to help manage demand	500	0	0	500
	Subtotal New Service Investments	1,449	832	708	2,989
	Total New Budget Pressures	14,572	3,506	-1,029	17,049

Children's Services - New Budget Savings

Ref	Description	2024/25	2025/26	2026/27	Total
		£000	£000	£000	£000
	Education				
2025CS-HN707	Adjust growth funding already in budget	-343	-281	0	-624
	Total Education	-343	-281	0	-624
	Social Care				
2025CS721	Agency Staff In Social Care - replacement with permanent Staff	-1,200	-1,600	-1,200	-4,000
2025CS723	Manage Demand for Children We Care For (CWCF) - Maintain CWCF at the current number	-2,700	-3,400	-700	-6,800
2025CS724	Bring Children We Care For (CWCF) currently placed out of the county back into Oxfordshire	-1,100	-1,300	-300	-2,700
2025CS725	High Cost Placements - Obtain better value care for children living in high-cost residential placements	-200	-600	0	-800
2025CS726	Exits from Care - Ensuring children cease to be Children We Care For (CWCF) in line with their plan in a timely way	-2,200	-2,500	-2,800	-7,500
2025CS728	NHS Joint Funding - Maximise access to all health joint funding for Children We Care For (CWCF)	-2,900		0	-2,900
2025CS1064	Risk adjustment (50% of savings)	5,150			5,150
2025CS1063	Offset savings with re-instatement of previous savings or replace COVID-19 funding that drops out of Medium Term Financial Strategy with base budget.	3,181	3,611		6,792
	Total Social Care	-1,969	-5,789	-5,000	-12,758
	Total New Budget Savings	-2,312	-6,070	-5,000	-13,382
	Total Childrens Services	12,260	-2,564	-6,029	3,667

Environment & Place - New Budget Pressures

Ref	Description	2024/25 £000	2025/26 £000	2026/27 £000	Total £000
	Highways & Operations				
2025EP583	Home to School Transport Digital Contract Management System - Previously Agreed Savings Not Achievable	650	150	0	800
2025EP588	Increased Parking Service operational and maintenance costs	295	380	200	875
2025EP598	Increased drawdown from Parking Reserve to support increased maintenance and operational costs	-295	-380	-200	-875
2025EP622	Increased highway maintenance activity (additional funding for potholes)	650	100	50	800
	Total Highways & Operations	1,300	250	50	1,600
					0
	Planning, Environment & Climate Change				0
2025EP641	Persistent Organic Pollutants - a change in the law means the council has to fund the cost of shredding, transporting and incinerating domestic soft seating as landfill disposal is no longer permitted.	200	0	0	200
2025EP647	Resource to write circular economy strategy	30	-30	0	0
2025EP692	Various pressures associated with service areas within Environment & Circular Economy (offset by saving EP693)	495	-115	-123	257
2025EP694	Household Waste Recycling Centres (HWRC): unsorted waste and essential site repair pressures (offset by saving EP695)	623	-114	0	509
2025EP645	Take action in 2024/25 to reduce the future cost of closed landfill site monitoring	10	-20	0	-10
	Add new year of demographic growth for Waste Management			400	400
	Total Planning, Environment & Climate Change	1,358	-279	277	1,356
	Transport & Infrastructure				
2025EP654	Create Sustainable Travel to School strategy	200	-200	0	0
2025EP744	Pressures associated with policy development for area travel plans, HGV studies and Multi Modal transport model (offset by saving EP745)	695	405	-568	532
	Total Transport & Infrastructure	895	205	-568	532
	Total New Budget Pressures	3,553	176	-241	3,488

Environment & Place - New Budget Savings

Ref	Description	2024/25 £000	2025/26 £000	2026/27 £000	Total £000
	Highways & Operations				
2025EP620	Increase the use of commuted sums held in reserves to maintain new infrastructure as a result of new developments and changes to the highway	-700	-100	-100	-900
	Total Highways & Operations	-700	-100	-100	-900
	Planning, Environment & Climate Change				
2025EP634	Climate Action: one - off income relating to greenhouse gas reporting	-12	12	0	0
2025EP638	Reduction in bespoke Lead Local Flood Authority planning consultations	-40	0	0	-40
2025EP646	Reduced gate fee for garden waste diverted to open window composting	-60	0	0	-60
2025EP693	Various pressures associated with service areas within Environment & Circular Economy - to be managed within the existing budget allocation (offsets pressure EP692)	-495	115	123	-257
2025EP695	Manage Household Waste Recycling Centre pressure through reduction in waste costs (offsets pressure EP694)	-623	114	0	-509
2025EP672	Use of reserves and other planning related fees to fund staffing posts	-50	0	0	-50
2025EP673	Capitalisation of staff costs to be funded through capital reserves when delivering infrastructure projects	-250	0	0	-250
	Total Planning, Environment & Climate Change	-1,530	241	123	-1,166

Environment & Place - New Budget Savings

Ref	Description	2024/25 £000	2025/26 £000	2026/27 £000	Total £000
	Transport & Infrastructure				
2025EP656	Saving through recharging staff time to Oxfordshire Bus Enhanced Partnership	-50	0	0	-50
2025EP745	Manage various pressures associated with policy development under existing budget allocation (offsets pressure EP744)	-695	-405	568	-532
2025EP655	Park & Ride upgrades improve user offer and increase patronage	-25	0	0	-25
2025EP657	Recharge of policy staff time to major projects	-50	0	0	-50
2025EP658	One - off capitalisation of staff time through recharging costs associated with School Streets project	-25	25	0	0
2025EP659	Consolidated savings for: - Introduction of standing advice for Transport Development Management - Combining Highways agreement and Engineering and assurance teams - Increase income from Planning Performance Agreement charges - Optimising the commissioning of modelling - Use of Section 106 funding held to develop schemes or the interest pot	-100	-180	0	-280
2025EP772	Release uncommitted element of on-going investment 24EP27 Countywide Community Transport Initiatives agreed in February 2023 on one - off basis in 2024/25	-260	260		0
2025EP773	Release part of the on-going £0.5m investment 24EP28 agreed in February 2023 not needed to support the cost of park and ride joint ticketing	-35			-35
2025EP774	Utilise Bus Service Operators Grant (BSOG) to support spend in 2024/25 and 2025/26	-400		400	0
	Total Transport & Infrastructure	-1,640	-300	968	-972
	Directorate Support				
2025EP633	Increased recharging of staff time for projects	-5	-20	0	-25
	Total Directorate Support	-5	-20	0	-25
	Total New Budget Savings	-3,875	-179	991	-3,063
	Total Environment & Place	-322	-3	750	425

Public Health & Community Safety - New Budget Pressures

Ref	Description	2024/25	2025/26	2026/27	Total
		£000	£000	£000	£000
	Community Safety				
2025CSafety670	Vehicle Renewals - increase revenue contribution for replacement of Fire Vehicles	0	572	120	692
2025CSafety754	Cultural Development Work	50	-50	0	0
	Total Community Safety	50	522	120	692
	Public Health	0	0	0	0
	Total New Budget Pressures	50	522	120	692

Public Health & Community Safety - New Budget Savings

Ref	Description	2024/25	2025/26	2026/27	Total
		£000	£000	£000	£000
	Community Safety				
2025CSafety665	New Ways of Working - Fire Engine Standby moves when incidents occur.	-75	0	0	-75
2025CSafety666	Review of Wholetime support functions	-75	0	0	-75
	Total Community Safety	-150	0	0	-150
	Public Health				
2025PH555	Utilisation of government grant to fund domestic abuse services	-200	200	0	0
	Total Public Health	-200	200	0	0
	Total New Budget Savings	-350	200	0	-150
	Total Public Health & Community Safety	-300	722	120	542

Resources and Law & Governance - New Budget Pressures

Ref	Description	2024/25 £000	2025/26 £000	2026/27 £000	Total £000
	Corporate Services				
2025Corp973	Revised structure and pay scales for the council's Strategic Leadership Team (pending approval by Council on 7 November 2023). Additional contributions will be sought from existing council budgets so that the pressure is reduced as far as possible.	209	28	28	265
	Total Corporate Services	209	28	28	265
	Communications, Strategy & Insight				
2025CSI531	Recruitment for a new Head of Business Change post	94	0	0	94
2025CSI532	Reorganise existing structure to fund two new posts for forward planning and business support for the council's leadership meetings	93	0	0	93
2025CSI533	Reorganise existing structure to fund two new posts in the Digital Content team to lead and support the redevelopment of the council's website	145	0	0	145
	Total Communications, Strategy & Insight	332	0	0	332
	Culture & Customer Experience				
2025C&CE529	Appointment of an Area Coroner in accordance with a recommendation from the UK Chief Coroner	140	96	0	236
	Total Culture & Customer Experience	140	96	0	236
	Finance & Procurement				
2025F&P698	Notified increase in external audit costs	135	0	0	135
2025F&P717	Additional Finance capacity needed to support the organisation to transform and to ensure that the S151 officer is able to lead and direct a finance function that is resourced to be fit for purpose.	450	0	0	450
2025F&P972	Additional capacity for Adult Services debt recovery	60	0	0	60
	Total Finance & Procurement	645	0	0	645
	Human Resources & Organisational Development				
2025HROD677	Funding for lone working safety software & app	52	0	0	52
2025HROD796	Applicant Tracking System service and system costs	70	0	0	70
	Total Human Resources & Organisational Development	122	0	0	122
	Property, Investment & Facilities Management				
2025PI&FM549	Schools Catering Service within Facilities Management Team inflationary pressures	412	0	0	412
	Total Property, Investment & Facilities Management	412	0	0	412
	Total New Budget Pressures	1,860	124	28	2,012

Resources and Law & Governance - New Budget Savings

Ref	Description	2024/25 £000	2025/26 £000	2026/27 £000	Total £000
	Communications, Strategy & Insight				
2025CSI526	Reallocate existing funding to meet cost of new posts (see proposal 2025CSI532 and 2025CSI533)	-239	0	0	-239
	Total Communications, Strategy & Insight	-239	0	0	-239
	Culture & Customer Experience				
2025C&CE567	Inflationary increase for the provision of Ceremonies within the Registration Service The proposed budget changes will be £30,000 overall increase in income. As the ceremony fees were set 2 years in advance, the increased fees have already been taken for customers that have booked for 2024/25. The increased were agreed in 2022/23. Ceremony fees will increase by 5 - 7% for registration office ceremonies and 3 - 7.5% for approved venue ceremonies for 2024/25, depending on the day of the week and type of ceremony.	-30	0	0	-30
	Total Culture & Customer Experience	-30	0	0	-30
	Human Resources & Organisational Development				
2025HROD868	National Insurance Contributions savings arising from the Salary Sacrifice Scheme (AVC Pension)	-65	0	0	-65
	Total Human Resources & Organisational Development	-65	0	0	-65
	Law & Governance				
2025L&G487	Release unutilised funding for pension costs for members	-54	0	0	-54
	Total Law & Governance	-54	0	0	-54
	Property, Investment & Facilities Management				
2025PI&FM524	Restructure of two staffing roles due to reduced hours required in the Commercial Team	-15	0	0	-15
2025PI&FM545	Savings identified from operational activity within the Estates Team (release of funding for utility inflation and council buildings).	-372	0	0	-372
2025PI&FM691	Delay in the occupation of a new library facility in the Banbury to 2025/26	-150	75	75	0
	Total Property, Investment & Facilities Management	-537	75	75	-387
	Total New Budget Savings	-925	75	75	-775
	Total Resources and Law & Governance	935	199	103	1,237

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Previously Agreed and New Budget Changes

	2024/25	2025/26	2026/27	Total
	£000	£000	£000	£000
Budget Pressures				
Adult Services	25,893	12,832	12,100	50,825
Children's Services	23,046	12,435	-1,029	34,452
Environment & Place	6,725	4,100	-241	10,584
Public Health & Community Safety	506	988	120	1,614
Resources & Law & Governance	709	1,817	28	2,554
Increase in Insurance Premiums	365			365
Pay Inflation (increase to 5.0% in 2024/25 and add 2026/27)	8,262	800	7,500	16,562
Total Directorate Budget Pressures	65,506	32,972	18,478	116,956

Budget Savings				
Adult Services	-1,253	-1,462	0	-2,715
Children's Services	-1,692	-5,960	-5,000	-12,652
Environment & Place	-6,993	-479	991	-6,481
Public Health & Community Safety	-150	200	0	50
Resources & Law & Governance	-728	75	75	-578
Agency Staffing Saving to be allocated to directorates	-2,500			-2,500
Contract Savings	-2,000			-2,000
Total Directorate Budget Savings	-15,316	-7,626	-3,934	-26,876

Net Pressures/Savings by Directorate				
Adult Services	24,640	11,370	12,100	48,110
Children's Services	21,354	6,475	-6,029	21,800
Environment & Place	-268	3,621	750	4,103
Public Health & Community Safety	356	1,188	120	1,664
Resources & Law & Governance	-19	1,892	103	1,976
Pay Inflation (increase to 5.0% in 2024/25 and add 2026/27)	8,262	800	7,500	16,562
Increase in Insurance Premiums	365	0	0	365
Agency Staffing Saving to be allocated to directorates	-2,500	0	0	-2,500
Contract Savings	-2,000			-2,000
Total Net Directorate Budget Pressures	50,190	25,346	14,544	90,080

Previously Agreed Budget Changes (agreed February 2023)	30,162	26,655		56,817
New Pressures and Savings	20,028	-1,309	14,544	33,263
Total	50,190	25,346	14,544	90,080

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Review of Charges 2024/25
Adult Services

Service Area	Charge	Unit	Current Charge £	Proposed Charge exc VAT 2024/25 £	Proposed Charge inc VAT 2024/25 £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
Daytime Support	1:1 Support (3 hour session)	3 hour Session	72.93	76.58	76.58	5%	01/04/2024	Discretionary	NB	
	1:2 Active Support (3 hour session)	3 hour Session	34.78	36.52	36.52	5%	01/04/2024	Discretionary	NB	
	1:6 Respite & prevention (3 hour session)	3 hour Session	23.56	24.74	24.74	5%	01/04/2024	Discretionary	NB	
	2:1 Support (3 hour session)	3 hour Session	129.80	136.29	136.29	5%	01/04/2024	Discretionary	NB	
	Hire of Room (no equipment provided)	per hour	23.00	24.15	24.15	5%	01/04/2024	Discretionary	ZR	
	Hire of Sensory Room	per hour	3.87	4.07	4.07	5%	01/04/2024	Discretionary	NB or SR	
	Hourly cost of attendance outside of core hours	per hour	28.05	29.45	29.45	5%	01/04/2024	Discretionary	NB	
	Lunchtime meal	per meal	2.64	2.77	3.33	5%	01/04/2024	Discretionary	SR	
	Music, Art and Boom Groups	per session	6.71	7.05	7.05	5%	01/04/2024	Discretionary	NB or SR	
	Service User Transport (single or return journey) where this is part of assessed need	Single or Return Journey	27.50	28.88	28.88	5%	01/04/2024	Discretionary	NB	
	SMILE	per session	6.71	7.05	7.05	5%	01/04/2024	Discretionary	NB or SR	
Money Management	Court of Protection income	Annual Management Fee Yr 1	775.00	775.00	775.00	0%	01/04/2024	Statutory	NB	
		Category 3 Property Management	300.00	300.00	300.00	0%	01/04/2024	Statutory	NB	
		Category 4 Annual report	216.00	216.00	216.00	0%	01/04/2024	Statutory	NB	
		Deputy for Health & Welfare	555.00	555.00	555.00	0%	01/04/2024	Statutory	NB	The Association of Public Authority Deputies are in consultation with the Ministry of Justice for an increase but this is not yet agreed so this will need to be updated once that is agreed.
		Preparation of basic HMRC income tax return	70.00	70.00	70.00	0%	01/04/2024	Statutory	NB	
		Preparation of complex HMRC income tax return	140.00	140.00	140.00	0%	01/04/2024	Statutory	NB	
		Section 12, Fixed cost direction of travel	40.00	40.00	40.00	0%	01/04/2024	Statutory	NB	
		Work up to court order date	745.00	745.00	745.00	0%	01/04/2024	Statutory	NB	
		Yr2 & subsequent yrs	650.00	650.00	650.00	0%	01/04/2024	Statutory	NB	
	Maximum charge per hour for work in relation to estates of deceased clients	per hour	115.00	115.00	115.00	0%	01/04/2024	Discretionary	SR	This charge will remain the same until the Legal Services hourly rate catches up with the charge
Urgent Response and Telecare Service: telecare equipment and monitoring form a call centre.	URTS service - telecare level 1	Weekly	5.50	5.78	5.78	5%	01/04/2024	Discretionary	ZR or SR	
	URTS service - telecare level 2	Weekly	11.00	11.55	11.55	5%	01/04/2024	Discretionary	ZR or SR	
Arrangement fees	Annual charge for arranging support for people who fund their own care	Annual	166.10	174.41	209.29	5%	01/04/2024	Discretionary	SR	
	Weekly charge for arranging support for people who fund their own care.	Weekly	4.73	4.97	5.96	5%	01/04/2024	Discretionary	SR	
Other Adult Social Care Services are governed by the Care and Support Statutory Guidance issued under the Care Act 2014 and the Council's Adult Social Care Contributions Policy which is available on the Council's website through the link below:										
Adult social care services we charge for Oxfordshire County Council										

Review of Charges 2024/25

Children's Services

Service Area	Charge	Unit	Current Charge £	Proposed Charge exc VAT 2024/25 £	Proposed Charge inc VAT 2024/25 £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
Corporate Parenting - ATTACH	Assessment	Per Assessment	990.00	1,040.00	1,040.00	5%	01/04/2024	Discretionary	SR	
	Foundations for Attachment Group	Per Intervention	1,100.00	1,180.00	1,180.00	7%	01/04/2024	Discretionary	SR	
	Non-Violent Resistance Group	Per Intervention	1,650.00	1,732.00	1,732.00	5%	01/04/2024	Discretionary	SR	
	Nurturing Attachments Group	Per Intervention	1,925.00	2,016.00	2,016.00	5%	01/04/2024	Discretionary	SR	
	Stories for Attachment Group	Per Intervention	770.00	808.00	808.00	5%	01/04/2024	Discretionary	SR	
	Telephone Appointment	Per Half Hour	82.00	87.00	87.00	6%	01/04/2024	Discretionary	SR	
	Therapy	per hour	165.00	173.00	173.00	5%	01/04/2024	Discretionary	SR	
	VIG	Per Intervention	1,650.00	1,730.00	1,730.00	5%	01/04/2024	Discretionary	SR	
	Compassion focused therapy group	Per Intervention	1,650.00	1,732.00	1,732.00	5%	01/04/2024	Discretionary	SR	
	Additional Hours	per hour	165.00	173.00	173.00	5%	01/04/2024	Discretionary	SR	
Corporate Parenting - Riverside Centre	Hire of Premises (cost of the building per day)	Per Day	120.00	144.00	144.00	20%	01/04/2024	Discretionary	ZR	Exempt from VAT
	Minibus hire to OCC approved groups	Per Day	110.00	121.00	145.20	10%	01/04/2024	Discretionary	SR	VAT not charged to OCC, 20% SR charged to Non OCC.
	Minibus per mile after first 100 miles per day	Per mile	0.45	0.50	0.59	10%	01/04/2024	Discretionary	SR	VAT not charged to OCC, 20% SR charged to Non OCC.
NEW	OC&KC Affiliation (use of changing and storage)	Per Year	1,200.00	1,320.00	1,320.00	10%	01/04/2024	Discretionary	ZR	New
NEW	OC&KC Affiliation (use of equipment)	Per Year	250.00	275.00	330.00	10%	01/04/2024	Discretionary	SR	New
Home to School Transport	Contributions To School Transport (Spare Seat Scheme) (Per annum)	Over 3 Miles Pre and Post-16 Students	806.30	846.60	846.60	5%	01/09/2024	Discretionary	ZR	
		Under 3 Miles Pre and Post-16 Students	433.40	455.00	455.00	5%	01/09/2024	Discretionary	ZR	
Education Staff	Charging for work of officers in Education service for bespoke agreements	Group Manager / Operational Manager	792.00	910.80	1,092.96	15%	01/04/2024	Discretionary	SR	Standardise across Children, E&P, iHUB, Property. 15% increase brings the charge in line with the cost of delivering the service.
		Team Leader	710.00	816.50	979.80	15%	01/04/2024	Discretionary	SR	Standardise across Children, E&P, iHUB, Property. 15% increase brings the charge in line with the cost of delivering the service.
		Principal Officer / Technical Lead	585.00	672.75	807.30	15%	01/04/2024	Discretionary	SR	Standardise across Children, E&P, iHUB, Property. 15% increase brings the charge in line with the cost of delivering the service.
		Officer	459.00	527.85	633.42	15%	01/04/2024	Discretionary	SR	Standardise across Children, E&P, iHUB, Property. 15% increase brings the charge in line with the cost of delivering the service.
		Assistant	370.00	425.50	510.60	15%	01/04/2024	Discretionary	SR	Standardise across Children, E&P, iHUB, Property. 15% increase brings the charge in line with the cost of delivering the service.
		Large meeting (up to 5 Officers in attendance)	1,602.00	1,842.30	2,210.76	15%	01/04/2024	Discretionary	SR	Standardise across Children, E&P, iHUB, Property. 15% increase brings the charge in line with the cost of delivering the service.
		Small meeting (2-3 Officers in attendance)	799.00	918.85	1,102.62	15%	01/04/2024	Discretionary	SR	Standardise across Children, E&P, iHUB, Property. 15% increase brings the charge in line with the cost of delivering the service.

Review of Charges 2024/25
Environment & Place

Service Area	Charge	Unit	Current Charge 23/24 (exclusive of VAT) £	Proposed Charge 2024/25 exclusive of VAT £	Proposed Charge 2024/25 inclusive of VAT £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
Commons Registration Authority Charges	Common searches	Per additional land parcel	1.25	1.33	1.60	6%	01/04/2024	Discretionary	SR	Current 23/24 charge now shown as exclusive of VAT.
	Common searches (new Con290 form due 14/15 or after)	Initial Search	41.67	44.17	53.00	6%	01/04/2024	Discretionary	SR	Current 23/24 charge now shown as exclusive of VAT.
	Corrective applications additional inquiry stage para 6	Per application	3,960.00	4,158.00	4,989.60	5%	01/04/2024	Discretionary	NB	
	Corrective applications additional inquiry stage para 7	Per application	3,260.00	3,425.00	4,110.00	5%	01/04/2024	Discretionary	NB	
	Corrective applications additional inquiry stage para 8	Per application	3,820.00	4,015.00	4,818.00	5%	01/04/2024	Discretionary	NB	
	Corrective applications additional inquiry stage para 9	Per application	3,930.00	4,130.00	4,956.00	5%	01/04/2024	Discretionary	NB	
	Corrective applications under Commons Act 2006 Schedule 2 (standard, no inquiry)	Per application	1,265.00	1,330.00	1,596.00	5%	01/04/2024	Discretionary	NB	
	Supply of Highway (rights of way) related information	Written response to extensive enquiry	84.00	89.00	106.80	6%	01/04/2024	Discretionary	SR	
	Supply of Highway (rights of way) related information	Written response to standard enquiry	62.00	66.00	79.20	6%	01/04/2024	Discretionary	SR	
	Landowner Deposits: Highways Act 1980 section 31(6)	Receipt and processing of deposited map and statement OR declaration for a single parcel (of any size)	320.00	336.00	403.20	5%	01/04/2024	Discretionary	SR	
	Landowner Deposits: Highways Act 1980 section 31(6)	Additional fee for each additional unconnected land parcel	22.00	23.20	27.84	5%	01/04/2024	Discretionary	SR	
	Landowner Deposits: Highways Act 1980 section 31(6)	Receipt and processing of declaration that follows an initial deposited map and statement if made within 60 days of the Council's acceptance of initial deposit.	55.00	58.00	69.60	5%	01/04/2024	Discretionary	SR	
	Landowner Deposits: Commons Act 2006 s15(a)(1) Landowner Statement (or combined s31(6) and s15(a)(i) deposit)	Receipt and processing of deposited map and statement OR declaration for a single parcel (of any size)	385.00	405.00	486.00	5%	01/04/2024	Discretionary	SR	
	Landowner Deposits: Commons Act 2006 s15(a)(1) Landowner Statement (or combined s31(6) and s15(a)(i) deposit)	Additional fee for each additional unconnected land parcel	28.00	29.50	35.40	5%	01/04/2024	Discretionary	SR	
Definitive Map and Commons	As made, the Local Authorities (Recovery of Costs for Public Path Orders) Regulations 1993 http://modgov.sefton.gov.uk/moderngov/Data/Cabinet%20Member%20-%20Technical%20Services%20(meeting)/20051109/Agenda/Item%2005.pdf Recovery of costs under DoE Circular 11/1996	Orders confirmed unopposed	4,070.00	4,275.00	5,130.00	5%	01/04/2024	Statutory	NB	
		Orders confirmed - objections withdrawn OR Orders opposed - not proceeded with	4,620.00	4,855.00	5,826.00	5%	01/04/2024	Statutory	NB	
		Orders opposed - submitted to SoS	5,870.00	6,165.00	7,398.00	5%	01/04/2024	Statutory	NB	
Excess Charges/ Penalty Notices/ Enforcement	Bus Lane Camera Enforcement	Fines paid after 14 & up to 28 days	70.00	70.00	70.00	0%	31/05/2022	Statutory	NB	
		Fines paid within 14 days	35.00	35.00	35.00	0%	31/05/2022	Statutory	NB	
	Penalty Charge Notices - higher contraventions	Fines paid after 14 & up to 28 days	70.00	70.00	70.00	0%	31/05/2022	Statutory	NB	
		Fines paid within 14 days	35.00	35.00	35.00	0%	31/05/2022	Statutory	NB	
	Penalty Charge Notices - lower contraventions	Fines paid after 14 & up to 28 days	50.00	50.00	50.00	0%	31/05/2022	Statutory	NB	

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Environment & Place

Service Area	Charge	Unit	Current Charge 23/24 (exclusive of VAT) £	Proposed Charge 2024/25 exclusive of VAT £	Proposed Charge 2024/25 inclusive of VAT £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
		Fines paid within 14 days	25.00	25.00	25.00	0%	31/05/2022	Statutory	NB	
Highways	Agreement for temporary traffic counter on highway		42.00	44.50	53.40	6%	01/04/2024	Discretionary	NB	
	Approving traffic Management plans and signage schedules	Per hour	80.00	100.00	100.00	25%	01/04/2024	Discretionary	NB	Unless part of the pre-permit advice listed below.
	Private access protection road markings	Per application	168.00	176.00	176.00	5%	01/04/2024	Discretionary	NB	
	Directional Signage - New Developments	Agreement and authorisation/approval of sites and signs (per hour)	80.00	84.00	100.80	5%	01/04/2024	Discretionary	SR	
		Design Services (per hour)	80.00	84.00	100.80	5%	01/04/2024	Discretionary	SR	
		Installation Supervision (per hour)	80.00	84.00	100.80	5%	01/04/2024	Discretionary	SR	
	NEW CHARGE - Highways Act 1980 Enforcement - S154	Gang attendance	n/a	Cost +20%	Cost +20%	n/a	01/04/2024	Statutory	SR	New chargeable item for enforcement, site attendance to undertake vegetation cutting works. This is already in existence as the council has the ability to undertake works and recharge where riparian owners have not reduced overgrowth within specified timeframe. There is an agreed and well established policy for this.
	Charge to public utilities for outstaying prescribed and/or reasonable periods for their works in the highway.	Fixed under NRSWA.	Various as per scale of charges	Various as per scale of charges	Various as per scale of charges	n/a	01/04/2024	Statutory	NB	
	Commutated fee for licence of private apparatus in the highway, including the admin cost of maintaining the licence record (S50)		£1,210 inspection fee (including the first 200m) and then £200 for every additional 200m of part thereof.	£1,300 inspection fee (including the first 200m) and then £210 for every additional 200m of part thereof.	£1,300 inspection fee (including the first 200m) and then £210 for every additional 200m of part thereof.	n/a	01/04/2024	Statutory	NB	
	Fixed Penalty Notice income from statutory undertakers for non-compliance with Sections 54, 55, 57, 70, 74 of the New Roads and Street Works Act (NRSWA)	Per Notice	120.00	120.00	120.00	0%	01/04/2024	Statutory	NB	
		Discounted Rate	80.00	80.00	80.00	0%	01/04/2024	Statutory	NB	
	Hoarding Consents	Initial Licence - one month occupation	210.00	220.00	220.00	5%	01/04/2024	Discretionary	NB	
		Renewal - one month occupation	210.00	220.00	220.00	5%	01/04/2024	Discretionary	NB	
		Retrospective Licence	300.00	315.00	315.00	5%	01/04/2024	Discretionary	NB	
	Oversailing Consents - structures oversailing the highway	Licence	435.00	455.00	455.00	5%	01/04/2024	Discretionary	NB	
		Retrospective Licence	685.00	720.00	720.00	5%	01/04/2024	Discretionary	NB	
	Reinstatement of Trenches - Site Supervision by Highways Inspectors (Fixed charge under NRSWA)	Standard Charge for Defect Inspections set by Statutory Regulation.	50.00	50.00	50.00	0%	01/04/2024	Statutory	NB	
		Standard Charge for Sample Inspections set by Statutory Regulation.	50.00	50.00	50.00	0%	01/04/2024	Statutory	NB	
	Vehicle Crossings	Residential Non-classified Roads	230.00	240.00	240.00	4%	01/04/2024	Discretionary	NB	
		Residential Classified Roads	360.00	378.00	378.00	5%	01/04/2024	Discretionary	NB	
		Multiple access and commercial use Non-classified Roads	625.00	655.00	655.00	5%	01/04/2024	Discretionary	NB	
		Multiple access and commercial use Classified Roads	800.00	840.00	840.00	5%	01/04/2024	Discretionary	NB	
		Temporary vehicle crossing to allow access to a new development in advance of formal S278 sign off	1,200.00	1,260.00	1,260.00	5%	01/04/2024	Discretionary	NB	

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Service Area	Charge	Unit	Current Charge 23/24 (exclusive of VAT) £	Proposed Charge 2024/25 exclusive of VAT £	Proposed Charge 2024/25 inclusive of VAT £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
		Enforcement for non-compliance with vehicle crossing (non-applications, not to specification).	At Cost	At Cost	At Cost	n/a	01/04/2024	Discretionary	NB	
	Design Work on Street Lighting for New Developments	1 - 5 Columns (Minimum Charge)	942.00	989.00	1,186.80	5%	01/04/2024	Discretionary	SR	
		6 - 15 Columns (Minimum Charge)	1,318.00	1,384.00	1,660.80	5%	01/04/2024	Discretionary	SR	
		16 - 25 Columns (Minimum Charge)	1,655.00	1,738.00	2,085.60	5%	01/04/2024	Discretionary	SR	
		26 - 50 Columns (Minimum Charge)	1,980.00	2,079.00	2,494.80	5%	01/04/2024	Discretionary	SR	
		Over 50 Columns (Minimum Charge)	2,637.00	2,769.00	3,322.80	5%	01/04/2024	Discretionary	SR	
	Re-submission of Design Work on Street Lighting	1 - 25 columns	706.00	741.00	889.20	5%	01/04/2024	Discretionary	SR	
		Above 25 columns	961.00	1,009.00	1,210.80	5%	01/04/2024	Discretionary	SR	
	Filming Policy - On or in the vicinity of the Highway - Application Fee for permission to film	Advertising, maintenance of notices and exceptional staff time	Charge per hour at cost	Charge per hour at cost	Charge per hour at cost	n/a	01/04/2024	Discretionary	SR	
		Small - 1 - 10 crew	£100 to £350 depending on the number of days and complexity of the project.	£110 to £370 depending on the number of days and complexity of the project.	£132 to £444 depending on the number of days and complexity of the project.	n/a	01/04/2024	Discretionary	SR	
		Medium - 11 - 29 crew	£350 to £1400 depending on the number of days and complexity of the project.	£370 to £1470 depending on the number of days and complexity of the project.	£370 to £1470 depending on the number of days and complexity of the project.	n/a	01/04/2024	Discretionary	SR	
		Large - 30 - 40 crew	£600 to £2230 depending on the number of days and complexity of the project.	£1470 to £2350 depending on the number of days and complexity of the project.	£1764 to £2820 depending on the number of days and complexity of the project.	n/a	01/04/2024	Discretionary	SR	Unit description amended from Large 20 - 40 crew to Large 30 - 40 crew.
		Large Plus - 41+ crew	£2,230 minimum fee (fees above this level are subject to negotiation)	£2,350 minimum fee (fees above this level are subject to negotiation)	£2,820 minimum fee (fees above this level are subject to negotiation)	n/a	01/04/2024	Discretionary	SR	
	Oxfordshire Permit Scheme - Permit Fees	Permit fee for working on the highway network.	Various as per scale of charges	Various as per scale of charges	Various as per scale of charges	n/a	01/04/2024	Discretionary	NB	At maximum - discretionary pricing to statutory limit

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Service Area	Charge	Unit	Current Charge 23/24 (exclusive of VAT) £	Proposed Charge 2024/25 exclusive of VAT £	Proposed Charge 2024/25 inclusive of VAT £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
	NEW CHARGE - Oxford Lane Rental Scheme - Lane Rental Fees	Lane Rental fee for working on the highway	n/a as new charge	Various as per scale of charges	Various as per scale of charges	n/a as new charge	01/10/2024	Discretionary	NB	New charge proposed to take effect from 01/10/24. Discretionary pricing to statutory limit. Some caps will be in place which need to be identified as part of the Scheme documentation.
	Application fee for S278 works (non statutory works promoters) to book space on the highway.	Per application - Works involving excavation £245	275.00	290.00	290.00	5%	01/04/2024	Discretionary	NB	
	NEW CHARGE - Alterations to existing agreements to S278 road space bookings	Per modification	n/a as new charge	100.00	100.00	n/a as new charge	01/04/2024	Discretionary	NB	New charge to cover additional administration costs.
	Experimental Traffic Regulation Order	Retrospective Permit	365.00	560.00	560.00	53%	01/04/2024	Discretionary	NB	
		Standard Experimental Traffic Regulation Order	3,652.00	3,835.00	3,835.00	5%	01/04/2024	Discretionary	NB	
	Temporary Traffic Regulation Orders (Please note no refunds are available for cancelled TTROs)	Routine Temporary TRO	2,343.00	2,465.00	2,465.00	5%	01/04/2024	Discretionary	NB	
		5 days Notice	1,639.00	1,725.00	1,725.00	5%	01/04/2024	Discretionary	NB	
		Emergency Notice	1,001.00	1,055.00	1,055.00	5%	01/04/2024	Discretionary	NB	
		Special Events - basic order	2,343.00	2,465.00	2,465.00	5%	01/04/2024	Discretionary	NB	
		Advertising, maintenance of notices and exceptional staff time.	at cost	at cost	at cost	n/a	01/04/2024	Discretionary	NB	
	Traffic Regulation Orders	Standard Traffic Regulation Order	3,652.00	3,840.00	3,840.00	5%	01/04/2024	Discretionary	NB	
		Other consultation not requiring placing of a newspaper notice	1,879.00	1,980.00	1,980.00	5%	01/04/2024	Discretionary	NB	
		Other Consultation Requiring placing of a single newspaper notice and no input from legal team - includes pedestrian crossings; traffic calming schemes and incorporating road humps	2,099.00	2,205.00	2,205.00	5%	01/04/2024	Discretionary	NB	
		Parking permit exclusions requiring Traffic Regulation Order amendment arising from planning permission for a new development	2,580.00	2,710.00	2,710.00	5%	01/04/2024	Discretionary	NB	
		Advertising, maintenance of notices and exceptional staff time	at cost	at cost	at cost	n/a	01/04/2024	Discretionary	NB	
	Cranes	Licence	540.00	565.00	565.00	5%	01/04/2024	Discretionary	NB	
		Retrospective Licence	670.00	705.00	705.00	5%	01/04/2024	Discretionary	NB	
	Scaffolding Licences	Initial Licence - one month occupation	220.00	230.00	230.00	5%	01/04/2024	Discretionary	NB	
		Renewal - one month occupation	220.00	230.00	230.00	5%	01/04/2024	Discretionary	NB	
	Scaffolding Licences	Retrospective Licence	350.00	370.00	370.00	6%	01/04/2024	Discretionary	NB	
	Tower Scaffolding Licences/Cherry Picker / Small Lift	Initial Licence 2 days occupation	180.00	190.00	190.00	6%	01/04/2024	Discretionary	NB	
		Renewal - 2 days occupation	180.00	190.00	190.00	6%	01/04/2024	Discretionary	NB	
		Retrospective Licence	400.00	420.00	420.00	5%	01/04/2024	Discretionary	NB	
	Highway Material Storage Licence	Enforcement for non-compliance / No consent for all licence fees that do not have existing prescribed enforcement fees. Change fee to "At cost"	At Cost	At Cost	At Cost	n/a	01/04/2024	Discretionary	NB	
		Licence	160.00	170.00	170.00	6%	01/04/2024	Discretionary	NB	
		Retrospective Licence	250.00	260.00	260.00	4%	01/04/2024	Discretionary	NB	
	Skip Licence	Late renewal (more than 5 working days to be classed as new application)	130.00	135.00	135.00	4%	01/04/2024	Discretionary	NB	
		Licence	160.00	170.00	170.00	6%	01/04/2024	Discretionary	NB	
		Licence Renewal	160.00	170.00	170.00	6%	01/04/2024	Discretionary	NB	
		One day Licence	115.00	120.00	120.00	4%	01/04/2024	Discretionary	NB	

