

To: **Members of the Cabinet**

Notice of a Meeting of the Cabinet

Tuesday, 19 November 2024 at 2.00 pm

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

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



Martin Reeves
Chief Executive

November 2024

Committee Officer: **Chris Reynolds**
Tel: 07542 029441; E-Mail: chris.reynolds@oxfordshire.gov.uk

Membership

Councillors

Liz Leffman	Leader of the Council
Dr Pete Sudbury	Deputy Leader of the Council with responsibility for Climate Change, Environment & Future Generations
Tim Bearder	Cabinet Member for Adult Social Care
Neil Fawcett	Cabinet Member for Community & Corporate Services
Andrew Gant	Cabinet Member for Transport Management
Kate Gregory	Cabinet Member for SEND Improvement
John Howson	Cabinet Member for Children, Education & Young People's Services
Dan Levy	Cabinet Member for Finance
Dr Nathan Ley	Cabinet Member for Public Health, Inequalities & Community Safety
Judy Roberts	Cabinet Member for Infrastructure & Development Strategy

*The Agenda is attached. Decisions taken at the meeting
will become effective at the end of the working day on 27 November 2024
unless called in by that date for review by the appropriate Scrutiny Committee.*

*Copies of this Notice, Agenda and supporting papers are circulated
to all Members of the County Council.*

Date of next meeting: 17 December 2024

AGENDA

1. Apologies for Absence

2. Declarations of Interest

- guidance note below

3. Minutes (Pages 1 - 10)

To approve the minutes of the meeting held on 15 October 2024 (**CA3**) and to receive information arising from them.

4. Questions from County Councillors

Any county councillor may, by giving notice to the Proper Officer by 9 am two working days before the meeting, ask a question on any matter in respect of the Cabinet's delegated powers.

The number of questions which may be asked by any councillor at any one meeting is limited to two (or one question with notice and a supplementary question at the meeting) and the time for questions will be limited to 30 minutes in total. As with questions at Council, any questions which remain unanswered at the end of this item will receive a written response.

Questions submitted prior to the agenda being despatched are shown below and will be the subject of a response from the appropriate Cabinet Member or such other councillor or officer as is determined by the Cabinet Member, and shall not be the subject of further debate at this meeting. Questions received after the despatch of the agenda, but before the deadline, will be shown on the Schedule of Addenda circulated at the meeting, together with any written response which is available at that time.

5. 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. Requests to speak should be sent to committeesdemocraticservices@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.

6. Appointments

7. Reports from Scrutiny Committees (Pages 11 - 36)

Cabinet will receive the following Scrutiny reports:-

Oxfordshire Joint Health Overview and Scrutiny Committee report on Epilepsy Services

Place Overview and Scrutiny Committee reports on:-

Oxfordshire Flood Response

LTCP Monitoring

8. Cabinet Response to Council Motion on SEND Services (Pages 37 - 42)

Cabinet Member: SEND Improvement

Forward Plan Ref: 2024/324

Contact: Kate Reynolds, Deputy Director of Education

Kate.reynolds@oxfordshire.gov.uk

Report by Director of Children's Services **(CA8)**

The Cabinet is RECOMMENDED to respond to the requests from Council as given below:

Council calls on Cabinet to consider;

- a) More meaningfully involve young people and youth organisations throughout all policy-making processes within SEND improvement and the PAP.
- b) Any consultations or engagement with young people by this council must have a visible public follow-up to the outcomes and tangible metrics to ensure outcomes are delivered.
- c) All Council policies that affect young people, must include an impact assessment, and ensure that reasonable mitigation measures are put in place.
- d) Ensuring that where appropriate all future events, in person/online, run or funded by OCC, especially those related to the PAP, LAP, and SEND improvement, are open to appropriate young people with the attendance of their parent or carer.
- e) Launching a rapid task force for the voice of the young person and SEND users, and task them to create a framework for a Youth Forum within three months.
- f) The leader to appoint a SEND Champion from an opposition group to enable that a wider range of voices in the SEND community are able to feed into SEND improvement and services, and that such person sits on the SEND Improvement board.

9. Outline allocation of cost of living and associated community wealth building funding for October to March 2024/25 (Pages 43 - 54)

Cabinet Member: Public Health, Inequalities and Community Safety

Forward Plan Ref: 2024/291

Contact: Paul Wilding, Programme Manager – Cost of Living
(Paul.Wilding@oxfordshire.gov.uk)

Report by Executive Director of Resources and Section 151 Officer (CA9).

The Cabinet is RECOMMENDED to

- a) note the cost-of-living support measures delivered during the first half of 2024/25, as summarised in table 2;
- b) agree to the support package for the second half of 2024/25, as summarised in table 2;
- c) delegate authority to the Director of Public Affairs, Policy & Partnerships in consultation with the Cabinet Member for Public Health, Inequalities and Community Safety, to amend the programme during the year in response to changing and emerging need, within the overall programme budget

10. Including Everyone Equalities, Diversity and Inclusion Framework: 2025 - 2029 (Pages 55 - 122)

Cabinet Member: Leader

Forward Plan Ref: 2024/263

Contact Officer: Tannah Collier, Policy Officer
Tannah.collier@oxfordshire.gov.uk

Report by Executive Director of Resources and Section 151 Officer (CA10).

The Cabinet is RECOMMENDED to

- a) Agree to adopt the refreshed Including Everyone Equalities, Diversity and Inclusion framework, 2025-2029.
- b) Endorse the data-led approach to implementing the new Including Everyone framework through corporate key performance indicators (KPIs).

11. Local Transport and Connectivity Plan Monitoring Report (Pages 123 - 236)

Cabinet Member: Infrastructure and Development Strategy, Transport Management.

Forward Plan Ref: 2024/231

Contact: Joe Kay, Oxfordshire Transport Strategy Team Leader

(Joseph.Kay@oxfordshire.gov.uk)

Report by Director of Environment and Highways (CA11).

Cabinet is RECOMMENDED to:

- a) Note the progress made on delivering the Local Transport and Connectivity Plan to date.
- b) Approve the Local Transport and Connectivity Plan monitoring report for publication (Annex 1).
- c) Approve the proposed changes to the Local Transport and Connectivity Plan for publication (Annex 2).

12. Climate Action Programme Six Month Update (Pages 237 - 276)

Cabinet Member: Deputy Leader of the Council with Responsibility for Climate Change, Environment and Future Generations.

Forward Plan Ref: 2024/230

Contact: Ariane Crampton, Zero Carbon Oxfordshire Partnerships and Programme Manager (Ariane.Crampton@oxfordshire.gov.uk)

Report by Director of Environment and Highways (CA12).

Cabinet is RECOMMENDED to:

- a. Note the biannual update on the delivery of the Climate Action Programme (Annex 1) and linked requests in the budget setting process.
- b. Note the greenhouse gas emissions reports for wider Oxfordshire area (Annex 2) which will be presented to the Future Oxfordshire Partnership Board on 26 November

13. Local Enterprise Partnership Integration - Phase 2 (Pages 277 - 318)

Cabinet Member: Leader, Infrastructure & Development Strategy

Forward Plan Ref: 2024/278

Contact Officer: Chloe Taylor, Head of Economy

Chloe.taylor@oxfordshire.gov.uk

Report by Director of Economy and Place (CA13).

The Cabinet is RECOMMENDED to

1. **Note that the county council is now responsible for economic development functions previously the responsibility of the Oxfordshire Local Enterprise Partnership (OxLEP), including strategic economic planning.**
2. **Agree to retain the existing council owned company OxLEP, for the delivery of some of these economic functions as set out in a revised contract and based on the business case attached at Annex A.**
3. **Agree to establish a Shareholder Committee as a committee of Cabinet with Terms of Reference as set out in Annex B and, with the assumption that this is first agreed by Cabinet, that the Shareholder Committee will meet within one month of this Cabinet meeting.**
4. **Recommend to the to be established Shareholder Committee that they then make changes to the Articles of Association as attached at Annex C and change the trading name of the company to Enterprise Oxfordshire.**
5. **Agree to the Shareholder Committee immediately appointing the company directors and make any appointments that are required from time to time in accordance with revised Articles of Association.**
6. **Agree that the Cabinet will be responsible for developing a new Strategic Economic Plan, in consultation with other partners, founded on the strategic priorities of the council.**
7. **Agree to the Shareholder Committee tasking the company directors to oversee the development of a business plan and budget for 2025/26 and future years for sign off from the Shareholder Committee, in line with the economic priorities set out by Cabinet.**
8. **Agree to establish an Oxfordshire Economic Partnership Board to support the Cabinet in the discharge of its economic development functions.**
9. **Delegate authority to the Chief Executive in consultation with the Executive Director of Resources and the Director of Law and Governance and Monitoring Officer to agree and conclude the details of amendments to the contract with OxLEP Ltd including the revisions in recommendation 2 above, the extension of the contract to 31 March 2026 and confirmation of arrangements regarding the delivery of the Skills Bootcamps initiative.**

14. Treasury Management Mid Term Review 2024/25 (Pages 319 - 330)

Cabinet Member: Finance

Forward Plan Ref: 2024/164

Contact: Tim Chapple, Treasury Manager

Tim.chapple@oxfordshire.gov.uk

Report by Executive Director of Resources and Section 151 Officer (CA14)

Cabinet is **RECOMMENDED** to note the council's treasury management activity in the first half of 2024/25 and recommend Council to note council's treasury management activity in the first half of 2024/25

15. Business Management and Monitoring Report - September 2024 (Pages 331 - 458)

Cabinet Member: Finance

Forward Plan Ref: 2024/211

Contact Officer: Kathy Wilcox, Head of Corporate Finance

Kathy.wilcox@oxfordshire.gov.uk

Report by Executive Director of Resources and Section 151 Officer (CA15).

The Cabinet is **RECOMMENDED** to

- a) Note the report and annexes.
- b) Approve the virement requests in Annex B-2a and note the requests in Annex B-2b.
- c) Approve an introduction of a new charge in 2024/25 for monitoring of biodiversity net gain compliance.
- d) Approve the increased charges in 2024/25 for the Disclosure and Barring Service (DBS)

16. Capital Programme Approvals - November 2024 (Pages 459 - 462)

Cabinet Member: Finance

Forward Plan Ref: 2024/223

Contact Officer: Natalie Crawford, Capital Programme Manager,

Natalie.crawford@oxfordshire.gov.uk

Report by Executive Director of Resources and Section 151 Officer (CA16).

The Cabinet is **RECOMMENDED** to:

- a) approve the inclusion of East Oxford Mini Holland project into the capital programme with a value of £6.646m. £6.000m is to be funded from corporate resources, agreed by Council in February 2024, with the remaining £0.646m to be funded by S106 developer contributions.

EXEMPT ITEM

In the event that any Member or Officer wishes to discuss the information set out in the annex to Agenda Item 17, the Committee will be invited to resolve to exclude the public

for the consideration of the annex by passing a resolution in the following terms:

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

NOTE: The report does not contain exempt information and is available to the public

THE ANNEX TO THE ITEM NAMED HAS NOT BEEN MADE PUBLIC AND SHOULD BE REGARDED AS 'CONFIDENTIAL' BY MEMBERS AND OFFICERS ENTITLED TO RECEIVE THEM.

17. Educational Psychology Assessment Service (Pages 463 - 472)

Cabinet Member: Children, Education and Young People's Services; SEND Improvement

Forward Plan Ref: 2024/312

Contact: Andrea Cochrane, SEND Commissioning Manager,

Andrea.cochrane@oxfordsire.gov.uk

Report by Director of Children's Services **(CA17)**

The information in this case is exempt in that it falls within the following prescribed categories:

3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)

and since it is considered that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The annex containing exempt information under the above paragraph is attached.

The Cabinet is RECOMMENDED to:

- a) **Approve Oxfordshire County Council ("the Council") joining appropriate single supplier framework agreements set up by external organisations to enable the Council access to call off contracts with the supplier/s for Educational Psychology services.**
- b) **Approve the Council entering call-off contracts under such framework agreements in November/December 2024 and for a budgetary commitment for a period of 3 years**

18. Forward Plan and Future Business (Pages 473 - 480)

Cabinet Member: All

Contact Officer: Chris Reynolds, Senior Democratic Services Officer,

chris.reynolds@oxfordshire.gov.uk

The Cabinet Procedure Rules provide that the business of each meeting at the Cabinet is to include “updating of the Forward Plan and proposals for business to be conducted at the following meeting”. Items from the Forward Plan for the immediately forthcoming meetings of the Cabinet appear in the Schedule at **CA18**. This includes any updated information relating to the business for those meetings that has already been identified for inclusion in the next Forward Plan update.

The Schedule is for noting, but Cabinet Members may also wish to take this opportunity to identify any further changes they would wish to be incorporated in the next Forward Plan update.

The Cabinet is RECOMMENDED to note the items currently identified for forthcoming meetings.

19. For information only: Cabinet response to Scrutiny item (Pages 481 - 486)

Circular Economy Strategy

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;
- b) 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.

CABINET

MINUTES of the meeting held on Tuesday, 15 October 2024 commencing at 2.00 pm and finishing at 3.35 pm

Present:

Voting Members: Councillor Liz Leffman – in the Chair
Councillor Dr Pete Sudbury (Deputy Chair)
Councillor Neil Fawcett
Councillor Andrew Gant
Councillor Kate Gregory
Councillor John Howson
Councillor Dr Nathan Ley
Councillor Judy Roberts

Other Members in Attendance: Councillor Donna Ford

Officers:

Whole of meeting Martin Reeves (Chief Executive) Lorna Baxter (Executive Director of Resources & Section 151 Officer), Anita Bradley (Director of Law & Governance and Monitoring Officer), Stephen Chandler (Executive Director of People and Transformation), Chris Reynolds (Senior Democratic Services Officer)

The Cabinet considered the matters, reports and recommendations contained or referred to in the agenda for the meeting, together with a schedule of addenda tabled at the meeting, and decided as set out below. Except insofar as otherwise specified, the reasons for the decisions are contained in the agenda, reports and schedule, copies of which are attached to the signed Minutes.