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Service Area	Charge	Unit	Current Charge 23/24 (exclusive of VAT) £	Proposed Charge 2024/25 exclusive of VAT £	Proposed Charge 2024/25 inclusive of VAT £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
		Retrospective Licence	300.00	315.00	315.00	5%	01/04/2024	Discretionary	NB	
	Bus stop suspensions	Per request	180.00	190.00	190.00	6%	01/04/2024	Discretionary	NB	
	Removal of unauthorised signs	Signs over 0.5 sq. metre in area	310.00	326.00	326.00	5%	01/04/2024	Discretionary	NB	
		Signs under 0.5 sq. metre in area	235.00	247.00	247.00	5%	01/04/2024	Discretionary	NB	
	Tourism Signs	Assessing application and detailed site assessment	358.00	376.00	376.00	5%	01/04/2024	Discretionary	NB	
		Design, manufacture & erection	Cost +20%	Cost +20%	Cost +20%	n/a	01/04/2024	Discretionary	SR	
		Maintenance & removal	2/3 x (b) above	2/3 x (b) above	2/3 x (b) above	n/a	01/04/2024	Discretionary	SR	
	Provision of CCTV coverage for legal/judicial proceedings (excluding requests in relation to the prevention or prosecution of crime)	Per request	80.00	90.00	90.00	13%	01/04/2024	Discretionary	EX	
	Supply of Automatic Traffic Count (ATC) Data to commercial organisations	Data from first ATC/year in request (this can contain between 1 and 52 weeks worth of flow data)	182.00	192.00	230.40	5%	01/04/2024	Discretionary	SR	
		Data from additional years (per year)	38.00	40.00	48.00	5%	01/04/2024	Discretionary	SR	
		Data from additional ATC in same request (first year)	100.00	105.00	126.00	5%	01/04/2024	Discretionary	SR	
		Collating Data from Multiple sites	65.00	69.00	82.80	6%	01/04/2024	Discretionary	SR	
	Supply of Conveyancing 29 Highway Search Information		10,300.00	10,820.00	12,984.00	5%	01/04/2024	Discretionary	NB	
	Supply of Highway related information, including Personal Search Fees	Con29 property search	73.00	78.00	93.60	7%	01/04/2024	Discretionary	SR	
		Extensive highway boundary extent	176.00	185.00	222.00	5%	01/04/2024	Discretionary	SR	
		Highway extent	73.00	78.00	93.60	7%	01/04/2024	Discretionary	SR	
		Highway extent per additional question	18.00	19.00	22.80	6%	01/04/2024	Discretionary	SR	
		Highway Extent research/survey	726.00	764.00	916.80	5%	01/04/2024	Discretionary	SR	
	Supply of Manual Traffic Survey Data (when a commercial request to purchase historical survey data is received)	Large Survey (e.g. OD survey, turning count with queues etc)	750.00	790.00	948.00	5%	01/04/2024	Discretionary	SR	
		Medium Survey (e.g. turning count)	500.00	525.00	630.00	5%	01/04/2024	Discretionary	SR	
		Small Survey (e.g. link count)	320.00	336.00	403.20	5%	01/04/2024	Discretionary	SR	
	Supply of traffic accident data (planning matter or other professional purpose)	First location / date range	185.00	194.00	232.80	5%	01/04/2024	Discretionary	SR	
		Search of records to establish if there is any relevant data	54.00	57.00	68.40	6%	01/04/2024	Discretionary	SR	
		Second and each subsequent location / date range	106.00	111.00	133.20	5%	01/04/2024	Discretionary	SR	
	Section 50 works - EV charging gullies licence to install.	Per licence (Price to be confirmed)	300.00	300.00	300.00	0%	01/04/2024	Discretionary	EX	No uplift - relatively new charge relating to the transformation from carbon fuels to electric.
	Egully licence for the installation of a cross channel gully in the footway.	Per licence	300.00	300.00	300.00	0%	01/04/2024	Discretionary	EX	No uplift - relatively new charge relating to the transformation from carbon fuels to electric.
	Monthly/Annual user subscription for training cables into Egullies. Monthly £10 per month and annual charge of £100	Per gully	100.00	100.00	100.00	0%	01/04/2024	Discretionary	EX	No uplift - relatively new charge relating to the transformation from carbon fuels to electric.
	Pre-Permit advice and support (Oxfordshire Permit Scheme) to developers and other non-utility third parties for development and traffic management purposes	Scheme duration up to 1 year	2,000.00	2,200.00	2,200.00	10%	01/04/2024	Discretionary	SR	Costs increased as the volume of work required has increased as the scheme has developed.

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Service Area	Charge	Unit	Current Charge 23/24 (exclusive of VAT) £	Proposed Charge 2024/25 exclusive of VAT £	Proposed Charge 2024/25 inclusive of VAT £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
		Scheme duration 12 months to 24 months	5,000.00	5,250.00	5,250.00	5%	01/04/2024	Discretionary	SR	
		Scheme duration beyond 24 months	10,000.00	10,500.00	10,500.00	5%	01/04/2024	Discretionary	SR	
	Supply of Manual Traffic Survey Data (commercial request to purchase historical survey data is received)	Collating Multiple Sets of Data	65.00	69.00	82.80	6%	01/04/2024	Discretionary	SR	
	Service Charge to Arrange Survey Through 3rd Party Survey Companies	Single Survey	66.00	70.00	84.00	6%	01/04/2024	Discretionary	SR	
On-Street Parking - Pay and Display	Abingdon 8am-6pm (excl. Sundays, B Hols.) 1984 Act	1 hour	1.10	1.50	1.50	36%	01/04/2024	Discretionary	NB	Off street car parks are £1.50 for 2 hours. On-street should be considered at a higher rate.
		2 hours (the maximum)	1.50	2.00	2.00	33%	01/04/2024	Discretionary	NB	Off street car parks are £1.50 for 2 hours. On-street should be considered at a higher rate.
		Visitor permit (24 hours)	1.50	n/a - see notes	n/a - see notes	n/a	01/04/2024	Discretionary	NB	No visitor permits. Charge is not applicable.
	Henley 8am-6pm (excl. Sundays, B Hols.)	1 hour	1.10	1.30	1.30	18%	01/04/2024	Discretionary	NB	
		2 hours (the maximum)	1.50	2.00	2.00	33%	01/04/2024	Discretionary	NB	Off-street car park is currently more expensive for 2 hours at £1.80. Increases match off street price for Henley at this time
		Visitors permit (24 hours)	1.50	n/a - see notes	n/a - see notes	n/a	01/04/2024	Discretionary	NB	No visitor permits. Charge is not applicable.
	Oxford City Centre - Central Area Zone 1	1 hour	6.60	7.00	7.00	6%	01/04/2024	Discretionary	NB	
		2 hours	13.20	14.00	14.00	6%	01/04/2024	Discretionary	NB	
		Saturday 1 hour	6.60	7.00	7.00	6%	01/04/2024	Discretionary	NB	
		Saturday 2 hours	13.20	14.00	14.00	6%	01/04/2024	Discretionary	NB	
		Saturday evenings	6.60	7.00	7.00	6%	01/04/2024	Discretionary	NB	
		Sunday - Friday evenings	6.60	7.00	7.00	6%	01/04/2024	Discretionary	NB	
	Oxford City Centre - Zone 2 (including Jericho)	1 hour	5.50	6.00	6.00	9%	01/04/2024	Discretionary	NB	
		3 hours	16.50	18.00	18.00	9%	01/04/2024	Discretionary	NB	
		Evenings/Sundays	5.50	6.00	6.00	9%	01/04/2024	Discretionary	NB	
	Vehicle Removal Charge		120.00	120.00	120.00	0%	01/04/2024	Discretionary	NB	This is a set fee in a Thames Valley Police contract with the supplier.
	Wallingford 8am-6pm (excl. Sundays, Bank holidays)	1.5 hours (the maximum)	0.70	0.80	0.80	14%	01/04/2024	Discretionary	NB	
	NEW CHARGE - Woodstock Mon-Sun 8am to 6pm	1 hour	n/a as new charge	0.00	0.00	n/a as new charge	01/04/2024	Discretionary	NB	
		2 hours	n/a as new charge	1.00	1.00	n/a as new charge	01/04/2024	Discretionary	NB	
		3 hours	n/a as new charge	2.00	2.00	n/a as new charge	01/04/2024	Discretionary	NB	
		4 hours (maximum)	n/a as new charge	5.00	5.00	n/a as new charge	01/04/2024	Discretionary	NB	
	Parking bay suspension (non Pay and Display) - charge for the suspension of a parking bay	Cost is per bay for the first day and £15 per bay for each consecutive day	33.00	35.00	35.00	6%	01/04/2024	Discretionary	EX	
	Suspension of Parking Bay - Pay and Display	per bay charged at £30 for first day and £15 for each subsequent day + loss of income for each bay determined by income level for the previous 12 months.	33.00	35.00	35.00	6%	01/04/2024	Discretionary	EX	
	Design and implementation of new Controlled Parking Zones (excluding TRO) and amendments to existing TRO's to support new parking schemes in Oxfordshire.	10% of basic costs (excluding TRO costs).	10% of basic costs (excluding TRO costs).	10% of basic costs (excluding TRO costs).	10% of basic costs (excluding TRO costs).	n/a	01/04/2024	Discretionary	SR	

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Service Area	Charge	Unit	Current Charge 23/24 (exclusive of VAT) £	Proposed Charge 2024/25 exclusive of VAT £	Proposed Charge 2024/25 inclusive of VAT £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
Park and Ride	Park and Ride Car Park charges - Thornhill & Water Eaton only	Up to 1 hr	free	free	free	n/a	01/04/2024	Discretionary	NB	
		1-16 hours	2.00	2.50	2.50	25%	01/04/2024	Discretionary	NB	Suggestions from Oxford City Council on proposed charges are as follows: • 16 hours: £2.50 • 16-24 hours: £4.50 • 24-48 hours: £8.50 • 48-72 hours: £12.50
		16-24 hours	4.00	4.50	4.50	13%	01/04/2024	Discretionary	NB	As per above
		24-48 hrs	8.00	8.50	8.50	6%	01/04/2024	Discretionary	NB	As per above
		48-72 hrs	12.00	12.50	12.50	4%	01/04/2024	Discretionary	NB	As per above
		Annual Season ticket	300.00	300.00	300.00	0%	01/04/2024	Discretionary	NB	No price increases at Oxford City so price matching.
		Excess Notices - Fines paid after 14 & up to 28 days	100.00	100.00	100.00	0%	01/04/2024	Discretionary	NB	No price increases at Oxford City so price matching.
		Excess Notices - Fines paid within 14 days	50.00	50.00	50.00	0%	01/04/2024	Discretionary	NB	No price increases at Oxford City so price matching.
		Monthly Season ticket	30.00	30.00	30.00	0%	01/04/2024	Discretionary	NB	No price increases at Oxford City so price matching.
		Quarterly Season Ticket	85.00	85.00	85.00	0%	01/04/2024	Discretionary	NB	No price increases at Oxford City so price matching.
	Combined Park & Bus	OCC contribution reduced from £2 to £1.20 £1.35	2.00	2.00	2.00	0%	01/04/2024	Discretionary	NB	As agreed Oxfordshire County Council contribution now £1.35.
	Combined Park & Bus	OCC contribution reduced from £2 to £1.20 £1.35	2.00	2.00	2.00	0%	01/04/2024	Discretionary	NB	As agreed Oxfordshire County Council contribution now £1.35.
Parking Permits	Abingdon Residents Parking (per annum)	Parking permit	132.00	132.00	132.00	0%	01/04/2024	Discretionary	NB	No change as other permits in the County are cheaper. Need to work towards a consistent price.
		Visitors permits - First 25 (subject to approval following consultation)	10.00	10.00	10.00	n/a	01/04/2024	Discretionary	NB	Approved in 23/24 but not implemented due to an admin error. No increase as essentially a new charge.
		Visitors permits - 2nd 25 (total cost)	27.50	30.00	30.00	9%	01/04/2024	Discretionary	NB	Approved in 23/24 but not implemented due to an admin error. No increase as essentially a new charge.
	Henley Residents Parking (per annum)	Parking permit	110.00	110.00	110.00	0%	01/04/2024	Discretionary	NB	No change as other permits in the County are cheaper. Need to work toward a consistent price throughout the County.
		Visitors permits - First 25 (subject to approval following consultation)	10.00	10.00	10.00	n/a	01/04/2024	Discretionary	NB	Approved in 2023/24 but not implemented due to an administrative error. No increase proposed as this is essentially a new charge from 2024/25.
		Visitors permits - 2nd 25 (total cost)	27.00	30.00	30.00	11%	01/04/2024	Discretionary	NB	Approved in 2023/24 but not implemented due to an administrative error. No increase proposed as this is essentially a new charge from 2024/25.
	Oxford (per annum)	Business Permits - 3 months	44.00	48.00	48.00	9%	01/04/2024	Discretionary	NB	
		Business Permits - 6 months	82.50	90.00	96.00	9%	01/04/2024	Discretionary	NB	
		Business Permits - 9 months	126.50	138.00	138.00	9%	01/04/2024	Discretionary	NB	
		Business permits - Annual	165.00	180.00	180.00	9%	01/04/2024	Discretionary	NB	
		Business Permits - Change of Vehicle	22.00	25.00	25.00	14%	01/04/2024	Discretionary	NB	
		Oxford residents (excl. Kassam stadium) 1st & 2nd Car	70.00	75.00	75.00	7%	01/04/2024	Discretionary	NB	
		Oxford residents (excl. Kassam stadium) 3rd Car	140.00	150.00	150.00	7%	01/04/2024	Discretionary	NB	
		Oxford residents (excl. Kassam stadium) 4th Car	215.00	275.00	275.00	28%	01/04/2024	Discretionary	NB	
		Oxford residents (Kassam stadium area)	17.50	20.00	20.00	14%	01/04/2024	Discretionary	NB	
		Traders permits per week	27.50	30.00	30.00	9%	01/04/2024	Discretionary	NB	
		Visitors permits - First 25 (subject to approval following consultation)	10.00	10.00	10.00	n/a	01/04/2024	Discretionary	NB	
		Visitors permits - 2nd 25 (total cost)	27.50	30.00	30.00	9%	01/04/2024	Discretionary	NB	
	NEW CHARGE - Banbury and Bicester	Parking permit	66.00	70.00	70.00	6%	01/04/2024	Discretionary	NB	
		Visitors permits - First 25 (subject to approval following consultation)	n/a as new charge	10.00	10.00	n/a as new	01/04/2024	Discretionary	NB	

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Environment & Place

Service Area	Charge	Unit	Current Charge 23/24 (exclusive of VAT) £	Proposed Charge 2024/25 exclusive of VAT £	Proposed Charge 2024/25 inclusive of VAT £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
		Visitors permits - 2nd 25 (total cost)	n/a as new charge	30.00	30.00	n/a as new charge	01/04/2024	Discretionary	NB	
	NEW CHARGE - Wantage	Parking permit	n/a as new charge	100.00	100.00	n/a as new charge	01/04/2024	Discretionary	NB	
		Visitors permits - First 25 (subject to approval following consultation)	n/a as new charge	10.00	10.00	n/a as new charge	01/04/2024	Discretionary	NB	
		Visitors permits - 2nd 25 (total cost)	n/a as new charge	25.00	25.00	n/a as new charge	01/04/2024	Discretionary	NB	
	NEW CHARGE - Wallingford	Parking permit	n/a as new charge	100.00	100.00	n/a as new charge	01/04/2024	Discretionary	NB	
		Visitors permits - First 25 (subject to approval following consultation)	n/a as new charge	10.00	10.00	n/a as new charge	01/04/2024	Discretionary	NB	
		Visitors permits - 2nd 25 (total cost)	n/a as new charge	25.00	25.00	n/a as new charge	01/04/2024	Discretionary	NB	
	NEW CHARGE - Woodstock	Parking permit	n/a as new charge	65.00	65.00	n/a as new charge	01/04/2024	Discretionary	NB	
		Visitors permits - First 25 (subject to approval following consultation)	n/a as new charge	10.00	10.00	n/a as new charge	01/04/2024	Discretionary	NB	
		Visitors permits - 2nd 25 (total cost)	n/a as new charge	25.00	25.00	n/a as new charge	01/04/2024	Discretionary	NB	
Supported Transport	Comet Bus - Transport from your door to destination - for anyone without access to suitable public transport	Exclusive use - Five-mile journey Cost per mile	£8.50 £1.50 per mile	1.58	1.58	5%	01/04/2024	Discretionary	NB	5% uplift to contribute towards inflationary pressures - additional 8p charge. The charge has not been increased since 1 April 2021.
	Comet Bus - Transport from your door to destination - for anyone without access to suitable public transport	Organisations/groups - Per hour	£25.00 £20.00	21.00	21.00	5%	01/04/2024	Discretionary	NB	5% uplift to contribute towards inflationary pressures - additional £1 charge. The charge has not been increased since 1 April 2021.
	Comet Bus - Transport from your door to destination - for anyone without access to suitable public transport	Shared travel - Five-mile journey Cost per mile	£4.00 75p per mile	0.79	0.79	5%	01/04/2024	Discretionary	NB	5% uplift to contribute towards inflationary pressures - additional 4p charge. The charge has not been increased since 1 April 2021.
	Home to School Transport - DBS Vetting and Safeguard Training	Per application	131.00	132.79	132.79	1%	01/04/2024	Statutory	NB	The statutory DBS charge cannot be increased. Only the staffing, admin and stationary costs can be increased hence the charge will only increase by £1.79 to reflect inflation.
	Home to School Transport - Missed DBS Appointments	Per Missed Appointment	27.50	28.90	28.90	5%	01/04/2024	Discretionary	NB	
Pre-Application Charges for Lead Local Flood Authority	Local Lead Flood Authority (LLFA) PRE- APP <10 dwellings	Additional Written Response	380.00	486.00	583.00	28%	01/04/2024	Discretionary	SR	The LLFA pre-app service has been reviewed and in the absence of previous information/evidence we have re-baselined the hours taken and the requirements for all categories - hence there is different percentage increases and revised categories.
	Local Lead Flood Authority PRE-APP <10 dwellings	Virtual meeting + additional written response -	776.00	607.00	729.00	-22%	01/04/2024	Discretionary	SR	The LLFA pre-app service has been reviewed and in the absence of previous information/evidence we have re-baselined the hours taken and the requirements for all categories - hence there is different percentage increases and revised categories. The reduction in charges are due to charging categories being split out (site visits and virtual meeting were grouped together) so those that are virtual meetings were charged at the site visit rate as one category.

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Environment & Place

Service Area	Charge	Unit	Current Charge 23/24 (exclusive of VAT) £	Proposed Charge 2024/25 exclusive of VAT £	Proposed Charge 2024/25 inclusive of VAT £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
	Local Lead Flood Authority PRE-APP <10 dwellings	Site Visit/In person meeting + additional response -	776.00	930.00	1,116.00	20%	01/04/2024	Discretionary	SR	The LLFA pre-app service has been reviewed and in the absence of previous information/evidence we have re-baselined the hours taken and the requirements for all categories - hence there is different percentage increases and revised categories.
	Local Lead Flood Authority PRE-APP 10-24 Dwellings	Additional Written Response	380.00	486.00	583.00	28%	01/04/2024	Discretionary	SR	The LLFA pre-app service has been reviewed and in the absence of previous information/evidence we have re-baselined the hours taken and the requirements for all categories - hence there is different percentage increases and revised categories. Backing documentation has been produced.
	Local Lead Flood Authority PRE-APP 10-24 Dwellings	Virtual meeting + additional written response	776.00	607.00	729.00	-22%	01/04/2024	Discretionary	SR	The LLFA pre-app service has been reviewed and in the absence of previous information/evidence we have re-baselined the hours taken and the requirements for all categories - hence there is different percentage increases and revised categories. The reduction in charges are due to charging categories being split out (site visits and virtual meeting were grouped together) so those that are virtual meetings were charged at the site visit rate as one category.
	Local Lead Flood Authority PRE-APP 10-24 Dwellings	Site Visit/In person meeting + additional respons	776.00	930.00	1,116.00	20%	01/04/2024	Discretionary	SR	The LLFA pre-app service has been reviewed and in the absence of previous information/evidence we have re-baselined the hours taken and the requirements for all categories - hence there is different percentage increases and revised categories. Backing documentation has been produced.
	Local Lead Flood Authority PRE-APP 25-49 Dwellings	Additional Written Response	380.00	607.00	729.00	60%	01/04/2024	Discretionary	SR	The LLFA pre-app service has been reviewed and in the absence of previous information/evidence we have re-baselined the hours taken and the requirements for all categories - hence there is different percentage increases and revised categories. Backing documentation has been produced.
	Local Lead Flood Authority PRE-APP 25-49 Dwellings	Virtual meeting + additional written response	776.00	850.00	1,020.00	10%	01/04/2024	Discretionary	SR	The LLFA pre-app service has been reviewed and in the absence of previous information/evidence we have re-baselined the hours taken and the requirements for all categories - hence there is different percentage increases and revised categories.
	Local Lead Flood Authority PRE-APP 25-49 Dwellings	Site Visit/In person meeting + additional response -	776.00	1,052.00	1,262.00	36%	01/04/2024	Discretionary	SR	The LLFA pre-app service has been reviewed and in the absence of previous information/evidence we have re-baselined the hours taken and the requirements for all categories - hence there is different percentage increases and revised categories.
	Local Lead Flood Authority PRE-APP 50-99 Dwellings	Additional Written Response	776.00	972.00	1,166.00	25%	01/04/2024	Discretionary	SR	The LLFA pre-app service has been reviewed and in the absence of previous information/evidence we have re-baselined the hours taken and the requirements for all categories - hence there is different percentage increases and revised categories.
	Local Lead Flood Authority PRE-APP 50-99 Dwellings	Virtual meeting + additional written response -	1,155.00	1,215.00	1,458.00	5%	01/04/2024	Discretionary	SR	The LLFA pre-app service has been reviewed and in the absence of previous information/evidence we have re-baselined the hours taken and the requirements for all categories - hence there is different percentage increases and revised categories.
	Local Lead Flood Authority PRE-APP 50-99 Dwellings	Site Visit/In person meeting + additional response -	1,155.00	1,416.00	1,699.00	23%	01/04/2024	Discretionary	SR	The LLFA pre-app service has been reviewed and in the absence of previous information/evidence we have re-baselined the hours taken and the requirements for all categories - hence there is different percentage increases and revised categories.
	Local Lead Flood Authority PRE-APP 100-199 Dwellings	Additional Written Response	776.00	972.00	2,332.00	25%	01/04/2024	Discretionary	SR	The LLFA pre-app service has been reviewed and in the absence of previous information/evidence we have re-baselined the hours taken and the requirements for all categories - hence there is different percentage increases and revised categories.
	Local Lead Flood Authority PRE-APP 100-199 Dwellings	Virtual meeting + additional written response -	1,155.00	1,215.00	2,769.00	5%	01/04/2024	Discretionary	SR	The LLFA pre-app service has been reviewed and in the absence of previous information/evidence we have re-baselined the hours taken and the requirements for all categories - hence there is different percentage increases and revised categories.
	Local Lead Flood Authority PRE-APP 100-199 Dwellings	Site Visit/In person meeting + additional response	1,155.00	1,416.00	3,011.00	23%	01/04/2024	Discretionary	SR	The LLFA pre-app service has been reviewed and in the absence of previous information/evidence we have re-baselined the hours taken and the requirements for all categories - hence there is different percentage increases and revised categories.

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Environment & Place

Service Area	Charge	Unit	Current Charge 23/24 (exclusive of VAT) £	Proposed Charge 2024/25 exclusive of VAT £	Proposed Charge 2024/25 inclusive of VAT £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
	Local Lead Flood Authority PRE-APP 200-399 Dwellings or 1,000m2-4, 999m2 B1-B8 (Business) or 1,000-3,499m2 A1 (Retail) Use	Additional Written Response	1,155.00	1,943.00	2,332.00	68%	01/04/2024	Discretionary	SR	The LLFA pre-app service has been reviewed and in the absence of previous information/evidence we have re-baselined the hours taken and the requirements for all categories - hence there is different percentage increases and revised categories.
	Local Lead Flood Authority PRE-APP 200-399 Dwellings or 1,000m2-4, 999m2 B1-B8 (Business) or 1,000-3,499m2 A1 (Retail) Use	Virtual meeting + additional written response -	1,771.00	2,308.00	2,769.00	30%	01/04/2024	Discretionary	SR	The LLFA pre-app service has been reviewed and in the absence of previous information/evidence we have re-baselined the hours taken and the requirements for all categories - hence there is different percentage increases and revised categories.
	Local Lead Flood Authority PRE-APP 200-399 Dwellings or 1,000m2-4, 999m2 B1-B8 (Business) or 1,000-3,499m2 A1 (Retail) Use	Site Visit/In person meeting + additional response -	1,771.00	2,509.00	3,011.00	42%	01/04/2024	Discretionary	SR	The LLFA pre-app service has been reviewed and in the absence of previous information/evidence we have re-baselined the hours taken and the requirements for all categories - hence there is different percentage increases and revised categories.
	Local Lead Flood Authority PRE-APP 400 or more Dwellings or 5,000m2 or more B1-B8 (Business) or 3,500m2 or more A1 (Retail) Use	Additional Written Response	1,617.00	2,186.00	2,624.00	35%	01/04/2024	Discretionary	SR	The LLFA pre-app service has been reviewed and in the absence of previous information/evidence we have re-baselined the hours taken and the requirements for all categories - hence there is different percentage increases and revised categories.
	Local Lead Flood Authority PRE-APP 400 or more Dwellings or 5,000m2 or more B1-B8 (Business) or 3,500m2 or more A1 (Retail) Use	Virtual meeting + additional written response	2,393.00	2,551.00	3,061.00	7%	01/04/2024	Discretionary	SR	The LLFA pre-app service has been reviewed and in the absence of previous information/evidence we have re-baselined the hours taken and the requirements for all categories - hence there is different percentage increases and revised categories.
	Local Lead Flood Authority PRE-APP 400 or more Dwellings or 5,000m2 or more B1-B8 (Business) or 3,500m2 or more A1 (Retail) Use	Site Visit/In person meeting + additional response	2,393.00	2,752.00	3,303.00	15%	01/04/2024	Discretionary	SR	The LLFA pre-app service has been reviewed and in the absence of previous information/evidence we have re-baselined the hours taken and the requirements for all categories - hence there is different percentage increases and revised categories.
Pre-Application Charges for Highways Advice	Provision of Pre-Submission advice service to Section 38 and 278 agreements.	Each written response following up additional meeting/site visit	280.00	294.00	294.00	5%	01/04/2024	Discretionary	NB	
	Provision of Pre-Submission advice service to Section 38 and 278 agreements.	Follow up 1 hour meeting	280.00	294.00	294.00	5%	01/04/2024	Discretionary	NB	
	Provision of Pre-Submission advice service to Section 38 and 278 agreements.	Follow up site meeting	560.00	588.00	588.00	5%	01/04/2024	Discretionary	NB	
	Provision of Pre-Submission advice service to Section 38 and 278 agreements.	Development proposal up to highway scheme value up to £500k 2 hour Meeting/scheme review/short report	3,930.00	4,127.00	4,127.00	5%	01/04/2024	Discretionary	NB	
	Provision of Pre-Submission advice service to Section 38 and 278 agreements.	Development proposal up to highway scheme value greater than £500k 2 hour Meeting/scheme review/short report	5,610.00	5,891.00	5,891.00	5%	01/04/2024	Discretionary	NB	
	To recover costs associated with providing additional meetings/site visits/written reports over and above standard Pre-application charges for Highway Advice.	Follow up meeting	233.33	245.00	294.00	5%	01/04/2024	Discretionary	SR	Current 23/24 charge now shown as exclusive of VAT.
	To recover costs associated with providing additional meetings/site visits/written reports over and above standard Pre-application charges for Highway Advice.	Follow up site meeting	466.67	490.00	588.00	5%	01/04/2024	Discretionary	SR	Current 23/24 charge now shown as exclusive of VAT.
	To recover costs associated with providing additional meetings/site visits/written reports over and above standard Pre-application charges for Highway Advice.	Written response additional to follow up meeting/site meeting	233.33	245.00	294.00	5%	01/04/2024	Discretionary	SR	Current 23/24 charge now shown as exclusive of VAT.
	< 10 dwellings	Meeting/Site Visit + Additional Written Response	291.67	306.67	368.00	5%	01/04/2024	Discretionary	SR	Current 23/24 charge now shown as exclusive of VAT.
	10-24 Dwellings:	Additional Written Response	350.00	367.50	441.00	5%	01/04/2024	Discretionary	SR	Current 23/24 charge now shown as exclusive of VAT.

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Environment & Place

Service Area	Charge	Unit	Current Charge 23/24 (exclusive of VAT) £	Proposed Charge 2024/25 exclusive of VAT £	Proposed Charge 2024/25 inclusive of VAT £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
	10-24 Dwellings:	Meeting/Site Visit + Additional Written Response	558.33	586.67	704.00	5%	01/04/2024	Discretionary	SR	Current 23/24 charge now shown as exclusive of VAT.
	25-49 Dwellings	Additional Written Response	579.17	608.33	730.00	5%	01/04/2024	Discretionary	SR	Current 23/24 charge now shown as exclusive of VAT.
	25-49 Dwellings	Meeting/Site Visit + Additional Written Response	862.50	905.83	1,087.00	5%	01/04/2024	Discretionary	SR	Current 23/24 charge now shown as exclusive of VAT.
	50-99 Dwellings	Additional Written Response	1,145.83	1,203.33	1,444.00	5%	01/04/2024	Discretionary	SR	Current 23/24 charge now shown as exclusive of VAT.
	50-99 Dwellings	Meeting/Site Visit + Additional Written Response	1,725.00	1,811.67	2,174.00	5%	01/04/2024	Discretionary	SR	Current 23/24 charge now shown as exclusive of VAT.
	100-199 Dwellings	Additional Written Response	2,008.33	2,109.17	2,531.00	5%	01/04/2024	Discretionary	SR	Current 23/24 charge now shown as exclusive of VAT.
	100-199 Dwellings	Meeting/Site Visit + Additional Written Response	2,575.00	2,704.17	3,245.00	5%	01/04/2024	Discretionary	SR	Current 23/24 charge now shown as exclusive of VAT.
	200-399 Dwellings or 1,000m2-4, 999m2 B1-B8 (Business) or 1,000-3,499m2 A1 (Retail) Use	Additional Written Response	2,858.33	3,001.67	3,602.00	5%	01/04/2024	Discretionary	SR	Current 23/24 charge now shown as exclusive of VAT.
	200-399 Dwellings or 1,000m2-4, 999m2 B1-B8 (Business) or 1,000-3,499m2 A1 (Retail) Use	Meeting/Site Visit + Additional Written Response	3,437.50	3,609.17	4,331.00	5%	01/04/2024	Discretionary	SR	Current 23/24 charge now shown as exclusive of VAT.
	400 or more Dwellings or 5,000m2 or more B1-B8 (Business) or 3,500m2 or more A1 (Retail) Use	Additional Written Response	4,008.33	4,209.17	5,051.00	5%	01/04/2024	Discretionary	SR	Current 23/24 charge now shown as exclusive of VAT.
	401 or more Dwellings or 5,000m2 or more B1-B8 (Business) or 3,500m2 or more A1 (Retail) Use	Meeting/Site Visit + Additional Written Response	4,862.50	5,105.83	6,127.00	5%	01/04/2024	Discretionary	SR	Current 23/24 charge now shown as exclusive of VAT.
	Charging for work of officers in Environment and Place for Highways Advice, other than specific highways preapplication fees	Group Manager/Operational Manager	792.00	910.80	1,092.96	15%	01/04/2024	Discretionary	SR	
	Charging for work of officers in Environment and Place for Highways Advice, other than specific highways preapplication fees	Team Leader	710.00	816.50	979.80	15%	01/04/2024	Discretionary	SR	
	Charging for work of officers in Environment and Place for Highways Advice, other than specific highways preapplication fees	Principal Officer/Technical Lead	585.00	672.75	807.30	15%	01/04/2024	Discretionary	SR	
	Charging for work of officers in Environment and Place for Highways Advice, other than specific highways preapplication fees	Officer	459.00	527.85	633.42	15%	01/04/2024	Discretionary	SR	
	Charging for work of officers in Environment and Place for Highways Advice, other than specific highways preapplication fees	Assistant	370.00	425.50	510.60	15%	01/04/2024	Discretionary	SR	
	Charging for work of officers in Environment and Place for Highways Advice, other than specific highways preapplication fees	Large meeting (up to 5 Officers in attendance)	1,602.00	1,842.30	2,210.76	15%	01/04/2024	Discretionary	SR	
	Charging for work of officers in Environment and Place for Highways Advice, other than specific highways preapplication fees	Small meeting (2-3 Officers in attendance)	799.00	918.85	1,102.62	15%	01/04/2024	Discretionary	SR	
Planning Regulation	Charging administration fee for managing & monitoring S.106 agreements relating to planning permissions.	Up to £10,000	130.00	150.00	150.00	15%	01/04/2024	Discretionary	NB	

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Service Area	Charge	Unit	Current Charge 23/24 (exclusive of VAT) £	Proposed Charge 2024/25 exclusive of VAT £	Proposed Charge 2024/25 inclusive of VAT £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
		£10,001 - £25,000	320.00	370.00	370.00	16%	01/04/2024	Discretionary	NB	
		£25,001 - £50,000	635.00	730.00	730.00	15%	01/04/2024	Discretionary	NB	
		£50,001 - £150,000	1,910.00	2,200.00	2,200.00	15%	01/04/2024	Discretionary	NB	
		£150,001 - £500,000	4,700.00	5,410.00	5,410.00	15%	01/04/2024	Discretionary	NB	
		£500,001-£1,000,000	6,350.00	7,310.00	7,310.00	15%	01/04/2024	Discretionary	NB	
		£1,000,001 - £2,000,000	0.8%	0.9%	0.9%	0.1%	01/04/2024	Discretionary	NB	
		Over £2,000,000	16,000 + 0.08% of any contribution in excess of £2m	18,500 + 0.09% of any contribution in excess of £2M	18,500 + 0.09% of any contribution in excess of £2M	breakdown	01/04/2024	Discretionary	NB	
	Request for confirmation as to whether all S106 obligations have been satisfied up to the date of the request	Per agreement	150.00	160.00	160.00	7%	01/04/2024	Discretionary	NB	
	Request for a copy of S106 agreement/Deed of Variation/Unilateral Undertaking	Per copy	50.00	55.00	55.00	10%	01/04/2024	Discretionary	NB	
	Request for a statement of account (where this is not required by the S106 agreement/DOV)	Per statement	150.00	160.00	160.00	7%	01/04/2024	Discretionary	NB	
	NEW CHARGE - failure to notify when a S106 obligation trigger point is met	Per trigger point met if identified through monitoring activity	n/a as new charge	500.00	500.00	n/a as new charge	01/04/2024	Discretionary	NB	Whilst a new charge this reflects the amounts the council charges elsewhere for similar penalties that are incurred within S106 agreements. The charge is based on cost recovery in terms of officer time spent to enact the charge, which involves significant officer time in practice. The charge only applies where the stated breach has occurred.
	NEW CHARGE - failure to provide a Return, as required under the terms of the S106 agreement	Per return	n/a as new charge	500.00	500.00	n/a as new charge	01/04/2024	Discretionary	NB	Whilst a new charge this reflects the amounts the council charges elsewhere for similar penalties that are incurred within S106 agreements. The charge is based on cost recovery in terms of officer time spent to enact the charge, which involves significant officer time in practice. The charge only applies where the stated breach has occurred.
	Charging for Monitoring of Minerals Sites	Active Sites	397.00	496.00	496.00	25%	01/04/2024	Statutory	NB	This fee is set by central government and is set to rise by 25% in April 2024.
		Dormant Sites	132.00	165.00	165.00	25%	01/04/2024	Statutory	NB	This fee is set by central government and is set to rise by 25% in April 2024.
	Cover Administration and Supervision Costs for S.38 & S.278 agreements relating to new developments	Minimum Charge	2,525.00	2,651.00	2,651.00	5%	01/04/2024	Discretionary	NB	Adjusted based upon 5% pay inflation assumption given that fee is driven by officer time
		Percentage of Capital cost	10%	10%	10%	0%	01/04/2024	Discretionary	NB	No change required given parity of rate with peer authorities.
	To contribute to cost of deciding on minerals and waste development control application & County Council's own developments.	Extended Searches	89.17	111.67	134.00	25%	01/04/2024	Discretionary	SR	25% increase to ensure that the charge covers the cost of providing the service and consistent with the national increase in planning fees, as this charge is related functions to statutory planning functions. Current 23/24 charge now shown as exclusive of VAT.
	To contribute to cost of deciding on minerals and waste development control application & County Council's own developments.	Standard Searches	53.33	66.67	80.00	25%	01/04/2024	Discretionary	SR	25% increase to ensure that the charge covers the cost of providing the service and consistent with the national increase in planning fees, as this charge is related functions to statutory planning functions. Current 23/24 charge now shown as exclusive of VAT.

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Service Area	Charge	Unit	Current Charge 23/24 (exclusive of VAT) £	Proposed Charge 2024/25 exclusive of VAT £	Proposed Charge 2024/25 inclusive of VAT £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
	To contribute to cost of providing pre-application advice to applicants/developers - Minor Developments	Meeting at Council offices and follow-up written response	467.50	537.50	645.00	15%	01/04/2024	Discretionary	SR	Uplift comprises of 5% for inflation on staff salaries, and a further 10% to account for the adjustment in salaries budget (reflecting an increased cost to deliver this work). Current 23/24 charge now shown as exclusive of VAT.
		Written response	327.50	376.67	452.00	15%	01/04/2024	Discretionary	SR	As per above
	To contribute to cost of providing pre-application advice to applicants/developers - Minor Developments	Meeting on-site and follow-up written response	701.67	806.67	968.00	15%	01/04/2024	Discretionary	SR	As per above
		Follow Up meeting	234.17	269.17	323.00	15%	01/04/2024	Discretionary	SR	As per above
		Meeting and follow-up written response	935.00	1,075.00	1,290.00	15%	01/04/2024	Discretionary	SR	As per above
		Written response	701.67	806.67	968.00	15%	01/04/2024	Discretionary	SR	As per above
		Meeting on-site and follow-up written response	1,402.50	1,612.50	1,935.00	15%	01/04/2024	Discretionary	SR	As per above
	To contribute to cost of providing the development control service	Clearance of conditions on planning permissions	116.00	145.00	145.00	25%	01/04/2024	Statutory	NB	This fee is set by central government and is set to rise by 25% in April 2024.
Environment & Heritage	To recover the actual reasonable cost of Historic Environment Record (HER) consultations	Charge for digitised HER data to commercial organisations based on approved charging policy. Minimum Charge (no maximum charge)	154.00	169.40	169.40	10%	01/04/2024	Discretionary	NB	
	To recover the actual reasonable cost of monitoring fieldwork.	Charge for monitoring of archaeological fieldwork based upon the number of visits . Minimum charge for half a day. No upper limit.	264.00	290.40	348.48	10%	01/04/2024	Discretionary	SR	
	Specialist advice from Environment and Heritage officers to third parties and projects	Group Manager	792.00	871.20	1,045.44	10%	01/04/2024	Discretionary	SR	
		Team Leader	710.00	781.00	937.20	10%	01/04/2024	Discretionary	SR	
		Principal Officer	585.00	643.50	772.20	10%	01/04/2024	Discretionary	SR	
		Officer	459.00	504.90	605.88	10%	01/04/2024	Discretionary	SR	
		Assistant	370.00	407.00	488.40	10%	01/04/2024	Discretionary	SR	
		Large meeting (up to 5 Officers in attendance)	1,602.00	1,762.20	2,114.64	10%	01/04/2024	Discretionary	SR	
		Small meeting (2-3 Officers in attendance)	799.00	878.90	1,054.68	10%	01/04/2024	Discretionary	SR	
	Charging for work of officers in Environment and Place for bespoke Planning Performance Agreements and other bespoke agreements	Group Manager / Operational Manager	792.00	910.80	1,092.96	15%	01/04/2024	Discretionary	SR	
		Team Leader	710.00	816.50	979.80	15%	01/04/2024	Discretionary	SR	
		Principal Officer / Technical Lead	585.00	672.75	807.30	15%	01/04/2024	Discretionary	SR	
		Officer	459.00	527.85	633.42	15%	01/04/2024	Discretionary	SR	
		Assistant	370.00	425.50	510.60	15%	01/04/2024	Discretionary	SR	
		Large meeting (up to 5 Officers in attendance)	1,602.00	1,842.30	2,210.76	15%	01/04/2024	Discretionary	SR	

Review of Charges 2024/25
Environment & Place

Service Area	Charge	Unit	Current Charge 23/24 (exclusive of VAT) £	Proposed Charge 2024/25 exclusive of VAT £	Proposed Charge 2024/25 inclusive of VAT £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
		Small meeting (2-3 Officers in attendance)	799.00	918.85	1,102.62	15%	01/04/2024	Discretionary	SR	
Travel Plans	Charging for monitoring of Travel Plan Guidance. Overall fee for the monitoring of the travel plan for a period of 5 years post occupation	Small developments (as defined in OCC travel plan document)	1,890.00	1,985.00	1,985.00	5%	01/04/2024	Discretionary	NB	Adjusted based upon 5% pay inflation assumption given that fee is driven by officer time - matching increase for PPA.
		Large developments (as defined in OCC travel plan document)	3,110.00	3,265.00	3,265.00	5%	01/04/2024	Discretionary	NB	Adjusted based upon 5% pay inflation assumption given that fee is driven by officer time - matching increase for PPA.
Waste Management	Chargeable waste scheme at Household Waste Recycling Centres	Disposal of Large Scale DIY Waste	1.67	1.92	2.30	15%	01/04/2024	Discretionary	SR	At 6 of the 7 HWRCs income accrues to contractor at the other 90% accrues to OCC. Over 5% due to contractual requirement. Government have announced DIY charge changes, which will result in some quantities becoming unchargeable potentially from January 2024. Current 2023/24 charge now showing as exclusive of VAT. Figure for inclusive of VAT is £2.00.
		Plaster/plasterboard per bag	2.92	3.33	4.00	14%	01/04/2024	Discretionary	SR	Waste charging as above
		Plasterboard sheet up to 2m x 1m	8.33	9.17	11.00	10%	01/04/2024	Discretionary	SR	Waste charging as above
		Standard motorcycle and car tyres	5.00	5.83	7.00	17%	01/04/2024	Discretionary	SR	Waste charging as above
Environment & Heritage	NEW CHARGE Supply bird hide key for Windrush Hides	Provide and post one key	n/a as new charge	15.00	18.00	n/a as new charge	01/04/2024	Discretionary	SR	
		Working days:								
	NEW CHARGE Monitoring Visit - prioritised 5 day turnaround	Standard timeframe is 10 days (£290)	n/a as new charge	1,200.00	1,320.00	n/a as new charge	01/04/2024	Discretionary	SR	
	NEW CHARGE Agreement of WSI (Written Scheme of Investigation) - prioritised 3 day turnaround	Standard timeframe is 21days (free)	n/a as new charge	800.00	880.00	n/a as new charge	01/04/2024	Discretionary	SR	
	NEW CHARGE Reviewing watching brief report - prioritised - 3 day turnaround	Standard timeframe is 21days (free)	n/a as new charge	800.00	880.00	n/a as new charge	01/04/2024	Discretionary	SR	
	NEW CHARGE Reviewing small evaluation report - prioritised - 3 day turnaround	Standard timeframe is 21days (free)	n/a as new charge	400.00	440.00	n/a as new charge	01/04/2024	Discretionary	SR	New charge 1-50 houses
	NEW CHARGE Reviewing medium eval report - prioritised - 3 day turnaround	Standard timeframe is 21days (free)	n/a as new charge	700.00	770.00	n/a as new charge	01/04/2024	Discretionary	SR	New charge 50-200
	NEW CHARGE Reviewing large eval report - prioritised - 3-5 day turnaround	Standard timeframe is 21days (free)	n/a as new charge	2,700.00	2,970.00	n/a as new charge	01/04/2024	Discretionary	SR	New charge 200+

Review of Charges 2024/25
Environment & Place

Service Area	Charge	Unit	Current Charge 23/24 (exclusive of VAT) £	Proposed Charge 2024/25 exclusive of VAT £	Proposed Charge 2024/25 inclusive of VAT £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
	NEW CHARGE Post excavation assessments - prioritised 5 day turnaround	Standard timeframe is 21days and more for larger sites (free)	n/a as new charge	3,600.00	3,960.00	n/a as new charge	01/04/2024	Discretionary	SR	New charge - needs prior discussion/arrangement to agree the details.

Review of Charges 2024/25
Community Safety

Service Area	Charge	Unit	Current Charge £	Proposed Charge exc VAT 2024/25 £	Proposed Charge inc VAT 2024/25 £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
Fire and Rescue Service	Fire Reports	Insurance Interviews	102.30	107.42	107.42	5%	01/04/2024	Discretionary	NB	
		Preparation of a Fire Investigation Report - full report or one involving extensive enquiries, photographs etc	493.90	518.60	518.60	5%	01/04/2024	Discretionary	NB	
		Preparation of a Fire Investigation Report - full report or one on major incidents requiring extensive protracted investigation etc	723.80	759.99	759.99	5%	01/04/2024	Discretionary	NB	
		Preparation of a Fire Investigation Report - short or extracted	370.70	389.24	389.24	5%	01/04/2024	Discretionary	NB	
		Preparation of Fire Report	free	free	free	n/a	01/04/2024	Discretionary	NB	
	Special Services	Aerial Ladder Platform per hour or part hour excluding petrol	302.40	317.52	381.02	5%	01/04/2024	Discretionary	SR	
		Personnel, regardless of rank, per hour or part hour.	21.90	23.00	27.60	5%	01/04/2024	Discretionary	SR	
		Vehicles/appliances exceeding 2 tons (unladen) per hour or part hour	200.80	210.84	253.01	5%	01/04/2024	Discretionary	SR	
		Vehicles/appliances NOT exceeding 2 tons (unladen) per hour or part hour	79.10	83.06	99.67	5%	01/04/2024	Discretionary	SR	
Gypsy & Traveller Service	Rent for nine additional plots at Redbridge	Weekly site rental	110.00	115.50	115.50	5%	01/04/2024	Discretionary	EX	The 2023/24 rate reflects changes made in April 2023
	Weekly rent of plot to site resident (there are 89 plots across the 6 Oxfordshire sites).	Weekly site rental	84.00	88.20	88.20	5%	01/04/2024	Discretionary	EX	The 2023/24 rate reflects changes made in April 2023
Trading Standards - Licenses	Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed (Explosive Goods Act 1875 and 1923)	1 year	111.00	113.00	113.00	2%	01/04/2024	Statutory	NB	Set by statute. Will need to be amended once the statutory charge is updated.
		2 years	144.00	147.00	147.00	2%	01/04/2024	Statutory	NB	
		3 years	177.00	181.00	181.00	2%	01/04/2024	Statutory	NB	
		4 years	211.00	215.00	215.00	2%	01/04/2024	Statutory	NB	
		5 years	243.00	248.00	248.00	2%	01/04/2024	Statutory	NB	

Review of Charges 2024/25
Community Safety

Service Area	Charge	Unit	Current Charge £	Proposed Charge exc VAT 2024/25 £	Proposed Charge inc VAT 2024/25 £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
	Licence to store explosives where, by virtue of regulation 27 of, and Schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed Licence to store explosives where, by virtue of regulation 27 of, and Schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed (Explosive Goods Act 1875 and 1923)	1 year	189.00	193.00	193.00	2%	01/04/2024	Statutory	NB	
		2 years	248.00	253.00	253.00	2%	01/04/2024	Statutory	NB	
		3 years	311.00	317.00	317.00	2%	01/04/2024	Statutory	NB	
		4 years	382.00	390.00	390.00	2%	01/04/2024	Statutory	NB	
		5 years	432.00	441.00	441.00	2%	01/04/2024	Statutory	NB	
	Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed (Explosive Goods Act 1875 and 1923)	1 year	88.00	90.00	90.00	2%	01/04/2024	Statutory	NB	
		2 years	150.00	153.00	153.00	2%	01/04/2024	Statutory	NB	
		3 years	211.00	215.00	215.00	2%	01/04/2024	Statutory	NB	
		4 years	272.00	277.00	277.00	2%	01/04/2024	Statutory	NB	
		5 years	333.00	340.00	340.00	2%	01/04/2024	Statutory	NB	
		1 year	55.00	56.00	56.00	2%	01/04/2024	Statutory	NB	
		2 years	88.00	90.00	90.00	2%	01/04/2024	Statutory	NB	
		3 years	123.00	125.00	125.00	2%	01/04/2024	Statutory	NB	
		4 years	155.00	158.00	158.00	2%	01/04/2024	Statutory	NB	
		5 years	189.00	193.00	193.00	2%	01/04/2024	Statutory	NB	
	Statutory Charge for issuing a licence to store petroleum under Dangerous Substances and Explosive Atmospherics Regulations 2002	Not exceeding 2,500 litres	45.00	46.00	46.00	2%	01/04/2024	Statutory	NB	Set by statute. Will need to be updated later in the process.
		Exceeding 2,500 litres but less than 50,000 litres	61.00	62.00	62.00	2%	01/04/2024	Statutory	NB	
		Over 50,000 litres	128.00	131.00	131.00	2%	01/04/2024	Statutory	NB	
	Varying a licence under Explosive Goods Act 1875 and 1923	Varying name or address	37.00	38.00	38.00	3%	01/04/2024	Statutory	NB	
		Transfer of licence/registration	37.00	38.00	38.00	3%	01/04/2024	Statutory	NB	
		Replacement of licence/registration	37.00	38.00	38.00	3%	01/04/2024	Statutory	NB	

Review of Charges 2024/25
Community Safety

Service Area	Charge	Unit	Current Charge £	Proposed Charge exc VAT 2024/25 £	Proposed Charge inc VAT 2024/25 £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
Trading Standards - Other	Achieving Best Evidence (ABE) Interview Service - Income received from other local authorities requesting this Service to carryout ABE interviews on their behalf	Time charged per hour, per officer	82.50	86.50	103.80	5%	01/04/2024	Discretionary	SR	
	Additional Business Support (per hour)		82.50	86.50	103.80	5%	01/04/2024	Discretionary	SR	
	Buy with Confidence Trader Approval scheme	First year total for 1-5 employees	415.00	440.00	528.00	6%	01/04/2024	Discretionary	SR	Fees set by national scheme provider
		First year total for 6-20 employees	605.00	645.00	774.00	7%	01/04/2024	Discretionary	SR	As above
		First year total for 21-49 employees	790.00	840.00	1,008.00	6%	01/04/2024	Discretionary	SR	As above
		Renewal Fee (from 2018/19) for 1-5 employees	270.00	285.00	342.00	6%	01/04/2024	Discretionary	SR	As above
		Renewal Fee (from 2018/19) for 6-20 employees	405.00	430.00	516.00	6%	01/04/2024	Discretionary	SR	As above
		Renewal Fee (from 2018/19) for 21-49 employees	540.00	570.00	684.00	6%	01/04/2024	Discretionary	SR	As above
		Renewal Fee (members prior to April 2017) for 1-5 employees	250.00	275.00	330.00	10%	01/04/2024	Discretionary	SR	Higher increase to match national fee, over time
		Renewal Fee (members prior to April 2017) for 6-20 employees	365.00	400.00	480.00	10%	01/04/2024	Discretionary	SR	As above
		Renewal Fee (members prior to April 2017) for 21-49 employees	500.00	550.00	660.00	10%	01/04/2024	Discretionary	SR	As above
		Additional premises fee		90.00	108.00	n/a	01/04/2024	Discretionary	SR	New fee
		Additional trading style		145.00	174.00	n/a	01/04/2024	Discretionary	SR	New fee
	Carrying Agent for imported dogs, cats and other mammals: Includes local authorities within TSSE region (excl Isle of Wight), Warwickshire, Gloucestershire, Northamptonshire and Wiltshire where the pick-up and destination locations are within the areas identified above	Bank Holidays	608.00	638.50	766.20	5%	01/04/2024	Discretionary	SR	
		Monday to Friday	303.00	318.15	381.78	5%	01/04/2024	Discretionary	SR	
		Saturday and Sunday	455.00	477.75	573.30	5%	01/04/2024	Discretionary	SR	
	Hire of cattle crush (mobile unit taken to farms / sites for the safe handling of cattle when conducting welfare checks):	Oxfordshire businesses - First day	340.00	357.00	428.40	5%	01/04/2024	Discretionary	SR	
		Non-Oxfordshire businesses - Additional fee for re-location per hour	21.00	22.00	26.40	5%	01/04/2024	Discretionary	SR	
		Non-Oxfordshire businesses - First day	408.00	428.50	514.20	5%	01/04/2024	Discretionary	SR	
		Non-Oxfordshire businesses - Subsequent days	102.00	107.00	128.40	5%	01/04/2024	Discretionary	SR	
		Oxfordshire businesses - Additional fee for re-location per hour	21.00	22.00	26.40	5%	01/04/2024	Discretionary	SR	
		Oxfordshire businesses - Subsequent days	104.00	110.00	132.00	6%	01/04/2024	Discretionary	SR	

Review of Charges 2024/25
Community Safety

Service Area	Charge	Unit	Current Charge £	Proposed Charge exc VAT 2024/25 £	Proposed Charge inc VAT 2024/25 £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
	Petroleum Environmental Searches		165.00	173.00	207.60	5%	01/04/2024	Discretionary	SR	
	Petroleum Vapour Recovery Services (TBC). Income received from those local authorities where an agreement exists for the provision of vapour recovery services by the Council. Based on a percentage of the relevant permit fee	Annual Subsistence Charge - PVR Stage 1 (low risk)	63.20	63.20	63.20	0%	01/04/2024	Discretionary	NB	Set by statute. Could change by 01/04/24
		Annual Subsistence Charge - PVR Stage 1 and 2 (low risk)	90.40	90.40	90.40	0%	01/04/2024	Discretionary	NB	As above
		Application - PVR Stage 1	124.00	124.00	124.00	0%	01/04/2024	Discretionary	NB	As above
		Application - PVR Stage 1 and 2	205.60	205.60	205.60	0%	01/04/2024	Discretionary	NB	As above
		Transfer - Standard Process Partial Transfer	397.60	397.60	397.60	0%	01/04/2024	Discretionary	NB	As above
		Transfer - Standard Process Transfer	135.20	135.20	135.20	0%	01/04/2024	Discretionary	NB	As above
	Primary Authority agreement	10 hours support and registration fee	910.00	955.00	955.00	5%	01/04/2024	Discretionary	NB	As above
	Carrying out any of the following activities which produce products which are placing on the market for use in feed - processing of crude vegetable oil, oleochemical manufacturing of fatty acids, manufacturing of biodiesel, fat blending		451.00	451.00	451.00	0%	01/04/2024	Discretionary	NB	
	Manufacture, or manufacture and placing on the market of additives and/or premixtures		451.00	451.00	451.00	0%	01/04/2024	Discretionary	NB	
	Placing on the market of additives and/or premixtures		226.00	226.00	226.00	0%	01/04/2024	Discretionary	NB	

Review of Charges 2024/25
Community Safety

Service Area	Charge	Unit	Current Charge £	Proposed Charge exc VAT 2024/25 £	Proposed Charge inc VAT 2024/25 £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
Trading Standards - Verifying weights and measures	Testing fees - weights and measures (inc capacity measures, measuring instruments, intoxicating liqueur and pharmaceutical measures)	Hourly Rate	100.00	105.00	126.00	5%	01/04/2024	Discretionary	SR	
	Surcharge for testing outside normal hours (Outside 8:30-17:00, Monday to Friday and on Saturday)	Non Trading Standards Officer, per hour	10.50	11.00	13.20	5%	01/04/2024	Discretionary	SR	
		Trading Standards Officer, per hour	15.50	16.50	19.80	6%	01/04/2024	Discretionary	SR	
	Surcharge for testing outside normal hours (Sunday and Bank Holidays)	Non Trading Standards Officer, per hour	20.90	22.00	26.40	5%	01/04/2024	Discretionary	SR	
		Trading Standards Officer, per hour	29.90	31.50	37.80	5%	01/04/2024	Discretionary	SR	
	Length measures	Less than 10m	20.00	21.00	25.20	5%	01/04/2024	Discretionary	SR	
	Measuring instruments for Liquid fuel and Lubricants	Per Nozzle - First item	147.00	154.50	185.40	5%	01/04/2024	Discretionary	SR	
		Second and subsequent items on same site	92.00	97.00	116.40	5%	01/04/2024	Discretionary	SR	
		Testing of credit card acceptor (per unit, regardless of number of nozzles etc)	100.00	105.00	126.00	5%	01/04/2024	Discretionary	SR	
		Testing peripheral electronic equipment on a separate visit (per site)	100.00	105.00	126.00	5%	01/04/2024	Discretionary	SR	
	Weighing instruments	49Kg or less - First item	100.00	105.00	126.00	5%	01/04/2024	Discretionary	SR	
		Over 50Kg to 1,000kg - First item	130.00	136.50	163.80	5%	01/04/2024	Discretionary	SR	
		Over 1,000kg to 10t - First item	268.00	282.00	338.40	5%	01/04/2024	Discretionary	SR	
		Over 10t to 60t - First item	445.00	467.00	560.40	5%	01/04/2024	Discretionary	SR	
		Reduced fee for subsequent items - based on hourly rate	100.00	105.00	126.00	5%	01/04/2024	Discretionary	SR	
	Weights	500mg - 5kg	6.75	7.15	8.58	6%	01/04/2024	Discretionary	SR	
		Below 500mg or above 5kg	9.90	10.50	12.60	6%	01/04/2024	Discretionary	SR	

Review of Charges 2024/25

Resources

Service Area	Charge	Unit	Current Charge £	Proposed Charge exc VAT 2024/25 £	Proposed Charge inc VAT 2024/25 £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
Educational Appeals	Academies - Admissions - Lodged	Per hour if exceeds 25 hours	44.00	44.00	44.00	0%	01/04/2024	Discretionary	SR	
		per appeal	22.00	22.00	22.00	0%	01/04/2024	Discretionary	SR	
	Academies - Admissions - Lodged & Listed	per appeal	110.00	110.00	110.00	0%	01/04/2024	Discretionary	SR	
	Academies - Exclusions	Per exclusion up to 25 hours	1,400.00	1,400.00	1,400.00	0%	01/04/2024	Discretionary	SR	
	Academies -Admissions- Full Service including Clerking	For each appeal per day	215.00	215.00	215.00	0%	01/04/2024	Discretionary	SR	
Information Management	Information advice	per hour	53.00	55.65	66.78	5%	01/04/2024	Discretionary	SR	
	Risk Assessments	Per assessment (est 10hrs)	530.00	556.50	667.80	5%	01/04/2024	Discretionary	SR	
	Information Sharing Agreement	Per assessment (est 15hrs)	795.00	834.75	1,001.70	5%	01/04/2024	Discretionary	SR	
Legal Services	Academies	Hour	168.00	175.00	210.00	4%	01/04/2024	Discretionary	SR	% increase based on internal rate
	Legal Hub (OUTS)	Hour	120.00	120.00	120.00	0%	01/04/2024	Discretionary	NB	outside of OCC control to change
	Legal Hub (3rd Party rate)	Hour	175.00	£175	175.00	0%	01/04/2024	Discretionary	NB	outside of OCC control to change
	Internal Clients Maintained Schools	Hour	95.00	100.00	100.00	5%	01/04/2024	Discretionary	NB	To reflect full recovery of costs
	Section 106 and other Charges (OUTS)	Hour	201.00	215.00	215.00	7%	01/04/2024	Statutory & Discretionary	NB	% increase based on internal rate
	Town & Parish Councils	Hour	120.00	125.00	150.00	4%	01/04/2024	Discretionary	SR	
Property Staff	Charging for work of officers in Property Service for bespoke agreements	Group Manager / Operational Manager	792.00	910.80	1,092.96	15%	01/04/2024	Discretionary	SR	Standardise across Children, E&P iHUB, Property. 15% increase brings the charge in line with the cost of delivering the service.
		Team Leader	710.00	816.50	979.80	15%	01/04/2024	Discretionary	SR	Standardise across Children, E&P, iHUB, Property. 15% increase brings the charge in line with the cost of delivering the service.
		Principal Officer / Technical Lead	585.00	672.75	807.30	15%	01/04/2024	Discretionary	SR	Standardise across Children, E&P, iHUB, Property. 15% increase brings the charge in line with the cost of delivering the service.
		Officer	459.00	527.85	633.42	15%	01/04/2024	Discretionary	SR	Standardise across Children, E&P, iHUB, Property. 15% increase brings the charge in line with the cost of delivering the service.
		Assistant	370.00	425.50	510.60	15%	01/04/2024	Discretionary	SR	Standardise across Children, E&P, iHUB, Property. 15% increase brings the charge in line with the cost of delivering the service.
		Large meeting (up to 5 Officers in attendance)	1,602.00	1,842.30	2,210.76	15%	01/04/2024	Discretionary	SR	Standardise across Children, E&P, iHUB, Property. 15% increase brings the charge in line with the cost of delivering the service.
		Small meeting (2-3 Officers in attendance)	799.00	918.85	1,102.62	15%	01/04/2024	Discretionary	SR	Standardise across Children, E&P, iHUB, Property. 15% increase brings the charge in line with the cost of delivering the service.
School Meals	Adults	per meal	3.35	3.68	4.42	10%	01/04/2024	Discretionary	SR	Reflects increase in funding to schools
	Charge for paid meal, OCC maintained schools	Per meal	2.34	2.55	3.06	9%	01/04/2024	Discretionary	NB	Reflects increase in funding to schools
	Free School Meal, OCC maintained schools	Per Meal	2.35	2.53	2.53	8%	01/04/2024	Discretionary	NB	Reflects increase in funding to schools
	Universal Infant Free School Meal, OCC maintained schools	Per Meal	2.40	2.55	2.55	6%	01/04/2024	Discretionary	NB	Reflects increase in funding to schools
	Charge for paid meal, Academies	Per meal	2.34	2.55	3.06	9%	01/04/2024	Discretionary	SR	Reflects increase in funding to schools
	Free School Meal, Academies	Per Meal	2.35	2.53	3.04	8%	01/04/2024	Discretionary	SR	Reflects increase in funding to schools
	Universal Infant Free School Meal, Academies	Per Meal	2.34	2.55	3.06	9%	01/04/2024	Discretionary	SR	Reflects increase in funding to schools
Coroner's Service	Coroners Fees for disclosure after inquest	Document disclosed by a coroner as a paper copy: - additional charge for each subsequent page	0.50	0.50	0.50	0%	01/04/2024	Statutory	NB	No change

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Service Area	Charge	Unit	Current Charge £	Proposed Charge exc VAT 2024/25 £	Proposed Charge inc VAT 2024/25 £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
		Document disclosed by a coroner as a paper copy: - document of 10 pages or less	5.00	5.00	5.00	0%	01/04/2024	Statutory	NB	No change
		Document disclosed in any other medium, other than by email or as a paper copy - fee per document	5.00	5.00	5.00	0%	01/04/2024	Statutory	NB	No change
		No fee shall be payable where a document is disclosed by email by a coroner to an interested person	No charge	No charge	No charge	n/a	01/04/2024	Statutory	NB	No change
		Transcription of an inquest hearing: - copy consisting of 360 words or less	6.20	6.20	6.20	0%	01/04/2024	Statutory	NB	No change
		Transcription of an inquest hearing: - copy consisting of between 1,440 words or more - each additional 72 words or part thereof	0.70	0.70	0.70	0%	01/04/2024	Statutory	NB	No change
		Transcription of an inquest hearing: - copy consisting of between 1,440 words or more - first 1,440 words	13.10	13.10	13.10	0%	01/04/2024	Statutory	NB	No change
		Transcription of an inquest hearing: - copy consisting of between 361 words and up to and including 1,439 words	13.10	13.10	13.10	0%	01/04/2024	Statutory	NB	No change
History Service	Administrative Charge	Minimum charge for providing an invoice for any service	34.00	30.00	36.00	6%	01/04/2024	Discretionary	SR	INCREASE - By 6% to create rational fee amount
	Certificates	Per Copy - Baptism Certificates	16.00	17.00	17.00	6%	01/04/2024	Discretionary	NB	INCREASE - Set by Church of England Parochial Fees 2023
		Per Copy - Electoral register search certified letter	16.00	14.17	17.00	6%	01/04/2024	Discretionary	SR	INCREASE - In line with Baptism certificate charge
		Per Copy - Motor Vehicle Registration copies	16.00	14.17	17.00	6%	01/04/2024	Discretionary	SR	INCREASE - In line with Baptism certificate charge
	Computer Printouts	Self Service Copying - per A3 copy	0.70	0.58	0.70	0%	01/04/2024	Discretionary	SR	NO CHANGE - 17% rise in 2023/24
		Self Service Copying - per A4 copy	0.35	0.29	0.35	0%	01/04/2024	Discretionary	SR	NO CHANGE - 17% rise in 2023/24
		Staff Operated Copying - per A3 copy	1.00	0.83	1.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - 11% rise in 2023/24. (Fee also little used).
		Staff Operated Copying - per A4 copy	1.00	0.83	1.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - 11% rise in 2023/24. (Fee also little used).
		Audio / Oral History collection catalogue Price per mp3 file	5.00	4.17	5.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - new charge only introduced in May 2023 (automated online payment); need more time to assess impact.
		Digital copying permit (per day)	9.00	7.50	9.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - 13% rise in 2023/24
		Digital copying permit (per 5 visits in 1 calendar month)	25.00	20.83	25.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - 9% rise in 2023/24
		Electronic files (automated scan of Archive, microform, or delicate sources) - per sheet scanned	2.00	1.67	2.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - 11% rise in 2023/24
		Electronic files (automated scan, Local Studies sources) - per sheet scanned	1.00	0.83	1.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - 11% rise in 2023/24
		Electronic files (created to order, compressed) - per image 2500 pixels	13.00	10.83	13.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - 8% rise in 2023/24. Increase could suppress newly expanding Picture Oxon customer base.

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		Electronic files (created to order, uncompressed) - per image 3200 pixels and above	17.00	14.17	17.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - 8% rise in 2023/24. Increase could suppress newly expanding Picture Oxon customer base.
		Electronic files (digitised maps) - per image	17.00	14.17	17.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - 6% rise in 2023/24. Increase could suppress newly expanding Picture Oxon customer base. CHANGED WORDING.
		Electronic files (pre-existing image, compressed) - per image 2250 pixels	9.00	7.50	9.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - 13% rise in 2023/24. Increase could suppress newly expanding Picture Oxon customer base.
		Electronic files (pre-existing image, compressed) - per image 700 pixels	2.00	1.67	2.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - 11% rise in 2023/24. Increase could suppress newly expanding Picture Oxon customer base.
		Electronic files (pre-existing image, uncompressed) - per image 3200 pixels and above	13.00	10.83	13.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - 8% rise in 2023/24. Increase could suppress newly expanding Picture Oxon customer base.
		Plain paper Digital Prints (created to order) - per copy on A3	13.00	10.83	13.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - 8% rise in 2023/24
		Plain paper Digital Prints (created to order) - per copy on A4	13.00	10.83	13.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - 8% rise in 2023/24
	Microform Copying	a) Self Service Copying - per A3 copy	1.00	0.83	1.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - 11% rise in 2023/24
		a) Self Service Copying - per A4 copy	1.00	0.83	1.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - 11% rise in 2023/24
		b) Copying by Staff - per A3 copy	2.00	1.67	2.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - 11% rise in 2023/24
		b) Copying by Staff - per A4 copy	2.00	1.67	2.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - 11% rise in 2023/24
		Minimum charge for providing copies	7.00	5.83	7.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - 17% rise in 2023/24. This min charge also means that transactions for remote customers start at £7, even for low unit value items.
	Oxfordshire History Service Lecture Fees plus travel at current OCC rates	Per event	72.50	64.17	77.00	6%	01/04/2024	Discretionary	SR	INCREASE - By 6% to create rational fee amount
	Photocopies	All Archive Documents and Delicate Documents- per A4 or A3 copy	2.00	1.67	2.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - 11% rise in 2023/24, and charge is little used, as digital trend grows.
		Local Studies - Staff operated copying - per A4 copy	1.00	0.83	1.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - 11% rise in 2023/24, and charge is little used, as digital trend grows.
		Local Studies - Staff operated copying- per A3 copy	1.00	0.83	1.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - 11% rise in 2023/24, and charge is little used, as digital trend grows.
		Self Service Copying - per A3 copy	0.70	0.58	0.70	0%	01/04/2024	Discretionary	SR	NO CHANGE - 17% rise in 2023/24
		Self Service Copying - per A4 copy	0.35	0.29	0.35	0%	01/04/2024	Discretionary	SR	NO CHANGE - 17% rise in 2023/24
	Postage & Packing	UK postage	3.50	3.33	4.00	14%	01/04/2024	Discretionary	SR	INCREASE - Inflationary rise
		Air Mail postage	7.00	6.67	8.00	14%	01/04/2024	Discretionary	SR	INCREASE - Inflationary rise
	Reproduction Fees	Broadcast Media (all platforms, regions or countries) - per image used, 0-5 years	-	100.00	120.00	#DIV/0!	01/04/2024	Discretionary	SR	NEW CHARGE - simplified structure, removing unenforceable distinctions between fees for different term lengths or geographical areas.
		Broadcast Media (all platforms, regions or countries) - per image used, in perpetuity	-	166.67	200.00	#DIV/0!	01/04/2024	Discretionary	SR	NEW CHARGE - simplified structure, removing unenforceable distinctions between fees for different term lengths or geographical areas.
		Broadcast Media (multi-platform, including streaming and online catchup servers) One-programme, unlimited transmissions, one country (EU = one country) -per image used, 0-6 years	89.00	-	-	-100%	01/04/2024	Discretionary	SR	DELETE CHARGE - differential fees little used and difficult to enforce. Replace by simplified structure.