124/24 APOLOGIES FOR ABSENCE

(Agenda Item. 1)

Apologies for absence were received from Councillors Tim Bearder and Dan Levy.

125/24 DECLARATIONS OF INTEREST

(Agenda Item. 2)

There were none.

126/24 MINUTES

(Agenda Item. 3)

The minutes of the meeting held on 17 September 2024 were approved as a correct record.

127/24 QUESTIONS FROM COUNTY COUNCILLORS

(Agenda Item. 4)

See annex.

128/24 PETITIONS AND PUBLIC ADDRESS

(Agenda Item. 5)

There were no requests received.

129/24 APPOINTMENTS

(Agenda Item. 6)

There were no appointments to report to Cabinet at this meeting.

130/24 REPORTS FROM SCRUTINY COMMITTEES

(Agenda Item. 7)

Councillor Eddie Reeves, Chair of the Performance and Corporate Services Overview and Scrutiny Committee, presented the report and recommendations on Community Wealth Building and Wider Social Value.

Cabinet received the report and will respond in due course.

131/24 OXFORDSHIRE SAFEGUARDING CHILDREN'S BOARD ANNUAL REPORT 2023-24

(Agenda Item. 8)

Cabinet considered a report which highlighted the findings from the Oxfordshire Safeguarding Children's Board's annual report on the effectiveness of local arrangements to safeguard and promote the welfare of children in Oxfordshire.

Councillor John Howson, Cabinet Member for Children, Education and Young People's Services, presented the report.

The Head of Safeguarding (Children's Services) and the Business Manager (Oxfordshire Safeguarding Children's Board) answered a number of questions from members.

During discussion, the following points were made:-

- There was considerable concern about the timely flow of information for children placed outside Oxfordshire, who continued to face long

delays in their initial and continued health assessments. The issue was particularly acute in the area of community dentistry.

- The report highlighted the effectiveness of multi-agency working in response to an increase in violence between two groups of children in a specific area within the county. Rapid action and the formation of a task group had led to significant improvements
- The report noted that the cultural support offered to families who suffered the tragic death of a child was relatively limited for non-Christian faith families, those of no faith, or other faiths. This was an area identified for improvement
- School attendance in Oxfordshire had shown improvement compared to the previous year, but there were still concerns, particularly in the secondary school sector. The correlation between attendance and exclusion was discussed, with a focus on the need for more work with academies to address this issue.
- There was a significant increase in safeguarding issues in West Oxfordshire, particularly related to child exploitation. This increase was noted by the independent chair and was being investigated further
- The partnership had made significant progress in early help assessments, with a combined effort leading to the achievement and even exceeding of targets.
- The use of the graded care profile as an intervention tool was emphasised. This tool helped parents understand the impact of neglect on their children and was being promoted across the partnership.
- The report also referred to the issue of elective home education, noting that there were strengthened processes in place to ensure that children who were electively home educated were still receiving appropriate support and oversight.

Councillor Howson moved and Councillor Sudbury seconded the recommendations, and they were approved.

RESOLVED to note the annual report of the Oxfordshire Safeguarding Children Board senior safeguarding partners and to consider the key messages.

132/24 OXFORDSHIRE SAFEGUARDING ADULTS BOARD ANNUAL REPORT 2023-24

(Agenda Item. 9)

Cabinet had before it a report summarising the work of the Oxfordshire Safeguarding Adults Board (OSAB) and its partners over the course of the year 2023-24

In the absence of the Cabinet Member for Adult Social Care, Councillor Liz Leffman, Leader of the Council presented the report.

The Director of Adult Social Services and the Business Manager (Oxfordshire Safeguarding Adults Board), answered a number of questions from members.

During discussion, the following points were made:-

- There was some discussion about staff recruitment and retention within adult social care.
- The report highlighted the importance of system partnership working, particularly with the ambulance service. There were many referrals that did not meet safeguarding criteria but required advice and guidance.
- The report referred to the in reach work into prisons around safeguarding and Care Act responsibilities. There was close collaboration with probation services to address safeguarding matters during the discharge process.
- The early release scheme was discussed, but it was noted that it was too early to comment on its impact. However, the service was monitoring it closely and responding appropriately.

Councillor Leffman moved, and Councillor Howson seconded the recommendations, and they were approved.

RESOLVED to note the content of the annual report as set out in the annex to the report.

133/24 LOCAL AGGREGATE ASSESSMENT FOR 2023

(Agenda Item. 10)

Cabinet had before it a report on the Local Aggregates Assessment (LAA) which set the level of mineral provision for the County Council as the Mineral Planning Authority, to ensure an appropriate supply for Sand and Gravel and Crushed Rock. This provision level, known as the Aggregates Provision Rate (APR) was based on an assessment between the supply and demand of aggregates in Oxfordshire and forecast demand.

Councillor Pete Sudbury, Deputy Leader with Responsibility for Climate Change, Environment and Future Generations, presented the report.

The Principal Minerals and Waste Policy Planner answered a number of questions on the report.

During discussion, the following points were made:-

- The assessment highlighted the balance between supply and demand for aggregates in Oxfordshire. It was noted that there is a sufficient supply of sand and gravel to meet the county's needs for the next 10 years.
- There was a significant focus on the environmental impact of aggregate extraction. The report emphasised the need for sustainable practices and the importance of minimising the carbon footprint of extraction activities.
- Members also referred to the importance of recycling and reusing materials to reduce the demand for new aggregates. It was noted that Oxfordshire has made significant progress in this area, with a high percentage of construction and demolition waste being recycled.
- The report highlighted the role of planning and regulation in managing aggregate extraction. It was noted that strict planning controls were in place to ensure that extraction activities did not have a negative impact on local communities and the environment.
- The assessment included projections for future aggregate demand, taking into account planned infrastructure projects and housing developments. It was noted that while demand was expected to increase, the county was well-positioned to meet this demand through a combination of new extraction sites and increased recycling.

Councillor Sudbury moved and Councillor Leffman seconded the recommendations, and they were approved.

RESOLVED to:-

- a) approve the Local Aggregate Assessment presented in Annex 2.**
- b) authorise the Director of Economy and Place in consultation with the Cabinet Member for Climate Change, Environment and Future Generations to make any revisions and publish the Oxfordshire Local Aggregate Assessment for the calendar year 2023 on the Council website.**

134/24 BUDGET AND BUSINESS PLANNING REPORT

(Agenda Item. 11)

Cabinet had before it a report on the budget and business planning process for 2025/26. It explained the process for developing and agreeing the budget for 2025/24 and the assumptions on which the Council's current medium term financial strategy (MTFS) was based. It also provided updates on information arising from government and other announcements plus the on-going impact of challenges apparent in 2024/25 and new or emerging financial issues for 2025/26 and beyond which would be incorporated into the new MTFS.

In the absence of the Cabinet Member for Finance, Councillor Liz Leffman, Leader of the Council, presented the report.

During discussion the following points were made:-

- Concern that the term "environment and climate action" used in the budget calculator was too general and should be reviewed
- The Executive Director of Resources and Section 151 Officer explained that it had not been recommended that the Council plan beyond a 3-year period because of the current uncertainties with regard to government funding
- The importance of resolving the position concerning the High Needs Block funding in Children's Services

Councillor Leffman moved, and Councillor Howson seconded the recommendations and they were approved.

RESOLVED to:

- a) endorse the report and note the assumptions that will form the starting point for the 2025/26 budget as well as updates since the Medium Term Financial Strategy was agreed in February 2024 that need to be considered;**
- b) approve the budget and business planning process for 2025/26;**
- c) approve a three-year period for the medium-term financial strategy to 2027/28 and ten-year period for the capital programme to 2034/35**
- d) delegate to the Section 151 Officer in consultation with the Cabinet Member for Finance the decision on whether to continue to be a member of the North Oxfordshire Business Rates Pool and;**
- e) note the requirement for the council to set a sustainable balanced budget which shows how income will equal spending plans.**

135/24 CAPITAL PROGRAMME AND MONITORING REPORT (AUGUST MONITORING)

(Agenda Item. 12)

Cabinet had before it the second capital programme update and monitoring report for 2024/25 which set out the monitoring position based on activity to the end of August 2024. The report also updated the Capital Programme approved by Cabinet on 16 July 2024 taking into account additional funding and new schemes. The updated programme also incorporated changes agreed through the Capital Programme Approval Reports to Cabinet during the year as well as new funding.

In the absence of the Cabinet Member for Finance, Councillor Liz Leffman, Leader of the Council, presented the report.

During discussion, members welcomed the bids for funding for Active Travel across the County and decarbonisation of the corporate estate. Members also referred to the importance of the Childcare Expansion capital funding.

Councillor Leffman moved, and Councillor Ley seconded the recommendations and they were approved.

RESOLVED to:-

Capital Programme

1. **note the capital monitoring position for 2024/25 set out in this report and summarised in Annex 1.**
2. **approve the updated Capital Programme at Annex 2 incorporating the changes set out in this report.**

Budget Changes / Budget Release

3. **approve the submission of a bid for £2.800m to Sustrans T8 (pending potential funding from Active Travel England) for a number of schemes to improve the National Cycle Network and to note the total match funding of £0.355m required. Match funding will be met by a combination of Community Infrastructure Levy funds, S106 funding and corporate resources. (para 68)**
4. **a. approve the submission of a bid to the Public Sector Decarbonisation Scheme: Phase 4 (PSDS4) to support the programme to implement decarbonisation measures across the corporate estate.**
b. delegate authority to the Executive Director of Resources and S151 Officer and Director of Property

and Assets to approve the grant offer letter in the event of a successful award of funding for PSDS4 and

c. note the required match funding for PSDS4 which is estimated to be between £6.00m and £9.00m, which will be addressed as part of the 2025/26 business planning process. (para 71)

- 5. approve the carry forward of £1.651m from the current Early Years Programme and include new funding of £1.286m received from the Department for Education Childcare Expansion Capital Grant to support the extension of early years childcare and wraparound provision for children in working families. (para 73)**

136/24 HYER POWER PROJECT

(Agenda Item. 13)

Cabinet had before it a report on the Hyer Power Project, an initiative to develop hydrogen fuel-cell powered emergency vehicles, including a prototype fire engine and potentially other specialised vehicles like ambulances. The project was fully funded by a £3.9M grant from APC/Innovate UK, with Oxfordshire County Council (OCC) receiving £1.56M to cover all its costs.

Councillor Pete Sudbury, Deputy Leader with Responsibility for Climate Change, Environment and Future Generations, presented the report.

During discussion, members noted that the County Council was taking a leading position, nationally, on the development of hydrogen power for the uses referred to in the report.

Councillor Sudbury moved and Councillor Leffman seconded the recommendation, and it were approved.

RESOLVED to approve a key decision to permit the procurement of a hydrogen production and refuelling rig that will be fully funded by an external grant and will be installed on the Highways Depot at Drayton.

137/24 DELEGATED POWERS REPORT FOR JULY TO SEPTEMBER 2024

(Agenda Item. 14)

Cabinet noted that there were no uses of delegated powers during the period July to September 2024.

138/24 FORWARD PLAN AND FUTURE BUSINESS

(Agenda Item. 15)

The Cabinet considered a list of items for the immediately forthcoming meetings of the Cabinet together with changes and additions set out in the schedule of addenda.

RESOLVED to note the items currently identified for forthcoming meetings.

139/24 FOR INFORMATION ONLY: CABINET RESPONSE TO SCRUTINY ITEM

(Agenda Item. 16)

Cabinet noted the response to the Scrutiny item on Draft Customer Experience Strategy.

.....in the Chair

Date of signing

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Divisions Affected – All

CABINET

19 November 2024

Epilepsy Services

Report of the Oxfordshire Joint Health Overview and Scrutiny Committee

RECOMMENDATION

1. The Cabinet is **RECOMMENDED** to —
 - a) note the recommendation of the Oxfordshire Joint Health and Overview Scrutiny Committee:

“For Oxfordshire County Council Cabinet members and senior officers responsible for education and residential care for children and adults with Learning Disabilities and/or autism (who are affected by patient safety concerns), and those responsible for public health; to consider the likely impacts of the valproate policy for the local authority commissioning arrangements and the provision of safe residential care and out of county placements. It is also recommended that the Cabinet member for Public Health and Director of Public Health to consider the epilepsy population as part of the Council’s programme to tackle public health inequalities.”
 - b) Having noted the recommendation above to consider and determine a suitable response to the Oxfordshire Joint Health and Overview Scrutiny Committee

REQUIREMENT TO RESPOND

2. The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 provide that the committee may require a response from the responsible person to whom it has made the report or recommendation and that person must respond in writing within 28 days of the request.

INTRODUCTION AND OVERVIEW

3. At its meeting on 12 September 2024, the Oxfordshire Joint Health and Overview Scrutiny Committee (HOSC) received reports providing an update on epilepsy services. Two reports were received, one main report from Oxford

University Hospitals NHS Foundation Trust, and another brief report from NHS England South-East. This section provides a brief overview of the recent activities of the Committee around epilepsy as well as around the valproate policy and the background to the recent scrutiny session on 12 September 2024; as well as why this is being brought to the attention of Cabinet at the same time as recommendations have been made to the local NHS and national policymakers.