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		Broadcast Media (multi-platform, including streaming and online catchup servers) One programme, unlimited transmissions, one country (EU = one country) – per image used, in perpetuity	—147.00	-	-	-100%	01/04/2024	Discretionary	SR	DELETE CHARGE - differential fees little used and difficult to enforce. Replace by simplified structure.
		Broadcast Media (multi-platform, including streaming and online catchup servers) One programme, unlimited transmissions, worldwide – per image used, 0-6 years	—222.00	-	-	-100%	01/04/2024	Discretionary	SR	DELETE CHARGE - differential fees little used and difficult to enforce. Replace by simplified structure.
		Broadcast Media (multi-platform, including streaming and online catchup servers) One programme, unlimited transmissions, worldwide – per image used, in perpetuity	—364.00	-	-	-100%	01/04/2024	Discretionary	SR	DELETE CHARGE - differential fees little used and difficult to enforce. Replace by simplified structure.
		Publication: Commercial – per use of 1- 5 images.	—	25.00	30.00	#DIV/0!	01/04/2024	Discretionary	SR	NEW CHARGE in simplified structure, removing previous distinctions between commercial charges that were difficult to define and enforce.
		Publication: Commercial – per use of 6 or more images.	—	50.00	60.00	#DIV/0!	01/04/2024	Discretionary	SR	NEW CHARGE in simplified structure, removing previous distinctions between commercial charges that were difficult to define and enforce.
		Publication Commercial – Per extra instance of an image.	—22.00	-	-	-100%	01/04/2024	Discretionary	SR	DELETE CHARGE - Previous distinctions between commercial charges difficult to define and enforce.
		Publication Commercial – Per extra instance of an image.	—51.00	-	-	-100%	01/04/2024	Discretionary	SR	DELETE CHARGE - Previous distinctions between commercial charges difficult to define and enforce.
		Publication Commercial Internal Use Commercial – For use within organisation	—30.00	-	-	-100%	01/04/2024	Discretionary	SR	DELETE CHARGE - Previous distinctions between commercial charges difficult to define and enforce.
		Publication Commercial Internal Use Commercial – Use on a website (per year) – per image	—71.00	-	-	-100%	01/04/2024	Discretionary	SR	DELETE CHARGE - Previous distinctions between commercial charges difficult to define and enforce.
		Publication: Academic - per use of 1-5 images	-	12.50	15.00	#DIV/0!	01/04/2024	Discretionary	SR	NEW CHARGE , with simplified charging structure. Previous distinctions between academic charges little or nil used and difficult to enforce.
		Publication: Academic - per use of 6 or more images	-	25.00	30.00	#DIV/0!	01/04/2024	Discretionary	SR	NEW CHARGE , with simplified charging structure. Previous distinctions between academic charges little or nil used and difficult to enforce.
		Publication: academic – Per image used (11-15 images)	—8.00	-	-	-100%	01/04/2024	Discretionary	SR	DELETE CHARGE . Replaced by simplified structure. Previous scale of academic fees little or nil used and difficult to enforce.
		Publication: academic – Per image used (16-20 images)	—7.00	-	-	-100%	01/04/2024	Discretionary	SR	DELETE CHARGE . Replaced by simplified structure. Previous scale of academic fees little or nil used and difficult to enforce.
		Publication: academic – Per image used (1st image)	—16.00	-	-	-100%	01/04/2024	Discretionary	SR	DELETE CHARGE . Replaced by simplified structure. Previous scale of academic fees little or nil used and difficult to enforce.
		Publication: academic – Per image used (2 images)	—13.00	-	-	-100%	01/04/2024	Discretionary	SR	DELETE CHARGE . Replaced by simplified structure. Previous scale of academic fees little or nil used and difficult to enforce.

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Service Area	Charge	Unit	Current Charge £	Proposed Charge exc VAT 2024/25 £	Proposed Charge inc VAT 2024/25 £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
		Publication: academic – Per image-used (21-40 images)	— 5.00	-	-	-100%	01/04/2024	Discretionary	SR	DELETE CHARGE. Replaced by simplified structure. Previous scale of academic fees little or nil used and difficult to enforce.
		Publication: academic – Per image-used (3 images)	— 12.00	-	-	-100%	01/04/2024	Discretionary	SR	DELETE CHARGE. Replaced by simplified structure. Previous scale of academic fees little or nil used and difficult to enforce.
		Publication: academic – Per image-used (4 images)	— 11.00	-	-	-100%	01/04/2024	Discretionary	SR	DELETE CHARGE. Replaced by simplified structure. Previous scale of academic fees little or nil used and difficult to enforce.
		Publication: academic – Per image-used (41-60 images)	— 4.00	-	-	-100%	01/04/2024	Discretionary	SR	DELETE CHARGE. Replaced by simplified structure. Previous scale of academic fees little or nil used and difficult to enforce.
		Publication: academic – Per image-used (5 images)	— 10.00	-	-	-100%	01/04/2024	Discretionary	SR	DELETE CHARGE. Replaced by simplified structure. Previous scale of academic fees little or nil used and difficult to enforce.
		Publication: academic – Per image-used (61 or more images)	— 3.00	-	-	-100%	01/04/2024	Discretionary	SR	DELETE CHARGE. Replaced by simplified structure. Previous scale of academic fees little or nil used and difficult to enforce.
		Publication: academic – Per image-used (6-10 images)	— 9.00	-	-	-100%	01/04/2024	Discretionary	SR	DELETE CHARGE. Replaced by simplified structure. Previous scale of academic fees little or nil used and difficult to enforce.
		Publication: Local individuals, organisations and partners - per use of 1-5 images	—	8.33	10.00	#DIV/0!	01/04/2024	Discretionary	SR	NEW CHARGE - to encourage fair re-use and publication. Charge has a specific community focus and impacts on local history engagement.
		Publication: Local individuals, organisations and partners - per use of 6 or more images	—	16.67	20.00	#DIV/0!	01/04/2024	Discretionary	SR	NEW CHARGE - to encourage fair re-use and publication. Charge has a specific community focus and impacts on local history engagement.
		Publication: local individuals, organisations and partners — Per use of one or more images	— 20.00	-	-	-100%	01/04/2024	Discretionary	SR	DELETE CHARGE - replaced by new scale of charges above
	Research Enquires	Higher rate for businesses and profit-making organisations - per hour (or pro-rata) Minimum 30 minutes £40. Maximum 2 hours £160.	80.00	66.67	80.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - increased by 11% in 2023/4. Existing fee already higher than comparable archive providers
		Written reply to each enquiry - per hour (or pro-rata) Minimum 30 minutes £23, Maximum 2 hours £92.	46.00	38.33	46.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - increased by 10% in 2023/4. Existing fee already higher than comparable archive providers
	USB memory sticks	per 4Bb-8Gb stick	7.00	6.67	8.00	14%	01/04/2024	Discretionary	SR	INCREASE - To bring into line with Libraries. Although, in truth, very few sales, and commercial alternatives are cheaper.
	Use of Premises	Location fee for use of Oxfordshire History Centre premises for film / TV / broadcast purposes - per hour or part hour	80.00	70.00	84.00	5%	01/04/2024	Discretionary	SR	INCREASE - Inflationary rise
	Certificates	Per Copy - Magistrates Court records certified copies	16.00	14.17	17.00	6%	01/04/2024	Discretionary	SR	INCREASE - In line with Baptism certificate charge
Library Service	Audio Visual Hire Charges	a) DVDs (Per Week)	2.00	2.00	2.00	0%	01/04/2024	Discretionary	NB	NO CHANGE - Held 'as is' for the coming year, with a plan to review income level in 2023/24/25 and adjust in 2025. A move to simplify charges in this area was made in 2022/23 in an attempt to slow down declining interest

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Service Area	Charge	Unit	Current Charge £	Proposed Charge exc VAT 2024/25 £	Proposed Charge inc VAT 2024/25 £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
		d) Music CDs (per Week)	2.00	2.00	2.00	0%	01/04/2024	Discretionary	NB	NO CHANGE - Held 'as is' for the coming year, with a plan to review income level in 2023/24/25 and adjust in 2025. A move to simplify charges in this area was made in 2022/23 in an attempt to slow down declining interest
		g) Audio Books and Language Packs on CD (3 weeks)	2.00	2.00	2.00	0%	01/04/2024	Discretionary	NB	NO CHANGE - Held 'as is' for the coming year, with a plan to review income level in 2023/24/25 and adjust in 2025. A move to simplify charges in this area was made in 2022/23 in an attempt to slow down declining interest
		g) Language Packs on CD (3 weeks)	3.50	3.50	3.50	0%	01/04/2024	Discretionary	NB	NO CHANGE - Held 'as is' for the coming year, with a plan to review income level in 2023/24/25 and adjust in 2025. A move to simplify charges in this area was made in 2022/23 in an attempt to slow down declining interest
		g) Audio Books and Language Packs on CD (3 weeks): - Children in care, foster carers and people with reading impairment are exempt	Exempt	Exempt	Exempt	n/a	01/04/2024	Discretionary	NB	NO CHANGE - Accessibility and social value reasons linked to OCC Priority 2
		j) CD-ROM (per Week) - Band 1	2.20	2.30	2.30	5%	01/04/2024	Discretionary	NB	INCREASE - inflationary rise - However, likely to have minimal impact and reflects increased cost of replacement
		Charge for lost/damaged AV	2.20	2.08	2.50	14%	01/04/2024	Discretionary	SR	INCREASE - above inflationary rise - However, likely to have minimal impact and reflects increased cost of replacement
	Audio CDs late return charge	Weekly charge - Band 1 (maximum charge per item £5.40)	2.00	1.67	2.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - Reflects charge per week and associated cap limit (see above)
	Language Packs on CD late return charge	Language Packs on CD late return charge (maximum charge per item £10.50)	3.50	2.92	3.50	0%	01/04/2024	Discretionary	SR	NO CHANGE - Reflects charge per week and associated cap limit (see above)
	CD-ROM late return charge	weekly charge (maximum charge per item £6.60)	2.20	1.92	2.30	5%	01/04/2024	Discretionary	SR	INCREASE - Reflects increased charge per week and cap limit (see above)
	DVDs late return charge	weekly charge - Band 1 (maximum per item £6.00)	2.00	1.67	2.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - Reflects charge per week and associated cap limit (see above)
	Music CDs late return charge	weekly charge - (Band 1) (maximum charge per item £4.80)	2.00	1.67	2.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - Reflects charge per week and associated cap limit (see above)
	Hire of Accommodation	Library Service Partners: Conference Room (21-30 people) per hour	25.00	25.00	25.00	0%	01/04/2024	Discretionary	EX	NO CHANGE - Brought in competitive, tiered rates in April 2023 and need to fully assess how these have impacted income generation
		Library Service Partners: Seminar Room (5-20 people) per hour	20.00	20.00	20.00	0%	01/04/2024	Discretionary	EX	NO CHANGE - Brought in competitive, tiered rates in April 2023 and need to fully assess how these have impacted income generation
		Library Service Partners: Interview Room (2-4 people) per hour	12.50	12.50	12.50	0%	01/04/2024	Discretionary	EX	NO CHANGE - Introduced competitive, tiered rates in April 2023 and need to fully assess how these have impacted income generation
		Community Group use: Conference Room (21-30 people) per hour	-	-	-	#DIV/0!	01/04/2024	Discretionary	EX	NO CHANGE - Introduced competitive, tiered rates in April 2023 and need to fully assess how these have impacted income generation
		Community Group use: Seminar Room (5-20) per hour	-	-	-	#DIV/0!	01/04/2024	Discretionary	EX	NO CHANGE - Introduced competitive, tiered rates in April 2023 and need to fully assess how these have impacted income generation
		Community Group use: Interview Room (2-4) per hour	-	-	-	#DIV/0!	01/04/2024	Discretionary	EX	NO CHANGE - Introduced competitive, tiered rates in April 2023 and need to fully assess how these have impacted income generation
		Commercial entity use: Conference Room (21-30 people) per hour	50.00	50.00	50.00	0%	01/04/2024	Discretionary	EX	NO CHANGE - Introduced competitive, tiered rates in April 2023 and need to fully assess how these have impacted income generation

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		Commercial entity use: Seminar Room (5-20) per hour	40.00	40.00	40.00	0%	01/04/2024	Discretionary	EX	NO CHANGE - Introduced competitive, tiered rates in April 2023 and need to fully assess how these have impacted income generation
		Commercial entity use: Interview Room (2-4) per hour	25.00	25.00	25.00	0%	01/04/2024	Discretionary	EX	NO CHANGE - Introduced competitive, tiered rates in April 2023 and need to fully assess how these have impacted income generation
	Internet Service	A3 BW & Colour	0.70	0.58	0.70	0%	01/04/2024	Discretionary	SR	NO CHANGE - Introduced significant rises in 2023 which appear to have stunted income growth in this area
		A4 BW & Colour	0.35	0.29	0.35	0%	01/04/2024	Discretionary	SR	NO CHANGE - Introduced significant rises in 2023 which appear to have stunted income growth in this area
		Sales of headphones	3.00	2.67	3.20	7%	01/04/2024	Discretionary	SR	INCREASE - Inflationary rise, income generation
		Sales of memory sticks	8.00	6.67	8.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - Cheaper retail alternatives available and sell very few
	Library Overdue Charges for Static Libraries	Adults - per day library open during first week (daily rate)	0.35	0.35	0.35	0%	01/04/2024	Discretionary	NB	NO CHANGE - social value and accessibility to books; linked to OCC Priority 2. Also budget request in to lose these charges altogether re. cost of living crisis and positive equality impact
		Adults - maximum per item	5.25	5.25	5.25	0%	01/04/2024	Discretionary	NB	NO CHANGE - social value and accessibility to books; linked to OCC Priority 2. Also budget request in to lose these charges altogether re. cost of living crisis and positive equality impact
		Charge for lost/damaged books (Recommended retail price plus processing fee where applicable)	Various	Various	Various	n/a	01/04/2024	Discretionary	NB	NO CHANGE
		Children - maximum per item	1.50	1.50	1.50	0%	01/04/2024	Discretionary	NB	NO CHANGE - social value and accessibility to books; linked to OCC Priority 2. Also budget request in to lose these charges altogether re. cost of living crisis and positive equality impact
		Children - per day library open during first week (daily rate)	0.05	0.05	0.05	0%	01/04/2024	Discretionary	NB	NO CHANGE - social value and accessibility to books; linked to OCC Priority 2. Also budget request in to lose these charges altogether re. cost of living crisis and positive equality impact
		Children in public care	Exempt	Exempt	Exempt	n/a	01/04/2024	Discretionary	NB	NO CHANGE - social value and aligned to OCC Priority 2
		Institutions - maximum per item	7.50	7.80	7.80	4%	01/04/2024	Discretionary	NB	INCREASE - Inflationary rise
		Institutions - per day library open during first week (daily rate)	0.40	0.45	0.45	13%	01/04/2024	Discretionary	NB	INCREASE - above Inflationary rise for a sensible charge figure
	Library Reservation Fees	a) Book / Audio Books Reservations - Standard charge	1.30	1.30	1.30	0%	01/04/2024	Discretionary	NB	NO CHANGE - social value and accessibility to books; linked to OCC Priority 2. Also budget request in to lose these charges altogether re. cost of living crisis and positive equality impact
		a) Book / Audio Books Reservations - Under 18s (Incl children in public care)	n/a	Exempt	Exempt	n/a	01/04/2024	Discretionary	NB	NO CHANGE - Hold as is, in light of cost of living crisis and general accessibility; and alignment to OCC Priority 2 and 7
		b) Items supplied from outside Oxfordshire - Standard charge	10	10.00	10.00	0%	01/04/2024	Discretionary	NB	NO CHANGE - Hold as is, in light of cost of living crisis and general accessibility
		c) Audio Visual Reservations (excluding Audio Books) - Concessionary rate	0.65	0.65	0.65	0%	01/04/2024	Discretionary	NB	NO CHANGE - social value and accessibility to books; linked to OCC Priority 2. Also budget request in to lose these charges altogether re. cost of living crisis and positive equality impact
		c) Audio Visual Reservations (excluding Audio Books) - Standard charge	1.30	1.30	1.30	0%	01/04/2024	Discretionary	NB	NO CHANGE - social value and accessibility to books; linked to OCC Priority 2. Also budget request in to lose these charges altogether re. cost of living crisis and positive equality impact

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Resources

Service Area	Charge	Unit	Current Charge £	Proposed Charge exc VAT 2024/25 £	Proposed Charge inc VAT 2024/25 £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
		Items supplied by the British Library and Universities	20.00	20.00	20.00	0%	01/04/2024	Discretionary	NB	NO CHANGE - Market rate from British Library
	Microform Copying	a) self service copying	1.00	0.83	1.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - encourage self-service
		b) staff service	2.00	1.67	2.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - To bring into line with History Centre
	Photocopying	A3 BW & Colour	0.70	-	-	-100%	01/04/2024	Discretionary	SR	INCREASE - in line with History Centre - encourage self-service
		A4 BW & Colour	0.35	-	-	-100%	01/04/2024	Discretionary	SR	INCREASE - Inflationary rise, income generation
	Vocal/Orchestral Play sets	Orchestral Sets - Non Oxfordshire Borrowers	60.00	65.00	65.00	8%	01/04/2024	Discretionary	NB	INCREASE - Inflationary rise, income generation from external libraries
		Orchestral Sets - Oxfordshire Borrowers	45.00	45.00	45.00	0%	01/04/2024	Discretionary	NB	NO CHANGE - seeking to support local culture and mindful of cost of living crisis
		Play Sets	6.80	7.00	7.00	3%	01/04/2024	Discretionary	NB	INCREASE - Inflationary rise, income generation
		a) Booking Fee per 4 month loan Oxfordshire Borrowers - per score with performance time of 5 minutes or less	1.00	1.00	1.00	0%	01/04/2024	Discretionary	NB	NO CHANGE - seeking to support local culture and mindful of cost of living crisis
		a) Booking Fee per 4 month loan Oxfordshire Borrowers - per score with performance time of more than 5 minutes	2.40	2.40	2.40	0%	01/04/2024	Discretionary	NB	NO CHANGE - seeking to support local culture and mindful of cost of living crisis
		a) Booking Fee per 4 month loan Non Oxfordshire Borrowers - per score with performance time of more than 5 minutes	4.00	4.50	4.50	13%	01/04/2024	Discretionary	NB	INCREASE - Inflationary rise, income generation
		a) Booking Fee per 4 month loan Non Oxfordshire Borrowers - per score with performance time of 5 minutes or less	1.80	2.00	2.00	11%	01/04/2024	Discretionary	NB	INCREASE - Inflationary rise, income generation
		b) Overdue charge - per playset, per day library open during first week (daily rate) (maximum £5.70)	0.35	0.35	0.35	0%	01/04/2024	Discretionary	NB	NO CHANGE - Keep in line with general overdue fee
		b) Overdue charge - per week or part week, per loan, vocal or orchestral	16.00	16.00	16.00	0%	01/04/2024	Discretionary	NB	NO CHANGE - Keep in line with general overdue fee
		c) Administration fee for performance sets supplied from outside Oxfordshire.	10.00	10.50	10.50	5%	01/04/2024	Discretionary	NB	INCREASE - Inflationary rise, income generation
		d) Administration fee for loss of/or damage to music scores	-	10.00	10.00	#DIV/0!	01/04/2024	Discretionary	NB	NEW - General admin fee introduced to cover staff time and resource required to manage loss and damage to scores (has been compromising viability of provision in the last year)
Museum Service	Conservation & Exhibition Services	a) MRC Remedial conservation - private / commercial (per hour)	67.00	60.00	72.00	7%	01/04/2024	Discretionary	SR	INCREASE - Slightly above standard 5% as commercial specific rate
		a) MRC Remedial conservation - Loans (per hour)	£50	43.33	52.00	4%	01/04/2024	Discretionary	SR	INCREASE - Less than standard 5% to encourage loans from smaller local museums
		c) Specialist Climate Controlled Collections Storage and Care per year - Large Item (c.0.5 cubic meters)	505.00	441.67	530.00	5%	01/04/2024	Discretionary	SR	INCREASE - Follow standard inflationary rise
		c) Specialist Climate Controlled Collections Storage and Care per year - Medium Item (c 20x20x20cm)	288.00	252.08	302.50	5%	01/04/2024	Discretionary	SR	INCREASE - Follow standard inflationary rise

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Service Area	Charge	Unit	Current Charge £	Proposed Charge exc VAT 2024/25 £	Proposed Charge inc VAT 2024/25 £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
		c) Specialist Climate Controlled Collections Storage and Care per year - Small Item (c.10x10x10cm)	145.00	126.67	152.00	5%	01/04/2024	Discretionary	SR	INCREASE - Follow standard inflationary rise
		d) General Collections storage and Care per year -Large Item	575.00	504.17	605.00	5%	01/04/2024	Discretionary	SR	INCREASE - Follow standard inflationary rise
		e) Environmental Monitoring (per month) - for 3 thermohygrographs	67.00	58.75	70.50	5%	01/04/2024	Discretionary	SR	INCREASE - Follow standard inflationary rise
		f) Conservation Advice - per hour	67.00	58.75	70.50	5%	01/04/2024	Discretionary	SR	INCREASE - Follow standard inflationary rise
		f) Conservation Advice - per day	496.00	433.33	520.00	5%	01/04/2024	Discretionary	SR	INCREASE - Follow standard inflationary rise
		f) Conservation Advice - per half-day	248.00	216.67	260.00	5%	01/04/2024	Discretionary	SR	INCREASE - Follow standard inflationary rise
		g) Museum Pest Management plus materials - per day	496.00	433.33	520.00	5%	01/04/2024	Discretionary	SR	INCREASE - Follow standard inflationary rise
		g) Museum Pest Management plus materials - per half day	248.00	216.67	260.00	5%	01/04/2024	Discretionary	SR	INCREASE - Follow standard inflationary rise
		g) Museum Pest Management plus materials - per hour	67.00	58.33	70.00	4%	01/04/2024	Discretionary	SR	INCREASE - Follow standard inflationary rise
		h) Hire of display equipment - arrangement charge for not for profit heritage & arts organisations	25.25	22.08	26.50	5%	01/04/2024	Discretionary	SR	INCREASE - Follow standard inflationary rise
		h) Hire of display equipment (cases) - per month	258.00	225.00	270.00	5%	01/04/2024	Discretionary	SR	INCREASE - Follow standard inflationary rise
		h) Hire of display equipment (cases) - per week	118.00	103.33	124.00	5%	01/04/2024	Discretionary	SR	INCREASE - Follow standard inflationary rise
		i) Training - per day	496.00	433.33	520.00	5%	01/04/2024	Discretionary	SR	INCREASE - Follow standard inflationary rise
		i) Training - per half day	248.00	216.67	260.00	5%	01/04/2024	Discretionary	SR	INCREASE - Follow standard inflationary rise
		k) Documentation and storage of archaeological archives - Administration charge (specialist)	65.00	54.17	65.00	0%	01/04/2024		SR	NO CHANGE / CHANGE OF UNIT WORDING - As this was a new charge from 2023, we wish to retain the fee to allow it to 'bed in' with our users and it more than covers out internal costs
		k) Documentation and accessioning of archaeological archives -per additional archaeological storage box (0.022m3)	79.00	69.17	83.00	5%	01/04/2024	Discretionary	SR	INCREASE - Follow standard inflationary rise
		k) Documentation and accessioning of archaeological archives- site archive up to 3 archaeological storage boxes ((0.022m3)	121.00	105.83	127.00	5%	01/04/2024	Discretionary	SR	INCREASE - Follow standard inflationary rise
		Loan of datalogger and printout per period up to 2 months	67.00	58.75	70.50	5%	01/04/2024	Discretionary	SR	INCREASE - Follow standard inflationary rise
	Hire of Accommodation	a) Oxfordshire Museum - Exhibition Gallery (per week)	230.00	241.00	241.00	5%	01/04/2024	Discretionary	EX	INCREASE - Follow standard inflationary rise
		b) Brewhouse - Commercial Use (half day)	80.00	84.00	84.00	5%	01/04/2024	Discretionary	EX	INCREASE - Follow standard inflationary rise
		b) Brewhouse - Community Use (half day)	32.00	33.50	33.50	5%	01/04/2024	Discretionary	EX	INCREASE - Follow standard inflationary rise
		b) Brewhouse - Commercial Use (per day)	125.00	131.00	131.00	5%	01/04/2024	Discretionary	EX	INCREASE - Follow standard inflationary rise
		b) Brewhouse - Community Use (per day)	60.00	63.00	63.00	5%	01/04/2024	Discretionary	EX	INCREASE - Follow standard inflationary rise
		b) Brewhouse - Community Use (per month)	300.00	315.00	315.00	5%	01/04/2024	Discretionary	EX	INCREASE - Follow standard inflationary rise
		c) Coachhouse - Commercial Use (half day)	100.00	105.00	105.00	5%	01/04/2024	Discretionary	EX	INCREASE - Follow standard inflationary rise

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Service Area	Charge	Unit	Current Charge £	Proposed Charge exc VAT 2024/25 £	Proposed Charge inc VAT 2024/25 £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
		c) Coachhouse - Community Use (half day)	45.00	47.50	47.50	6%	01/04/2024	Discretionary	EX	INCREASE - rounded up from inflationary rise to create a rational fee amount
		c) Coachhouse - Commercial Use (per day)	170.00	178.00	178.00	5%	01/04/2024	Discretionary	EX	INCREASE - Follow standard inflationary rise
		c) Coachhouse - Community Use (per day)	75.00	79.00	79.00	5%	01/04/2024	Discretionary	EX	INCREASE - Follow standard inflationary rise
		d) MRC Education Lecture Room - Community Use (half day)	41.00	43.00	43.00	5%	01/04/2024	Discretionary	EX	INCREASE - Follow standard inflationary rise
		d) MRC Education Lecture Room - Community Use (per day)	60.00	63.00	63.00	5%	01/04/2024	Discretionary	EX	INCREASE - Follow standard inflationary rise
		e) Provision of staff to support - activities of hirer per hour - during Museum open hours	25.75	22.92	27.50	7%	01/04/2024	Discretionary	SR	INCREASE - Above standard inflationary rise
		e) Provision of staff to support - activities of hirer per hour (out of Museum open hours)	42.00	22.92	27.50	-35%	01/04/2024	Discretionary	SR	DECREASE - staff are not paid a higher rate for out of hours so proposed to bring this rate in line to in hours rate
		f) Coach House charge for use outside normal hours plus staffing as necessary - Commercial use (up to 3 hours)	90.00	95.00	95.00	6%	01/04/2024	Discretionary	EX	INCREASE - Above standard inflationary rise
		f) Coach House charge for use outside normal hours plus staffing as necessary - Community / Education use (up to 3 hours)	54.00	57.00	57.00	6%	01/04/2024	Discretionary	EX	INCREASE - Above standard inflationary rise
		Location fee for use of Oxfordshire Museum/Museums Resource Centre or Swalcliffe Barn premises for film / TV / broadcast purposes per hour or part hour plus staff time as required	80.00	70.83	85.00	6%	01/04/2024	Discretionary	SR	INCREASE - Above standard inflationary rise
	Learning & Access	Facilitated Community Group Visits to The Oxfordshire Museum - per group during normal opening hours	30.00	30.00	30.00	0%	01/04/2024	Discretionary	NB	NO CHANGE - Retain current fee for session, as many small groups struggle currently to afford session.
		Family Learning Drop In at The Oxfordshire Museum - per child costs supported by Friends of Museum	2.00	2.00	2.00	0%	01/04/2024	Discretionary	NB	NO CHANGE - Suggest no increase to encourage educational use. However, on holidays where Friends do not cover the cost, we will actively encourage donations to cover cost of materials (at suggested £2 pp)
		Family Learning Drop In at The Oxfordshire Museum - per family of up to 3 children - Costs supported by Friends of Museum	5.00	-	-	-100%	01/04/2024	Discretionary	NB	DELETE CHARGE - As not in use and covered by fee in line above
		Outreach School Sessions KS1 (approximately 1.25 hours) - up to 30 children	110.00	115.00	115.00	5%	01/04/2024	Discretionary	NB	INCREASE - Follow standard inflationary rise
		Outreach School Sessions KS2 (approximately 1.5 hours) - up to 30 children	133.00	140.00	140.00	5%	01/04/2024	Discretionary	NB	INCREASE - Follow standard inflationary rise
		Community Group: Box Loans - per 2 week loan	25.00	26.00	26.00	4%	01/04/2024	Discretionary	NB	INCREASE - Upped by 4% to make an even number
		Community Group session - Maximum 15 participants	25.00	25.00	25.00	0%	01/04/2024	Discretionary	NB	NO CHANGE - Retain current fee for session, as many small groups struggle currently to afford session. Suggest introducing second charging level for groups over 15. See below
		Reminiscence sessions - Over 15 participants	35.00	35.00		0%	01/04/2024			NO CHANGE - This is a new fee from last year, suggest retain at current rate to encourage more uptake

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Service Area	Charge	Unit	Current Charge £	Proposed Charge exc VAT 2024/25 £	Proposed Charge inc VAT 2024/25 £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
		School Box Loans - per term	39.00	39.00	39.00	0%	01/04/2024	Discretionary	NB	NO CHANGE - See below, introducing new transport fee - freeze loan box fee to encourage uptake as we introduce additional logistical cost to the service
		NEW: delivery charge for Oxfordshire loan box delivery (inc. return collection)	8.00	8.00	8.00	0%	01/04/2024	Discretionary	NB	NEW - Propose we introduce transport fee as currently doing at own cost. Gives option to user to collect / return themselves and avoid the fee.
		NEW: non Oxfordshire School / commercial loan box fee (exc. delivery as will require customer to arrange/collect) per term / use	45.00	45.00	45.00	0%	01/04/2024	Discretionary	NB	NEW - Introducing a new fee to cover possibility of non OXON school requests or commercial requests
		School Sessions at The Oxfordshire Museum - up to 30 children	93.00	93.00	93.00	0%	01/04/2024	Discretionary	NB	NO CHANGE - Retain to attract more schools to the OM site (have levied increase for outreach sessions to balance income)
		NEW: Workshops for adults. Minimum of £10 pp per session (based on minimum of 7 participants to cover costs)	10.00	10.00	10.00	0%	01/04/2024	Discretionary	NB	NEW - Introducing minimum fee for charged for workshops - actual fee will depend on freelancer cost and materials etc.
	Microform Copying	Copying by Staff - per A3 copy	1.00	1.67	2.00	100%	01/04/2024	Discretionary	SR	INCREASE - To bring it into line with History Service
		Copying by Staff - per A4 copy	1.00	1.67	2.00	100%	01/04/2024	Discretionary	SR	INCREASE - To bring it into line with History Service
	MRC Digital Imaging	Administration fee - for any staff time per hour needed to prepare digital Museum files (not applicable in all cases)	67.00	54.17	65.00	-3%	01/04/2024	Discretionary	SR	DECREASE - To bring into line with Archaeology team admin fee
		Plain paper Digital Prints (pre-existing image) - per copy on A3	9.00	7.50	9.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - To bring into line with History Service fees
		Electronic files (pre-existing image, compressed) - per image 700 pixels	2.00	1.67	2.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - To bring into line with History Service fees
		Use of Digital Camera/USB Memory Stick - per day	9.00	7.50	9.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - Following last year's increase and concerns around reducing in demand/income
		Use of Digital Camera/USB Memory Stick - per week	26.00	21.67	26.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - Following last year's increase and concerns around reducing in demand/income
		Electronic files (automated scan or pre-existing scans) - per sheet scanned	2.00	1.67	2.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - To bring into line with History Service fees
		Electronic files (photographed to order, uncompressed) - per image 3200 pixels and above	17.00	14.17	17.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - To bring into line with History Service fees
		Electronic files (photographed to order, compressed) - per image 2500 pixels	13.00	10.83	13.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - To bring into line with History Service fees
		Electronic files (pre-existing image, compressed) - per image 2250 pixels	9.00	7.50	9.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - To bring into line with History Service fees
		Electronic files (pre-existing image, uncompressed) - per image 3200 pixels and above	13.00	10.83	13.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - To bring into line with History Service fees
		Internal Use Commercial - For use within organisation	30.00	26.25	31.50	5%	01/04/2024	Discretionary	SR	INCREASE - Follow standard inflationary rise

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Service Area	Charge	Unit	Current Charge £	Proposed Charge exc VAT 2024/25 £	Proposed Charge inc VAT 2024/25 £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
		Photo paper Digital Prints (photographed to order) - per copy on A3 paper	17.00	14.17	17.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - To bring into line with History Service fees
		Photo paper Digital Prints (photographed to order) - per copy on A4 (or smaller)	17.00	14.17	17.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - To bring into line with History Service fees
		Photo paper Digital Prints (pre-existing image) - per copy A3	13.00	10.83	13.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - To bring into line with History Service fees
		Photo paper Digital Prints (pre-existing image) - per copy A4	13.00	10.83	13.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - To bring into line with History Service fees
		Plain paper Digital Prints (photographed to order) - per copy on A4	13.00	10.83	13.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - To bring into line with History Service fees
		Plain paper Digital Prints (photographed to order) - per copy on A3	13.00	10.83	13.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - To bring into line with History Service fees
		Plain paper Digital Prints (pre-existing image) - per copy on A4	9.00	7.50	9.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - To bring into line with History Service fees
		Publication: Commercial –per use of 1-5 images	—	25.00	30.00	#DIV/0!	01/04/2024	Discretionary	SR	INCREASE / CHANGE OF UNIT WORDING - To bring into line with History Centre fees
		Publication: Commercial –per use of 6 or more images.	—	50.00	60.00	#DIV/0!	01/04/2024	Discretionary	SR	INCREASE / CHANGE OF UNIT WORDING - To bring into line with History Centre fees
		Broadcast Media (all platforms, regions or countries) - per image used, 0-5 years	-	100.00	120.00	#DIV/0!	01/04/2024	Discretionary	SR	NEW CHARGE - simplified structure, removing unenforceable distinctions between fees for different term lengths or geographical areas.
		Broadcast Media (all platforms, regions or countries) - per image used, in perpetuity	-	166.67	200.00	#DIV/0!	01/04/2024	Discretionary	SR	NEW CHARGE - simplified structure, removing unenforceable distinctions between fees for different term lengths or geographical areas.
		One programme, unlimited transmissions, one country (EU = one country) - per image used, 0-6 years	90.00	83.33	100.00	11%	01/04/2024	Discretionary	SR	DELETE CHARGE - differential fees little used and difficult to enforce. Replace by simplified structure.
		One programme, unlimited transmissions, one country (EU = one country) - per image used, in perpetuity	150.00	133.33	160.00	7%	01/04/2024	Discretionary	SR	DELETE CHARGE - differential fees little used and difficult to enforce. Replace by simplified structure.
		One programme, unlimited transmissions, worldwide - per image used, 0-6 years	225.00	200.00	240.00	7%	01/04/2024	Discretionary	SR	DELETE CHARGE - differential fees little used and difficult to enforce. Replace by simplified structure.
		One programme, unlimited transmissions, worldwide - per image used, in perpetuity	370.00	333.33	400.00	8%	01/04/2024	Discretionary	SR	DELETE CHARGE - differential fees little used and difficult to enforce. Replace by simplified structure.
		Publication: Academic - per use of 1-5 images	-	12.50	15.00	#DIV/0!	01/04/2024	Discretionary	SR	NEW CHARGE , with simplified charging structure. Previous distinctions between academic charges little or nil used and difficult to enforce.
		Publication: Academic - per use of 6 or more images	-	25.00	30.00	#DIV/0!	01/04/2024	Discretionary	SR	NEW CHARGE , with simplified charging structure. Previous distinctions between academic charges little or nil used and difficult to enforce.
		Publication: Local individuals, organisations and partners - per use of 1-5 images	—	8.33	10.00	#DIV/0!	01/04/2024	Discretionary	SR	NEW CHARGE - to encourage fair re-use and publication. Charge has a specific community focus and impacts on local history engagement.

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Service Area	Charge	Unit	Current Charge £	Proposed Charge exc VAT 2024/25 £	Proposed Charge inc VAT 2024/25 £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
		Publication: Local individuals, organisations and partners - per use of 6 or more images	16.67	16.67	20.00	#DIV/0!	01/04/2024	Discretionary	SR	NEW CHARGE - to encourage fair re-use and publication. Charge has a specific community focus and impacts on local history engagement.
		Publication: Academic (per image used)	8.50	12.50	15.00	76%	01/04/2024	Discretionary	SR	DELETE CHARGE - To bring into line with equivalent charging by History Service
		Publication: Local individuals, organisations and partners - Per use of one or more images	5.50	8.33	10.00	82%	01/04/2024	Discretionary	SR	DELETE CHARGE - To bring into line with equivalent charging by History Service
	Museums Service Research Enquires	Higher rate for businesses and profit-making organisations - per hour (or pro-rata) Minimum 30 minutes £40. Maximum 2 hours £160.	80.00	66.67	80.00	0%	01/04/2024	Discretionary	SR	NO CHANGE - Consistent with History Service and competitors rates
		Written reply to each enquiry - per hour (or pro-rata) Minimum 30 minutes £21, Maximum 2 hours £92.	42.00	38.33	46.00	10%	01/04/2024	Discretionary	SR	INCREASE - To bring it into line with History Service fees
	Oxfordshire Museum Lecture Fees plus travel at current OCC rates	Per event	72.50	63.33	76.00	5%	01/04/2024	Discretionary	SR	INCREASE - Follow standard inflationary rise
		Air Mail postage	7.00	6.67	8.00	14%	01/04/2024	Discretionary	SR	INCREASE - By 7% to create rational fee amount
		Reinforced Envelope C4 envelope	3.50	3.33	4.00	14%	01/04/2024	Discretionary	SR	INCREASE - By 7% to create rational fee amount
	Administrative Charge	Minimum charge for providing an invoice for any service	34.00	30.00	36.00	6%	01/04/2024	Discretionary	SR	DECREASE - Bringing into line with History Service charging, so we are consistent across Heritage
	Use of Oxfordshire Museum Garden for Wedding Photography	Per event	108.00	115.00	115.00	6%	01/04/2024	Discretionary	EX	INCREASE - Commercial rate slightly higher than inflation 5%
	Virtual workshop for OCC controlled schools	Per session	35.00	35.00	35.00	0%	01/04/2024	Discretionary	NB	NO CHANGE - We only do on average one a year and there is no change in real terms cost to deliver.
	Virtual workshop for non-OCC controlled schools	Per session	35.00	35.00	35.00	0%	01/04/2024	Discretionary	EX	NO CHANGE - We only do on average one a year and there is no change in real terms cost to deliver.
	Virtual workshop with loan box for OCC controlled schools	Per session	56.00	56.00	56.00	0%	01/04/2024	Discretionary	NB	NO CHANGE - We only do on average one a year and there is no change in real terms cost to deliver.
	Virtual workshop with loan box for non-OCC controlled schools	Per session	56.00	56.00	56.00	0%	01/04/2024	Discretionary	EX	NO CHANGE - We only do on average one a year and there is no change in real terms cost to deliver.
Customer Service Centre	Concessionary Fares	Card issue and admin	10.00	10.00	10.00	0%	01/04/2024	Discretionary	NB	No change to costs
	Disabled Parking	Card issue and admin, assessment service	10.00	10.00	10.00	0%	01/04/2024	Discretionary	NB	No change to costs
Human Resources	Job Evaluations for Academies	Ad-Hoc/ Re-evaluation of a Role per hour up to 25 hours	180.00	180.00	216.00	0%	01/04/2024	Discretionary	SR	No change to the assumption
		Rate per hour if it takes more than 25 hours per role	270.00	270.00	324.00	0%	01/04/2024	Discretionary	SR	No change to the assumption
Innovation Hub	Charging for work of officers in Innovation and research projects for bespoke agreements	Group Manager / Operational Manager	792.00	910.80	1,092.96	15%	01/04/2024	Discretionary	SR	Standardise across Children, E&P iHUB, Property. 15% increase brings the charge in line with the cost of delivering the service.
		Team Leader	710.00	816.50	979.80	15%	01/04/2024	Discretionary	SR	Standardise across Children, E&P, iHUB, Property. 15% increase brings the charge in line with the cost of delivering the service.
		Principal Officer / Technical Lead	585.00	672.75	807.30	15%	01/04/2024	Discretionary	SR	Standardise across Children, E&P, iHUB, Property. 15% increase brings the charge in line with the cost of delivering the service.
		Officer	459.00	527.85	633.42	15%	01/04/2024	Discretionary	SR	Standardise across Children, E&P, iHUB, Property. 15% increase brings the charge in line with the cost of delivering the service.

Review of Charges 2024/25

Resources

Service Area	Charge	Unit	Current Charge £	Proposed Charge exc VAT 2024/25 £	Proposed Charge inc VAT 2024/25 £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
		Assistant	370.00	425.50	510.60	15%	01/04/2024	Discretionary	SR	Standardise across Children, E&P, iHUB, Property. 15% increase brings the charge in line with the cost of delivering the service.
		Large meeting (up to 5 Officers in attendance)	1,602.00	1,842.30	2,210.76	15%	01/04/2024	Discretionary	SR	Standardise across Children, E&P, iHUB, Property. 15% increase brings the charge in line with the cost of delivering the service.
		Small meeting (2-3 Officers in attendance)	799.00	918.85	1,102.62	15%	01/04/2024	Discretionary	SR	Standardise across Children, E&P, iHUB, Property. 15% increase brings the charge in line with the cost of delivering the service.

Review of Charges 2024/25

Music Service

Service Area	Charge	Unit	Current Charge £	Proposed Charge exc VAT 2024/25 £	Proposed Charge inc VAT 2024/25 £	Change %	Date effective from	Discretionary or Statutory	VAT Class	Comments
Music Service	Charges to Schools	Curriculum (per hour)	65.00	68.00	68.00	5%	01/09/2024	Discretionary	EX	
		First Access (60 or 45 minutes)	1,544.00	1,600.00	1,600.00	4%	01/09/2024	Discretionary	EX	
		Play On (1 hour or 45 min)	1,764.00	1,800.00	1,800.00	2%	01/09/2024	Discretionary	EX	
		Summer fun	N/A		-		01/09/2024	Discretionary	EX	One off project - calculated at full cost recovery (on number of participants)
		workshops	N/A		-		01/09/2024	Discretionary	EX	One off project - calculated at full cost recovery (on number of participants)
	Ensembles	County Level Ensemble 1 hrs groups of 10 (individual price £5.20)	48.00	52.00	52.00	8%	01/09/2024	Discretionary	EX	
		County Level Ensemble 1.5 hrs groups of 10 (individual price £7.80)	72.00	78.00	78.00	8%	01/09/2024	Discretionary	EX	
		County Level Ensemble 2 hrs Groups of 10 (individual price £10.40)	96.00	104.00	104.00	8%	01/09/2024	Discretionary	EX	
		Full Membership / 2.5hr ensemble Group of 10 (individual price £12.80)	120.00	128.00	128.00	7%	01/09/2024	Discretionary	EX	
		OCMS Full Membership / 3.5hr ensemble group 15 (Individual price £14.30)	135.00	143.00	143.00	6%	01/09/2024	Discretionary	EX	
	Group Tuition	Group of 2 (20 minutes)	10.50	11.00	11.00	5%	01/09/2024	Discretionary	EX	
		Group of 3 or more (variables of 20 minutes)	6.40	6.80	6.80	6%	01/09/2024	Discretionary	EX	
		Adult Group of 10 (Individual price £11.80)	N/A	N/A	N/A		01/09/2024		EX	
	Hire	Hire of Instruments (All other instruments on offer)	50.00	55.00	55.00	10%	01/09/2024	Discretionary	EX	
		Hire of Instruments (Violin, Viola and Guitars only)	30.00	33.00	33.00	10%	01/09/2024	Discretionary	EX	
		Instrument Purchase Charge	N/A		-		01/09/2024	Discretionary	SR	
		Oxfordshire intermediate orchestra - 6 sessions (per session charge)	25.00	27.50	27.50	10%	01/09/2024	Discretionary	EX	
		Oxfordshire Youth Music Theatre	N/A		-		01/09/2024	Discretionary	EX	project - calculated at full cost recovery (on number of participants)
	Individual Tuition	Individual 40 minutes	37.00	39.00	39.00	5%	01/09/2024	Discretionary	EX	
		Individual 20 minutes - Multiples of 20 minutes only	18.50	19.50	19.50	5%	01/09/2024	Discretionary	EX	
		Individual 60 minutes	55.00	58.00	58.00	5%	01/09/2024	Discretionary	EX	
	Other Charges	Key stage 1 festival	N/A	N/A	N/A		01/09/2024	Discretionary	EX	One off project - calculated at full cost recovery (on number of participants)
		Massed Singing Festivals	N/A	N/A	N/A		01/09/2024	Discretionary	EX	One off project - calculated at full cost recovery (on number of participants)
	Own teacher accompanist	Accompanist own teacher	N/A	N/A	N/A		01/09/2024	Discretionary	EX	One off project - calculated at full cost recovery (on number of participants)
	Not own teacher accompanist	Accompanist Oxfordshire County Music Service teacher	N/A	N/A	N/A		01/09/2024	Discretionary	EX	One off project - calculated at full cost recovery (on number of participants)

Review of Charges 2024/25
Registration Service 2024/25

ALREADY AGREED (Cabinet January 2024)

Service Area	Charge	Unit	Agreed Charge 2023/24 £	Proposed Charge exclusive of VAT 2024/25 £	Proposed Charge inclusive of VAT 2024/25 £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
Registration Service	Amendment Fee for all Marriage and Civil partnership ceremonies.	per amendment	60.00	63.00	63.00	5%	01/04/2024	Discretionary	NB	
	Amendment Fee for other Civil ceremonies- If the fee for other civil ceremonies attracts VAT so does the amendment fee.	per amendment	60.00	52.50	63.00	5%	01/04/2024	Discretionary	SR	Should attract VAT as this is a non-statutory fee.
	Births, Deaths, Marriage or Civil Partnership Certificates (Marriage inc line 19-46)	per certificate	11.00	11.00	11.00	0%	01/04/2024	Statutory	NB	No proposed date for statutory fee review.
	Short Birth Certificate	per certificate	11.00	11.00	11.00	0%	01/04/2024	Statutory	NB	No proposed date for statutory fee review.
	Space 17 addition	Per application	40.00	40.00	40.00	0%	01/04/2024	Statutory	NB	No proposed date for statutory fee review.
	Commemorative Certificates	per certificate	10.00	8.33	10.00	0%	01/04/2024	Discretionary	SR	Should attract VAT as this is a non-statutory fee.
	Consideration for a correction	Per application	75.00	75.00	75.00	0%	01/04/2024	Statutory	NB	No proposed date for statutory fee review.
	Consideration for a correction (RG involvement)	Per application	90.00	90.00	90.00	0%	01/04/2024	Statutory	NB	No proposed date for statutory fee review.
	Consideration of Foreign Divorce	Per application	50.00	50.00	50.00	0%	01/04/2024	Statutory	NB	No proposed date for statutory fee review.
	Consideration of Foreign Divorce (RG involvement)	Per application	75.00	75.00	75.00	0%	01/04/2024	Statutory	NB	No proposed date for statutory fee review.
	Conversion of a Civil Partnership into Marriage	Standard Service	45.00	45.00	45.00	0%	01/04/2024	Statutory	NB	No proposed date for statutory fee review.
		Two stage procedure on other premises - completing the declaration	27.00	27.00	27.00	0%	01/04/2024	Statutory	NB	No proposed date for statutory fee review.
		Two stage procedure on other premises -signing the declaration in a religious registered for marriage of same sex couples	91.00	91.00	91.00	0%	01/04/2024	Statutory	NB	No proposed date for statutory fee review.
	Statutory Priority Certificate	Per application	35.00	35.00	35.00	0%	01/04/2024	Statutory	NB	No proposed date for statutory fee review.
	Approved Premises license application fee	Per application for 3 year licence	2,325.00	2,425.00	2,425.00	4%	01/04/2024	Discretionary	NB	
	Approved Premises license amendment fee	Per amendment	n/a	125.00	150.00		01/04/2024	Discretionary	SR	New Fee. Should attract VAT as this is a non-statutory fee.
	Classic Marriage & Civil partnership ceremony at former Register Office Ceremony rooms at advertised times Monday - Friday	Registration Office Ceremony Room (Monday to Friday during advertised hours)	355.00	375.00	375.00	6%	01/04/2024	Discretionary	NB	Certificates no longer included and will be charged separately.
	Enhanced Marriage & Civil partnership ceremony at former Register Office Ceremony rooms outside of advertised times Monday - Friday	Registration Office Ceremony Room (Monday to Friday - outside advertised hours)	450.00	475.00	475.00	6%	01/04/2024	Discretionary	NB	Certificates no longer included and will be charged separately.
	Classic Marriage & Civil partnership ceremony at former Register Office Ceremony rooms on advertised Saturday mornings only 09:00 - 12:00	Registration Office Ceremony Room (Saturday - during advertised hours)	430.00	460.00	460.00	7%	01/04/2024	Discretionary	NB	Certificates no longer included and will be charged separately.

Review of Charges 2024/25
Registration Service 2024/25

ALREADY AGREED (Cabinet January 2024)

Service Area	Charge	Unit	Agreed Charge 2023/24 £	Proposed Charge exclusive of VAT 2024/25 £	Proposed Charge inclusive of VAT 2024/25 £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
	Enhanced Marriage & Civil partnership ceremony at former Register Office Ceremony rooms outside of advertised times Saturday 09:00 - 17:30	Registration Office Ceremony Room (Saturday - outside advertised hours)	510.00	560.00	560.00	10%	01/04/2024	Discretionary	NB	Certificates no longer included and will be charged separately. Increase from previously agreed £540 to £560 to reflect full cost recovery of new hourly rate of pay model
	Enhanced Marriage & Civil partnership fees at former Register Office Ceremony rooms Sundays and Bank Holidays 09:00 - 17:30	Registration Office Ceremony Room (Sunday / Bank Holiday)	570.00	660.00	660.00	16%	01/04/2024	Discretionary	NB	Certificates no longer included and will be charged separately. Increase from previously agreed £605 to £660 to reflect full cost recovery of new hourly rate of pay model
	Enhanced Marriage & Civil partnership fees at former Register Office Ceremony rooms Monday to Sunday Surcharge on top of standard fee for ceremony taking place OOH at 6pm or later	Registration Office Ceremony Room Monday - Sunday OOH	100.00	105.00	105.00	5%	01/04/2024	Discretionary	NB	
	Marriage & Civil Partnership and Register Premises (Church or Chapel)	Attending chapel / church	97.00	97.00	97.00	0%	01/04/2024	Statutory	NB	
	Marriage & Civil Partnership fees in Oxford Register Office Statutory Room	Statutory Marriage or Civil Partnership RO (Tues only)	57.00	46.00	46.00	-19%	01/04/2024	Statutory	NB	Certificates (£11 each) no longer included and will be charged separately.
	Non refundable booking fee.	Per Ceremony	100.00	100.00	100.00	0%	01/04/2024	Discretionary	NB	
	Marriages and Civil Partnerships at Approved Venues (9.00 - 17:30)	Monday - Friday	680.00	700.00	700.00	3%	01/04/2024	Discretionary	NB	Certificates no longer included and will be charged separately.
		Saturday	680.00	740.00	740.00	9%	01/04/2024	Discretionary	NB	Certificates no longer included and will be charged separately.
		Sunday & Bank Holiday	730.00	850.00	850.00	16%	01/04/2024	Discretionary	NB	Certificates no longer included and will be charged separately. Increase from previously agreed £780 to £850 to reflect full cost recovery of new hourly rate of pay model
	Marriages at Approved Venues Surcharge on top of standard fee for ceremony taking place OOH at 6pm or later	Monday - Sunday OOH	100.00	105.00	105.00	5%	01/04/2024	Discretionary	NB	
	Notice of Marriages and Civil Partnership - Foreign Nationals	Extended 70 day Notice for foreign Nationals (for 1 person)	47.00	47.00	47.00	0%	01/04/2024	Statutory	NB	No proposed date for statutory fee review.
	Notice of Marriages and Civil Partnership	Notice of Marriage/Civil Partnership (for 1 person)	35.00	35.00	35.00	0%	01/04/2024	Discretionary	NB	No proposed date for statutory fee review.
	Other Non-Statutory Civil Ceremonies (Naming Ceremonies, Renewal of Vows, Partnership/Commitment Ceremonies) at Registration Offices (09:00 - 17:30)	Registration Office Ceremony Room Monday - Friday	300.00	250.00	300.00	0%	01/04/2024	Discretionary	SR	
		Registration Office Ceremony Room	320.00	291.67	350.00	9%	01/04/2024	Discretionary	SR	Increase from previously agreed £340 to £350 to reflect full cost recovery of new hourly rate of pay model
		Registration Office Ceremony Room	360.00	333.33	400.00	11%	01/04/2024	Discretionary	SR	Increase from previously agreed £380 to £400 to reflect full cost recovery of new hourly rate of pay model
	Other Non-Statutory Civil Ceremonies (Naming Ceremonies, Renewal of Vows, Partnership/Commitment Ceremonies) at Approved venues (09:00 - 17:30)	Approved Venue Monday - Friday	320.00	275.00	330.00	3%	01/04/2024	Discretionary	SR	
		Approved Venue Saturday	350.00	308.33	370.00	6%	01/04/2024	Discretionary	SR	

Review of Charges 2024/25
Registration Service 2024/25

ALREADY AGREED (Cabinet January 2024)

Service Area	Charge	Unit	Agreed Charge 2023/24 £	Proposed Charge exclusive of VAT 2024/25 £	Proposed Charge inclusive of VAT 2024/25 £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
		Approved Venue Sunday & Bank Holiday	360.00	345.83	415.00	15%	01/04/2024	Discretionary	SR	Increase from previously agreed £380 to £415 to reflect full cost recovery of new hourly rate of pay model
	Other Non-Statutory Civil Ceremonies (Naming Ceremonies, Renewal of Vows, Partnership/Commitment Ceremonies) at venues not approved by Oxfordshire County Council (09:00 - 17:30)	Venues not approved by Oxfordshire County Council Monday - Friday	400.00	395.83	475.00	19%	01/04/2024	Discretionary	SR	Increase from previously agreed £440 to £475 to reflect full cost recovery of new hourly rate of pay model
		Venues not approved by Oxfordshire County Council	450.00	429.17	515.00	14%	01/04/2024	Discretionary	SR	Increase from previously agreed £470 to £515 to reflect full cost recovery of new hourly rate of pay model
		Venues not approved by Oxfordshire County Council	460.00	466.67	560.00	22%	01/04/2024	Discretionary	SR	Increase from previously agreed £480 to £560 to reflect full cost recovery of new hourly rate of pay model
	Marriage or Civil Partnership Ceremony and a non-statutory civil ceremony	Your day your way ceremony	760.00	800.00	800.00	5%	01/04/2024	Statutory	NB/SR	
	Other Civil Ceremonies - Group Citizenship Monday - Friday (09:00 - 15:00)	Group Citizenship Ceremony at County Hall	80.00	80.00	80.00	0%	01/04/2024	Statutory	NB	No proposed date for statutory fee review.
	Other Civil Ceremonies - Private Individual Citizenship Monday - Friday (09:00 - 16:00)	Private Individual Ceremony at a Registration Office only	90.00	95.83	115.00	28%	01/04/2024	Discretionary	SR	Increase from previously agreed £95 to £115 to reflect full cost recovery
	Other Civil Ceremonies - Private Individual Citizenship Saturday (09:00 - 12:00)	Individual Ceremony at a Registration Office only	N/A	116.67	140.00	N/A	01/04/2024	Discretionary	SR	New service. Should attract VAT as this is a non-statutory fee.
	Other Civil Ceremonies - Family Citizenship (2 adults and up to 3 children) Monday - Friday (09:00 - 16:00)	Individual Ceremony at Oxford Register Office only	N/A	240.00	288.00	N/A	01/04/2024	Discretionary	SR	New service. Should attract VAT as this is a non-statutory fee.
	Other Civil Ceremonies -Private Family Citizenship (2 adults and up to 3 children)	Individual Ceremony at Oxford Register Office only	N/A	275.00	330.00	N/A	01/04/2024	Discretionary	SR	New service. Should attract VAT as this is a non-statutory fee.
	Completion of PD2 Change of Name for Passport Form	Per form	N/A	25.00	30.00	N/A	01/04/2024	Discretionary	SR	New service. Should attract VAT as this is a non-statutory fee.
	Completion of Foreign Pension Proof of Life & Residence forms	Per form	N/A	25.00	30.00	N/A	01/04/2024	Discretionary	SR	New service. Should attract VAT as this is a non-statutory fee.
	Certificate Keepsake Folder	Per folder	N/A	2.50	3.00	N/A	01/04/2024	Discretionary	SR	New product. Should attract VAT as this is a non-statutory fee.
	Searches in indexes	General Search	18.00	18.00	18.00	0%	01/04/2024	Statutory	NB	No proposed date for statutory fee review.

Review of Charges 2024/25
Registration Service 2025/26

Service Area	Charge	Unit	Agreed Charge 2024/25 £	Proposed Charge exclusive of VAT 2025/26 £	Proposed Charge inclusive of VAT 2025/26 £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
Registration Service	Amendment Fee for all Marriage and Civil partnership ceremonies.	per amendment	63.00	65.00	65.00	3%	01/04/2025	Discretionary	NB	
	Amendment Fee for other Civil ceremonies- If the fee for other civil ceremonies attracts VAT so does the amendment fee. Fee already at limit so no increase	per amendment	63.00	54.17	65.00	3%	01/04/2025	Discretionary	SR	
	Births, Deaths Certificates (Marriage inc line 24-46)	per certificate	11.00	11.00	11.00	0%	01/04/2025	Statutory	NB	No proposed date for statutory fee review.
	Short Birth Certificate	per certificate	11.00	11.00	11.00	0%	01/04/2025	Statutory	NB	No proposed date for statutory fee review
	Space 17 addition	Per application	40.00	40.00	40.00	0%	01/04/2025	Statutory	NB	No proposed date for statutory fee review
	Commemorative Certificates	per certificate	10.00	8.33	10.00	0%	01/04/2025	Discretionary	SR	
	Consideration for a correction	Per application	75.00	75.00	75.00	0%	01/04/2025	Statutory	NB	No proposed date for statutory fee review
	Consideration for a correction (RG involvement)	Per application	90.00	90.00	90.00	0%	01/04/2025	Statutory	NB	No proposed date for statutory fee review
	Consideration of Foreign Divorce	Per application	50.00	50.00	50.00	0%	01/04/2025	Statutory	NB	No proposed date for statutory fee review
	Consideration of Foreign Divorce (RG involvement)	Per application	75.00	75.00	75.00	0%	01/04/2025	Statutory	NB	No proposed date for statutory fee review
	Conversion of a Civil Partnership into Marriage	Standard Service	45.00	45.00	45.00	0%	01/04/2025	Statutory	NB	No proposed date for statutory fee review
		Two stage procedure on other premises - completing the declaration	27.00	27.00	27.00	0%	01/04/2025	Statutory	NB	No proposed date for statutory fee review
		Two stage procedure on other premises -signing the declaration in a religious registered for marriage of same sex couples	91.00	91.00	91.00	0%	01/04/2025	Statutory	NB	No proposed date for statutory fee review
	Statutory Priority Certificate	Per application	35.00	29.17	35.00	0%	01/04/2025	Statutory	SR	No proposed date for statutory fee review
	Licence for approved premises. No increase proposed as already at limit (from benchmarking undertaken).	3 year licence	2,425.00	2,606.50	2,606.50	7%	01/04/2025	Discretionary	NB	
	Classic Marriage & Civil partnership ceremony at former Register Office Ceremony rooms at advertised times Monday - Friday	Registration Office Ceremony Room (Monday to Friday during advertised hours)	375.00	403.00	403.00	7%	01/04/2025	Discretionary	NB	

Review of Charges 2024/25
Registration Service 2025/26

Service Area	Charge	Unit	Agreed Charge 2024/25 £	Proposed Charge exclusive of VAT 2025/26 £	Proposed Charge inclusive of VAT 2025/26 £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
	Enhanced Marriage & Civil partnership ceremony at former Register Office Ceremony rooms outside of advertised times Monday - Friday	Registration Office Ceremony Room (Monday to Friday - outside advertised hours)	475.00	510.00	510.00	7%	01/04/2025	Discretionary	NB	Proposed increase for 203/24 based on full cost recovery analysis, using rate card.
	Classic Marriage & Civil partnership ceremony at former Register Office Ceremony rooms on advertised Saturday mornings only 09:00 - 12:00	Registration Office Ceremony Room (Saturday - during advertised hours)	460.00	494.00	494.00	7%	01/04/2025	Discretionary	NB	Proposed increase for 203/24 based on full cost recovery analysis, using rate card, as well as increased staffing costs for Saturday enhancements
	Enhanced Marriage & Civil partnership ceremony at former Register Office Ceremony rooms outside of advertised times Saturday 09:00 - 17:30	Registration Office Ceremony Room (Saturday - outside advertised hours)	560.00	602.00	602.00	8%	01/04/2025	Discretionary	NB	Proposed increase for 203/24 based on full cost recovery analysis, using rate card, as well as increased staffing costs for Saturday enhancements
	Enhanced Marriage & Civil partnership fees at former Register Office Ceremony rooms Sundays and Bank Holidays 09:00 - 17:30	Registration Office Ceremony Room (Sunday / Bank Holiday)	660.00	709.00	709.00	7%	01/04/2025	Discretionary	NB	Proposed increase for 203/24 based on full cost recovery analysis, using rate card, as well as increased staffing costs for Sunday / Bank Hol enhancements
	Marriage & Civil partnership fees at former Register Office Ceremony rooms Monday to Sunday - Surcharge on top of standard fee for ceremony taking place OOH at 6pm or later	Registration Office Ceremony Room Monday - Sunday OOH	105.00	94.17	113.00	8%	01/04/2025	Discretionary	SR	
	Marriage & Civil Partnership and Register Premises (Church or Chapel)	Attending chapel / church	97.00	97.00	97.00	0%	01/04/2025	Statutory	NB	No proposed date for statutory fee review
	Marriage & Civil Partnership fees in Oxford Register Office Statutory Room	Statutory Marriage or Civil Partnership RO (Tues only)	46.00	46.00	46.00	0%	01/04/2025	Statutory	NB	No proposed date for statutory fee review
	Non refundable booking fee.	Per Ceremony	100.00	83.33	100.00	0%	01/04/2025	Discretionary	SR	
	Marriages and Civil Partnerships at Approved Venues (9.00 - 17:30)	Monday - Friday	700.00	583.33	700.00	0%	01/04/2025	Discretionary	SR	At limit of full cost recovery
		Saturday	740.00	648.33	778.00	5%	01/04/2025	Discretionary	SR	At limit of full cost recovery
		Sunday & Bank Holiday	850.00	761.67	914.00	8%	01/04/2025	Discretionary	SR	
	Marriages at Approved Venues Surcharge on top of standard fee for ceremony taking place OOH at 6pm or later	Monday - Sunday OOH	105.00	94.17	113.00	8%	01/04/2025	Discretionary	SR	
	Notice of Marriages and Civil Partnership - Foreign Nationals	Extended 70 day Notice for foreign Nationals (for 1 person)	47.00	47.00	47.00	0%	01/04/2025	Statutory	NB	No proposed date for statutory fee review
	Notice of Marriages and Civil Partnership	Notice of Marriage/Civil Partnership (for 1 person)	35.00	35.00	35.00	0%	01/04/2025	Statutory	NB	No proposed date for statutory fee review

Review of Charges 2024/25
Registration Service 2025/26

Service Area	Charge	Unit	Agreed Charge 2024/25 £	Proposed Charge exclusive of VAT 2025/26 £	Proposed Charge inclusive of VAT 2025/26 £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
	Other Non-Statutory Civil Ceremonies (Naming Ceremonies, Renewal of Vows, Partnership/Commitment Ceremonies) at Registration Offices (09:00 - 17:30)	Registration Office Ceremony Room Monday - Friday	300.00	268.33	322.00	7%	01/04/2025	Discretionary	SR	
		Registration Office Ceremony Room Saturday	350.00	313.33	376.00	7%	01/04/2025	Discretionary	SR	
		Registration Office Ceremony Room Sunday & Bank Holiday	400.00	358.33	430.00	8%	01/04/2025	Discretionary	SR	
	Other Non-Statutory Civil Ceremonies (Naming Ceremonies, Renewal of Vows, Partnership/Commitment Ceremonies) at Approved venues (09:00 - 17:30)	Approved Venue Monday - Friday	330.00	295.00	354.00	7%	01/04/2025	Discretionary	SR	
		Approved Venue Saturday	370.00	330.83	397.00	7%	01/04/2025	Discretionary	SR	
		Approved Venue Sunday & Bank Holiday	415.00	371.67	446.00	7%	01/04/2025	Discretionary	SR	
	Other Non-Statutory Civil Ceremonies (Naming Ceremonies, Renewal of Vows, Partnership/Commitment Ceremonies) at venues not approved by Oxfordshire County Council (09:00 - 17:30)	Venues not approved by Oxfordshire County Council Monday - Friday	475.00	425.00	510.00	7%	01/04/2025	Discretionary	SR	
		Venues not approved by Oxfordshire County Council Saturday	515.00	460.83	553.00	7%	01/04/2025	Discretionary	SR	
		Venues not approved by Oxfordshire County Council Sunday & Bank Holiday	560.00	501.67	602.00	8%	01/04/2025	Discretionary	SR	
	Marriage or Civil Partnership Ceremony and a non-statutory civil ceremony	Your day your way ceremony	800.00	716.67	860.00	8%	01/04/2025	Discretionary	SR	

Review of Charges 2024/25
Registration Service 2025/26

Service Area	Charge	Unit	Agreed Charge 2024/25 £	Proposed Charge exclusive of VAT 2025/26 £	Proposed Charge inclusive of VAT 2025/26 £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
	Other Civil Ceremonies - Group Citizenship Monday - Friday (09:00 - 15:00)	Group Citizenship Ceremony at County Hall	80.00	80.00	80.00	0%	01/04/2025	Statutory	NB	No proposed date for statutory fee review
	Other Civil Ceremonies - Private Individual Citizenship Monday - Friday (09:00 - 16:00)	Private Individual Ceremony at a Registration Office only	115.00	102.50	123.00	7%	01/04/2025	Discretionary	SR	
	Other Civil Ceremonies - Private Individual Citizenship Saturday (09:00 - 12:00)	Individual Ceremony at a Registration Office only	140.00	125.00	150.00	7%	01/04/2025	Discretionary	SR	
	Other Civil Ceremonies - Family Citizenship (2 adults and up to 3 children) Monday - Friday (09:00 - 16:00)	Individual Ceremony at Oxford Register Office only	288.00	257.50	309.00	7%	01/04/2025	Discretionary	SR	
	Other Civil Ceremonies -Private Family Citizenship (2 adults and up to 3 children) Saturday (09:00 - 12:00)	Individual Ceremony at Oxford Register Office only	330.00	295.00	354.00	7%	01/04/2025	Discretionary	SR	
	Completion of PD2 Change of Name for Passport Form	Per form	30.00	26.67	32.00	7%	01/04/2025	Discretionary	SR	
	Completion of Foreign Pension Proof of Life & Residence forms	Per form	30.00	26.67	32.00	7%	01/04/2025	Discretionary	SR	
	Certificate Keepsake Folder	Per folder	3.00	2.67	3.20	7%	01/04/2025	Discretionary	SR	
	Searches in indexes	General Search	18.00	18.00	18.00	0%	01/04/2025	Statutory	NB	No proposed date for statutory fee review

Review of Charges 2024/25
Registration Service 2026/27

Assume
01-Apr-26

Service Area	Charge	Unit	Agreed Charge 2025/26 inclusive of VAT £	Proposed Charge exclusive of VAT 2026/27 £	Proposed Charge inclusive of VAT 2026/27 £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
Registration Service	Amendment Fee for all Marriage and Civil partnership ceremonies.	per amendment	65.00	69.50	69.50	7%	01/04/2026	Discretionary	NB	
	Amendment Fee for other Civil ceremonies- If the fee for other civil ceremonies attracts VAT so does the amendment fee. Fee already at limit so no increase	per amendment	65.00	57.92	69.50	7%	01/04/2026	Discretionary	SR	
	Births, Deaths Certificates (Marriage inc line 24-46)	per certificate	11.00	11.00	11.00	0%	01/04/2026	Statutory	NB	No proposed date for statutory fee review.
	Short Birth Certificate	per certificate	11.00	11.00	11.00	0%	01/04/2026	Statutory	NB	No proposed date for statutory fee review
	Space 17 addition	Per application	40.00	40.00	40.00	0%	01/04/2026	Statutory	NB	No proposed date for statutory fee review
	Commemorative Certificates	per certificate	10.00	8.75	10.50	5%	01/04/2026	Discretionary	SR	
	Consideration for a correction	Per application	75.00	75.00	75.00	0%	01/04/2026	Statutory	NB	No proposed date for statutory fee review
	Consideration for a correction (RG involvement)	Per application	90.00	90.00	90.00	0%	01/04/2026	Statutory	NB	No proposed date for statutory fee review
	Consideration of Foreign Divorce	Per application	50.00	50.00	50.00	0%	01/04/2026	Statutory	NB	No proposed date for statutory fee review
	Consideration of Foreign Divorce (RG involvement)	Per application	75.00	75.00	75.00	0%	01/04/2026	Statutory	NB	No proposed date for statutory fee review
	Conversion of a Civil Partnership into Marriage	Standard Service	45.00	45.00	45.00	0%	01/04/2026	Statutory	NB	No proposed date for statutory fee review
		Two stage procedure on other premises - completing the declaration	27.00	27.00	27.00	0%	01/04/2026	Statutory	NB	No proposed date for statutory fee review
		Two stage procedure on other premises -signing the declaration in a religious registered for marriage of same sex couples	91.00	91.00	91.00	0%	01/04/2026	Statutory	NB	No proposed date for statutory fee review
	Statutory Priority Certificate	Per application	35.00	29.17	35.00	0%	01/04/2026	Statutory	SR	No proposed date for statutory fee review
	Licence for approved premises. No increase proposed as already at limit (from benchmarking undertaken).	3 year licence	2,545.00	2,735.00	2,735.00	7%	01/04/2026	Discretionary	NB	
	Classic Marriage & Civil partnership ceremony at former Register Office Ceremony rooms at advertised times Monday - Friday	Registration Office Ceremony Room (Monday to Friday during advertised hours)	394.00	423.00	423.00	7%	01/04/2026	Discretionary	NB	
	Enhanced Marriage & Civil partnership ceremony at former Register Office Ceremony rooms outside of advertised times Monday - Friday	Registration Office Ceremony Room (Monday to Friday - outside advertised hours)	499.00	536.00	536.00	7%	01/04/2026	Discretionary	NB	Proposed increase for 203/24 based on full cost recovery analysis, using rate card.