4. The Committee had received written evidence at its previous public meeting on 16 January 2024 from:
 - SUDEP Action and Epilepsy Action correspondence.
 - Correspondence from Professor Marian Knight, University of Oxford.
5. The letter from Professor Knight, concerned the findings of MBRRACE national surveillance of pregnant mothers and their unborn with a near doubling of sudden deaths against a backdrop of the introduction of the Pregnancy Prevention Programme. The third sector raised a red flag about the likely local safety impacts on residents and impacts on all stakeholders of a new national framework that valproate must not be started in new patients (male or female) younger than 55 years, unless two specialists independently consider and document that there is no other effective or tolerated treatment. It alerted to this being a very dramatic shift in clinical practice https://assets.publishing.service.gov.uk/media/65ae8f33fd784b0010e0c688/January_DSU_PDF.pdf
6. The Committee wrote to Steve Brine MP, Chair of the Parliamentary Health Select Committee in January 2024, requesting national scrutiny of the MHRA alert, the proposed timescales for implementation, the lack of a national impact assessment, and the lack of resources to support the new requirements; and received a response that it was included on the list of potential scrutiny items for the Select Committee.
7. The Committee also liaised with the ICB with a view to an update about the ICB response to the alert and the required local action plan and consideration of the suggestion that delay is sought to implementation because of the severe pressures in the NHS and until adequate resources can be made available to local systems. This was based on an understanding of the likely local impacts.
8. In April 2024, the ICB updated the Committee that a task force comprising consultants, specialist nurses, medicines safety officers, and representatives from charities and patients with lived experience had worked on a local impact assessment. In April, the Committee received the ICB local impact assessment on the MHRA Pregnancy Prevention Update November 2023. The impact report that was shared with Committee members and the public outlined that there were unavoidable consequences, and current services were ill-equipped to handle the implementation. Specifically, it was anticipated that approximately 2855 outpatient appointments would be lost due to the new requirements and predicted increased mortality and greater co-morbidity including emergency situations.

9. The Committee wrote to Victoria Atkins MP, the then Secretary of State for Health (copied to the Chair of the Parliamentary Health Select Committee), to bring the local ICB impact assessment to her attention and to request that until the likely impacts and risks of phase 1 of the policy are assessed and safety addressed, that they allow the local NHS to delay implementation. The Committee received a response from the Department of Health that due to the General Election, this would have to be brought to attention after this had happened.
10. The Committee felt it crucial to receive an update on the current state of epilepsy services, and national and local contexts in which this service operates.
11. Between the January update and the Scrutiny item on 12 September, the MHRA issued a second update extending the Pregnancy Prevention Programme to another anti-seizure medication Topiramate <https://www.gov.uk/drug-safety-update/topiramate-topamax-introduction-of-new-safety-measures-including-a-pregnancy-prevention-programme>. In September there was an announcement of a third update, this time adding requirements for boys and men additional to those that were announced in January and applying the September update to all boys and men regardless of age <https://www.gov.uk/drug-safety-update/valproate-use-in-men-as-a-precaution-men-and-their-partners-should-use-effective-contraception>
12. This item was scrutinised by HOSC given that it has a constitutional remit over all aspects of health as a whole; and this includes the availability or accessibility of epilepsy services, as well as the national and local impacts of the Pregnancy Prevention Programme valproate policy. Upon commissioning this item, some of the points the Committee sought to investigate involved the following:
 - The effects of epilepsy as a condition on patients and families; and the health inequalities implications surrounding this.
 - Whether there are any high-risk groups that have been identified within Oxfordshire.
 - Insights into the Oxfordshire epilepsy workforce, including full-time equivalent neurologists and specialists; and on trends of demands on clinical time and where these pressures stem from.
 - Whether there are any community-based epilepsy services in Oxfordshire (and if there are any GPs with a specialist interest in epilepsy across the County).
 - Details of any training on epilepsy for GPs and community-based professionals.
 - Data on waiting times and any trends against recommended NICE good practice including first seizure clinic; follow-up appointments; new

tertiary patients; as well as waiting times for the ketogenic diet for children with severe epilepsy.

- Insights into the new regulation on Valproate and Topirimate. What the impact on patients will be of the accelerated Valproate regulation.
 - Given that the MHRA also announced that the Prevent programme will apply to Topirimate; what data outcomes are required locally for reporting nationally, and is any other data collected locally on outcomes of patients with epilepsy?
 - Details around the steps taken thus far to progress the Oxford University Hospitals NHS Foundation Trust proposal to consider specialist clinics (including epilepsy) for Wantage Community Hospital. One outcome of coproduction and engagement was that epilepsy was included in the long list this year that was shared with the public in July.
 - Who is leading on patient safety and at what levels of governance locally has consideration and assurance been given of the patient safety of people with epilepsy and their families including the adequacy of resource, funding, workforce and training for the Oxfordshire epilepsy service (in light of population-health needs and the added work and nature of the MHRA regulations on Valproate and Topirimate, and the context of medicines shortages).
 - The support being provided to tackle sudden death in epilepsy, suicide and other epilepsy-related premature mortality in Oxfordshire.
 - Whether there are any plans to continue to develop and to improve epilepsy services moving forward, and if there is any planned coproduction with the voluntary sector in Oxfordshire and patients with epilepsy and their families.
13. A summary of the 12 September scrutiny session, key observations and considerations follow that the Committee urges the Cabinet and senior officers to give consideration to in respect of the impacts on Oxfordshire residents and local authority services. This is because it became clear from HOSC scrutiny that there were especially severe local impacts due to poor provision of the epilepsy service and because of unfunded and unbalanced national mandatory policies. It was considered important this was brought to the attention of Cabinet and senior officers who are responsible for commissioning and provider arrangements for children and adults of people with epilepsy with learning disability or autism; and because of public health responsibilities relating to this population that is experiencing serious and worsening health inequalities.
14. These observations also informed a separate set of recommendations that have been issued to the BOB Integrated Care Board, Oxford University Hospitals NHS Foundation Trust, and NHS England South East region (The committee

has also written with recommendations to Karin Smyth MP, health minister and to Layla Moran MP, Chair of the Parliamentary Health and Social Care Committee).

SUMMARY

15. The Committee would like to express thanks to Professor Arjune Sen (Consultant Neurologist, OUH), Jackie Roberts (Lead Learning Disability Epilepsy Specialist Nurse, OUH), Rohini Rattihalli (Consultant Paediatric Medicine, OUH), Marcus Neale (Epilepsy Specialist Nurse, OUH), Rustam Rea (Consultant, OUH), Jane Adcock (Consultant Neurologist, OUH), Janice Craig (Medicines Optimisation Lead Pharmacist, NICE Medicines and Prescribing Associate, BOB ICB), Rachael Corser (Chief Nurse, BOB ICB) and Sarah Fishburn (Senior Clinical Quality Improvement Manager, NHS England) for attending the meeting and answering questions from the Committee on the topic of epilepsy services.
16. Kristi McDonald, a registered speaker, shared her personal experience with epilepsy and the impact of the new Pregnancy Prevention regulations on her life. She highlighted the severe neglect and ignorance faced by epilepsy patients. She described the complexities of living with epilepsy, the mental health impacts, and the recent tightening of policies on sodium valproate and topiramate. She criticised the policy for stripping away informed consent and shared decision-making and breaching human rights, sharing examples of how the policy had harmed other patients.
17. The Committee then asked Professor Sen to introduce the epilepsy team and provide an overview of epilepsy and the service. The Consultant Neurologist explained that everyone experiences abnormal electrical discharges in the brain and that 1 in ten will experience a seizure in their lifetime requiring investigation. Epilepsy is a neurological disorder characterized by a network of electrical discharges which leads to recurrent seizures. It is a largely hidden disability. Each individual is likely to have some known triggers to seizures and the worsening of risk factors can be flagged and mitigated. The epilepsies often carry significant associated co-morbidities and when not well managed a large socio-economic impact.
18. There were significant and escalating demands on the service, including severe shortages of specialist nurses and neurologists and long waiting times for patients. OUH serves a local population of 762,500 (and additional tertiary 2 million catchment) with waiting lists that are not safe for patients. NICE recommends a two-week waiting time for a first seizure, but at OUH this is a 9 month wait (tertiary referral one year). Children with epilepsy not controlled by medication who could benefit from the Ketogenic diet are waiting 3 years. New referrals to the epilepsy nurse service had tripled and requests from GPs for written guidance and letters had increased ten-fold in 3 years.
19. Access to treatment and anti-seizure medications has become extremely challenging. There were shortages of anti-seizure medications with some

patients in Oxfordshire having to travel a long distance two weeks before their medicine was due so as not to run out of a source of supply.

20. Most concerning was the vast impact from the Medicines and Healthcare products Regulatory Agency (MHRA) regulations on the service, including the need for additional patient appointments and two clinical signatures (including a review of all patients who are seizure-free with a view to switching of medication from Valproate or Topiramate anti-seizure medications). The numbers of prescriptions are closely monitored. Clinicians confirmed the ICB local impact assessment report which had found an inequality of access to medication by girls and women and the likely harms. The consultant paediatrician spoke of the harrowing experience of a sister and a brother both living with epilepsy but with the sister experiencing physical and mental health crisis because of lack of access to Valproate <https://www.channel4.com/news/fears-over-dangerous-change-in-prescription-rules-for-epilepsy-drug>.
21. The Oxfordshire epilepsy clinical team were now undertaking excessive working during periods of leave, early mornings and late evenings because of these national demands and the welfare of the team was affected. There were immediate impacts and there was the enduring impact direct and indirect on patient safety and on recruitment and retention. The programme was also now extended to boys and men for the first time effecting 1045 boys and men in Oxfordshire and neither this or the extension of the programme to Topiramate had yet been factored in to any consideration of what was needed to sustain the service. The Oxfordshire epilepsy service was not in a position to implement safely.
22. There were only 2 full-time equivalent neurologists in the service. Whilst NICE recommends 9 epilepsy specialist nurses per 500,000 the Oxford service only has 3.6. The Committee received evidence that there was extremely poor provision for the Oxfordshire epilepsy service compared with other OUH services for similar 'cliff-edge' long-term conditions and that it also fared very badly in comparison with similar services elsewhere like Sheffield. The Committee asked why the Oxfordshire epilepsy team was significantly under-resourced compared to other areas with similar populations, and what the historical context and funding situation behind this disparity were. The Epilepsy Specialist Nurse and the consultants reflected on the historical inequalities between epilepsy and neurology and other conditions and the postcode lottery across the UK since the late 1990s and the increasing complexities around epilepsy service commissioning. Despite prioritising patient care, the nurse highlighted the difficulties in sustaining services due to insufficient resources, staffing, and funding; especially when national programmes like the Pregnancy Prevention Programme did not come with national funding.
23. The Committee asked about the potential for improving services and NHS performance on epilepsy. The Epilepsy Specialist Nurse discussed the setup of a satellite clinic in Brackley, which reduced travel times for patients significantly. The epilepsy team had worked in co-production with a population in South Oxfordshire to produce an outline plan of how a community-based clinic in

Oxfordshire could benefit patients and staff during 2025 but would need workforce capacity to progress this. Progressing this plan was now negatively impacted by the requirement of two clinical signatures and additional appointments mandated nationally.

24. The Committee asked about the rise in demand for services for patients with learning disabilities and epilepsy. The Lead Learning Disability Epilepsy Specialist Nurse had been working closely with Oxford Health and Oxford University Hospitals to streamline services for patients in Oxfordshire. There were two learning disability teams, each with experienced Band 6 and Band 7 nurses. These teams primarily supported individuals with epilepsy and other health conditions, ensuring medication compliance and addressing potential risks like SUDEP. A significant focus of her concern was on the challenge of transition from childrens' to adult services, with more action needed to facilitate smooth transitions through transition clinics.
25. The Consultant Paediatrician spoke about the complexities of managing epilepsy in children, particularly those with learning disabilities and particularly with the confusion and complexity of communications with parents concerning the Pregnancy Prevention Programme. She discussed the need for personalised risk-benefit assessments for patients and the lack of a national framework to guide these decisions at the same time that there was a mandatory national framework for protection of a future unborn population.
26. There were widespread and shared concerns across all witnesses about the accelerations to the Pregnancy Prevention Programme including the governance processes at the MHRA. The Committee received evidence from one of the epilepsy clinical leads for NICE who spoke about the robust governance processes required at NICE when making recommendations about clinical practice and about medicines. NICE required a public and transparent evidence-based process from the start which involved third sector patient and clinical stakeholders and public consultation over a prolonged period. The Committee heard from the clinical team and from patients that this hadn't happened with the MHRA Pregnancy Prevention Programme Updates and that when there was stakeholder engagement it was on implementation including materials for updates. The feedback from patient organisations was ignored on most and certainly on critical aspects. These included that the aggregated regulation and national materials were mandatory without regard for different and especially vulnerable populations e.g. for children, the LGBTQ community and people with learning disability and epilepsy.
27. Kristi McDonald said that the national regulations and patient materials were unbalanced and felt hostile to living patients with a worsening of stigma and discrimination. The national framework and materials were not inclusive of patient preferences and there was no right of appeal. The MHRA national framework and NHS ignored essential information and existing safety empowerment tools valued by herself and other patients and recommended by MBRRACE and NHS RightCare Epilepsy Toolkit. The clinical team was clear professional organisations had complained too. The processes did not however allow for public transparency on stakeholder feedback. The Committee noted

evidence from a patient that in a recent MHRA private briefing session accountability was explained as ministerial and across the whole health ecosystem but that accountability for individualised decisions made under the policy rested with clinicians. The Committee heard about widespread international concern that the UK Pregnancy Prevention Programme was now extreme with insufficient evidence and without a national framework to ensure proportionality with patient safety needs and the preferences of the individual.