Review of Charges 2024/25
Registration Service 2026/27

Assume
01-Apr-26

Service Area	Charge	Unit	Agreed Charge 2025/26 inclusive of VAT £	Proposed Charge exclusive of VAT 2026/27 £	Proposed Charge inclusive of VAT 2026/27 £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
	Classic Marriage & Civil partnership ceremony at former Register Office Ceremony rooms on advertised Saturday mornings only 09:00 - 12:00	Registration Office Ceremony Room (Saturday - during advertised hours)	483.00	519.00	519.00	7%	01/04/2026	Discretionary	NB	Proposed increase for 203/24 based on full cost recovery analysis, using rate card, as well as increased staffing costs for Saturday enhancements
	Enhanced Marriage & Civil partnership ceremony at former Register Office Ceremony rooms outside of advertised times Saturday 09:00 - 17:30	Registration Office Ceremony Room (Saturday - outside advertised hours)	588.00	632.00	632.00	7%	01/04/2026	Discretionary	NB	Proposed increase for 203/24 based on full cost recovery analysis, using rate card, as well as increased staffing costs for Saturday enhancements
	Enhanced Marriage & Civil partnership fees at former Register Office Ceremony rooms Sundays and Bank Holidays 09:00 - 17:30	Registration Office Ceremony Room (Sunday / Bank Holiday)	693.00	745.00	745.00	8%	01/04/2026	Discretionary	NB	Proposed increase for 203/24 based on full cost recovery analysis, using rate card, as well as increased staffing costs for Sunday / Bank Hol enhancements
	Marriage & Civil partnership fees at former Register Office Ceremony rooms Monday to Sunday - Surcharge on top of standard fee for ceremony taking place OOH at 6pm or later	Registration Office Ceremony Room Monday - Sunday OOH	110.00	98.33	118.00	7%	01/04/2026	Discretionary	SR	
	Marriage & Civil Partnership and Register Premises (Church or Chapel)	Attending chapel / church	97.00	97.00	97.00	0%	01/04/2026	Statutory	NB	No proposed date for statutory fee review
	Marriage & Civil Partnership fees in Oxford Register Office Statutory Room	Statutory Marriage or Civil Partnership RO (Tues only)	46.00	46.00	46.00	0%	01/04/2026	Statutory	NB	No proposed date for statutory fee review
	Non refundable booking fee.	Per Ceremony	100.00	83.33	100.00	0%	01/04/2026	Discretionary	SR	
	Marriages and Civil Partnerships at Approved Venues (9.00 - 17:30)	Monday - Friday	700.00	626.67	752.00	7%	01/04/2026	Discretionary	SR	
		Saturday	760.00	680.83	817.00	8%	01/04/2026	Discretionary	SR	
		Sunday & Bank Holiday	892.00	798.33	958.00	7%	01/04/2026	Discretionary	SR	
	Marriages at Approved Venues Surcharge on top of standard fee for ceremony taking place OOH at 6pm or later	Monday - Sunday OOH	110.00	98.33	118.00	7%	01/04/2026	Discretionary	SR	
	Notice of Marriages and Civil Partnership - Foreign Nationals	Extended 70 day Notice for foreign Nationals (for 1 person)	47.00	47.00	47.00	0%	01/04/2026	Statutory	NB	No proposed date for statutory fee review
	Notice of Marriages and Civil Partnership	Notice of Marriage/Civil Partnership (for 1 person)	35.00	35.00	35.00	0%	01/04/2026	Statutory	NB	No proposed date for statutory fee review
	Other Non-Statutory Civil Ceremonies (Naming Ceremonies, Renewal of Vows, Partnership/Commitment Ceremonies) at Registration Offices (09:00 - 17:30)	Register Office Ceremony Room Monday - Friday	315.00	281.67	338.00	7%	01/04/2026	Discretionary	SR	
		Register Office Ceremony Room Saturday	367.00	328.33	394.00	7%	01/04/2026	Discretionary	SR	
		Register Office Ceremony Room Sunday & Bank Holiday	420.00	375.83	451.00	7%	01/04/2026	Discretionary	SR	

Review of Charges 2024/25
Registration Service 2026/27

Assume
01-Apr-26

Service Area	Charge	Unit	Agreed Charge 2025/26 inclusive of VAT £	Proposed Charge exclusive of VAT 2026/267 £	Proposed Charge inclusive of VAT 2026/27 £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class	Comments
	Other Non-Statutory Civil Ceremonies (Naming Ceremonies, Renewal of Vows, Partnership/Commitment Ceremonies) at Approved venues (09:00 - 17:30)	Approved Venue Monday - Friday	347.00	310.83	373.00	7%	01/04/2026	Discretionary	SR	
		Approved Venue Saturday	389.00	348.33	418.00	7%	01/04/2026	Discretionary	SR	
		Approved Venue Sunday & Bank Holiday	435.00	389.17	467.00	7%	01/04/2026	Discretionary	SR	
	Other Non-Statutory Civil Ceremonies (Naming Ceremonies, Renewal of Vows, Partnership/Commitment Ceremonies) at venues not approved by Oxfordshire County Council (09:00 - 17:30)	Venues not approved by Oxfordshire County Council Monday - Friday	499.00	446.67	536.00	7%	01/04/2026	Discretionary	SR	
		Venues not approved by Oxfordshire County Council Saturday	540.00	483.33	580.00	7%	01/04/2026	Discretionary	SR	
		Venues not approved by Oxfordshire County Council Sunday & Bank Holiday	588.00	526.67	632.00	7%	01/04/2026	Discretionary	SR	
	Marriage or Civil Partnership Ceremony and a non-statutory civil ceremony	Your day your way ceremony	840.00	752.50	903.00	8%	01/04/2026	Discretionary	SR	
	Other Civil Ceremonies - Group Citizenship Monday - Friday (09:00 - 15:00)	Group Citizenship Ceremony at County Hall	80.00	80.00	80.00	0%	01/04/2026	Statutory	NB	No proposed date for statutory fee review
	Other Civil Ceremonies - Private Individual Citizenship Monday - Friday (09:00 - 16:00)	Private Individual Ceremony at a Registration Office only	120.00	102.50	123.00	3%	01/04/2026	Discretionary	SR	
	Other Civil Ceremonies - Private Individual Citizenship Saturday (09:00 - 12:00)	Individual Ceremony at a Registration Office only	147.00	131.67	158.00	7%	01/04/2026	Discretionary	SR	
	Other Civil Ceremonies - Family Citizenship (2 adults and up to 3 children) Monday - Friday (09:00 - 16:00)	Individual Ceremony at Oxford Register Office only	302.00	270.00	324.00	7%	01/04/2026	Discretionary	SR	
	Other Civil Ceremonies -Private Family Citizenship (2 adults and up to 3 children) Saturday (09:00 - 12:00)	Individual Ceremony at Oxford Register Office only	346.00	309.17	371.00	7%	01/04/2026	Discretionary	SR	
	Completion of PD2 Change of Name for Passport Form	Per form	31.50	28.33	34.00	8%	01/04/2026	Discretionary	SR	
	Completion of Foreign Pension Proof of Life & Residence forms	Per form	31.50	28.33	34.00	8%	01/04/2026	Discretionary	SR	
	Certificate Keepsake Folder	Per folder	3.15	2.83	3.40	8%	01/04/2026	Discretionary	SR	
	Searches in indexes	General Search	18.00	18.00	18.00	0%	01/04/2026	Statutory	NB	No proposed date for statutory fee review

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High priority capital schemes to which indicative funding is proposed to be allocated

Prioritisation Category	OCC Funding (estimates subject to business case)	Previously approved allocations
1: Statutory, health & safety & school placements	£27.7m	£5.7m
2: Generate revenue savings or cost avoidance/reduction	£2.55m	£0m
3: Climate action or active travel	£3.2m	£0m
Total Prioritisation Category 1-3	£33.45m	£5.7m
Highways Maintenance & Structures (2024/25 only)	£10.2m	
Other Schemes critical to council operations	£2.3m	
Total Schemes Proposed to be Funded	£45.95m	

High priority capital schemes to which indicative funding is proposed to be allocated

Prioritisation Category 1: Statutory, Health & Safety and statutory school placements	OCC Funding (estimates subject to business case)	Previously approved allocations	Other funding sources	Current status/comments
Replacement Mortuary	£11.9m	£5m	Potential funding from partner involvement (to be identified)	Thames Valley Partnership approach is being investigated. Funding requirement is based on worst-case scenario of Oxfordshire County Council delivering without partnership involvement.
Oxfordshire Fire & Rescue	£6.3m			Investment in Fire & Rescue Service
Oxfordshire Fire & Rescue Strategy	£1.3m			Work to address Health and Safety issues (primarily focussing on decontamination zoning work) across Oxfordshire Fire Stations. Further funding will be required in future years to address the need.
Decontamination Units for Breathing Apparatus	£0.5m			Decontamination units will address the Health and Safety risks by enabling fire fighting crews to safely decontaminate breathing apparatus.
Public Switched Telephone Network	£2m			Retirement of analogue telephone networks will impact services for which Oxfordshire County Council is responsible. Investment will be to mitigate the impacts of the switch off, addressing high priority areas such as Telecare devices for vulnerable people and reporting of traffic signal failures.
Gypsy & Traveller site improvements	£2m			Improvements to sanitary areas (utility blocks which house kitchen and bathroom facilities) to bring them up to minimum standards. Investment will address the next phase of upgrades across the remaining sites. £1m was allocated in 2023/24
Fire compartmentation survey & remedial works	£2m			Next phase of remedial works required to address actions identified in the compartmentation survey of the council's estate. Work will complete in 2026/27
Repairs and Maintenance work at Redbridge Household Waste Recycling Centre	£0.7m	£0.7m		Repairs and maintenance work are required at Redbridge Household Waste & Recycling Centre. £0.7m has already been allocated to this project but additional work has been identified.
Investment in future capacity of Household Waste Recycling Centres	£1m		Alternative funding sources are being investigated.	Investment required to increase capacity at the Household Waste Recycling Centres in line with the Household Waste Recycling Centre Strategy
Total Category 1	£27.7m			
Prioritisation Category 2: Generate revenue savings or cost avoidance/reduction	OCC Funding (estimates subject to business case)	Previously approved allocations	Other funding sources	Current status/comments
CCTV and Automatic Number Plate Recognition for Household Waste & Recycling Centres	£0.25m			Investment will help to address demand management and security issues across our household waste recycling centres.
Asset Rationalisation Programme	£2.3m			Investment required to address accessibility issues and energy management issues. Programme of work will result in revenue savings and forms part of the commitment to reach Net Zero in 2030.
Total	£2.55m			
Prioritisation Category 3: Climate Action or Active Travel	OCC Funding (estimates subject to business case)	Previously approved allocations	Other funding sources	Current status/comments
Decarbonisation Funding Phase 1	£2.6m		Potential grant funding from PSDS3c	The required investment would be to match funds upon a successful bid. Result of bid is due January 2024. Programme of work will result in revenue savings.
Electric Vehicle Chargers	£0.6m	£0.4m		Investment required to provide infrastructure to support One Fleet, specifically in depots for charging minibuses.
Total	£3.2m			
Proposals where there is no direct alignment to priority framework categories	OCC funding required	Previously approved allocations	Other funding sources	Current status/comments
Witney Library	£0.4m			Investment required for roof replacement. This work will unlock further s106 funding and will enable planned decarbonisation work to take place.
Highways Maintenance & Structures (2024/25 only)	£10.2m		Partly grant funded by Department for Transport	Funding for programme of works to address highways maintenance and bridges, including Wolvercote Bridge.
IT Strategy (2024 only)	£1.93m			Investment required to deliver critical functions to both Oxfordshire County Council operations and front-line services
Total	£12.53m			
Proposals requiring forward funding	OCC funding required	Priority Category	Other funding sources	Current status/comments
Traffic Filters	1.55m	2		Scheme already in progress. Investment to be recovered.
Zero Emission Zone	£4m	2		Scheme already in progress. Investment to be recovered.
Seed Funding for feasibility phase of A40 Underpass	£0.8m		Potential s106 funding	Investment to be recovered. Funding is for feasibility phase.
Seed Funding for development of NW Bicester A4095	£4m		Potential s106 funding	Investment to be recovered. Funding is for design phase.
Total	£10.35m			

Proposed Additions to Capital Pipeline (Unfunded pipeline)

Proposals which align to Priority Framework Categories	OCC funding required	Priority Category	Funding sources	Current status/comments
Expansion of Oxfordshire Special School Capacity (phase 3)	£40m	Category 2		2 new 150 pupil place schools. Need will be reassessed once new schools are open.
Additional Children's Homes	£6m	Category 2	OCC + external bid	In addition to 2 small/1 larger home included in high External funding will be sought
Electric Vehicle Chargers	£1m	Category 2	OCC	Investment required to provide infrastructure to support One Fleet, specifically in depots for charging minibuses.
Decarbonisation of the council's buildings - Phase 2	£20m	Category 3	OCC + potential external bid	(energy revenue savings of £0.5m per year) (Project inc installation of renewables (solar PV), Heat Pumps, Insulation)

Proposals where there is no direct alignment to priority framework categories	OCC funding required	Priority Category	Funding sources	Current status/comments
IT Strategy	£2.3m	-	OCC	Business critical systems
Highways Maintenance 2025/26 onwards	£188m	-	OCC + DFT funding	Cliff edge in existing funding from 2025/26 (DFT funding 2022/23 - 2024/25). Assumes DFT funding of £20m / year
Bridge Structures	£60m	-	OCC	Estimated investment for programme of works to address structures.
Household Waste & Recycling Center (Design & Build)	£4m	-	OCC + potential s106 funding	Investment required to increase capacity at the Household Waste Recycling Centres in line with the Household Waste Recycling Centre Strategy
Household Waste Recycling Centres (replacements)	£24.5m	-	OCC + potential s106 funding	Funding for the implementation of the Waste Strategy
Household Waste Recycling Centres (condition survey works)	£3.5m	-	OCC	Refurbishment of Redbridge Household Waste & Recycling Centre

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Oxfordshire County Council

Budget and Business Planning 2024/25

DRAFT Overarching Equality Impact Assessment

Context and Purpose

Oxfordshire County Council's vision is to lead positive change by working in partnership to make Oxfordshire a greener, fairer and healthier county. This includes working to ensure that our policies and services support equality and inclusion.

This assessment sets out the equalities impact of our budget proposals for 2024-25.

We can look to legislation to support our understanding of the council's equalities impacts. The Equality Act (2010) states that all public bodies need to take extra steps to stop discrimination, advance equality of opportunity and foster good relations: this is known as the Public Sector Equality Duty.

The Act defines discrimination as the less favourable treatment of a person because of a protected characteristic, as compared with others who do not share that characteristic. The legislation also applies where there is a belief that the person who is disadvantaged has a particular protected characteristic, even if it is not the case.

These protected characteristics are:

- 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
- marriage and civil partnership

Including Everyone – an inclusive Oxfordshire

The council has set out its approach to equalities, diversity and inclusion, including how we meet the Public Sector Equality Duty, in the [Including Everyone](#) framework.

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Including Everyone also sets out how the council goes further than the protected characteristics in the Equality Act by considering the impact our decisions might have on:

- People living with social deprivation
- Rural communities
- Those leaving care
- Carers
- Those in our armed forces community

This Overarching Equality Impact Assessment shows how our budget proposals might impact the nine protected characteristics and the five additional areas above, and what we are doing to reduce or remove any potential negative impacts.

Equality Impact Assessments

All council decisions about services are reviewed for their impact on equalities. We assess the potential impacts of new policies and services and review existing services or policies when they are being updated. Where there is potential for material – i.e. significant – impact, a formal Equality Impact Assessment is done.

This Overarching Equality Impact Assessment is made in support of the council's whole Budget and Business Planning proposals for 2024/25. It provides summary information on the equalities impacts which the council's budget proposals might have if the proposals are approved and implemented. It also gives an indication of how we might mitigate any potential negative impacts.

Assessing equality impacts does not guarantee that a change will never have a negative impact. Rather it is intended to ensure that our policies are designed and implemented to meet the diverse needs of individuals, groups and communities in Oxfordshire. Equality Impact Assessments also help to ensure that the outcomes of a proposal are carefully considered, with the potential benefits maximised and possible challenges mitigated, within the overall funding available.

Overarching Equality Impact Assessment – approach

The following pages show how we approach the assessment of impacts on equalities and diversity, setting out at a summary level what impacts our total budget proposals might have on each characteristic listed above.

If a potential material service impact were identified, an initial Equality Impact Assessment would be completed. Any individual Equality Impact Assessments would then be made available as part of the budget's background papers. Following the public consultation, equalities impacts would be reviewed, and any Equality Impact Assessments updated as necessary to take into account consultation responses.

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Background Papers

Our current budget proposals are not expected to have significant negative impacts on equalities. Consequently, no Equality Impact Assessments have been published with the Budget consultation at this time.

Public Consultation

Public consultation on specific proposals is one of the tools which OCC can use to help understand and mitigate the potential impacts of proposed savings on equalities (the nine protected characteristics) or wider community areas (rural communities, areas of deprivation, carers, care leavers, armed forces community, social value). Achievement of the savings proposed would be dependent on the outcome of any public consultation.

At present there are no public consultations planned on individual 2024-25 savings proposals.

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Section 1: Summary details

Directorate / Service Area	All Directorates and Service Areas
What is being assessed (e.g. name of policy, procedure, project, service or proposed change).	This assessment sets out the overall impact that the budget and business planning proposals have on a range of equality and diversity characteristics, including the nine protected characteristics defined under the Equality Act 2010. The assessment also summarises any mitigations that have been planned or put in place to reduce or remove any potentially negative impacts.
Is this a new or existing function or policy?	This impact assessment is an overview of the 2024/25 budget and business planning proposals and so comments on existing programmes as well as new proposals.
Summary of assessment Briefly summarise the policy or proposed service change. Summarise possible impacts. Does the proposal bias, discriminate or unfairly disadvantage individuals or groups within the community?	<p>This assessment covers the budget and business planning proposal for Oxfordshire County Council for 2024-25. It is an opportunity to highlight key evidence and intelligence that the council has used to assess the impact of its budget proposals on the nine protected characteristics set out in the Equality Act 2010.</p> <p>In line with our equalities, diversity and inclusion (EDI) framework, the council has also assessed the impact on those living in rural areas, those living with social deprivation, armed forces communities, carers and those leaving care, and Social Value.</p> <p>This assessment has not identified any bias, unfair advantage or disadvantage to any groups or individuals. Where potential negative impacts have been identified, mitigations have been put in place to reduce impact.</p> <p>A summary of the impacts of the budget proposals on climate change outcomes have been set out in a separate overarching Climate Impact Assessment.</p>
Completed By	Steven Fairhurst Jones
Authorised By	Emily Schofield
Date of Assessment	November 2023

Section 2: Detail of proposal

Context / Background

Briefly summarise the background to the policy or proposed service change, including reasons for any changes from previous versions.

Oxfordshire County Council's vision is to lead positive change by working in partnership to make Oxfordshire a greener, fairer and healthier county.

We want to make sure that everyone in Oxfordshire can take advantage of what the county has to offer. Our strategic plan explains our cross-cutting priorities and commitments to achieve our vision and sets out our areas of focus.

In recent years Oxfordshire County Council has delivered significant savings both in response to reductions in government funding and in order to release funds to reinvest in meeting rising demand. This budget planning round has been affected by the continued impact of slower than forecast falls in inflation in the UK and the consequent continued high levels of costs and prices for energy, fuel, materials and staff costs.

The council also continues to experience demand-led pressures and the effects of the growing nationwide costs of supporting children and young people; the rising cost of social care and care placements for both children and adults; and a national shortage of social care workers leading to a reliance on agency staff and higher costs.

The last Census confirms Oxfordshire has a growing and ageing population, which will continue to increase demand on services.

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<p>Proposals Explain the detail of the proposals, including why this has been decided as the best course of action.</p>	<p>This impact assessment covers all savings proposals across:</p> <ul style="list-style-type: none"> • Public Health and Community Safety • Adult Social Care • Children’s Services • Environment and Place • Culture, Customer Services, Property and Investment • Finance & Procurement, Human Resources and IT <p>Details of proposals are set out in the main Budget and Business Planning papers.</p>
<p>Evidence / Intelligence List and explain any data, consultation outcomes, research findings, feedback from service users and stakeholders etc, that supports your proposals and can help to inform the judgements you make about potential impact</p>	<p>In considering the impact of budget proposals before they are formally agreed, the council undertakes a detailed process of democratic and community engagement. For equalities this includes:</p> <ul style="list-style-type: none"> • Using the Oxfordshire Joint Strategic Needs Assessment (JSNA) of health and wellbeing needs, and the associated Equalities Briefing, to consider the impact of proposals as they are drawn up and in the development of this overarching assessment. The council’s JSNA can be found here; • Using data and intelligence gathered through implementing our Including Everyone Framework on equalities, diversity and inclusion, which can be found here; • Directorates follow the council’s approach to undertaking Equalities Impact Assessments (EIA). This can include considering at an early stage what impacts each proposal might have on the nine protected characteristics or on wider inequalities, and subsequently setting out greater detail, including any actions identified to mitigate negative impacts. If potential impacts are assessed as significant, individual Equalities Impact Assessments are completed and published to aid understanding and outline mitigations. • A public consultation process is being undertaken for the budget proposals. EIAs will be updated as necessary following the budget consultation to take account of responses.

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- A democratic process including agreement of proposals by Cabinet, analysis and comment on those proposals by Performance Scrutiny Committee, and adoption of a budget by Full Council. Each of these stages provides an opportunity to invite comment and engagement from the public and representatives of particular organisations or population groups.

Section 3: Impact Assessment

Assessing the evidence and impact on those with the protected and additional characteristics

The 2021 Census records that Oxfordshire has a population of 725,292. Demographic data below has been taken from the Oxfordshire Joint Strategic Needs Assessment (JSNA) 2023 unless otherwise stated. Census 2021 data is still being analysed and the JSNA is being continuously updated.

Age: Oxfordshire's population has a median age of 39, compared to the national average of 40.7. The biggest populations by age range are 35-49 year olds, who make up 19.5% of the population, closely followed by 50-64 years at 19% of Oxfordshire's population. Those aged 65+ make up 17.8% of the population, with a higher proportion of over 65s living in rural districts (20%) compared to the city of Oxford (12%). Over the last ten years, the number of over 65s has increased by 48%, whereas the number of 0-15 year olds (18% of the population) has increased by only 10%. Three of Oxfordshire's districts have more residents aged 65+ than 0-15 year olds (South Oxfordshire, Vale of White Horse and West Oxfordshire).

No specific issues relating to age have been identified as likely to arise as a result of these proposals.

Disability: 14.5% of people in Oxfordshire consider themselves disabled as defined in the Equality Act 2010, compared to 17.5% of people nationally. Of those 14.5%, approximately 35% feel limited 'a lot' by their disability in day-to-day activities, with 65% limited 'a little'. Since 2011, the proportion of disabled people in Oxfordshire has increased by 0.7%. The most common types of disability for older people are mobility, breathing/stamina issues and hearing. The main type of disability experienced by working age adults relates to mental health, with children experiencing the most social/behavioural and learning disabilities. As of March 2021, there are 20,000 blue badge holders in Oxfordshire, 2.9% of Oxfordshire

residents (source: Department for Transport), compared with 4.2% of England's population. In November 2022 there were 52,169 disability-related benefits claimed in Oxfordshire.

Gender Reassignment: 0.6% of Oxfordshire residents over the age of 16 identify with a gender which differs from their sex registered at birth, compared with 0.5% of over 16s in England. Of this population, 16% identify as a trans woman, 17% as a trans man and 67% as other gender identities. Oxford City has the largest trans and non-binary population outside of London.

No specific issues relating to gender reassignment have been identified as likely to arise as a result of these budget proposals.

Pregnancy and maternity: There were 7,379 live births in Oxfordshire in 2021. The general fertility rate (GFR) for Oxfordshire (51.2) is lower than in England (54.3), and the birth rate among mothers aged 30-39 is higher than the England average. The biggest increases in birth rates from 2020-2021 are in South Oxfordshire (11% increase) and Cherwell (9%), with a 2% decrease in live births in Oxford. 4.2% of Oxfordshire maternities took place at home, higher than the UK average of 2.4%.

No specific issues relating to pregnancy and maternity have been identified as likely to arise as a result of these proposals.

Marriage and civil partnership: At the time of the 2021 Census there were 132,060 households of married couples or couples in a civil partnership (47% of the Oxfordshire population, 3% higher than national average). 0.8% of Oxfordshire married couples or those in a civil partnership are same-sex couples.

No specific issues relating to marriage and civil partnership have been identified as likely to arise as a result of these proposals.

Race including ethnic or national origins, colour or nationality: JSNA records that the largest ethnic group in Oxfordshire is White “English/Welsh/Scottish/Northern Irish/British” at 83.63% of the population. Aside from that group the largest ethnic groups in Oxfordshire are “Other White” (6.16%), “Indian” (1.25%), “Pakistani” (1.20%) and “African” (1.08%). Oxford City is proportionately more ethnically diverse than England and Wales, whereas all other Oxfordshire districts are less ethnically diverse than England and Wales. West Oxfordshire is the least ethnically diverse Oxfordshire district.

56% of school pupils in Oxford are of an ethnic minority, double the rate of Oxfordshire as a whole, and 33% have a first language which is not English. 18.7% of Oxfordshire residents were born outside of the UK, of which those born in Poland are the largest group, followed by India and Romania. As of 2021 there were 652 ‘White: Gypsy or Irish Traveller’ residents and 1,229 ‘White: Roma’ residents in Oxfordshire. The majority of Roma residents reside in Oxford and Cherwell, with the highest proportion of Gypsy and Irish Traveller population residing in West Oxfordshire.

No specific issues relating to race have been identified as likely to arise as a result of these proposals.

Religion or Belief: JSNA data on religion and belief is based on the 2021 Census where this question was voluntary. 65% of Oxfordshire residents chose to disclose a religion. Of those stating a religion, 47% of Oxfordshire residents are Christian, 3% (23,500) are Muslim, 1% (6,332) are Hindu, 1% (3,257) are Buddhist, 1% (2,716) Other Religion, and less than 1% of residents are Jewish (1,893) or Sikh (1,192).

No specific issues relating to religion or belief have been identified as likely to arise as a result of these proposals.

Sex: As of mid-2020 there were 347,569 (49.9%) males and 349,311 (50.1%) females living in Oxfordshire. Females in Oxfordshire have a higher life expectancy (84.9) than males (81.5).

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No specific issues relating to sex have been identified as likely to arise as a result of these proposals.

Sexual Orientation: There is limited data on sexual orientation, defined as people who identify as heterosexual/straight, gay/lesbian, bisexual or another sexual orientation. In 2020 the JSNA estimates that there were 18,446 people aged 16+ in Oxfordshire identifying as lesbian, gay or bisexual. The 2021 Census shows that 3.4% of Oxfordshire residents (21,428) describe their sexual orientation as something other than Straight or Heterosexual. Of this group, 47% are bisexual, 41% are gay or lesbian, 7% are pansexual, 2.5% are asexual, 1.3% are queer and 0.7% other sexual orientation.

No specific issues relating to sexual orientation have been identified as likely to arise as a result of these proposals.

Rural Communities: Oxfordshire is a rural county, with 2.8 people per hectare, and is the most rural county in the South East. Rural areas have a higher proportion of elderly (aged 85+) residents than urban areas: higher rates of over 65s live in one of four rural districts (20%) compared to 12% in Oxford City. 40% of Oxfordshire residents live in small towns and villages. 85 out of 407 Lower Super Output Areas (LSOAs) in Oxfordshire are ranked within the most deprived 10% nationally on the geographical access to services (defined as road distance to a post office, primary school, GP and supermarket).

No specific issues relating to rural communities have been identified as likely to arise as a result of these proposals.

Armed Forces: In April 2022 there were 9,350 regular armed forces personnel stationed in Oxfordshire and there are a number military bases in Oxfordshire including Vauxhall Barracks, Dalton Barracks, RAF Brize Norton, RAF Benson and Bicester Garrison. There are 23,541 armed forces veterans in Oxfordshire and as of March 2022 there were 6,718 recipients of pensions/compensation under the Armed Forces

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Pension Scheme, War Pension Scheme and Armed Forces Compensation Scheme in the county. There are an estimated 3,500 military families in the county, of which there are 3,043 school-aged children.

No specific issues relating to the armed forces have been identified as likely to arise as a result of these proposals.

Carers: In 2021-2022 there were 4,275 registered carers in Oxfordshire, 44% of whom were aged 65 and over. At least 52,674 residents were providing unpaid care, including 983 young carers aged under 16. The areas in Oxfordshire with highest rates of unpaid carers are within the most deprived wards.

No specific issues relating to carers have been identified as likely to arise as a result of these proposals.

Care leavers: As of March 2021, Oxfordshire has 129 care leavers aged 17-18 and 301 care leavers aged 19-21. Care leavers face many challenges as they move into adulthood, such as those relating to careers, education and training, accommodation, finances and personal change. Our Care Leavers Local Offer explains the services which can be accessed by those who have been in OCC's care.

No specific issues relating to care leavers have been identified as likely to arise as a result of these proposals.

Areas of Social Deprivation: Oxfordshire is one of the 10 least deprived counties in England, However, there are a number of areas of deprivation in the county: 9 areas in Oxford City, 6 in Banbury and 1 in Abingdon fall within the 20% most deprived areas in the country, with one of the Oxford City areas falling within the 10% most deprived. These communities are often more frequent users of many public services, more densely populated, have lower life-expectancies and greater health inequalities.

No specific issues relating to areas of social deprivation have been identified as likely to arise as a result of these proposals.

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	<p>The overall budget proposals have been developed with the objective of effectively targeting services so that we continue to meet the needs of the most vulnerable, including those living with deprivation, and fulfil our statutory duties. All proposals that will have an impact, positive or negative, on any protected characteristic or on rural communities, armed forces, carers or areas of social deprivation, will have an individual Equality Impact Assessment completed alongside policy development, to ensure full compliance to our commitment to equality, diversity and inclusion.</p>
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Oxfordshire County Council

Budget and Business Planning 2024/25

**Overarching climate impact review of
2024/25 budget proposals**

Context & Background

1. This document provides an overview of the potential climate action impact of proposed changes to the budget.
2. As many schemes are in early development, further climate assessment will be undertaken as more detailed business cases are developed through the capital governance process.
3. The [strategic plan 2022 - 2025 \(pdf format, 3.6Mb\)](#) sets out the council's vision to lead positive change by working in partnership to make Oxfordshire a greener, fairer and healthier county. This commitment is strengthened further by the Councils' priority to 'put action to address the climate emergency at the heart of our work'. The council's adopted climate action framework also commits the council to:
 - Being carbon neutral in its operations by 2030
 - Enabling a zero-carbon Oxfordshire well ahead of 2050
4. The council has a cross-organisational work programme to deliver on these commitments. The latest report on this programme can be found at <https://mycouncil.oxfordshire.gov.uk/ieDecisionDetails.aspx?Id=9894>
5. In the 2023/24 budget setting process the council made additional investment of £23m in climate action and resilience measures including:
 - Transitioning of the council's fleet to electric vehicles
 - Reducing the impact of the council's front line business travel
 - Delivering the council's property strategy which supports the council's commitment to be net zero by 2030.
 - Piloting an energy efficiency loan scheme for maintained schools to support schools to invest in energy efficiency improvements.
 - A Tree Planting scheme; in line with the council's Tree Policy.
 - Staff resource to continue the decarbonisation and resilience of its estate particularly in buildings and fleet.
 - Replacement of ICT with more efficient equipment

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6. It is unclear what the impact of the national financial position will be on delivery of the national Net Zero Strategy (both through financing and bringing forward supportive policy). This is outside the scope of this report but will be a key factor in enabling the delivery of local climate objectives as the council bids for both capital and revenue funding for climate action. Decisions made by central government in this context will also influence private sector investment in this area.

Revenue Proposals Climate Impact Review

7. A number of proposals are included in the budget that support delivery of our Climate Action commitments including:
- 2025EP641 - Delivering the new Environment Agency guidelines on Persistent Organic Pollutants (POPs). All domestic soft seating containing POPs will now be incinerated at our waste to energy recovery site. This prevents escape into the environment where they persist in water courses.
 - 2025EP647 - The development of a circular economy strategy. A circular economy approach to our internal and external business is critical to delivery of the Councils net zero carbon aspirations. More carbon is used through the delivery of services and goods to residents than through any other means. Moving to a circular economy approach will reduce that impact.
 - 2025EP654, 2025EP744 - Investment in a range of policy areas integral to the delivery of Local Transport and Connectivity Plan and associated decarbonisation targets including Sustainable Travel to School Strategy.
8. 2025EP692 - Within Environment and Circular Economy, pressures have been identified across a range of services including waste management, flooding, biodiversity, public rights of way which link with climate outcomes. 2025EP693 - No additional budget has been allocated to these areas and it is anticipated that the pressures will be managed in the overall service budget.
9. 2025EP638 - A saving is offered related to responses the council makes as Lead Local Flood Authority. Standing advice will be provided in some instances, reducing the amount of bespoke advice to developments.

Capital Proposals

10. Schemes contributing to Climate Action or Active Travel (Prioritisation Category 3) are included in Annex 3a.
11. Climate Impact Assessments of the proposals in Annex 3b will be carried out as business cases are developed including consideration of the standards to which buildings will be constructed.

Provision has been made within the programme for investment to support the council's own estate net zero by 2030 target including:

- Property rationalisation programme to reduce our assets and accelerate the decarbonisation of the remaining estate. Ensuring properties are energy efficient, accessible for agile working and fit for purpose for the longer term.

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- Refurbishment works at our council owned and managed Gypsy and Traveller sites will increase energy efficiency and support health and well being.
 - A new fire station built to net zero standards at Rewley Rd and Carterton and the redevelopment of Slade Fire Station that includes measures to significantly increase energy efficiency.
 - Decarbonisation Phase 1 including improvements to the thermal fabric of the several council buildings alongside electrical and renewable electricity improvements to counter the increasing running costs.
 - Provision of vehicle charging equipment to charge OCC mobile worker home based fleet vehicles. This enables the transition of council fleet vehicles to electric limiting cost and carbon usage.
 - Investment in ICT to support hybrid agile working approach for staff and increase energy efficiency of equipment.
12. Of the £94m of investment identified to date to decarbonise and improve buildings/assets and reduce energy demand and costs in line with the council's net zero by 2030 target; these proposals bring the total funded within the capital programme to £70m. The council is seeking £3.1m of grant funding through the latest round of the Public Sector Decarbonisation Scheme and has set aside the match funding to support this. The further £21m identified on the capital pipeline is not yet funded and will need funding in future years. Further investment will be needed to support offset. Work is taking place to quantify potential offset needs and develop a strategy.
13. Provision has been made to fund the next phases of both the Zero Emissions Zone (ZEZ) and Traffic Filters work. Both schemes support the delivery of the Local Transport and Connectivity plan and objectives to reduce congestion, reduce emissions and improve air quality.
14. Provision has been made for a replacement HWRC site, this aligns with the emerging HWRC Strategy, which supports HWRC expansion to meet population growth and potential increase in reuse and recycling capacity. Essential stabilisation works at Redbridge HWRC driven by health and safety considerations offer opportunities to increase household recycling and reuse capacity as well as providing opportunities to install solar panels and protect/restore local biodiversity.
15. Provision has been made for a replacement mortuary site to fulfil our statutory obligations. This work is at options appraisal stage. Should a new building be required costs to build to net zero will need to be established through the business case development stage. This may create additional investment needs.
16. A proposal to deliver a new underpass under the A40 at Eynsham will support safe and active travel connecting Eynsham with the development in Salt Cross. This proposal will be subject to a full EIA. It is recognised that mitigations will be required related to the embodied carbon in the development and for the landscape aspects of the development.
17. Funding is included for the A4095 at NW Bicester. The consented scheme (granted in August 2019) included a number of Conditions in relation to Ecology. The Interim Baseline Report will be updated as the design continues and mitigation and monitoring are confirmed. The constraints identified relate to amphibians, reptiles,

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bats and breeding birds – mitigation to be use of the District Level Licensing Scheme, address timing of work and carry out further surveys. The development includes a fully segregated footways and cycleways and a number of high-quality crossing facilities and a bus link.

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Action and Recommendation Tracker

Performance & Corporate Services Overview & Scrutiny Committee

Councillor Eddie Reeves, Chair | Tom Hudson, Principal Scrutiny Officer, tom.hudson@oxfordshire.gov.uk

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	In progress	Complete
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Recommendations:

Meeting date	Item	Action/recommendation	Personnel	Completion date	Last reviewed	Update/response
19.01.23	Updated Strategic Plan and Funding and Budget Proposals 2023/24 – 2025/26	The Performance and Corporate Services Overview and Scrutiny Committee RECOMMENDS that the Council demonstrates due regard to capacity building within the organisation to tackle social problems and resultant inequalities.	Lorna Baxter		30.11.23	The Committee has held a meeting devoted entirely to different aspects of workforce issues. Those recommendations made arising from that meeting have gone to Cabinet and will be dealt with independently of this recommendation.
19.01.23	Updated Strategic	The Committee RECOMMENDED that	Kathy Wilcox,		30.11.23	The Budget & Business Planning Process for 2024/25 includes the

KEY		No progress reported	In progress		Complete	
	Plan and Funding and Budget Proposals 2023/24 – 2025/26	Cabinet report back to the Performance and Corporate Services Overview and Scrutiny Committee as large capital projects develop in addition to oversight by the Audit and Governance Committee.				development of proposals to be added to the funded and unfunded capital pipelines. The Chair and vice Chair BMMR briefings have included the opportunity to discuss the Capital Monitoring reports; members were due to receive the BMMR report, which included the Council's capital position in September but deferred the item, whereafter the data became too out of date.
19.01.23	Updated Strategic Plan and Funding and Budget Proposals 2023/24 – 2025/26	The Committee RECOMMENDED that Cabinet Members for Finance and Corporate Services maintain a close ongoing dialogue to ensure effective ongoing monitoring of both the revenue and capital sides of the budget, with said Cabinet Members reporting proactively to the Committee on any in-year areas of concern as soon as reasonably practicable.	Kathy Wilcox,		30.11.23	Scrutiny chairs are briefed on the key issues included in each Business Management & Monitoring Report. The Business Management & Monitoring Report based on the position at the end of July 2023 was considered by PCSOSC in November with an update on the position at the end of September provided at the meeting ahead of publication for Cabinet the following week. Where requested updates on the Capital Monitoring Report have been included in briefings for Scrutiny Chairs during 2023/24.

KEY		No progress reported	In progress	Complete		
19.01.23	Updated Strategic Plan and Funding and Budget Proposals 2023/24 – 2025/26	The Committee RECOMMENDED that that in the next budget the Council provides a table showing the inflation outturn versus budget estimates.	Kathy Wilcox,		30.11.23	<p>The new revenue budget pressures for 2024/25 include a mix of demand, inflation and other pressures and include narrative to explain where they are driven by inflation. Annex 1a of the Budget & Business Planning report to PCSOSC in December splits previously agreed pressures into inflation, demand and other. A combined summary breakdown of previously agreed and new pressures will be provided as part of the update for PCSOSC in January 2024.</p> <p>The Business Management & Monitoring Reports note where there are inflationary pressures in 2023/24 contributing to any forecast directorate overspends.</p>
19.01.23	Updated Strategic Plan and Funding and Budget Proposals 2023/24 – 2025/26	The Committee RECOMMENDED that that the Council develops a revenue pipeline of projects whose order of priority is justified by agreed principles, including their contribution towards the Council’s strategic aims.	Kathy Wilcox,		30.11.23	<p>The MTFS agreed in February 2023 sets out that budgeted expenditure was expected to be balanced to the estimated available funding in 2024/25.</p> <p>Over the summer directorates were asked to assess the cost of service plans and likely demand/costs, taking into account</p>

KEY		No progress reported	In progress	Complete		
					<p>the on-going impact of activity and pressures in 2023/24 and anticipated changes to inflation, compare anticipated costs to the planned budget available for 2024/25 and identify proposals to meet any pressures.</p> <p>As such focus of the 2024/25 process has been on pressures identified by directorates and plans to meet those so that the council is able to set a balanced budget in February 2024.</p> <p>Due to the scale of the budget gap for 2024/25 and the expected funding reductions for 2025/26 and beyond, a successful and sustainable Council of the future will need to be smaller and more focused on delivering key priorities. Further work will continue over the coming months to develop plans to achieve this.</p>	
19.01.23	Updated Strategic Plan and Funding and Budget Proposals	The Committee RECOMMENDED that the Council give closer consideration in forthcoming financial years to mainstreaming tackling the climate crisis	Kathy Wilcox, Climate Team and Policy Team		30.11.23	Climate priorities & impacts are being considered as part of the Budget & Business Planning process for 2024/25 alongside the council's other priorities.

KEY		No progress reported	In progress	Complete		
	2023/24 – 2025/26	as a principle of budget design with proposals evaluated at the earliest opportunity according to their impact on the Council’s climate targets. The decision making should be able to be evidenced in the presentation of the budget and accompanying narrative.				<p>Because of the limited funding, and the need to develop a wider place strategy to inform future capital schemes, the recommended approach is that only the highest priority ‘Category 1’ schemes should be funded. Further work to identify future funding and develop a longer run programme will then be taken forward through future Budget & Business Planning processes.</p> <p>Where capital proposals are primarily driven by the council’s climate targets these are highlighted as part of the Budget & Business Planning reports.</p> <p>Where any revenue or capital proposals are primarily driven by the council’s climate targets these will be highlighted as part of the Budget & Business Planning reports.</p>
19.01.23	Updated Strategic Plan and Funding	The Committee RECOMMENDED that the Council works with parish, town, city and	Bill Cotton (accountable)		30.11.23	The Woodland Creation Accelerator Fund funded posts have both been in place for about 6 months. In that time they have

KEY		No progress reported	In progress	Complete		
	and Budget Proposals 2023/24 – 2025/26	district councils to develop a clearer understanding over the financial and legal issues involved in joint working with regards to tree-planting.	Andy Lederer (responsible)			attended community events to promote trees and tree planting opportunities. They have set up an online portal for communities or individuals to submit planting projects across all land types in Oxfordshire, especially public land under the responsibility of OCC, Districts, City and Parishes. They have produced a funding matrix and created a new scheme called Tree Guardians empowering residents to take responsibility / interest in caring for newly planted trees. All the information above is available through the Climate Action Oxfordshire website. We have now set up an email address focused on tree planting and enquiries related to newly planted trees. Tree.planting@oxfordshire.gov.uk
19.01.23	Updated Strategic Plan and Funding and Budget Proposals 2023/24 – 2025/26	The Committee RECOMMENDED that the Council tracks and reports on a) the number of trees it is responsible for planting over the next year, and b) the net impact once trees which	Bill Cotton (accountable) Andy Lederer (responsible)		30.11.23	a) 93% (430) of new trees planted up to May 2023 are still alive or in the ground. 34 trees were unfortunately vandalised, stolen or have died since being planted. The County will be planting 500 standard trees during the next planting season, 2023-24

KEY		No progress reported	In progress		Complete	
		have been cut down are also considered.				(January to March). 440 of will be planted within the curtilage of the Public Highway and another 60 trees will be planted on other OCC sites. The trees will be planted by our new in-house team, the Tree Aftercare & Planting Service, who have started in late November 2023. b) The impact overall, felled vs planted, equates to a net gain of 167 trees in the last 12 months. This planting season, we are focused on planting trees in locations where trees have been removed in the last 12 months. Community projects and tree replacements will form the focus of planting for 2025.
19.01.23	Cost of Living	The Committee RECOMMENDED that the Council report regularly to the Locality meetings on the spending and activity relating to the cost of living within that locality.			30.11.23	The Cabinet's response to this recommendation was to recognise that report would be coming back to the Committee. That report was submitted in November, and relevant recommendations from the Committee taken forward accordingly.

KEY	No progress reported	In progress	Complete
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Actions:

Meeting date	Item	Action/recommendation	Personnel	Completion date	Last reviewed	Update/response
19.01.23	Updated Strategic Plan and Funding and Budget Proposals 2023/24 – 2025/26	That the Cabinet Member for Finance provide a response in writing outlining how the Committee's comments and recommendations from the previous year's budget scrutiny had been incorporated into budget management over the previous 12 months.	Calum Miller, Cabinet Member for Finance		30.11.23	In view of the change of Cabinet member the responses to the Committee have been collated and provided to members.
28.04.23	Communications and Engagement Strategy	That an interactive session is set up between Comms and members to look at the consultation portal.	Tom Hudson and Rachel Brolly		30.11.23	This is scheduled to be on the same day as the meeting below.
28.04.23	Work plan	That a briefing is set up between PCSOSC members and the Chief Executive to discuss Scrutiny issues	Tom Hudson		30.11.23	The Chief Executive has agreed to this and dates have been proposed. These are to be agreed by the Committee.
21.07.23	EDI Action Plan	That a large-print version of the EDI action plan is distributed to members	Tom Hudson		30.11.23	Complete

KEY	No progress reported	In progress	Complete
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21.07.23	Business Services Transformation	That the risk register is provided to PCSOSC members	Tom Hudson		30.11.23	Complete
29.09.23	Social Value	Members to be provided the data on the number/value of contracts run by the Council which are subject to social value weightings vis a vis those which are not. Similar data around the number and value of contracts above and below £100k also to provided.	Melissa Sage		30.11.23	This work is being pulled together
29.09.23	Social Value	Arrange all-member briefing on Social Value Act	Melissa Sage/ Tom Hudson		30.11.23	Completed
29.09.23	Social Value	Ascertain whether those Welsh TOMs relating to Future Generations could be used as part of the Council's chosen set of TOMs	Melissa Sage		30.11.23	Completed – they cannot. Welsh TOMs may only be used in Wales.
10.11.23	Approaches to savings	Provide members of PCSOSC with the sunk costs associated with the Shepherd project, and the stages at which they occurred.	Paul Fermer		30.11.23	Request submitted and details being collated.

KEY	No progress reported	In progress	Complete
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10.11.23	Cost of Living	Arrange an all-member briefing on the Poverty Dashboard	Tom Hudson/Robin Rogers			Discussion held; Robin Rogers has suggested a small group of interested councillors might be more useful in the short term and then a briefing at a later point. This is something for the Committee to agree to.
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Overview & Scrutiny Recommendation Response Pro forma

Under section 9FE of the Local Government Act 2000, Overview and Scrutiny Committees must require the Cabinet or local authority to respond to a report or recommendations made thereto by an Overview and Scrutiny Committee. Such a response must be provided within two months from the date on which it is requested¹ and, if the report or recommendations in question were published, the response also must be so.

This template provides a structure which respondents are encouraged to use. However, respondents are welcome to depart from the suggested structure provided the same information is included in a response. The usual way to publish a response is to include it in the agenda of a meeting of the body to which the report or recommendations were addressed.

Issue: Workforce Data Q4 2022/23

Lead Cabinet Member(s): Cllr Neil Fawcett, Cabinet Member for Corporate Services

Date response requested:² 19 September 2023

Response to report:

Enter text here.

Response to recommendations:

Recommendation	Accepted, rejected or partially accepted	Proposed action (if different to that recommended) and indicative timescale (unless rejected)

¹ Date of the meeting at which report/recommendations were received

² Date of the meeting at which report/recommendations were received

Overview & Scrutiny Recommendation Response Pro forma

<p>That the Council increases the contextual data provided in its Workforce Data reports, specifically to</p> <p>a) Provide a five-year trend comparison for the following measures:</p> <ul style="list-style-type: none"> • Total number of staff (FTE) • Total number of staff (the raw number) • Total number of full time staff (raw number and percentage) • Total number of part time staff (raw number and percentage) • Total number of employed staff (FTE) • Total number of interim staff (FTE) • Proportion of overall FTEs filled by agency staff • Cost of agency spend (inflation adjusted) • Annual staff turnover (including interims) • Average number of sick days per staff member • Ratio of total long-term sickness to short-term sickness • Distance staff live from their main office (in 20 mile increments) 	<p>Partially accepted</p>	<p>Workforce Data Report</p> <p>We recognise the importance of how providing comprehensive data can help Oxfordshire County Council identify trends, risks and inform strategic decision making. As a result of feedback from the Committee we are taking steps to improve the data we provide as part of our Workforce Reports. This includes providing data by Directorate and over a longer period where possible. We have also started to engage other Councils to provide comparative data to help with benchmarking.</p> <p>Over the course of 2023/2024 we will update our Workforce Reports on an iterative basis seeking feedback each quarter from appropriate stakeholders so that we can provide information and data that is both meaningful and accurate.</p>
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Overview & Scrutiny Recommendation Response Pro forma

<p>b) Identify a group of comparator councils and provide comparative performance data for the following measures:</p> <ul style="list-style-type: none"> • Annual staff turnover (including interims) • Average number of days sick per staff member • Ratio of days lost to long-term sickness vs short-term sickness • Gender pay gap • Percentage of staff reporting a disability <p>c) Display directorate levels of turnover as percentage figures of the number employed</p>		
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Overview & Scrutiny Recommendation Response Pro forma

Under section 9FE of the Local Government Act 2000, Overview and Scrutiny Committees must require the Cabinet or local authority to respond to a report or recommendations made thereto by an Overview and Scrutiny Committee. Such a response must be provided within two months from the date on which it is requested¹ and, if the report or recommendations in questions were published, the response also must be so.

This template provides a structure which respondents are encouraged to use. However, respondents are welcome to depart from the suggested structure provided the same information is included in a response. The usual way to publish a response is to include it in the agenda of a meeting of the body to which the report or recommendations were addressed.

Issue: Workforce Strategy

Lead Cabinet Member(s): Cllr Neil Fawcett, Cabinet Member for Corporate Services

Date response requested:² 19 September 2023

Response to report:

Enter text here.

Response to recommendations:

Recommendation	Accepted, rejected or partially accepted	Proposed action (if different to that recommended) and indicative timescale (unless rejected)
That the Council develops specific workstreams within its Workforce Strategy,	Accepted	Oxfordshire County Council is committed to supporting our Armed Forces and the Armed Forces Covenant. Together, we

¹ Date of the meeting at which report/recommendations were received

² Date of the meeting at which report/recommendations were received

Overview & Scrutiny Recommendation Response Pro forma

<p>backed by targets, around attracting and supporting spouses and partners of military personnel to work for the Council, including steps taken to reinvigorate its existing commitments.</p>		<p>acknowledge and understand that those who serve or have served in the Armed Forces, and their families, should be treated with fairness and respect in the communities, economy and society they serve with their lives.</p> <p>As part of our workforce strategy action plan, we have identified initiatives which support the Armed Forces. Plans are being produced which will involve project teams with appropriate stakeholders with robust timelines for delivery and where appropriate, agreed targets. We have also committed to undertaking a comprehensive review of our current initiatives to ensure we understand what is working well and what we could do differently. This includes a review of our 'buddying' system and training on the Armed Forces Covenant as well as how we advertise and engage partners of military personnel for short- and long-term contracts of employment within OCC.</p>
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Overview & Scrutiny Recommendation Response Pro forma

Under section 9FE of the Local Government Act 2000, Overview and Scrutiny Committees must require the Cabinet or local authority to respond to a report or recommendations made thereto by an Overview and Scrutiny Committee. Such a response must be provided within two months from the date on which it is requested¹ and, if the report or recommendations in questions were published, the response also must be so. This template provides a structure which respondents are encouraged to use. However, respondents are welcome to depart from the suggested structure provided the same information is included in a response. The usual way to publish a response is to include it in the agenda of a meeting of the body to which the report or recommendations were addressed.

Issue: **Consultation and Engagement Strategy**

Lead Cabinet Member(s): Cllr Neil Fawcett, Cabinet Member for Community and Corporate Services

Date response requested: 19 September 2023

Response to report:

Recommendation	Accepted, rejected or partially accepted	Proposed action (if different from that recommended) and indicative timescale (unless rejected)
That on issues expected to be contentious political leaders should be accountable via Cabinet or single Cabinet member decision for the consultation and engagement strategy, rather than officers	Already actioned	Officers work very closely with portfolio holders on high-profile consultation and engagement exercises to ensure that cabinet members have oversight of and are accountable for the strategy. For some issues which have significant public interest or which are expected to be contentious, such as the recent engagement exercise on OUFC's response to the council's strategic priorities, the strategy is taken to a public meeting of Cabinet for approval.

<p>That at its next annual refresh of the Communications and Engagement action plan the Council strengthens its road-map for how it will leverage its partnerships to increase the breadth of engagement by including (but not limited to) a) Creating SMART targets for partnership working b) Committing to undertake engagement processes which are representative by design</p>	<p>Partially accepted</p>	<p>The council already undertakes some representative engagement activity, such as the annual residents' survey. Further representative exercises will be commissioned where appropriate.</p> <p>For budget consultation and engagement exercises, the council has for a number of years used a range of participatory and representative methods to increase the breadth of engagement, from deliberative discussion days and representative surveys to market stall events, large scale public debates and open online feedback forms. Deliberative techniques are also used to engage children and young people, such as our full-day sounding board events.</p> <p>The consultation and engagement team work closely with partners on a range of activity. However, as part of the next annual refresh of the action plan, we will look to strengthen targets around partnership working.</p>
<p>That the Council develop an outline business case for launching Let's Talk Oxfordshire in app form.</p>	<p>Rejected</p>	<p>Let's Talk Oxfordshire is run on third party proprietary software, which means the council is not in a position to develop the software itself. While we can suggest this as a potential future development to the company who owns the software (EngagementHQ), we are not able to directly commission an app version.</p>

		Let's Talk Oxfordshire is already available in a mobile-friendly format, which we believe offers the same functionality as an app. We therefore feel that app version would not offer additional benefit or value over and above the current mobile format.
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Overview & Scrutiny Recommendation Response Pro forma

Under section 9FE of the Local Government Act 2000, Overview and Scrutiny Committees must require the Cabinet or local authority to respond to a report or recommendations made thereto by an Overview and Scrutiny Committee. Such a response must be provided within two months from the date on which it is requested¹ and, if the report or recommendations in questions were published, the response also must be so. This template provides a structure which respondents are encouraged to use. However, respondents are welcome to depart from the suggested structure provided the same information is included in a response. The usual way to publish a response is to include it in the agenda of a meeting of the body to which the report or recommendations were addressed.

Issue: **EDI Strategy and Action Plan**

Lead Cabinet Member(s): Cllr Nathan Ley, Cabinet Member for Public Health, Inequalities and Community Safety; Cllr Neil Fawcett, Cabinet Member for Community and Corporate Services.

Date response requested: 19 September 2023

Response to report:

Cabinet would like to thank Performance Overview and Scrutiny Committee members for their observations regarding the EDI strategy and action plan.

A question was raised about the council's participation in Stonewall. We currently participate in the Stonewall workplace scheme as we believe it provides us with valuable benchmarking data and the opportunity to learn from a wide range of organisations across different sectors.

However, as a participant in the scheme, we are under absolutely no obligation to support the campaigns or policy positions of Stonewall and have our own equalities, diversity and inclusion framework and action plan.

We do regularly review the wide range of employment accreditation schemes on the market and we will continue to monitor the schemes available and the benefits they offer.

Response to recommendations:

Recommendation	Accepted, rejected or partially accepted	Proposed action (if different from that recommended) and indicative timescale (unless rejected)
That the Council, as part of its response to this recommendation, provides an appraisal of the Council's relationship with Stonewall and the justification for continued involvement with it.	Accepted	Appraisal provided in the response

Overview & Scrutiny Recommendation Response Pro forma

Under section 9FE of the Local Government Act 2000, Overview and Scrutiny Committees must require the Cabinet or local authority to respond to a report or recommendations made thereto by an Overview and Scrutiny Committee. Such a response must be provided within two months from the date on which it is requested¹ and, if the report or recommendations in questions were published, the response also must be so. This template provides a structure which respondents are encouraged to use. However, respondents are welcome to depart from the suggested structure provided the same information is included in a response. The usual way to publish a response is to include it in the agenda of a meeting of the body to which the report or recommendations were addressed.

Issue: **LGA Peer Review on Communications (six month update)**

Lead Cabinet Member(s): Cllr Neil Fawcett, Cabinet Member for Community and Corporate Services

Date response requested: 19 September 2023

Response to report:

Cabinet would like to thank Performance Overview and Scrutiny Committee members for their observations regarding the update on the LGA Peer Review response. With regard to Observation 2, which relates to the council's website, the digital content team - who are responsible for updating the website - moved from IT Services to the Communications, Marketing and Engagement team as of July 2023. This is part of a programme of work to redevelop the website and increase its capability as a communications vehicle as well as a transactional tool.

Response to recommendations:

Recommendation	Accepted, rejected or partially accepted	Proposed action (if different from that recommended) and indicative timescale (unless rejected)
That the Deputy Leader is invited to participate in the fortnightly meetings between the Leader and Director of Communications	Rejected	It is not felt necessary for the Deputy Leader to attend these fortnightly meetings as the administration is a single political group, the Liberal Democrat

		Green Alliance. During the multi-group alliance, regular meetings were held between the Director of Communications and the portfolio holder for corporate services, who was a representative of the second political group in the alliance.
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Work Programme

Performance and Corporate Services Overview and Scrutiny Committee

Councillor Eddie Reeves, Chair | Tom Hudson, Scrutiny Manager
tom.hudson@oxfordshire.gov.uk

Topic	Relevant strategic priorities	Purpose	Type	Lead Presenters
08 December 2023				
Consultation budget 2024/25 and medium-term financial strategy	All	Committee reviews current-year financial performance, draft revenue and capital budget proposals for 2023/24 and medium-term financial strategy	Overview and Scrutiny	Councillor Dan Levy, Cabinet Member for Finance (lead) Lorna Baxter, Executive Director (Resources) - lead
12 January 2024				
City Centre Accommodation Strategy	All	To consider the outline business case for the Council's city-centre accommodation, including County Hall	Overview and Scrutiny	Councillor Neil Fawcett, Cabinet Member for Community and Corporate Services Vic Kurzeja, Director of Joint Property Services

				Mark Haynes, Director of Customers and Culture
Transformation Activity	All	Committee to consider the Council's current transformation activity and approaches to managing and overseeing transformation.	Overview & Scrutiny	<p>Councillor Neil Fawcett, Cabinet Member for Community and Corporate Services</p> <p>Lorna Baxter, Executive Director (Resources)</p> <p>Stephen Chandler, Executive Director (People)</p> <p>Jo Hatfield, Head of Business Change</p>
Customer Experience Strategy	All	Committee to consider the newly-developed Customer Experience Strategy concerning how it interacts with customers/residents.		<p>Councillor Neil Fawcett, Cabinet Member for Community and Corporate Services</p> <p>Mark Haynes, Director of Customers and Culture</p>



19 January 2024

Proposed budget 2024/25 and medium-term financial strategy		Committee reviews proposed updated budget following consultation and makes recommendations accordingly.	Overview and Scrutiny	Councillor Calum Miller, Cabinet Member for Finance (lead) Lorna Baxter, Executive Director (Resources) - lead
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Sub-groups

Name	Relevant strategic priorities	Description	Outcomes	Members
Democratic Process Working Group	Local Democracy	To review the key elements of support for democratic processes at Oxfordshire County Council.	Reviews the support for the council's democratic processes and makes recommendations.	Cllr Reeves Cllr Constance Cllr Baines Cllr O'Connor Cllr Van Mierlo Cllr Bennett

Briefings					
Date	Topic	Relevant strategic priorities	Description	Outcomes	Presenters
TBC	Poverty Dashboard	Tackle Inequalities in Oxfordshire	To introduce members to the recently-developed poverty dashboard	To understand the functionality of a new tool developed by the Council	Robin Rogers, Programme Director, Partnerships and Delivery



**OXFORDSHIRE
COUNTY COUNCIL**

Forward Plan

December - March 2024

Page 165

Liz Leffman
Leader of the Council
County Hall, Oxford OX1 1ND

Date Issued: 2 November 2023

The Cabinet's Forward Plan: Introduction

This Forward Plan outlines the decisions which are expected to be made over the coming four-month period by or on behalf of the County Council's Cabinet. **NB Also included, for ease of reference, are items for the current month.**

The Plan is arranged in Committee date order, Cabinet or Delegated Decision by Cabinet Member. (The members and their portfolios are listed in the table on the next page.) Each entry briefly describes the subject and scope of the decision; indicates the "target date" on which the decision is expected to be taken and by whom (eg whether the full Cabinet or an individual Cabinet Member); what documents (normally a report by an officer) are expected to be considered; and contact details for the officer(s) dealing with the matter.

Where consultation is being carried out prior to the decision being taken, the principal consultees are specified. The method of consultation will normally be by letter or – where the views of the wider public are to be sought – by press coverage, supplemented by local notices if the decision affects a particular area. Other methods, such as exhibitions, opinion surveys, community forums etc, may be used to supplement these.

The lists include any "key decisions" - those which are "significant" under the terms of government regulations. In general, a key decision may not be taken unless notice of it has been included in the Forward Plan. More detailed information on what is a key decision can be found in the Council's Constitution on the Council's website.¹ This can also be inspected at County Hall.

However, the Council has decided that Oxfordshire's Forward Plan should include all those matters which are expected to come before the Cabinet in the period of the Plan, whether or not they may give rise to key decisions.

If any key decisions are expected to be taken by officers within the Plan period under powers delegated by the Cabinet, these are included in the Plan.

Unless of a confidential nature, reports and other documents for any meeting can be inspected, from approximately a week before the meeting, at County Hall and online². Copies can be supplied on request, at a charge to cover copying costs.

Making Representations about Forward Plan Items

Anyone who wishes to make representations about a particular matter listed in the Plan should send their comments so as to reach the County Council at least a week before it is due to be considered. Comments should be either:

Posted to "Forward Plan", Law & Governance (Democratic Services), Corporate Services, County Hall, Oxford OX1 1ND, delivered in person to the same address or e-mailed to forward.plan@oxfordshire.gov.uk.

There is also a facility for making a short address to the Cabinet or Cabinet Member in person. The deadline for any request to do this is 9.00 am on the fourth working day before the matter is due to be considered. Requests should be emailed to committeesdemocraticservices@oxfordshire.gov.uk or a form is available from Democratic Support Team, Law & Governance (Democratic Services), (contact as above, or telephone Oxford 810806) or online³.

¹ [Decision Making including Key Decisions](#) – Main Menu > About your Council > Meetings > The Constitution > Part 2, Article 14 – Decision Making

² [Agendas, Minutes & Reports](#) – Main Menu > About your Council > Meetings > Browse Committee Papers

³ [Get Involved in Meetings](#) – Main Menu > About your Council > Meetings > Get involved in meetings

Members of the Cabinet

[Oxfordshire's Cabinet | Oxfordshire County Council](#)

The Forward Plan

Cabinet Meetings

21 November 2023

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
<p>Business Services Transformation Programme Business Refocus (Ref: 2023/168)</p> <p>To update Cabinet on the progress made on the Business Services Transformation programme and a decision to refocus on the delivery of improvements to existing human resources, finance, payroll and procurement functions and processes.</p>	Cabinet (21 November 2023)	Yes - Revenue Expenditure > £500,000	3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).	N/A		Cabinet Member for Finance, Cabinet Member for Community & Corporate Services	Lorna Baxter, Director of Finance Tel: (01865) 323971	Director of Finance

The Forward Plan

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
To seek approval for the reallocation of some of the £1.57m funding, which was previously agreed at Cabinet in April 2023 for programme resources to prepare detailed requirements for a transformation and the potential procurement process, to enable the programme of improvements to be undertaken.								
Capital Programme Approvals - November 2023 <i>(Ref: 2023/139)</i> Report on variation to the capital programme for approval (as required).	Cabinet <i>(21 November 2023)</i>	Yes - Capital Expenditure >£1m	None	N/A		Cabinet Member for Finance	Natalie Crawford, Capital Programme Manager	Director of Finance

The Forward Plan

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
Cross Regional Project - Children's Services <i>(Ref: 2023/260)</i> Cross Regional Project Contract extension and additional beds	Cabinet <i>(21 November 2023)</i>	Yes - Revenue Expenditure > £500,000	None	Approach consulted on as part of Partnership agreement and requirements of extension.		Cabinet Member for Children, Education & Young People's Services	Alison Walker, Commissioning Officer Promote and Prevent	Corporate Director for Children's Services
Care Homes Purchasing Framework <i>(Ref: 2023/213)</i> Framework for the purchasing of residential and nursing home beds on a call off basis for the Council and ICB NHS Continuing Healthcare.	Cabinet <i>(21 November 2023)</i>	Yes - Revenue Expenditure > £500,000	None	N/A	Decision due date for Cabinet changed from 19/09/2023 to 17/10/2023. Reason: further work required. Decision due date for Cabinet changed from 17/10/2023 to 21/11/2023. Reason: further work required.	Cabinet Member for Adult Social Care	Ian Bottomley, Lead Commissioner Age Well Support	Corporate Director: Adult Social Care
Report on the authority's policy for compliance with the regulation of investigatory powers act 2000, the use of activities within the scope of this act and recent inspection by the investigatory powers commissioner's office <i>(Ref: 2023/323)</i>	Cabinet <i>(21 November 2023)</i>	Yes - Affects more than 1 division		N/A		Cabinet Member for Community & Corporate Services	Jody Kerman, Head of Trading Standards Tel: 07909 905514	Director of Law & Governance

The Forward Plan

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
Report on the authority's policy for compliance with the regulation of investigatory powers act 2000, the use of activities within the scope of this act and recent inspection by the investigatory powers commissioner's office								
<p>Business Management & Monitoring Report - August/September 2023 (Ref: 2023/141)</p> <p>The business management reports are part of a suite of performance, risk and budget documents which set out our ambitions, priorities, and financial performance.</p>	Cabinet (21 November 2023)	No	None	N/A		Cabinet Member for Finance, Cabinet Member for Community & Corporate Services	Louise Tustian, Head of Insight & Corporate Programmes Tel: (01295) 221786, Kathy Wilcox, Head of Financial Strategy Tel: 07788 302163	Chief Executive, Director of Finance

The Forward Plan

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
Treasury Management Mid Term Review 2023/24 <i>(Ref: 2023/140)</i> To provide a mid-term review of Treasury Management Activity in 2023/24 in accordance with the CIPFA code of practice.	Cabinet <i>(21 November 2023)</i>	No	None	N/A		Cabinet Member for Finance	Tim Chapple, Treasury Manager Tel: 07917 262935	Director of Finance
Budget & Business Planning Report - 2024/25 - November 2023 <i>(Ref: 2023/316)</i> Publication of detailed budget pressures and an overview of the approach to savings	Cabinet <i>(21 November 2023)</i>	No	None	N/A		Cabinet Member for Finance	Kathy Wilcox, Head of Financial Strategy Tel: 07788 302163	Director of Finance

The Forward Plan

19 December 2023

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
All Age Advocacy Services <i>(Ref: 2023/225)</i> Key Decision on the recommissioning of all age advocacy services. Page 174	Cabinet <i>(19 December 2023)</i>	Yes - Revenue Expenditure > £500,000	None	N/A	Decision due date for Cabinet changed from 19/09/2023 to 19/12/2023. Reason: not required as urgently as first advised. Decision due date for Cabinet changed from 19/12/2023 to 21/11/2023. Reason: on further consideration this needs to be brought forward to meet the procurement timeline. Decision due date for Cabinet changed from 21/11/2023 to 19/12/2023. Reason: Further work required	Cabinet Member for Adult Social Care, Deputy Leader of the Council	Melanie de Cruz, Commissioning Manager Live Well	Corporate Director of Adult Social Care, Corporate Director for Children's Services
Capital Programme Monitoring Report - October 2023 <i>(Ref: 2023/169)</i> Financial Report on capital spending	Cabinet <i>(19 December 2023)</i>	Yes - Capital Expenditure >£1m	None	N/A		Cabinet Member for Finance	Natalie Crawford, Capital Programme Manager	Director of Finance

The Forward Plan

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
against budget allocations, including any necessary capital programme approvals.								
DSIT 5G Innovation Region <i>(Ref: 2023/297)</i> To seek approval for OCC to run procurement(s) to a value of c £3.8m for build and operation of private 5G network(s). The total value of services procured will be funded by Dept for Science, Innovation & Technology under a grant (if bid is successful).	Cabinet <i>(19 December 2023)</i>	No	None	N/A		Cabinet Member for Corporate Services	Craig Bower, Programme Director Tel: 07711 411744	Director of Digital & ICT

The Forward Plan

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
Financial and wellbeing advisory service <i>(Ref: 2023/315)</i> To seek approval to procure a new financial and wellbeing advisory service via a competitive tender process and delegate contract award following the tender to Dir of PH, Dir of ASC and S151 Officer	Cabinet <i>(19 December 2023)</i>	Yes - Affects more than 1 division	None	N/A		Cabinet Member for Public Health, Inequalities & Community Safety	John Pearce, Service Manager, Strategic Commissioning Tel: (01865) 323619	Corporate Director: Public Health & Community Safety
Infrastructure Funding Statement 2022/23 <i>(Ref: 2023/263)</i> To seek approval for the publication of the Infrastructure Funding statement on to the Council's website	Cabinet <i>(19 December 2023)</i>	No	None	N/A		Cabinet Member for Infrastructure and Development Strategy	Chris Stevenson, Planning Obligations Manager Tel: 07825 052782	Corporate Director Environment & Place

The Forward Plan

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
Workforce Report and Staffing Data - Quarter 2 - July to September 2023 <i>(Ref: 2023/171)</i> Quarterly staffing report providing details of key people numbers and analysis of main changes since the previous report.	Cabinet <i>(19 December 2023)</i>	No	None	N/A		Cabinet Member for Community & Corporate Services	Cherie Cuthbertson, Director of Workforce and Organisational Development	Director of Finance
Greenhouse gas emissions report 2023/24 <i>(Ref: 2023/286)</i> The Greenhouse Gas Emissions 2023/24 report provides an annual update of Oxfordshire County Council's operational greenhouse gas emissions and progress towards the target of net zero by 2030 for its operations and	Cabinet <i>(19 December 2023)</i>	No	None	N/A		Cabinet Member for Climate Change Delivery & Environment	Kunal Prasad, Zero Carbon Council Manager	Corporate Director Environment & Place

The Forward Plan

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
estate. It will also report on county-wide emissions.								