28. The Committee asked the Medicines Optimisation Lead Pharmacist and the Senior Clinical Quality Improvement Manager at NHS England about the impact of the accelerated mandatory MHRA policies. The NHSE manager explained she had been specially seconded and was spending most of her time on it because of the impacts and complexities. The development of strong teamwork across the region and the ICB and all stakeholders had been encouraging with shared understanding of negative local impacts and development of local mitigations where these were possible. There had been whole system escalation to the NHS and MHRA because the increase in clinical and administrative workload across specialist and community NHS providers from the national mandatory requirements had not been funded and because of widespread and shared concerns across the South-East Region about undermining of basic NHS principles of informed consent, shared and balanced decision-making, evidence-based decision-making, transparency and impact on medication choices, family planning, patient safety and health inequalities.
29. The NHSE said they had met with families across the South-East that had been denied Valproate and had received evidence of patient harms from stakeholders. Access to the MHRA was difficult but they had now been informed that MHRA focused on drug safety, stating that while they regulate medication, it is the NHS's responsibility to implement these regulations and deal with impacts. The risk to the local NHS identified by the ICB local impact statement on severe local impacts on waiting lists, the service and residents was on the divisional risk register and was highlighted regularly at national meetings. At a recent national meeting the focus was on reduction of prescribing and absence of any balancing metric including outcomes for patients. The NHSE gave evidence they had written to all professional regulators and had requested clarity on accountability. The GMC had responded that regarding clinicians they would take account of exercise of the duty of candour and raising of concerns at an institutional level.

KEY POINTS OF OBSERVATION:

30. Below are some key points/themes of observation that the Committee has in relation to epilepsy services. These points of observation relate to some of the themes of discussion during the meeting on 12 September, and have also been used to shape the recommendation being made by the Committee to Cabinet.
31. The Committee recognised that all people experience abnormal electrical brain discharges and that 1 in 10 people will experience a seizure in their lifetime that will need investigation, but that with someone diagnosed with epilepsy it is a network of electrical discharges. Seizures can range from brief lapses of

attention called absence seizures to full convulsive or generalised seizures. The place and the time of day or night are important. Each person may experience different triggers for their epilepsy and will have a different exposure to safety issues.

32. Whilst there are over forty different types of epilepsy 70% of people can be seizure-free if properly diagnosed and treated. Yet the World Health Organisation report had highlighted epilepsy as a public health emergency in 2021 [Global, regional, and national burden of disorders affecting the nervous system, 1990–2021: a systematic analysis for the Global Burden of Disease Study 2021 - The Lancet Neurology](#). The World Health Organization (WHO) has identified a significant treatment gap in epilepsy care, particularly in low- and middle-income countries, where up to 75% of people with epilepsy may not receive the treatment they need¹.
33. Public Health England found deaths in neurology with an increasing trend pre-pandemic when all other causes fell. Deaths in epilepsy were premature and three times more likely in deprived areas and a recent systematic review in the Lancet found this was the case for mid and high deprivation areas. https://assets.publishing.service.gov.uk/media/5a941945e5274a5b87c2fe47/Deaths_associated_with_neurological_conditions_data_analysis_report.pdf
<https://www.sciencedirect.com/science/article/pii/S2468266724001324>
34. The report by Economist impact in 2024 found neurology clinics struggling more than other NHS services with waiting lists raising by 76% between 2021 and 2023 [Neurology crisis costing UK £96bn – Economist report \(epilepsy.org.uk\)](#) showing that the availability of such specialists is seriously limited, even in high-income places and the Committee found that the Oxford epilepsy service was especially poorly served when contrasted with other similar services across the UK and with Western Europe where there was a ratio of 1 neurologist per 12,000 population.
35. The Committee recognises epilepsy as a treatable ‘cliff-edge condition’ affecting 1 per cent of the population that often presents as an emergency (or sudden fatality for at least 21 people a week ([EB | Epilepsy & Behavior | Prevent 21: SUDEP Summit | ScienceDirect.com by Elsevier](#))). Deaths can result from Sudden Unexpected Death in Epilepsy (SUDEP) or from accident or status or suicide. The Committee heard evidence from lived experience that empowerment of people living with the condition and their families is a priority, but that awareness and support for people having access to good practice safety communication tools from the third sector was not happening. This meant that people living with epilepsy and health and care professionals were not being helped to appreciate individualised worsening of risk factors for Sudden Unexpected Death in Epilepsy (where an otherwise healthy person with epilepsy would die suddenly, often in their sleep), or risks of injuries, accidents and/or deteriorating mental health drowning or suicide so that there could be a plan to mitigate.

¹ [New WHO brief sets out actions needed to improve lives of people with epilepsy](#)

36. The impact of epilepsy extends beyond the seizures themselves. Children and adults also face absence from school, loss of driving licence, loss of employment and emergencies due to physical and mental health crisis. Stigmatisation, discrimination, mental health issues such as anxiety and depression are well established. Children experience severe inequalities <https://www.rcpch.ac.uk/resources/epilepsy12-round-3-methodology-datasets> and in 2024 epilepsy was included in Core20PLUS5 as a priority for tackling health inequalities in children <https://www.england.nhs.uk/wp-content/uploads/2022/11/core20plus5-cyp-infographic-v2.pdf>
37. 53% of people with epilepsy are economically inactive far worse than for autism, severe learning disabilities and mental health conditions; and this is not related to skills or qualifications <https://www.epilepsy.org.uk/news/high-rate-of-economic-inactivity-in-epilepsy>
38. The Midlands region has prioritised epilepsy and in people with learning disability and autism. 1 in 5 people with learning disability or autism have epilepsy. This population dies ten years younger than people with a learning disability or autism with another co-morbidity and has taken action <https://www.england.nhs.uk/midlands/2023/11/15/nhs-england-funded-project-aims-to-reduce-the-epilepsy-risks-faced-by-people-with-learning-disabilities/>, <https://sudep.org/epilepsy-safety/learning-disability-resources/>. The need for a focus on prevention in the community and avoidance of A and E and costly inpatient settings for people with learning disability and autism is at the core of the Oxfordshire charity supporting campaigners with learning disability with their 'Don't lock me up' and 'We can't wait' campaigns <https://mylifemychoice.org.uk/campaigns/>. The Committee heard that children and adults with a learning disability are likely to find the MHRA accelerated regulations on the Pregnancy Prevention Programme confusing and given this group is at high risk from their epilepsy the impacts need consideration and management because they are significant.
39. A recent national confidential enquiry into adult patients presenting to A and E found a gap in risk check, communication and follow up action for the many thousands of adults with epilepsy who present to and who are then discharged back into the community [NCEPOD - Epilepsy: \(2022\)](#). 1% of A and E attendances are for epilepsy, 30% of patients did not receive any advice. For patients who had not seen a specialist in the previous 12 months the referral rate was only 35%, a lower rate than those who had. 23% were on no medication for their seizures and 44% only on one medication <https://www.nashstudy.org.uk/> Adults also face loss of driving licence, loss of employment and emergencies due to both physical and mental health crisis.
40. Access to the right medication at the right time needs urgently to be improved as the impact of not accessing this can be catastrophic. Medication needs to be personalised as it can take some years for patients to have their epilepsy stabilised. National guidance on switching across different versions of the same drug is clear that for one category of medication there should be maintenance of supply and for another category the need for supply should be based on clinical judgement and consultation with patient and/or carer, taking into account factors such as seizure frequency and treatment history and

patient/carer-related factors <https://www.gov.uk/drug-safety-update/antiepileptic-drugs-updated-advice-on-switching-between-different-manufacturers-products>. However the Committee found there is no national framework to guide the switching or non-commencement of Valproate or Topirimate in children and adults who have seizures that are likely to respond most effectively to Valproate or Topirimate.

41. Based on the written and verbal evidence given to the committee, there was strong evidence supporting that the patient safety risks and shortfalls in epilepsy workforce are worsening because of the national Pregnancy Prevention Programme which has accelerated with three updates since 2024 restricting access to anti-seizure medications Valproate (January and September) and Topirimate (June). In addition to the summary of evidence we noted:
- a. Valproate taken whilst pregnant is one of medications that carries a high teratogenic potential with a 11% risk of congenital malformations and a 30-40% risk of neurodevelopmental disorders.
 - b. A systematic review in June 2024 of 923 studies was amongst other scientific papers this year which found reassuring evidence that paternal exposure to anti-seizure medication at conception is unlikely to pose any major risk of adverse outcomes for the unborn and there was insufficient evidence for regulatory action <https://jnp.bmj.com/content/early/2024/08/17/jnp-2024-334077.abstract>; [Paternal Valproate Treatment and Risk of Childhood Neurodevelopmental Disorders: Precautionary Regulatory Measures Are Insufficiently Substantiated - Garey - 2024 - Birth Defects Research - Wiley Online Library](#).
 - c. Valproate also happens to be the most potent medication to treat generalised epilepsies should girls and women have preferences to be safe from SUDEP and other harms and able to lead their best lives [The SANAD study of effectiveness of valproate, lamotrigine, or topiramate for generalised and unclassifiable epilepsy: an unblinded randomised controlled trial - The Lancet](#); <https://pubmed.ncbi.nlm.nih.gov/31831600/>.
 - d. A study in Brain 2024 is noted which found the risk of emergency attendance, hospital admission, injuries, burns and new on-set depression was 1 to 7% higher for patients withdrawn from valproate than in those remaining ON valproate <https://academic.oup.com/brain/article/147/10/3426/7657740>; and a paper in the Journal of Neurology in June 2024 estimated that 21,000–28000 people in the UK will be exposed to the potential hazards of breakthrough seizures. <https://link.springer.com/article/10.1007/s00415-024-12436>
 - e. The evidence from lived experience at HOSC is also supported by a thematic examination of the voices of 19 people with epilepsy and their lived experience of the direct damage of avoiding valproate or

42. There was unanimous recognition from HOSC of the need for urgent action in support of Oxfordshire residents living with epilepsy and their families, and to mitigate the serious health inequalities identified and to request the Cabinet and senior officers to consider the local impacts from the perspective of the local authority with a view to supporting visibility, inclusion and improvement:

Below are two more specific observations that the Committee has, which have shaped recommendations being made to the NHS, as well as the recommendation being made to cabinet:

A. Securing more resource for epilepsy services:

This all underscores the need for inclusion of epilepsy in work programmes of the NHS and local authorities as part of tackling inequalities in commissioning and provision of care and support for people to live their best lives. Improved awareness across the system would help tackle the invisibility of this population that has always had limited access to services and which have worsened further as a result of escalating demands and national policies on medicines. More resources to train healthcare and residential providers in epilepsy care and to even explore the potential establishment of comprehensive care centres with view to:

Improved outcomes- Early and accurate diagnosis would mean 7 out of 10 people would be seizure free on the right medication and could be managed well in the community. This would mean increased capacity to support treatment and care of people needing interventions to reduce the frequency and severity of seizures. This, in turn, enhances the overall quality of life for individuals with epilepsy and their families.

Reducing the treatment gap and health inequalities have been identified nationally and by the WHO- By ensuring that more individuals have access to the necessary medications and care, we can move towards equitable healthcare for all people with epilepsy, regardless of their geographic location or socioeconomic status.

Reducing mental health burden- Epilepsy often coexists with mental health conditions, making integrated care essential. Allocating resources to provide mental health support within an epilepsy service better integrated into primary care and the community can address the psychological and emotional needs of patients, leading to better overall health outcomes.

Economic benefits- Enabling individuals with epilepsy to lead productive lives, will increase workforce participation and reduce school absences. Securing more resources for epilepsy services can also contribute to reducing the stigma associated with the condition. Targeted public awareness campaigns and education programs with schools, workplaces, citizen advice centres and the public can change societal attitudes and promote understanding and

acceptance of epilepsy and support so that epilepsy is recognised as a disability and one that will only require minimal reasonable adjustment. This, in turn, can lead to more inclusive communities and workplaces. Proper support for children and adults with learning disability with epilepsy and autism or both to access the intervention they need for their epilepsy and their wider educational needs in the community close to their family will reduce the need for expensive out of county placements or special need schools. Effective epilepsy management can reduce healthcare costs associated with emergency care and hospitalizations. 1 in 5 people with learning disability and/or autism has epilepsy and the co-morbidities of epilepsy include mental health and for the older population stroke. Identifying risk in A and E and developing community-based prevention would decrease admissions, which can be lengthy for the most vulnerable group within this population. Therefore, the importance of securing further resources for epilepsy services cannot be overstated. From improving patient outcomes and reducing the treatment gap to fostering societal acceptance and economic benefits, the advantages are manifold. By prioritising epilepsy care and investing in the necessary resources, we can enhance the lives of millions of individuals living with epilepsy and build a more inclusive and compassionate society.

B. Prioritising patient safety:

Managing epilepsy involves not only addressing the medical aspects but also ensuring patient safety, which is paramount for both those affected and their families.

For the general population with epilepsy, it is critical that cultural assumptions and myths are tackled. It is vital for there to be signposting to awareness of empowerment information and tools to support engagement with the public sector, especially the NHS, local authorities, schools, and with employers, and to support self-care and support with risk assessments and reasonable adjustments where these are needed, or a safe home environment. There are very few things that just because you have epilepsy you cannot do e.g. working at heights, around unguarded machinery or near open unsupervised water.

For people with learning disability or autism and epilepsy it is also important that cultural assumptions and myths are tackled and treatment and care is individualised and based on accurate information about epilepsy:

SEND and schools: mental health and SEND staff awareness of third sector support for families and for schools.

Commissioning and providing of residential care: awareness of good practice guidelines

Annual Learning Disability Check to include use of existing digitalised patient safety check.

Safe Environment: Modification of the home environment to reduce hazards, such as installing a shower instead of a bath, adjustments in the kitchen and

advice on high-risk activities e.g. climbing a ladder. Consideration of interventions such as information on range of night monitors.

Additionally, according to a study published in the journal of Epilepsy and Behaviour, epilepsy can have profound impacts on mental and emotional health².

The committee also heard from lived experience about how existing anxieties about seizures and social stigma and discrimination had worsened with recent national policy and how the emotional toll on families was significant. Anti-epileptic drugs (AEDs) are a cornerstone of epilepsy treatment. Access to the right medicine at the right time and adherence to prescribed medication regimens is vital for controlling seizures. Steps to enhance medication safety could include:

- Education health and care professionals: Improved awareness across professionals who work in community based or emergency settings who may be alongside people with epilepsy of the importance of ensuring the patient is at the centre of decision-making, and of SUDEP and other epilepsy risks, and the positive impacts of care that includes the patient benefiting from the right medication in a timely way and other interventions and support if needed. Consideration of multi-disciplinary support including peer group support, counselling and therapy to help mitigate psychological impacts.
- Education for patients and families: Educating the patient, family, and community about epilepsy can reduce stigma and foster a more supportive environment. Signposting to information and empowerment tools to support self-advocacy, self-care and open communication with healthcare providers about any issues or changes in seizure patterns. Signposting to support networks available to access peer group support and practice advice.

RECOMMENDATION:

43. In light of the evidence received by the Committee, as well as the key observations highlighted above, the JHOSC issues the following recommendation to Oxfordshire County Council's Cabinet:

For Oxfordshire County Council Cabinet members and senior officers responsible for education and residential care for children and adults with Learning Disabilities and/or autism (who are affected by patient safety concerns), and those responsible for public health; to consider the likely impacts of the valproate policy for the local authority commissioning arrangements and the provision of safe residential care and out of county placements. It is also recommended that the Cabinet member for Public Health and Director of Public Health to consider the epilepsy population as part of the Council's programme to tackle public health inequalities.

² [EB | Epilepsy & Behavior | Journal | ScienceDirect.com by Elsevier](#)

LEGAL IMPLICATIONS

44. Under Part 6.2 (13) (a) of the Constitution Scrutiny has the following power: 'Once a Scrutiny Committee has completed its deliberations on any matter a formal report may be prepared on behalf of the Committee and when agreed by them the Proper Officer will normally refer it to the Cabinet for consideration.
45. Under Part 4.2 of the Constitution, the Cabinet Procedure Rules, s 2 (3) iv) the Cabinet will consider any reports from Scrutiny Committees.
46. The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 provide that the Committee may require a response from the responsible person to whom it has made the report or recommendation and that person must respond in writing within 28 days of the request.
47. ”

Anita Bradley
Director of Law and Governance

Annex: 1 Scrutiny Response Pro Forma

Background papers: None

Other Documents: None

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November 2024

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Divisions Affected – All

CABINET

19 November 2024

Flood Event Response

Report of Place Overview & Scrutiny Committee

RECOMMENDATION

1. The Cabinet is **RECOMMENDED** to —
 - a) note the recommendations contained in the body of this report and to consider and determine its response to the Place Overview and Scrutiny Committee, and
 - b) Agree that, once Cabinet has responded, relevant officers will continue to provide each meeting of the Place Overview and Scrutiny Committee with a brief written update on progress made against actions committed to in response to the recommendations, for 12 months or until they are completed (if earlier).

REQUIREMENT TO RESPOND

2. In accordance with section 9FE of the Local Government Act 2000, the Place Overview & Scrutiny Committee requires that, within two months of the consideration of this report, the Cabinet publish a response to this report and any recommendations.

INTRODUCTION AND OVERVIEW

3. The Place Overview and Scrutiny Committee considered a report on the Council's Flood Event Response at its meeting on 25 September 2024. The Committee had requested a report that set out roles and responsibilities with respect to routine work around flooding and also in response to a flooding event. The retrospective aspect of the report focused on events in January and February 2024.
4. The Committee was keen to hear from different agencies across the system of their lessons learned and to consider if the Council had a level of governance and readiness to respond to and manage flood events appropriately.

5. Given the wide-ranging nature of the report, the Committee invited a large number of people to attend and was grateful to them for making the time to do so. The Committee would like to thank Cllr Dr Pete Sudbury, Deputy Leader of the Council with Responsibility for Climate Change, Environment & Future Generations, Paul Fermer, Director of Environment and Highways, Teresa Kirkham, Head of Environment and Circular Economy, for their attendance as well as that of Terry Coupar, Oxfordshire Fire and Rescue, Sean Rooney, Head of Highway Maintenance, Paul Wilson, Operations Manager (Highways Operations), Clare Mills, Operational Manager for Flood Risk Management, and Carol Mackay, Resilience Manager.
6. The Committee would also like to express its thanks to John Backley, Technical Services Manager for South Oxfordshire and the Vale of the White Horse District Councils, for agreeing to attend as well as Evie Kingsmill, Evidence Manager at the Environment Agency, and Jake Morley, Government and Stakeholder Engagement Manager with Thames Water.

SUMMARY

7. The large number of teams represented at the Committee enabled members and officers to engage in a wide-ranging discussion. It was emphasised that, whilst the report covered river flooding, the then-current incident was caused by rainfall. The Committee recognised that and the extreme difficulty of managing significant speedy rainfall.
8. Whilst the report was necessarily retrospective, as well as considering flood events that had happened previously, the Committee explored issues arising from the flooding that the county was currently experiencing. It also raised questions more widely about how the Environment Agency and Thames Water engaged with the Council and with the city and district councils.
9. The Committee makes six recommendations. Ultimately, three are about the need to improve communications; two about building on partnership working; the last about retrofitting sustainable drainage systems and other flood prevention measures.

RECOMMENDATIONS

10. The Committee explored the way that land drainage specialists at district councils review planning applications to address drainage issues and to ensure developer proposals meet Sustainable Urban Drainage Systems (SUDS) requirements. These are legally required and the Committee recognises their worth. However, this standard is only required as properties are developed; the Committee considers that there would be great value in the Council retrofitting SuDS, as well as other flood prevention measures, to Council maintained properties and streets.

11. The Committee recognises that every community is different and what might work in one part of Oxford would not necessarily work in a north Oxfordshire market town. Indeed, what might be best for one house might be inappropriate for its next door neighbour. However, the many opportunities that retrofitting would open should be explored.
12. There may be practical or cost-based reasons why it would not be feasible to employ retrofitting at all locations but the Committee is of the view that there would certainly be benefits to doing it at some. The Council should investigate thoroughly how and where it could be done within practical limits. The benefits are likely to outweigh any disadvantages identified in at least places. Without thorough investigation and assessment, that will not be known.

Recommendation 1: That the Council should investigate how best to retrofit sustainable drainage systems, as well as other flood prevention measures, to Council maintained properties and streets.

13. The current flooding event reminded members of the importance of good, strong, clear communication to all stakeholders when there are flood events. There were concerns from members that communications to them in January 2024 had been sub-optimal.
14. The Committee recognises that Oxfordshire Fire and Rescue has a social media presence and that it published notifications via its social media channels on the first morning of flooding. However, the Council's main account did not. Oxfordshire Fire and Rescue currently has 10.4k followers on what is now officially X (formerly twitter.com); Oxfordshire County Council has 48.8k. On facebook.com, Oxfordshire Fire and Rescue has 20k followers and Oxfordshire County Council 28k. If seeking to share county-wide information, disseminating it through both accounts would seem wise.
15. Similarly, the Committee was keenly aware that those members who are also district councillors received communications from their district councils, giving both news, advice, and signposting, hours before any information was received from the Council. That placed those who were not district councillors at a distinct disadvantage, compared to their 'dual hatter' colleagues, but, more importantly, overlooked the importance of a county councillor's role in their division. Residents look to them for support and advice at a local level and they need the support of the Council in order to provide such.
16. The Oxfordshire Flood Toolkit is a very useful resource and members are aware that its main role is to offer safety information and resources rather than being there to manage real-time incidents. However, in order for it to be useful to communities and councillors, the information needs to be current and it needs to be communicated.

Recommendation 2: That the Council should improve communications to Members, raising awareness of the up-to-date Flood Toolkit generally as well as active flood measures in the event of emergencies.

Recommendation 3: That the Council should improve social media communication for residents during flooding and other emergencies.

17. The Resilience team (previously known as Emergency Planning) has information packs which it has been keen to distribute to parish councils. This would also boost and awareness and usage of the toolkit and members were encouraged to publicise this with parish councils within their own divisions. Members invited the team to provide examples of the bags to all members at the next meeting of Council. This would enable members to understand what was available and to encourage a wider take up.
18. The Committee was also reminded of the importance of Community Emergency Plans. These need not be complex but are simple plans maintained by local groups which form part of a coordinated response with emergency services and the local authority. Whilst simple, they are of undoubted use in an emergency, documenting efficiently people, equipment, and locations that can be used where necessary.
19. As well as recording what is expected to happen in an emergency, another benefit of towns and parishes that lie wholly within the Scottish and Southern Electricity Network area creating Community Emergency Plans is that the local council can apply for grants from SSEN where these are in place.
20. The Resilience team is available to visit parish and town councils, and other groups, to create plans and has a number of resources to support that. The Committee is of the view that this valuable work should be highlighted and supported.

Recommendation 4: That the Council should promote the benefits of creating of community emergency plans by parish councils and support the Resilience team to do that.

21. The Committee established that, where conditions meet the threshold for investigation, the Local Lead Flooding Authority (LLFA), i.e., the Council, is required to compile a report under section 19 of the Flood and Water Management Act 2010. These reports assess what the issues were which had an impact and make recommendations for future improvement. Whilst the LLFA is responsible for making such recommendations, it does not have the power or funding to act on all recommendations made and close working with partners is necessary.
22. Timely reporting is of the essence because, without that, there is little chance of recommendations being acted on at a speed that makes it likely that the recommendations could be implemented in a way that would make a practical difference. However, timely reporting is dependent on all partners working together closely and providing relevant information as quickly as possible. The Committee was concerned to learn that some reports are significantly delayed because such information is provided somewhat tardily on occasion by some partners. The Committee recognises that information can sometimes be difficult to acquire but it is vital that all partners work together very closely

so that investigations can be completed, reports published, and recommendations made as soon as possible.

Recommendation 5: That the Council should commit to working closely with partners to ensure that s.19 reports are completed swiftly and recommendations can be acted upon.

23. Section 94 of the Water Industry Act 1991 places a duty on sewerage companies to maintain their sewers to ensure that their area is effectively drained. In the course of the Committee, members explored whether it would be appropriate for the Council to discuss potential breaches with the Water Services Regulation Authority (OFWAT). Whilst the Committee was advised that collaborative work with partners such as Thames Water was the priority so as to prevent flooding events and to ensure flood prevention measures were implemented, there was a recognition that enforcement action by OFWAT could – given the possibility of levying financial penalties - potentially lead to funding for infrastructure improvements.
24. The Committee was of the view that there was scope for the Council to explore this possibility further and that the Council should do so.

Recommendation 6: That the Council should investigate the role and responsibilities of OFWAT and the potential for invoking s.94 measures.

FURTHER CONSIDERATION

25. The Committee does not currently anticipate considering this matter again during the remainder of the Council year.

LEGAL IMPLICATIONS

26. Under Part 6.2 (13) (a) of the Constitution Scrutiny has the following power: 'Once a Scrutiny Committee has completed its deliberations on any matter a formal report may be prepared on behalf of the Committee and when agreed by them the Proper Officer will normally refer it to the Cabinet for consideration.
27. Under Part 4.2 of the Constitution, the Cabinet Procedure Rules, s 2 (3) iv) the Cabinet will consider any reports from Scrutiny Committees.

Anita Bradley
Director of Law and Governance

Annex: Pro-forma Response Template

Background papers: None

Other Documents: None

Contact Officer: Richard Doney
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November 2024

Divisions Affected – All

CABINET

19 November 2024

LTCP Monitoring Report Report of Place Overview & Scrutiny Committee

RECOMMENDATION

1. The Cabinet is **RECOMMENDED** to —
 - a) Note the recommendations contained in the body of this report and to consider and determine its response to the Place Overview and Scrutiny Committee, and
 - b) Agree that, once Cabinet has responded, relevant officers will continue to provide each meeting of the Place Overview and Scrutiny Committee with a brief written update on progress made against actions committed to in response to the recommendations, for 12 months or until they are completed (if earlier).

REQUIREMENT TO RESPOND

2. In accordance with section 9FE of the Local Government Act 2000, the Place Overview & Scrutiny Committee requires that, within two months of the consideration of this report, the Cabinet publish a response to this report and any recommendations.

INTRODUCTION AND OVERVIEW

3. The Place Overview and Scrutiny Committee considered a report on the progress made on delivering the Local Transport and Connectivity Plan (LTCP) to date at its meeting on 25 September 2024. The report provided the Committee with an overview of the annual monitoring report and provided a summary of proposed changes to the LTCP.
4. The Committee was grateful to Cllr Andrew Gant and Cllr Judy Roberts, Cabinet members for Transport Management and for Infrastructure and Development Strategy respectively, for attending the Committee to present the report. The Committee was grateful, too, for the attendance of Paul Fermer,

Director of Environment and Highways, Joseph Kay, Oxfordshire Transport Strategy Team Leader, and Ben Smith, Strategic Transport Manager.