23 January 2024

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
<p>Budget & Business Planning Report - 2024/25 - January 2024 (Ref: 2023/170)</p> <p>To provide background and context to the budget and business planning process for 2024/25.</p>	Cabinet (23 January 2024)	Yes - Revenue Expenditure > £500,000	None	N/A		Cabinet Member for Finance	Kathy Wilcox, Head of Financial Strategy Tel: 07788 302163	Director of Finance
<p>Capital Programme Approvals - January 2024 (Ref: 2023/233)</p> <p>Report on variation to the capital</p>	Cabinet (23 January 2024)	Yes - Capital Expenditure >£1m	None	N/A		Cabinet Member for Finance	Natalie Crawford, Capital Programme Manager	Director of Finance

The Forward Plan

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
programme for approval (as required).								
Business Management & Monitoring Report - October/November 2023 <i>(Ref: 2023/229)</i> The business management reports are part of a suite of performance, risk and budget documents which set out our ambitions, priorities, and financial performance.	Cabinet <i>(23 January 2024)</i>	No	None	N/A		Cabinet Member for Finance, Cabinet Member for Community & Corporate Services	Louise Tustian, Head of Insight & Corporate Programmes Tel: (01295) 221786, Kathy Wilcox, Head of Financial Strategy Tel: 07788 302163	Director of Finance
Delegated Powers Report for October to December 2023 <i>(Ref: 2023/230)</i> To report on a quarterly basis any executive decisions taken under the specific powers and functions delegated under the terms of	Cabinet <i>(23 January 2024)</i>	No	None	N/A		Leader	Colm Ó Caomhánaigh, Democratic Services Manager Tel: 07393 001096	Director of Law & Governance and Monitoring Officer

The Forward Plan

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
Part 7.2 (Scheme of Delegation to Officers) of the Council's Constitution – Paragraph 6.3(c). It is not for Scrutiny call-in.								
Capital Programme Approvals - February <i>(Ref: 2023/266)</i> Report on variation to the capital programme for approval (as required).	Cabinet <i>(27 February 2024)</i>	Yes - Capital Expenditure >£1m	None	N/A		Cabinet Member for Finance	Kathy Wilcox, Head of Financial Strategy Tel: 07788 302163	Director of Finance

27 February 2024

Renewal of Language contracts: Interpretation, translation and BSL <i>(Ref: 2023/203)</i> To seek approval on the approach to renew the Interpretation,	Cabinet <i>(27 February 2024)</i>	Yes - Revenue Expenditure > £500,000	None	Internal staff user survey. Exploring the potential to engage residents groups who use the services.	Decision due date for Cabinet changed from 21/11/2023 to 27/02/2024. Reason: further work required.	Cabinet Member for Public Health, Inequalities & Community Safety	Louise McMartin, Joint Senior Commissioner Start Well	Corporate Director for Adults Services
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The Forward Plan

translation and BSL contracts which expire in mid 2024.								
Vision Zero Strategy <i>(Ref: 2023/317)</i> To seek approval of the Vision Zero Strategy	Cabinet <i>(27 February 2024)</i>	Yes	None	There will be a public consultation held via Lets Talk Oxfordshire		Cabinet Member for Highway Management	Caroline Coyne, Assistant Project Manager	Corporate Director Environment & Place

19 March 2024

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
Business Management & Monitoring Report - December 2023 / January 2024 <i>(Ref: 2023/278)</i> The business management reports are part of a suite of performance, risk and budget documents which set out our ambitions, priorities, and financial performance.	Cabinet <i>(19 March 2024)</i>	Yes - Revenue Expenditure > £500,000	None	N/A		Cabinet Member for Corporate Services, Cabinet Member for Finance	Louise Tustian, Head of Insight & Corporate Programmes Tel: (01295) 221786, Kathy Wilcox, Head of Financial Strategy Tel: 07788 302163	Director of Finance

The Forward Plan

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
Capital Programme Monitoring Report - January 2024 <i>(Ref: 2023/276)</i> Financial Report on capital spending against budget allocations, including any necessary capital programme approvals.	Cabinet <i>(19 March 2024)</i>	Yes - Capital Expenditure >£1m	None	N/A		Cabinet Member for Finance	Natalie Crawford, Capital Programme Manager	Director of Finance
Treasury Management Quarter 3 Report (2023/24) <i>(Ref: 2023/277)</i> To provide an update on Treasury Management Activity in 2023/24 in accordance with the CIPFA code of practice.	Cabinet <i>(19 March 2024)</i>	No	None	N/A		Cabinet Member for Finance	Tim Chapple, Treasury Manager Tel: 07917 262935	Director of Finance

The Forward Plan

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
Workforce Report and Staffing Data - Quarter 3 - October to December 2023 <i>(Ref: 2023/279)</i> Quarterly staffing report providing details of key people numbers and analysis of main changes since the previous report.	Cabinet <i>(19 March 2024)</i>	No	None	N/A		Cabinet Member for Corporate Services	Cherie Cuthbertson, Director of Workforce and Organisational Development	Director of Finance

The Forward Plan

Cabinet Member Decision Meetings

Deputy Leader of the Council (inc. Climate Change Delivery & Environment)

14 December 2023

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
DIY waste charging at HWRCs <i>(Ref: 2023/319)</i> Approval to alter charging for DIY waste at HWRCs in line with legislative changes	Delegated Decisions by Deputy Leader of the Council (inc. Climate Change Delivery & Environment) <i>(14 December 2023)</i>	Yes - Revenue Expenditure > £500,000	None	N/A		Cabinet Member for Climate Change Delivery & Environment	Steve Burdis, Group Manager Waste Contracts	Corporate Director Environment & Place

Cabinet Member for Children, Education & Young People's Services

16 January 2024

Formal Approval of Schools Funding Formula 2024/25 <i>(Ref: 2023/231)</i> To seek approval for the funding formula for schools.	Delegated Decisions by Cabinet Member for Children, Education & Young People's Services <i>(16 January 2024)</i>	Yes - Affects more than 1 division	None	Schools Forum		Cabinet Member for Children, Education & Young People's Services	Sarah Fogden, Finance Business Partner Tel: 07557 082613	Corporate Director for Children's Services
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The Forward Plan

7 February 2024

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
Formal Approval of Early Years Funding Formula 2024/25 <i>(Ref: 2023/267)</i> The local authority is required to set a funding formula for 2-year old and for 3 and 4 year old provision.	Delegated Decisions by Cabinet Member for Children, Education & Young People's Services <i>(7 February 2024)</i>	Yes - Affects more than 1 division	None	N/A		Cabinet Member for Children, Education & Young People's Services	Sarah Fogden, Finance Business Partner Tel: 07557 082613	Corporate Director for Children's Services

Cabinet Member for Community & Corporate Services

21 November 2023

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
Zscaler Internet and Application Security and Access <i>(Ref: 2023/268)</i> Renewal of licences	Delegated Decisions by Cabinet Member for Community & Corporate Services <i>(21 November 2023)</i>	Yes - Revenue Expenditure > £500,000	None	N/A		Cabinet Member for Community & Corporate Services	Alastair Read, Head of IT	Director of Finance
GIS software license and maintenance renewal <i>(Ref: 2023/264)</i> Geographic Information Software renewal. Software for all directorates to manage location using Ordnance Survey maps and address data under the government Public Sector Geospatial Agreement used county wide is due for renewal. If the	Delegated Decisions by Cabinet Member for Community & Corporate Services <i>(21 November 2023)</i>	Yes - Revenue Expenditure > £500,000	None			Cabinet Member for Community & Corporate Services	Anne Kearsley, GIS and Mapping Manager	Director of Finance

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Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
license is not renewed the software will stop working 24.07.2024.								

Cabinet Member for SEND Improvement
19 December 2023

Recommissioning the Community Short Breaks Contracts <i>(Ref: 2023/184)</i> To seek approval to award contracts to new providers, subject to completion of a full tendering process.	Delegated Decisions by Cabinet Member for SEND Improvement <i>(19 December 2023)</i>	Yes - Revenue Expenditure > £500,000	None	N/A	Decision due date for Delegated Decisions by Deputy Leader of the Council (inc Children, Education & Young People's Services) changed from 17/10/2023 to 19/12/2023. Reason: further work required.	Cabinet Member for SEND Improvement	Charlotte Davey, Head of Disabled Children's Service	Corporate Director for Children's Services
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16 January 2024

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
<p>Recommissioning the Current Alternative Provision DPS for an Open Framework (Ref: 2023/224)</p> <p>To seek approval to tender for an AP contract on an Open Framework. This will enable OCC and schools to Commission providers of Alternative Provision that are suitable and will ensure cost control.</p>	Delegated Decisions by Cabinet Member for SEND Improvement (16 January 2024)	Yes - Revenue Expenditure > £500,000	None	N/A	Decision due date for Delegated Decisions by Deputy Leader of the Council (inc Children, Education & Young People's Services) changed from 17/10/2023 to 16/01/2024. Reason: further work required.	Cabinet Member for SEND Improvement	Martin Goff, Head of Access to Learning, Sarah Roberts, Commissioning Officer Tel: 07720 805979	Corporate Director for Children's Services

The Forward Plan

Cabinet Member for Transport Management

16 November 2023

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
Finstock - Proposed 20 mph Speed Limits and associated speed limit buffers <i>(Ref: 2023/189)</i> Consider formal consultation responses. Page 189	Delegated Decisions by Cabinet Member for Transport Management (16 November 2023)	No	None	Standard traffic scheme consultation.	Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 07/09/2023 to 12/10/2023. Reason: further work required. Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 12/10/2023 to 16/11/2023. Reason: further work required.	Cabinet Member for Transport Management	Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859	Corporate Director Environment & Place
Leaffield - Proposed 20 mph Speed Limits and associated speed limit buffers <i>(Ref: 2023/183)</i> Consider formal consultation responses.	Delegated Decisions by Cabinet Member for Transport Management (16 November 2023)	No	None	Standard traffic scheme consultation.	Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 07/09/2023 to 12/10/2023. Reason: further work required.	Cabinet Member for Transport Management	Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859	Corporate Director Environment & Place

The Forward Plan

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
					Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 12/10/2023 to 16/11/2023. Reason: further work required.			
Milton (Abingdon) - Proposed 20 mph Speed Limits and associated speed limit buffers <i>(Ref: 2023/196)</i> Consider formal consultation responses.	Delegated Decisions by Cabinet Member for Transport Management <i>(16 November 2023)</i>	No	None	Standard traffic scheme consultation.	Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 07/09/2023 to 12/10/2023. Reason: further work required. Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 12/10/2023 to 16/11/2023. Reason: further work required.	Cabinet Member for Transport Management	Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859	Corporate Director Environment & Place
North Newington - Proposed 20 mph Speed Limits and associated speed limit buffers <i>(Ref: 2023/199)</i>	Delegated Decisions by Cabinet Member for Transport Management	No	None	Standard traffic scheme consultation.	Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from	Cabinet Member for Transport Management	Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859	Corporate Director Environment & Place

The Forward Plan

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
Consider formal consultation responses.	(16 November 2023)				07/09/2023 to 12/10/2023. Reason: further work required. Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 12/10/2023 to 16/11/2023. Reason: further work required.			
<p>Minter Lovell - Proposed 20 mph Speed Limits and associated speed limit buffers (Ref: 2023/182)</p> <p>Consider formal consultation responses.</p>	Delegated Decisions by Cabinet Member for Transport Management (16 November 2023)	No	None	Standard traffic scheme consultation.	Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 07/09/2023 to 12/10/2023. Reason: further work required. Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 12/10/2023 to 16/11/2023. Reason: further work required.	Cabinet Member for Transport Management	Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859	Corporate Director Environment & Place

The Forward Plan

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
Tackley: Proposed 20 mph Speed Limits and associated speed limit buffers <i>(Ref: 2023/157)</i> To consider outcome of formal consultation. <div>Page 192</div>	Delegated Decisions by Cabinet Member for Transport Management <i>(16 November 2023)</i>	No	None	Standard traffic scheme consultation.	Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 07/09/2023 to 12/10/2023. Reason: further work required. Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 12/10/2023 to 16/11/2023. Reason: further work required.	Cabinet Member for Transport Management	Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859	Corporate Director Environment & Place
Ramsden - Proposed 20 mph Speed Limits and associated speed limit buffers <i>(Ref: 2023/181)</i> Consider formal consultation responses.	Delegated Decisions by Cabinet Member for Transport Management <i>(16 November 2023)</i>	No	None	Standard traffic scheme consultation.	Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 07/09/2023 to 12/10/2023. Reason: further work required. Decision due date for Delegated Decisions by Cabinet Member for Highway Management	Cabinet Member for Transport Management	Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859	Corporate Director Environment & Place

The Forward Plan

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
					changed from 12/10/2023 to 16/11/2023. Reason: further work required.			
Tiddington - Proposed 20 mph Speed Limits and associated speed limit buffers <i>(Ref: 2023/192)</i> Consider formal consultation responses. Page 193	Delegated Decisions by Cabinet Member for Transport Management <i>(16 November 2023)</i>	No	None	Standard traffic scheme consultation.	Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 07/09/2023 to 12/10/2023. Reason: further work required. Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 12/10/2023 to 16/11/2023. Reason: further work required.	Cabinet Member for Transport Management	Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859	Corporate Director Environment & Place
Ardley with Fewcott proposed 20 mph Speed Limits and associated speed limit buffers <i>(Ref: 2023/158)</i> To consider and decide outcome of formal consultation	Delegated Decisions by Cabinet Member for Transport Management <i>(16 November 2023)</i>	No	None	Standard traffic scheme consultation.	Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 07/09/2023 to 12/10/2023. Reason: further work required. Decision due date	Cabinet Member for Transport Management	Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859	Corporate Director Environment & Place

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Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
over 20 mph speed limit proposals.					for Delegated Decisions by Cabinet Member for Highway Management changed from 12/10/2023 to 16/11/2023. Reason: further work required.			
Upper Heyford - Proposed 20 mph Speed Limits and associated speed limit buffers (Ref: 2023/197) Consider formal consultation responses.	Delegated Decisions by Cabinet Member for Transport Management (16 November 2023)	No	None	Standard traffic scheme consultation.	Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 07/09/2023 to 12/10/2023. Reason: further work required. Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 12/10/2023 to 16/11/2023. Reason: further work required.	Cabinet Member for Transport Management	Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859	Corporate Director Environment & Place

The Forward Plan

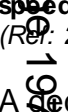
Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
<p>Enstone: Proposed 20 mph Speed Limits and associated speed limit buffers (Ref: 2023/133)</p> <p>Part of the 20 Mph Speed Limit project to promote 20 limits across the county where the community seek them.</p> <p>Page 195</p>	Delegated Decisions by Cabinet Member for Transport Management (16 November 2023)	No	None	Standard traffic scheme consultation.	<p>Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 20/07/2023 to 12/10/2023. Reason: further work required.</p> <p>Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 12/10/2023 to 16/11/2023. Reason: further work required.</p>	Cabinet Member for Transport Management	Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859	Corporate Director Environment & Place
<p>Caversfield - 20 mph Speed Limit proposals and associated speed limit buffers (Ref: 2023/201)</p> <p>To consider the outcome of formal consultation.</p>	Delegated Decisions by Cabinet Member for Transport Management (16 November 2023)	No	None	Standard traffic scheme consultation.	<p>Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 07/09/2023 to 12/10/2023. Reason: further work required.</p> <p>Decision due date for Delegated Decisions by Cabinet Member for Highway Management</p>	Cabinet Member for Transport Management	Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859	Corporate Director Environment & Place

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Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
					changed from 12/10/2023 to 16/11/2023. Reason: further work required.			
Chesterton - Little Chesterton - proposed prohibition of motor vehicles (part deferred from September) <i>(Ref: 2023/273)</i> A decision is sought on the proposed prohibition of motor vehicles.	Delegated Decisions by Cabinet Member for Transport Management <i>(16 November 2023)</i>	No	None	Standard traffic scheme consultation.	Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 12/10/2023 to 16/11/2023. Reason: further work required.	Cabinet Member for Transport Management	Mike Wasley, Principal Officer - Traffic Schemes Tel: 07393 001045	Corporate Director Environment & Place
Minerals and Waste Plan Initial Consultation Paper <i>(Ref: 2023/204)</i> Agreement to send out the Issues and Options Paper and associated papers to public consultation.	Delegated Decisions by Deputy Leader of the Council (inc. Climate Change Delivery & Environment) <i>(16 November 2023)</i>	No	None	A formal Regulation 18 Consultation will need to be undertaken in accordance with the Statement of Community Involvement.	Decision due date for Delegated Decisions by Cabinet Member for Climate Change Delivery & Environment changed from 12/10/2023 to 16/11/2023. Reason: further work required.	Cabinet Member for Climate Change Delivery & Environment	Kevin Broughton, MWLP Manager Tel: 07979 704458	Corporate Director Environment & Place

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14 December 2023

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
Didcot Local Cycling and Walking Infrastructure Plan <i>(Ref: 2023/226)</i> To seek approval for the draft Didcot Local Cycling and Walking Infrastructure Plan.	Delegated Decisions by Cabinet Member for Transport Management <i>(14 December 2023)</i>	No	None	Public and stakeholder consultation will be undertaken and results reported in the cabinet report.	Decision due date for Delegated Decisions by Cabinet Member for Transport Management changed from 16/11/2023 to 14/12/2023. Reason: Further work required	Cabinet Member for Transport Management	Rebecca Crowe, Transport Planner (Infrastructure Locality - South & Vale) Tel: 07833 401067	Corporate Director Environment & Place
Cholsey- East End residential development - proposed 20mph speed limit <i>(Ref: 2023/269)</i>  A decision is required on a proposed 20mph speed limit on roads within a residential development.	Delegated Decisions by Cabinet Member for Transport Management <i>(14 December 2023)</i>	No	None	Standard traffic scheme consultation		Cabinet Member for Transport Management	Aaron Morton, Engineer (Road Agreements Team - SV Engineering 1) Tel: 07393 001028	Corporate Director Environment & Place
Oxford - Broad Street: Public Realm Scheme <i>(Ref: 2023/275)</i> Seeking approval for the making permanent of the provisions contained	Delegated Decisions by Cabinet Member for Transport Management <i>(14 December 2023)</i>	No	None	Standard traffic scheme consultation.		Cabinet Member for Transport Management	Lucy Prismall, Senior Transport Planner Tel: 07526187278	Corporate Director Environment & Place

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Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
within the current experimental TRO and additional interventions/actions.								
Sandford St Martin - Proposed 20 mph Speed Limits and associated speed limit buffers <i>(Ref: 2023/180)</i> Consider formal consultation responses.	Delegated Decisions by Cabinet Member for Transport Management <i>(14 December 2023)</i>	No	None	Standard traffic scheme consultation.	Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 07/09/2023 to 12/10/2023. Reason: further work required. Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 12/10/2023 to 14/12/2023. Reason: further work required.	Cabinet Member for Transport Management	Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859	Corporate Director Environment & Place
Shilton - Proposed 20 mph Speed Limits and associated speed limit buffers <i>(Ref: 2023/178)</i> Consider formal consultation responses.	Delegated Decisions by Cabinet Member for Transport Management <i>(14 December 2023)</i>	No	None	Standard traffic scheme consultation.	Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 07/09/2023 to 12/10/2023. Reason: further work required.	Cabinet Member for Transport Management	Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859	Corporate Director Environment & Place

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Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
					Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 12/10/2023 to 14/12/2023. Reason: further work required.			
Thame - Proposed 20 mph Speed Limits and associated speed limit buffers (Ref 2023/193) Consider formal consultation responses.	Delegated Decisions by Cabinet Member for Transport Management (14 December 2023)	No	None	Standard traffic scheme consultation.	Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 07/09/2023 to 12/10/2023. Reason: further work required. Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 12/10/2023 to 14/12/2023. Reason: further work required.	Cabinet Member for Transport Management	Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859	Corporate Director Environment & Place

The Forward Plan

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
Wallingford - Proposed 20 mph Speed Limits and associated speed limit buffers <i>(Ref: 2023/094)</i> To determine what speed limit changes should be made following consideration of public consultation responses.	Delegated Decisions by Cabinet Member for Transport Management <i>(14 December 2023)</i>	No	None	Standard traffic scheme consultation.	Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 20/07/2023 to 12/10/2023. Reason: further work required. Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 12/10/2023 to 14/12/2023. Reason: further work required.	Cabinet Member for Transport Management	Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859	Corporate Director Environment & Place
Woodstock - Proposed 20 mph Speed Limits and associated speed limit buffers <i>(Ref: 2023/177)</i> Consider formal consultation responses.	Delegated Decisions by Cabinet Member for Transport Management <i>(14 December 2023)</i>	No	None	Standard traffic scheme consultation.	Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 07/09/2023 to 12/10/2023. Reason: further work required. Decision due date for Delegated Decisions by Cabinet Member for Highway Management	Cabinet Member for Transport Management	Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859	Corporate Director Environment & Place

The Forward Plan

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
					changed from 12/10/2023 to 14/12/2023. Reason: further work required.			
Yarnton: 20 Mph Speed Limits <i>(Ref: 2023/314)</i> To consider the responses to Formal Consultation and determine the level and extent of speed limits to be implemented	Delegated Decisions by Cabinet Member for Transport Management <i>(14 December 2023)</i>	No	None	Standard Statutory Consultees		Cabinet Member for Transport Management	Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859	Corporate Director Environment & Place
Baldons (Toot and March) 20 Mph Speed Limits <i>(Ref: 2023/313)</i> To consider the responses to Formal Consultation and determine the level and extent of speed limits to be implemented	Delegated Decisions by Cabinet Member for Transport Management <i>(14 December 2023)</i>	No	None	Standard Statutory Consultees		Cabinet Member for Transport Management	Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859	Corporate Director Environment & Place

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Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
Brightwell-cum-Sotwell: 20 Mph Speed Limits <i>(Ref: 2023/312)</i> To consider the responses to Formal Consultation and determine the level and extent of speed limits to be implemented	Delegated Decisions by Cabinet Member for Transport Management <i>(14 December 2023)</i>	No	None	Standard Statutory Consultees		Cabinet Member for Transport Management	Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859	Corporate Director Environment & Place
Dorchester: 20 Mph Speed Limits <i>(Ref: 2023/311)</i> To consider the responses to Formal Consultation and determine the level and extent of speed limits to be implemented	Delegated Decisions by Cabinet Member for Transport Management <i>(14 December 2023)</i>	No	None	Standard Statutory Consultees		Cabinet Member for Transport Management	Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859	Corporate Director Environment & Place
Elsfield: 20 Mph Speed Limits <i>(Ref: 2023/310)</i> To consider the responses to Formal Consultation and determine the level and extent of speed limits to be implemented	Delegated Decisions by Cabinet Member for Transport Management <i>(14 December 2023)</i>	No	None	Standard Statutory Consultees		Cabinet Member for Transport Management	Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859	Corporate Director Environment & Place

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Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
Ewelme Green Lane Area - Proposed 20 Mph Speed Limits <i>(Ref: 2023/308)</i> To consider the responses to Formal Consultation and determine the level and extent of speed limits to be implemented	Delegated Decisions by Cabinet Member for Transport Management <i>(14 December 2023)</i>	No	None	Standard Statutory Consultees		Cabinet Member for Transport Management	Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859	Corporate Director Environment & Place
Upton: Proposed 20 Mph Speed Limits <i>(Ref: 2023/307)</i> Consideration of Formal Consultation responses to a scheme proposal within the Countywide 20 Mph Speed Limit Project	Delegated Decisions by Cabinet Member for Transport Management <i>(14 December 2023)</i>	No	None	Standard Statutory Consultees		Cabinet Member for Transport Management	Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859	Corporate Director Environment & Place
Buckland: Proposed 20 Mph Speed Limits <i>(Ref: 2023/306)</i> To consider the responses to Formal Consultation and determine the level and extent of speed limits to be implemented	Delegated Decisions by Cabinet Member for Transport Management <i>(14 December 2023)</i>	No	None	Standard Statutory Consultees		Cabinet Member for Transport Management	Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859	Corporate Director Environment & Place

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Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
Charney Bassett Proposed 20 Mph Speed Limits (Ref: 2023/305) To consider the responses to Formal Consultation and determine the level and extent of speed limits to be implemented	Delegated Decisions by Cabinet Member for Transport Management (14 December 2023)	No	None	Standard Statutory Consultees		Cabinet Member for Transport Management	Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859	Corporate Director Environment & Place
Longworth: Proposed 20 Mph Speed Limits (Ref: 2023/304) To consider the responses to Formal Consultation and determine the level and extent of speed limits to be implemented	Delegated Decisions by Cabinet Member for Transport Management (14 December 2023)	No	None	Standard Statutory Consultees		Cabinet Member for Transport Management	Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859	Corporate Director Environment & Place
Alvescot: Proposed 20 Mph Speed Limits (Ref: 2023/303) To consider the responses to Formal Consultation and determine the level and extent of speed limits to be implemented	Delegated Decisions by Cabinet Member for Transport Management (14 December 2023)	No	None	Standard Statutory Consultees		Cabinet Member for Transport Management	Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859	Corporate Director Environment & Place

The Forward Plan

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
Kingham: Proposed 20 Mph Speed Limits (Ref: 2023/302) To consider the responses to Formal Consultation and determine the level and extent of speed limits to be implemented	Delegated Decisions by Cabinet Member for Transport Management (14 December 2023)	No	None	Standard Statutory Consultees		Cabinet Member for Transport Management	Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859	Corporate Director Environment & Place
Stanton Harcourt Proposed 20 Mph Speed Limits (Ref: 2023/301) To consider the responses to Formal Consultation and determine the level and extent of speed limits to be implemented	Delegated Decisions by Cabinet Member for Transport Management (14 December 2023)	No	None	Standard Statutory Consultees		Cabinet Member for Transport Management	Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859	Corporate Director Environment & Place
Aston Rowant & Kingston Blount: Proposed 20 Mph Speed Limits (Ref: 2023/300) To consider the responses to Formal Consultation and determine the level and	Delegated Decisions by Cabinet Member for Transport Management (14 December 2023)	No	None	Standard statutory consultees		Cabinet Member for Transport Management	Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859	Corporate Director Environment & Place

The Forward Plan

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
extent of speed limits to be implemented								
Sutton Courtenay: Proposed 20 Mph Speed Limits <i>(Ref: 2023/299)</i> To consider the responses to Formal Consultation and determine the level and extent of speed limits to be implemented	Delegated Decisions by Cabinet Member for Transport Management <i>(14 December 2023)</i>	No	None	Standard Statutory Consultees		Cabinet Member for Transport Management	Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859	Corporate Director Environment & Place
Arlington & Lockinge: Proposed 20 Mph Speed Limits <i>(Ref: 2023/298)</i> To consider formal consultation responses and decide on level and extent of speed limits to be implemented	Delegated Decisions by Cabinet Member for Transport Management <i>(14 December 2023)</i>	No	None	Standard Statutory Consultees		Cabinet Member for Transport Management	Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859	Corporate Director Environment & Place
Access to Banbury Station (Tramway Road improvements) Bus gate, 20mph limit & waiting restrictions <i>(Ref: 2023/296)</i> Decision required as	Delegated Decisions by Cabinet Member for Transport Management <i>(14 December 2023)</i>	No	None	Standard traffic scheme consultation.		Cabinet Member for Transport Management	Juan Lopez, Project Manager	Corporate Director Environment & Place

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Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
part of a project to improve the road layout and facilities around Banbury Station – and ultimately access to the station - improve journey times for buses, taxis, pedestrians and cyclists, and provide better connectivity between southern Banbury and Banbury town centre.								
<p>Oxford & Kennington: A423 Southern Bypass & Abingdon Road - Proposed 50mph & 30mph Speed Limits (Ref: 2023/295)</p> <p>To seek approval for changes to speed limits as part of the A423 Kennington improvement works.</p>	Delegated Decisions by Cabinet Member for Transport Management (14 December 2023)	No	None	Standard traffic scheme consultation.		Cabinet Member for Transport Management	Enny Enigbokan, Project Manager - Transport and Infrastructure	Corporate Director Environment & Place

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Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
<p>Oxford: Proposed Parking Permit Eligibility & CPZ Admin Amendments (Ref: 2023/293)</p> <p>To seek approval for minor changes to permit eligibility and order amendments associated with development.</p>	Delegated Decisions by Cabinet Member for Transport Management (14 December 2023)	No	None	Standard traffic scheme consultation.		Cabinet Member for Transport Management	Christian Mauz, Technical Officer Tel: 07392 318873	Corporate Director Environment & Place
<p>North Leigh - A4095 Witley Road - proposed extension of 40mph speed limit and turning restrictions (Ref: 2023/292)</p> <p>Proposals are judged to be required to provide safe access to / from adjacent approved development.</p>	Delegated Decisions by Cabinet Member for Transport Management (14 December 2023)	No	None	Standard traffic scheme consultation.		Cabinet Member for Transport Management	Daniel Mowlem, Engineer - Road Agreements Team - C&W Engineering 1 Tel: 07393 001029	Corporate Director Environment & Place

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Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
East Hanney: Steventon Road - Proposed Traffic Calming Measures <i>(Ref: 2023/291)</i> Proposed traffic calming associated with a Linden Homes Development being undertaken under a section 278 agreement.	Delegated Decisions by Cabinet Member for Transport Management <i>(14 December 2023)</i>	No	None	Standard traffic scheme consultation.		Cabinet Member for Transport Management	Ryan Moore, Senior Engineer (Road Agreement Team - S&V) Tel: 07557 082568	Corporate Director Environment & Place
Heyford Park - Camp Road - proposed minor amendments to traffic calming <i>(Ref: 2023/290)</i> A decision is required on proposed minor amendments to existing traffic calming measures.	Delegated Decisions by Cabinet Member for Transport Management <i>(14 December 2023)</i>	No	None	Standard traffic scheme consultation.		Cabinet Member for Transport Management	Julian Richardson, Senior Engineer (Road Agreements Team C&W) Tel: 07825 052736	Corporate Director Environment & Place

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Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
Harwell - Blenheim Hill, Burr Street, High Street & Wantage Road - proposed traffic calming and cycle provision <i>(Ref: 2023/289)</i> The proposals comprise traffic calming and cycle measures to improve road safety and facilitate active travel.	Delegated Decisions by Cabinet Member for Transport Management <i>(14 December 2023)</i>	No	None	Standard traffic scheme consultation.		Cabinet Member for Transport Management	Ryan Moore, Senior Engineer (Road Agreement Team - S&V) Tel: 07557 082568	Corporate Director Environment & Place
Godmington - Thames Road - proposed no waiting at any time restrictions <i>(Ref: 2023/288)</i> The proposal is to facilitate the safe access to / from approved adjacent development.	Delegated Decisions by Cabinet Member for Transport Management <i>(14 December 2023)</i>	No	None	Standard traffic scheme consultation.		Cabinet Member for Transport Management	Jacob Mowlem, Technician Engineer, Road Agreements Team	Corporate Director Environment & Place
Abingdon - B4017 Bath Street - proposed no waiting at any time restrictions and cycle lane <i>(Ref: 2023/287)</i> Proposal is being put	Delegated Decisions by Cabinet Member for Transport Management <i>(14 December 2023)</i>	No	None	Standard traffic scheme consultation.		Cabinet Member for Transport Management	Michelle Plowman, Principal Engineer (Road Agreements Team - S&V) Tel: 07557 082567	Corporate Director Environment & Place

The Forward Plan

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
forward to improve the safety and amenity of pedal cyclists to encourage active travel - the proposal is being funded by major residential development in north Abingdon.								
<p>Whitchurch-on-Thames waiting restriction changes - permit holders & waiting restrictions (RD 2023/285)</p> <p>To seek approval for the introduction of a scheme to better manage on-street parking restrictions, including the introduction of permit holders and no waiting restrictions.</p>	Delegated Decisions by Cabinet Member for Transport Management (14 December 2023)	No	None	Standard traffic scheme consultation.		Cabinet Member for Transport Management	James Whiting, Principal Officer - Parking Tel: 07584 581187	Corporate Director Environment & Place

The Forward Plan

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
<p>Cholsey parking restriction review 2023 (Ref: 2023/284)</p> <p>Cabinet member is requested to approve a number of waiting restrictions changes in the village of Cholsey which have been developed in discussions with the Parish Council.</p>	Delegated Decisions by Cabinet Member for Transport Management (14 December 2023)	No	None	Standard traffic scheme consultation.		Cabinet Member for Transport Management	Mike Horton, Technical Officer - Traffic & Road Safety Tel: 07912 474356	Corporate Director Environment & Place
<p>Wantage - Market Place (West end) - proposed amendment to vehicle access and parking places (Ref: 2023/281)</p> <p>A decision is required on a proposed changes to vehicle access and parking places as part of an environmental enhancement.</p>	Delegated Decisions by Cabinet Member for Transport Management (14 December 2023)	No	None	Standard traffic scheme consultation.		Cabinet Member for Transport Management	Lee Turner, Principal Officer - Traffic Schemes Tel: 07917 072678	Corporate Director Environment & Place

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Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
<p>Islip - B4027 Mill Street between Kings Head Lane and The Walk - proposed one-way traffic (Ref: 2023/280)</p> <p>A decision is required on a proposed one-way restriction at Mill Street between its junctions with Kings Head Lane and The Walk.</p>	Delegated Decisions by Cabinet Member for Transport Management (14 December 2023)	No	None	Standard traffic scheme consultation.		Cabinet Member for Transport Management	Robin Calver, Principal Officer (Structures) Tel: 07741 607453	Corporate Director Environment & Place
<p>Blackthorn: 20 Mph Speed Limits (Ref: 2023/318)</p> <p>To consider the responses to Formal Consultation and determine the level and extent of speed limits to be implemented</p>	Delegated Decisions by Cabinet Member for Transport Management (14 December 2023)	No	None	Standard Statutory Consultees		Cabinet Member for Transport Management	Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859	Corporate Director Environment & Place

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25 January 2024

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
Banbury: Grimsbury and Nethercote - proposed 20mph speed limit and associated speed limit buffers <i>(Ref: 2022/149)</i> Proposed 20mph speed limit for improved road safety and environment	Delegated Decisions by Cabinet Member for Transport Management <i>(25 January 2024)</i>	No	None	Standard traffic scheme consultation	Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 07/09/2023 to 25/01/2024. Reason: further work required.	Cabinet Member for Transport Management	Mike Wasley, Principal Officer - Traffic Schemes Tel: 07393 001045	Corporate Director Environment & Place
Wheatley waiting restriction review 2023/24 <i>(Ref: 2023/294)</i> To seek approval for proposals to make changes to waiting restrictions in Wheatley to address local concerns around parking.	Delegated Decisions by Cabinet Member for Transport Management <i>(25 January 2024)</i>	No	None	Standard traffic scheme consultation.		Cabinet Member for Transport Management	Mike Horton, Technical Officer - Traffic & Road Safety Tel: 07912 474356	Corporate Director Environment & Place

Cabinet Member for Infrastructure & Development Strategy**14 December 2023**

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
A40 HIF2 <i>(Ref: 2023/320)</i> To seek delegated authority to the Corporate Directorate of Environment and Place to approve the entering into a Professional Services Contract for the Preliminary, Planning & Detailed Design of the Scheme.	Delegated Decisions by Cabinet Member for Infrastructure & Development Strategy <i>(14 December 2023)</i>	Yes - Capital Expenditure >£1m	None	Consulted and approved via A40 procurement Strategy: Anita McEleney – Legal Services Rob Finlayson – Finance Business Partner Andrew Tait -Commercial Lead Procurement Lead - Dayle Vickers		Cabinet Member for Infrastructure and Development Strategy	Councillor Michael O'Connor	Corporate Director Environment & Place

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Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
				Director - Owen Jenkins				

Cabinet Member for Finance

19 December 2023

Bloxham CE Primary School Construction Contract (Ref: 2023/185) To seek approval to enter into contract with a main contractor for the construction of a new school hall at Bloxham CE Primary School.	Delegated Decisions by Cabinet Member for Finance (19 December 2023)	Yes - Capital Expenditure >£1m	None	Property Capital Board	Decision due date for Delegated Decisions by Cabinet Member for Finance changed from 22/09/2023 to 21/11/2023. Reason: further work required. Decision due date for Delegated Decisions by Cabinet Member for Finance changed from 21/11/2023 to 19/12/2023. Reason: further work required.	Cabinet Member for Finance	Liz Clutterbrook, Head of Major Projects	Director of Finance
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The Forward Plan

Cabinet Member for Adult Social Care

21 November 2023

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
Specialist Dementia Bed Provision <i>(Ref: 2023/210)</i> Provision of specialist nursing home beds in a block contract model (replacing preceding contract).	Delegated Decisions by Cabinet Member for Adult Social Care <i>(21 November 2023)</i>	Yes - Revenue Expenditure > £500,000	None	N/A	Decision due date for Delegated Decisions by Cabinet Member for Adult Social Care changed from 19/09/2023 to 17/10/2023. Reason: further work required. Decision due date for Delegated Decisions by Cabinet Member for Adult Social Care changed from 17/10/2023 to 21/11/2023. Reason: further work required.	Cabinet Member for Adult Social Care	Ian Bottomley, Lead Commissioner Age Well Support	Corporate Director: Adult Social Care

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Cabinet Member for Public Health, Inequalities & Community Safety

5 December 2023

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
<p>Commissioning a Lifecourse, Tier 2, Healthy Weight Service for Oxfordshire (Ref: 2023/165)</p> <p>The Cabinet Member is requested to approve incurring of expenditures for provision of a Tier 2, lifecourse healthy weight service (covering children, young people, and adults)</p>	Delegated Decisions by Cabinet Member for Public Health, Inequalities & Community Safety (5 December 2023)	Yes - Revenue Expenditure > £500,000	None	Due to take place on OCC Let's Talk Oxfordshire platform over summer 2023	Decision due date for Delegated Decisions by Cabinet Member for Public Health, Inequalities & Community Safety changed from 21/11/2023 to 19/12/2023. Reason: further work required.	Cabinet Member for Public Health, Inequalities & Community Safety	Derys Pragnell, Consultant in Public Health	Corporate Director: Public Health & Community Safety

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Cabinet Member for Adult Social Care

23 January 2024

<p>Recommissioning of Learning Disability Respite Services (Ref: 2023/234)</p> <p>Key Decision needed to proceed with the procurement of Learning Disability Respite services.</p> <p>Page 219</p>	<p>Delegated Decisions by Cabinet Member for Adult Social Care (23 January 2024)</p>	<p>Yes - Revenue Expenditure > £500,000</p>	<p>None</p>	<p>Learning Disability community within Oxfordshire</p>	<p>Decision due date for Delegated Decisions by Cabinet Member for Adult Social Care changed from 17/10/2023 to 27/02/2024. Reason: not required as urgently as first advised.</p> <p>Decision due date for Delegated Decisions by Cabinet Member for Adult Social Care changed from 27/02/2024 to 21/11/2023. Reason: this needs to be brought forward to meet the procurement timeline.</p> <p>Decision due date for Delegated Decisions by Cabinet Member for Adult Social Care changed from 21/11/2023 to 23/01/2024. Reason: Further work required</p>	<p>Cabinet Member for Adult Social Care</p>	<p>Melanie de Cruz, Commissioning Manager Live Well</p>	<p>Corporate Director of Adult Social Care</p>
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