SUMMARY

5. The LTCP progress report was introduced as having marked a major shift aimed at changing travel behaviours in the county. Despite difficulties in setting a relevant baseline due to COVID-19's impact on travel, there were positive trends like increased cycle trips, bus, and rail usage, along with fewer road traffic casualties. However, vehicle miles and road emissions rose slightly and cycle trips, bus and rail usage remain lower than the 2019 baseline.
6. The Committee suggested that greater granularity in the data would be useful. The Committee recognised that the adoption of plans and strategies were examples of policy delivery. However, it considered that a greater distinction should be made in the monitoring report, and when reporting on progress generally, between the policies themselves and the physical infrastructure delivered as outputs of those policies. For instance, whilst multiple policies had been implemented, the relatively slow pace of the resultant infrastructure was of concern to members.
7. The Committee was clear that aligning budget allocations with policy priorities was crucial to ensure that financial resources effectively supported LTCP goals.
8. The monitoring report itself was scrutinised by the Committee before its submission to Cabinet and a number of requests were made of the Director before he submitted it. These were to provide greater clarity so that monitoring was easier.
9. In addition, one formal recommendation was made to Cabinet which was about changing the headline LTCP target on car use reduction. Rather than relating to car trips, the Committee was of the view that it should relate to car mileage.

RECOMMENDATION

10. The Committee highlighted that, whilst the number of car trips had decreased, there had been an increase in vehicle miles. This is not unique to Oxfordshire and aligns with national trends, with both Oxfordshire and England seeing a three percent increase.
11. The Council's target is to replace or remove one out of every four current car trips in Oxfordshire. However, a journey by private car to a railway station or to a Park and Ride where the motorist then switches to public transport to travel into the urban centre, for example, is preferable to that whole journey, from home to the urban centre, being undertaken by private car. Residents seeking to reduce their car use might well choose to do this with the best of

intentions (and with beneficial outcomes) but are counted as equally problematic as if they had undertaken their whole journey by car.

12. The Committee is aware that the Welsh Government's aim is to reduce the number of car miles travelled per person by 10% by 2030; the Scottish Government's is to reduce car kilometres by 20% by 2030.
13. As well as aligning with the approach of the Welsh and Scottish Governments, a change of target from a reduction in the number of car trips to reduction in car mileage might also provide a better correlation with carbon emissions. It would also be useful given that there are difficulties in measuring the number of car trips accurately.
14. The Committee considers that there would be considerable merit in amending the target to a reduction in the number of car miles travelled per person and recommends that the Council makes arrangements for such an amendment. If necessary, the Council could contact representatives of the Welsh and/or Scottish governments to learn from them with regard to their data collection and metrics for reporting on this measure.

Recommendation: That the Council, for the headline LTCP targets on car use reduction, should move from a car trip to car mileage reduction measure.

FURTHER CONSIDERATION

15. The Committee will be considering aspects of the LTCP in a working group, and subsequently in Committee, during the course of the Council year.

LEGAL IMPLICATIONS

16. Under Part 6.2 (13) (a) of the Constitution Scrutiny has the following power: 'Once a Scrutiny Committee has completed its deliberations on any matter a formal report may be prepared on behalf of the Committee and when agreed by them the Proper Officer will normally refer it to the Cabinet for consideration.
17. Under Part 4.2 of the Constitution, the Cabinet Procedure Rules, s 2 (3) iv) the Cabinet will consider any reports from Scrutiny Committees.

Anita Bradley
Director of Law and Governance

Annex: Pro-forma Response Template

Background papers: None

Other Documents: None

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November 2024

Divisions Affected -

CABINET – 19 NOVEMBER 2024

Response to Council Motion on SEND: 10 September 2024

Report by Director of Children's Services

RECOMMENDATION

1. **The Cabinet is RECOMMENDED to respond to the requests from Council as given below:**

Council calls on Cabinet to consider;

- a) More meaningfully involve young people and youth organisations throughout all policy-making processes within SEND improvement and the PAP.
- b) Any consultations or engagement with young people by this council must have a visible public follow-up to the outcomes and tangible metrics to ensure outcomes are delivered.
- c) All Council policies that affect young people, must include an impact assessment, and ensure that reasonable mitigation measures are put in place.
- d) Ensuring that where appropriate all future events, in person/online, run or funded by OCC, especially those related to the PAP, LAP, and SEND improvement, are open to appropriate young people with the attendance of their parent or carer.
- e) Launching a rapid task force for the voice of the young person and SEND users, and task them to create a framework for a Youth Forum within three months.
- f) The leader to appoint a SEND Champion from an opposition group to enable that a wider range of voices in the SEND community are able to feed into SEND improvement and services, and that such person sits on the SEND Improvement board.

Executive Summary

2. Following an inspection of the local area partnership (the local authority and integrated care board) in Summer 2023, the LAP was found to have 'systemic weaknesses'. As a result, a priority action plan (PAP) was developed to tackle the key issues raised by the inspection. The PAP was approved by the Department for Education (DfE) in December 2023. At its heart, the PAP has a commitment to making the voices of children and young people 'heard' as part of the improvement journey. Key actions have taken place to deliver on this aspiration and these are given below.

Response from Cabinet:

3. Council calls on Cabinet to consider a variety of issues as listed below. Cabinet's response is given under each item.
 - a) More meaningfully involve young people and youth organisations throughout all policy-making processes within SEND improvement and the PAP.

Young people are involved in the processes within SEND improvement. In June 2024, we established a SEND youth forum. The Forum is taking the lead on the development of the young people's element of our local offer (the website which will be the main portal for all SEND information).

The forum has a place on our improvement board. In addition, young people have also attended and spoken to the Education Young People Scrutiny board meeting in an individual capacity. The Forum has met twice and a third meeting is planned for November.

We will be asking schools to use their school councils as a mechanism for involving young people and will feed back on this in due course.

- b) Any consultations or engagement with young people by this council must have a visible public follow-up to the outcomes and tangible metrics to ensure outcomes are delivered.

The voice of children and young people is central to our SEND transformation programme and is included in the Priority Action Plan. Progress is monitored by our improvement board on which young people are represented. This board includes the Department for Education and the Department of Health. The SEND transformation programme has key performance indicators and progress against targets are regularly reported.

The SEND youth forum provides a 'safe space' for young people to discuss their concerns and thoughts and to decide how to communicate their agenda to the wider children and young people population. The Forum has met twice and a third meeting is planned for November.

- c) All Council policies that affect young people, must include an impact assessment, and ensure that reasonable mitigation measures are put in place.

The SEND Youth Forum are creating a 'quality mark' which could act as the 'impact assessment' referred to here.

- d) Ensuring that where appropriate all future events, in person/online, run or funded by OCC, especially those related to the PAP, LAP, and SEND improvement, are open to appropriate young people with the attendance of their parent or carer.

If appropriate young people are invited to all events. Since they have a place on the improvement board, they are aware of events related to the PAP, LAP and SEND improvement. The Education and Young People's Scrutiny Board is open to the public and receives updates on progress against the PAP. The Young person's forum and their collective approach was discussed at Scrutiny. Young people were also in attendance at the last meeting where the PAP was discussed alongside the approach to the Youth Forum. Our SEND conversations which are online outside working hours, are open to all members of the public including young people.

- e) Launching a rapid task force for the voice of the young person and SEND users, and task them to create a framework for a Youth Forum within three months.

The SEND Youth Forum is in place and has representation on the improvement board. It has met twice and a further meeting is planned for November. We would want to use this group to assess whether an additional forum, such as a rapid task force, is necessary given that a Forum has been in place since June 2024.

- f) The leader to appoint a SEND Champion from an opposition group to enable that a wider range of voices in the SEND community are able to feed into SEND improvement and services, and that such person sits on the SEND Improvement board.

Cllr Gregory was appointed as SEND lead member in Autumn 2023 and is on the SEND improvement board. An opposition councillor will be appointed as SEND champion and will be on the improvement Board. The Board includes school representatives, health and social care representatives, parent/carer representatives and young people alongside senior leaders and elected members.

Corporate Policies and Priorities

4. The involvement of children and young people our transformation work will support our meeting of the following corporate priorities:
- Tackle inequalities in Oxfordshire.
 - Prioritise the health and wellbeing of residents.

- Support carers and the social care system.

In particular, working with the Oxfordshire Parent Carer Forum will ensure the voices of carers are heard and embedded in our transformation work. The key purpose of our SEND transformation is to tackle inequalities and to priorities the health and wellbeing of children and young people with SEND, their families and their communities.

Financial Implications

5. There are no additional financial implications to support this response. The SEND transformation work is supported by our work on the Delivering Better Value programme as agreed by the Department for Education.

Legal Implications

6. The Council has responsibilities as set out in the Children and Families Act 2014 with regard to children and young people with special educational needs and disabled children and young people.

The SEND Code of Practice provides statutory guidance on duties, policies and procedures relating to Part 3 of the Children and Families Act 2014 and associated regulations. It relates to children and young people with special educational needs (SEN) and disabled children and young people. A 'young person' in this context is a person over compulsory school age and under 25.

The actions and responsibilities set out in this report are compliant with the Council's statutory duties and the statutory guidance.

Comments checked by: Anita Bradley, Director of Law & Governance and Monitoring Officer. Anita.Bradley@oxfordshire.gov.uk

Staff Implications

7. There are no staffing implications in relation to the actions proposed in this report.

Equality & Inclusion Implications

8. The SEND transformation programme which is overseen by the SEND Improvement and Assurance Board (SIAB) has at its core the importance of ensuring good outcomes for children and young people with SEND, their families and their communities.

Sustainability Implications

9. There are no sustainability implications in relation to the actions proposed in this report.

Risk Management

10. Progress against actions in the Priority Action Plan is monitored monthly along with consideration of key risks and mitigation measures. These are reported monthly into the Council's corporate risk management log.

NAME Lisa Lyons, Director of Children's Services.

[SLT Member]

Annex: NONE

Background papers: NONE

[Other Documents:] NONE

Contact Officer: Kate Reynolds, Deputy Director of Education

October 2024

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Divisions Affected - All

CABINET

19 November 2024

Outline allocation of cost of living and associated community wealth building funding for October to March 2024/25

Report by Executive Director of Resources and Section 151 Officer

RECOMMENDATION

The Cabinet is **RECOMMENDED** to

a) Note the cost-of-living support measures delivered during the first half of 2024/25, as summarised in Table 2;

b) Agree to the support package for the second half of 2024/25, as summarised in Table 2;

c) Delegate authority to the Director of Public Affairs, Policy & Partnerships in consultation with the Cabinet Member for Public Health, Inequalities and Community Safety, to amend the programme during the year in response to changing and emerging need, within the overall programme budget

Executive Summary

This report sets out the intended approach to support those residents who are most negatively impacted by cost-of-living pressures over the remainder of the current financial year. This follows the government announcement of an extension to the Household Support Fund from 1 October 2024 to 31 March 2025. The report also provides the latest position on the impact of the cost of living, as well as providing a summary of Cost of Living expenditure for the first half of the year.

Background

1. The Household Support Fund is a government scheme, launched in October 2021, that provides funding to local councils to help people who are vulnerable or cannot pay for essentials like energy and food.
2. In September 2024 the government announced an extension of the Household Support Fund (HSF6) from 1 October 2024 to 31 March 2025. Oxfordshire's allocation is £3,361,256. This will enable the council to continue established programmes of support as well as introducing new projects.

3. The Council's priorities in developing this programme of financial support are:
 - To ensure that Free School Meal support in the holidays continues
 - Ensuring the Residents Support Scheme has sufficient funding
 - Ensuring funding is available to support low-income pensioners who have lost their Winter Fuel Allowance
 - Working in partnership with City and District Councils
4. Cabinet approval is sought for allocation of the grant which will be used to build on the existing Cost of Living programme as well as delivering some new projects.
5. This report sets out the proposed categories of programme spend. Given the tight timescales for HSF6 spend, broad categories of spend are being prepared for approval by Cabinet, with detail being developed into delivery plans under officer delegation.

Cost of Living

6. On the national picture, ONS data shows that inflation has fallen significantly since its high of over 11% in October 2022. CPI (consumer price index) in August 2024 was 2.2%, with CPIH (consumer price index including owner occupiers' housing costs) slightly higher at 3.1%.¹
7. However, these improvements may obscure the real situation that many face, particularly for those on lower incomes. The Resolution Foundation have projected that whilst overall in the UK incomes will grow across 2024-25, incomes for the lowest-income households will fall. They forecast that going forward this trend will continue, predicting that households at the 10th and 20th income percentiles will be poorer in 2029-30 than in 2023-24.²
8. Surveys from the Joseph Rowntree Foundation corroborate this data. They surveyed households within the bottom 40% of incomes in June 2024 and found that the benefits of promising economic signs are simply not felt amongst the most vulnerable. They found that:
 - 7 million households are going without essentials like food, showers and heating.
 - 5.4 million experience food insecurity.
 - 4.3 million are in arrears with at least one household bill.
 - In May 2024, 86% of low-income households on Universal Credit went without essentials – seeing absolutely no improvement on 2023.³
9. Oxfordshire is a relatively affluent part of the UK. However, the overall wealth of the county can hide areas of deprivation. According to the Index of Multiple

¹ [Consumer price inflation, UK - Office for National Statistics](#)

² [The Living Standards Outlook 2024 • Resolution Foundation](#)

³ [The scale of the challenge: JRF's pre-election cost of living tracker | Joseph Rowntree Foundation](#)

Deprivation (IMD), 17 out of 407 LSOAs (Lower-layer Super Output Areas) in Oxfordshire fall within the lowest two deciles.⁴

10. Data from the national advice line charity, Citizens Advice, shows that, whilst districts in Oxfordshire face varying levels of hardship, across the board there has been a marked increase in the level of support required in comparison with pre-pandemic data.

Table 1: Number of people Citizens Advice have referred to crisis support, per 10,000 of population⁵

Local Authority	2019-20 (Q1)	2023-24 (Q4)	% increase
West Oxfordshire	4.92	15.3	311%
Vale of White Horse	3.19	8.41	264%
South Oxfordshire	4.45	13.01	292%
Cherwell	8.23	14.49	176%
Oxford City	2.7	9.9	367%

11. In July 2024, HealthWatch Oxfordshire released a survey of residents accessing a community larder in East Oxford. Of those that they spoke to, they found that:

- 30% said that their salaries are not enough to even cover rent
- 50% said that they can't afford to buy healthy food
- 35% said that without the support, they would not have been able to feed their families

12. Many left comments about the significant impact that the rising costs of living have had on their physical and mental health. They reported on having to cut back on the basics to afford bills, such as not putting on heating, and cutting back on social events such as seeing friends or going for days out with their children.⁶ Whilst this dataset comes from just a small part of Oxford City, it speaks to the wider issue of how for those in less wealthy areas, neither the general affluence of Oxfordshire nor improving inflation and national economic performance have led to any material improvements in life or easing of the cost of living.

Review of 2024/25 programme

13. For the first six months of 2024/25 the Council received £3.4million from the fifth round of the government's Household Support Fund (HSF5). This was used to create a Cost-of-Living programme together with locally sourced funding to support the cost of living and tackle financial inequality totalling £4.4 million. Due to uncertainty surrounding a continuation of the Household Support Fund, this programme was constructed to ensure crisis support was available for the most vulnerable households for the whole year. However the HSF funding had to be spent by 30 September 2024.

⁴ [202301 Bitesize Oxon 10 most deprived wards.pdf \(oxfordshire.gov.uk\)](#)

⁵ [How does the cost of living crisis differ between local areas? | Flourish](#)

⁶ [HW Guidance \(healthwatchoxfordshire.co.uk\)](#)

14. Due to the timing of this report, only limited monitoring information had been provided from externally funded programmes at the time of drafting. However programme highlights include:
- Providing £15 per week in respect of each child entitled to Free School Meals, and equivalent support for early years settings. Benchmarking with other authorities shows Oxfordshire as having (jointly with six other authorities) the most generous scheme for this type of support
 - £10,000 has been spent on the Council's period poverty initiative to provide period products for free, from council buildings
 - £250,000 has been provided to the City and District councils to spend on locally identified priorities
15. Annex One sets out how the funding was allocated for the first six months of the year, the expenditure so far, the proposed allocations from HSF6 and the total funding left remaining for each project. A summary of each area of expenditure is included below.

Cost of Living support proposals for 2024/25

16. In constructing a package of financial support for the remainder of the year, it is necessary to ensure that HSF6 funding is spent by 31 March 2025. However it is possible to use the funding to purchase vouchers (or similar in kind support) for use early in 2025/26.
17. To secure HSF6 funding, the Council must demonstrate compliance with detailed requirements. Therefore, the specific use of HSF is limited. These requirements can be summarised as being to meet immediate needs and help those who are struggling to afford household essentials including energy and water bills, food, and wider essentials. Limited expenditure is also permitted on provision of advice services and support with housing costs. For HSF6, an additional area of expenditure is now permitted which is preventative support. The following section provides a summary of all the Cost of Living projects shown in Table 2 above. Owing to the timing of this report, monitoring information is not yet available for the majority of projects funded by HSF5.

FSM Holiday Support

18. Free School Meal (FSM) equivalent support for school holiday periods has been provided as part of HSF 1-5 and their predecessors through a payment of £15 per benefits-related FSM-eligible child and young person attending any state-funded school or college in Oxfordshire, per week of school holiday. Equivalent funding was provided to Early Years settings. In addition, school leaders use their discretion to provide funding beyond FSM eligibility. This scheme is well understood and has come to be relied on amongst recipient families. While taking a large percentage of the available HSF funds, it has very high take-up and avoids additional application-based approaches, meaning that regular support is delivered directly to parents. It is therefore recommended that this support continues through the HSF 6 period, up to and including the 2025 Easter holiday.

Residents Support Scheme (RSS)

19. The RSS was launched on 1 June 2023 and has resulted in 5,000 households receiving more than £1.5 million in supermarket vouchers, energy credit and essential household items. The scheme is partially funded by the council with £500,000 made available internally in 2024/25 and £360,000 in 2025/26. This means that if the Household Support Fund is brought to an end after March 2025, some limited support will be available to help mitigate the cliff edge that this would bring. There are 30 partners signed up to the scheme who help to promote it. These are mainly organisations in the voluntary and community sector (VCS) but include local authorities and housing associations as well.

Delegations to City and Districts

20. In previous funding rounds, the County Council has delegated funding to the City and District Councils to establish local emergency welfare schemes and provide related community support. Funding is allocated against a formula that takes into account population and relative deprivation. These schemes work in partnership with the VCS. Local intelligence enables flexible support to be delivered that aligns with existing local provision, avoiding duplication and maximising impact. To maintain the impact of local intelligence on the overall package, it is proposed to continue delegating HSF funding to the City and Districts. This gives the City and District Councils flexibility to target HSF as makes most sense locally, within the requirements of the fund.

Community Wealth Building (CWB)

21. Last autumn the Centre for Local Economic Studies (CLES) were commissioned to identify the opportunities in Oxfordshire of Community Wealth Building and the impact that could be achieved. CLES have now completed their work and a CWB working group have taken these recommendations forward. This work comprises a critical element of the Council's place shaping agenda. A work programme has been developed which was approved by Cabinet on 17 September 2024. Funding was reserved from the 2023/24 cost of living programme in anticipation of a 'hard' national cut-off of deprivation funding to provide for an element of longer-term sustainable work. This planned funding was added to the additional budget of £60,000 agreed through the Labour Group budget amendment to support the development and delivery of a Social Value and Community Wealth Building Strategy. This work will be taken forward separately from the Cost-of-Living programme

Advice services

22. Support for debt and benefits advice has formed part of previous Cost of Living programmes. This was previously paid for by a contribution from the Budget Priorities Reserve to supplement Household Support Fund money from Government in 2022/23 and 2023/24. Funding has been used to support the four Citizens Advice offices in Oxfordshire as well as four independent advice providers. The £300,000 allocation in the Council's budget to this area will enable advice services to continue to be supported.

Data led solution to target benefit take-up

23. The Partnerships team have been exploring opportunities for using data led solutions to target benefit take up and other forms of income maximisation. Publicly available datasets can provide useful insight into local areas, but the actionable opportunities for this are limited to generic take-up campaigns. A process is underway to procure a solution which aggregates all relevant data held by both County and District councils.
24. The solution will provide detailed insight into households who may have an unclaimed entitlement to benefits or Free School meals, or who may be struggling with household bills and need a supportive intervention. Approaches using this model elsewhere in the country have run very successful take-up campaigns.
25. It is estimated that this approach in Oxfordshire could realise £1.2m in income for residents as well as serving as a prevention tool for services such as Adult Social Care and Housing. The model requires the involvement of the City and District councils who are all on board. A proposal was agreed by the Council's internal officer Commercial Board in October for the procurement of this product. The funding represents the anticipated Year One costs. During this year, the proof of concept and economic benefits would enable all participating councils to submit invest to save bids for funding from Year Two onwards.

Sustainable food programme

26. Previous Cost of Living programmes have seen significant amounts of money committed to ensuring residents have access to food. Free school meals (FSM) support in the holidays cost £3.5 million last year and 45% of expenditure in the RSS is in relation to food. The Oxfordshire Food Strategy seeks to develop sustainable approaches to helping people on low incomes access affordable, healthy food and this work should be supported from the Cost of Living programme. HSF5 provided funding for small grants to community groups promoting access to sustainable, healthy food and research into the development of a co-operative supermarket in Oxford. It is proposed that HSF6 provides additional funding for the grant programme which is run by Good Food Oxfordshire.

Support for low-income families with a child who has a disability

27. Funding in HSF5 was used to help low-income families access Short Break Activities for disabled children. These activities are commissioned by the Council but costs need to be contributed by the parents of children attending. In particular the transport costs can often be prohibitively high. The funding was anticipated to allow 100 children to attend these activities. The HSF6 allocation in this area will also be used to cover the costs of before and after school care for SEND children from low-income families.

Period poverty

28. The HSF5 funding allocated to this project enabled a pilot to be set up to provide access to period products for people on low incomes from council buildings. This initiative followed a motion to Full Council in September 2023. It

is proposed to provide additional funding from HSF6 to extend the pilot until the end of 2024/25.

Migrant Food Programme

29. This expenditure was agreed using the delegation provided by Cabinet in May to make adjustments to the overall programme. It provides support to migrants residing in hotels where the food provision is not providing a suitable diet for people with relevant medical conditions (e.g. diabetes).

Warm Spaces

30. This expenditure was also agreed under the Cabinet delegation. It supports Libraries to be part of the Winter Warm Space provision by funding the cost of providing hot drinks.

Programme Administration

31. Funding for staffing and other administrative costs in delivering the Cost of Living Programme. Staff delivering the programme have their costs met from the programme fund.

Better Housing Better Health (BHBH)

32. The BHBH programme is commissioned by Public Health to provide advice and practical support with energy efficiency measures and supporting people to meet their energy costs. The HSF6 funding will facilitate an expanded programme, with a particular focus on low-income pensioners, due to the loss of the Winter Fuel Allowance.

Winter Fuel Allowance Support

33. There are a number of measures within the programme that can provide support to pensioners on low incomes who have lost their Winter Fuel Allowance (the Residents Support Scheme, BHBH and the support provided by the City and District Councils). However it is difficult to predict demand from this group. The latest available data shows that 1,032 pensioner households in Oxfordshire are eligible but not claiming Pension Credit. There are additional households who fall slightly over the threshold for Pension Credit. However take up campaigns for Pension Credit, support for pensioners from the Residents Support Scheme have had low take up. As such this funding is made available to support any project which has a high take up of support from this group.

Oxfordshire Community Foundation (OCF)

34. This funding is to expand the OCF Living Essentials grants programme. These grants are available for community organisations supporting people with unaffordable essentials such as homelessness, food insecurity and warmth as well as debt advice. The Cost of Living Programme manager will be part of the grants panel that determines the awards.

Holiday Activities

35. The Council provides activity programmes in school holidays which are free for children who are entitled to free school meals. This funding will be managed in Children's Services to enable social workers to identify children

who fall outside the normal eligibility criteria who would benefit from these activities.

Homelessness Prevention

36. This area of expenditure will create a homeless prevention fund which will be used to support people across Oxfordshire's Homeless Alliance services. These services provide accommodation and support to single people and couples people who have experienced homelessness and have additional support needs. The fund will be used to support individuals who are struggling to maintain their tenancy in these support services. This may include providing financial support with rent and bills or funding activities that help to engage people with available support.

Hospital Discharge

37. The Out of Hospital team are a multi-disciplinary team based in the City Council, but working countywide to support delayed discharge from hospital settings. This funding will be used to fund the purchase of essential household items or equipment to support a return home. These may be in relation to helping heat the home or coping with a disability. Similar funding was made available in last year's Cost of Living programme.

Digital Inclusion

38. This allocation will support the work of Getting Oxfordshire Online and SOFEA to make laptops, tablets and WiFi access available for vulnerable groups across the County. This will support the aims of the council's Digital Inclusion Strategy.

Contingency

39. There is a small amount of unallocated funding which can be used to tackle emerging issues, or bolster any of the above projects.

Monitoring

40. As with previous years programme delivery will be reported to Performance and Corporate Services Overview and Scrutiny Committee. Quarterly management information is required by the Department for Work and Pensions (DWP), and this will be reported by the Cost of Living programme manager, who will review programme expenditure on a monthly basis.
41. The government's Autumn Budget announced that the Household Support Fund would be continued in 2025/26, and so monitoring undertaken this year will inform plans for expenditure next year.

Flexibility and additional support measures

42. The support package summarised in Table 2 represents current planning for the year ahead. However, there is significant uncertainty, for example in the number of FSM eligible students in the next academic year and in the take up of the RSS. In order to fully commit the available funding and to meet new needs and those needs not directly supported in the current package, the overall programme and spend will remain under review throughout the year, with significant changes reported through business management reporting.

Cabinet will be asked to delegate responsibility for this to the Director of Public Affairs, Policy & Partnerships in consultation with the relevant Cabinet Member.

Corporate Policies and Priorities

43. The cost-of-living programme and directly addresses the Council's priority of tackling inequality in Oxfordshire. They also indirectly address the prioritising of residents' health and wellbeing. This is achieved by targeting financial support at the most vulnerable residents in the county.

Financial Implications

44. There are no new budgetary implications from these recommendations although it should be noted that the report addresses expenditure of two of the budget lines added by the Labour amendment during the Council budget process. These are the £60,000 for CWB and the £300,000 for advice services. There is an opportunity to reduce OCC internal spend on the basis of receipt of HSF6 which was not originally anticipated when rescopeing the full year program.

Comments checked by: Drew Hodgson, Strategic Finance Business Partner,
drew.hodgson@oxfordshire.gov.uk

Legal Implications

45. Where the Council is distributing grant funding, it must consider whether a grant constitutes a subsidy. Should any of the proposed grant allocations set out in the report constitute a subsidy, it will be necessary for the Council to ensure that the subsidy is dealt with in accordance with the Subsidy Control Act 2022. Where necessary, the Council will carry out a subsidy control assessment to ensure any subsidy is compliant with the subsidy control principles and comply with the transparency requirements under the Act. In providing the support detailed in this report the Council will rely on the general power of competence under the Localism Act 2011.

Comments checked by: Paul Grant, Head of Legal,
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Staff Implications

46. The programme expenditure detailed in Table 2 includes £265,000 for administration. This expenditure includes funding for three existing members of staff on fixed term contracts.

Equality & Inclusion Implications

47. The cost-of-living programme represents a continuation of support rather than being a new proposal and so a new Equality Impact Assessment has not been

completed. The programme aims to tackle some of the most egregious areas of inequality in Oxfordshire by ensuring everyone can access food, energy and essential household items. The overall support package is designed to meet the needs of the most economically disadvantaged residents in Oxfordshire, and to ensure that no-one is digitally excluded as a result of the design of the programme.

48. The RSS ensures that anyone experiencing financial crisis can request support. Data on access to the scheme is used to target take-up work. Low take-up by pensioners resulted in work undertaken with Age UK to promote the scheme, and a social media campaign to target relatives of pensioners who may need support.

Sustainability Implications

49. There are no significant impacts in respect of environmental sustainability in this programme. The programme provides £50,000 to expand the Better Housing Better Health programme which provides advice and financial support to residents on energy use, and energy efficiency measures.

Risk Management

50. The main risks related to the cost-of-living programme are as follows:
- Overspend of funding – The majority of funding is demand led (FSM holiday support and RSS). The number of families receiving FSM support will change following the census during the programme period which may see an increase in expenditure in this area. The allocation of contingency funding will serve to mitigate this. The RSS has a number of mechanisms for increasing or reducing support to ensure expenditure remains within budget.
 - End of HSF from April 2025 – The main impact of this event would be the loss of FSM support in the holidays. The RSS could be amended to prioritise help for people affected by the loss of FSM support. The council has also budgeted for RSS funding to continue until the end of 2025/26. Any future funding should prioritise FSM support and the RSS and funding should be carried forward where possible in order to cushion potential cliff edges in funding
 - Low take-up of RSS either generally, or in relation to specific groups – Ongoing work to communicate the availability of the RSS is required in order to ensure it supports the most economically disadvantaged groups in the County. Monthly monitoring will be undertaken to identify any groups or areas where take-up is lower than expected. Where low take-up is identified work will be undertaken with relevant organisations and community groups to promote the scheme

Consultations

51. Although no formal consultation has been undertaken, in developing proposals for support, officers have engaged with the City and District Councils, internal

service areas and relevant elements of the voluntary and community sector, including through regular briefings with advice agencies. Through implementation, further engagement will seek to ensure that the County Council's support schemes are aligned to those of others and that work with partners continues to identify those elements of the community most impacted.

Susannah Wintersgill

Background papers: Nil

Other Documents: Cost of Living Cabinet report May 2024:
<https://mycouncil.oxfordshire.gov.uk/documents/s71023/CA240514R08%20Cost%20of%20Living.pdf>

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November 2024

Annex One – Cost of Living Programme 2024/25 – Funding and Expenditure

1. Table 2 below sets out the funding for the original 24/25 programme (comprising HSF5 and internal Council funding), expenditure so far, and the proposed allocation of funding from HSF6

Table 2.

Project	Original programme	HSF5 Funding	Internal Funding	Expenditure	HSF6 Funding	Total Remaining
Holiday FSM	2,130,000	2,130,000		2,205,000	1,710,000	1,635,000
Residents Support Scheme**	1,000,000	800,000	200,000	703,000	750,000	1,047,000
District Delegations	250,000	250,000		250,000	250,000	250,000
Community Wealth Building	350,000		350,000	94,000		256,000
Advice Services	300,000		300,000	300,000		0
Data Dashboard	140,000		140,000	0		140,000
Sustainable food programme	40,000	40,000		40,000	58,000	58,000
Children with disabilities	20,000	20,000		20,000	20,000	20,000
Period Poverty	10,000	10,000		9,000	20,000	21,000
Migrant food programme*	3,000	3,000		3,000	10,000	10,000
Warm Spaces*	1,000	1,000		1,000	2,000	2,000
Programme Administration	148,000	107,000	41,000	133,000	100,000	115,000
Better Housing Better Health					50,000	50,000
Winter Fuel Allowance support					90,000	90,000
Oxfordshire Community Foundation					112,000	112,000
Holiday Activities					50,000	50,000
Homelessness Prevention					50,000	50,000
Hospital Discharge					10,000	10,000
Digital Inclusion					20,000	20,000
Contingency					59,000	59,000
	£4,392,000	£3,361,000	£1,031,000	£3,758,000.00	£3,361,000	£3,995,000.00

* Expenditure agreed after commencement of programme

** Expenditure figure only includes support provided to residents not amounts used for prefunding of the scheme

CABINET

19 November 2024

Including Everyone Equalities, Diversity and Inclusion Framework: 2025 – 2029

Report by Executive Director of Resources

RECOMMENDATION

1. **The Cabinet is RECOMMENDED to**
 - a) Agree to adopt the refreshed Including Everyone Equalities, Diversity and Inclusion framework, 2025-2029.
 - b) Endorse the data-led approach to implementing the new Including Everyone framework through corporate key performance indicators (KPIs).

Executive Summary

2. Oxfordshire boasts a rich diversity of residents from different ethnic groups, cultures and nations, which brings a richness to local communities and the economy; however there are also stark inequalities to address. In meeting the council's Public Sector Equality Duty, the refreshed Including Everyone framework aims to realign Oxfordshire County Council's Equalities, Diversity and Inclusion (EDI) goals with its broader strategic priorities.
3. This updated framework (Annex 1) is based on insight drawn from in-depth community engagement and illustrates the council's inclusion work through a range of case studies, emphasising the importance of listening to lived experience and intersectionality to drive meaningful change. It also highlights the need for visible senior leadership in fostering inclusivity and psychological safety.
4. A key change is how the framework will be implemented and integrated into the council's service planning, with key performance indicators (KPIs) to track progress. Six KPIs have been developed, which cover the following areas:
 - Workforce diversity
 - Inclusivity competency in the workforce
 - Leadership inclusivity impact
 - Service accessibility and responsiveness
 - Effectiveness of inclusive engagement
 - Community and partner inclusion

5. The KPIs and operational progress towards them will be overseen and monitored by the council management team (CMT) and will be reported bi-annually through the Business Management and Monitoring Reports to Cabinet.

Background

6. The Equality Act (2010) requires local authorities to publish equality objectives at least every four years to comply with the public sector equality duty. As the previous Including Everyone framework was published in 2020, the council must publish an updated framework by the end of 2024.
7. The refresh of the framework gives the opportunity to realign the council's Equality, Diversity and Inclusion (EDI) goals with the broader strategic priorities and reconsider how the framework can be used to drive meaningful change. It has also brought the opportunity to engage directly with local residents and communities and incorporate their feedback and priorities into the new framework.
8. Since COVID-19, the cost of living crisis has led to further inequalities in Oxfordshire, with the most deprived areas experiencing higher rates of child poverty, fuel poverty and food poverty than the England average. Socioeconomic inequalities lead to poorer health outcomes and life expectancy – the difference in life expectancy between Oxfordshire's most and least deprived areas is around 11 years for males and around 12 years for females.
9. The refreshed Including Everyone framework builds upon the need to address inequalities, but takes it further, with clearer alignment with strategic priorities, organisation-wide implementation and bolder action with measurable objectives.

Reflections Since Including Everyone 2020

10. Many lessons have been learned since the publication of Including Everyone 2020. Many communities and colleagues still experience marginalisation and inequalities. The cost of living and socio-economic disadvantage have heightened inequalities and worsened health and other outcomes. While the council is committed to tackling racism and discrimination, as demonstrated by its commitments to achieve the RACE Equality Code accreditation, there is more to do. The council also recognises the importance of visible senior leadership in championing equalities and inclusion.
11. These lessons, as well as extensive consultation with colleagues, networks, communities and individual residents, have shaped this refreshed Including Everyone framework. Richer datasets have informed not only the framework itself, but how progress towards the framework's ambitions will be measured.

12. This refreshed framework has taken an ‘always learning’ approach, by listening to colleagues and different communities from across Oxfordshire to understand where the council needs to do better to drive meaningful inclusion for all. By listening to lived experience, and combining it with new data, this new framework is strengthened, with more emphasis on action and driving change.

Going further with Inclusion

13. The council already has a good track record of going beyond its legal equality duty by considering groups and communities beyond the protected characteristics of the Equality Act. For example, the council considers the impact of its decisions on rural communities, armed forces communities, areas of deprivation and carers.
14. The new Including Everyone framework goes further, recognising the council’s commitment to considering future generations in decision-making, as well as refugees and asylum seekers by becoming a Council of Sanctuary. The new framework also includes reference to the socioeconomic duty and consideration of residents experiencing socio-economic disadvantage.
15. Including Everyone recognises the importance of lived experience and understanding intersectionality. It also strengthens the role of leaders in fostering inclusivity and psychological safety, and makes clear the responsibilities and role of leaders and managers in upholding inclusion commitments.
16. To bring this Including Everyone to life, the new framework includes real-life case studies of recent and current work that demonstrates how the council’s inclusion ambitions can be realised. Examples such as the work to become a Council of Sanctuary or achieve RACE Equality Code accreditation illustrate how to ‘do’ as well as ‘say’ inclusion.

Refreshed Approach to Implementation and Reporting

17. To strengthen inclusion outcomes and drive meaningful change, the council is moving to a more data-led corporate approach of monitoring progress through the use of corporate key performance indicators (KPIs).
18. This approach will ensure corporate alignment with inclusion commitments across the organisation, and all services will need to consider how they will contribute to the organisation’s progress in achieving these KPIs.
19. These KPI measures and the ambitions of Including Everyone will be better integrated through business and service planning. This will ensure that all service areas and decision-makers prioritise inclusion, not only in what they

do, but also in how services are delivered. These measures will also support planning for the future and adapting to change.

Six KPIs have been developed, which cover the following areas:

- (a) Workforce diversity
 - (1) How the council's workforce reflects the diversity of Oxfordshire communities
 - (2) Recruitment and retention of colleagues, and tracking applicant and talent diversity
- (b) Inclusivity competency in the workforce
 - (1) Skills assessments
 - (2) Training uptake
- (c) Leadership inclusivity impact
 - (1) 360-degree feedback of leaders on inclusive behaviours
 - (2) How psychologically safe employees feel in the organisation to be their authentic selves.
- (d) Service accessibility & responsiveness
 - (1) Compliance with enhanced accessibility standards
 - (2) Availability and clarity of service information
 - (3) Effectiveness of redirecting customers to appropriate services.
- (e) Effectiveness of inclusive engagement
 - (1) Diversity of consultation and engagement participants
 - (2) Implementation of resident-led improvements
 - (3) Resident satisfaction with engagement
- (f) Community and partner inclusion
 - (1) Inclusivity of partner community initiatives
 - (2) Inclusivity of partner organisations

20. The detailed measures for each KPI are in development. They will be reported bi-annually from the start of 2025/26 through the Business Management and Monitoring Report to Cabinet.

21. Each council service will consider how they can meet the corporate KPIs and what activity to undertake to work towards them.

Corporate Policies and Priorities

22. A number of existing policies and priorities align with this work, and work will continue to ensure that the relevant programmes and projects remain aligned to the Including Everyone framework. Examples include:

- (a) People and Culture Strategy
- (b) Future Generations
- (c) Council of Sanctuary
- (d) Social Value Policy

23. Including Everyone directly contributes to the council's vision of making Oxfordshire a greener, fairer and healthier county, supporting the strategic priority to tackle inequalities in Oxfordshire.

24. In addition, it contributes to a number of other strategic priorities, including:
- (a) Prioritise the health and wellbeing of residents
 - (b) Support carers and the social care system
 - (c) Create opportunities for children and young people to reach their full potential
 - (d) Play our part in a vibrant and participatory local democracy.

Financial Implications

25. There are no direct financial implications arising from this report or the framework, however the new framework may influence the prioritisation of future work in relation to equalities, diversity and inclusion. Resource already exists within the policy team to lead on implementation of the framework.

Comments checked by:

Drew Hodgson, Strategic Finance Business Partner – Resources
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Legal Implications

26. This work fulfils the council's public sector equality duty under the Equality Act 2010. There are no other legal implications associated with this report.

Comments checked by:

Anita Bradley, Director of Law & Governance and Monitoring Officer

Staff Implications

27. This work has no direct staffing implications. Resource for implementing this framework comes under existing allocations for a Senior Policy Officer for Equalities.

Equality & Inclusion Implications

28. As the nature of this work centres around inclusion and is guided by the public sector equality duty, equalities have been considered from the beginning of this work throughout engagement, development and design processes. This work is intended to have positive impacts on those with protected characteristics and other underrepresented communities.

Risk Management

29. There are no risks anticipated with this report or implementation of the new framework. There is reputational risk in not prioritising inclusion work, as well as legal risk if the council fails to fulfil its public sector equality duty.

Consultations and Engagement

30. Extensive external and internal consultation took place in developing the updated framework. This included consultation with the council's colleague networks, an online public survey hosted on Let's Talk Oxfordshire, and interviews and focus groups with a range of different groups and communities, including:
- (a) Faith communities
 - (b) Older people
 - (c) LGBTQ+ people
 - (d) Vulnerable migrants
 - (e) Women
 - (f) People with a disability
 - (g) People with learning difficulties and neurodivergence
 - (h) Young people
31. A summary of this engagement activity is attached in Annex 2.
32. In addition, the council's Equalities, Diversity and Inclusion Steering Group has been consulted and feedback into the framework multiple times throughout its development.

LORNA BAXTER
Executive Director of Resources

Annex: Annex 1: Including Everyone framework
Annex 2: Consultation and Engagement Report

Background papers: Nil

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November 2024

Including Everyone

2025 - 2029

Equalities, diversity and inclusion framework



OXFORDSHIRE
COUNTY COUNCIL

Including Everyone

We want Oxfordshire to be a place where everyone can thrive, no matter their background. Our county is changing, and many of our communities have faced painful challenges in recent years with COVID-19 and the cost-of-living crisis, which have heightened inequalities in our communities. We know that the climate crisis will impact disadvantaged and marginalised communities more. As a council we must do our part to meet these challenges head on to help ensure that everyone can realise their full potential.

We take our obligations and commitments very seriously and we are determined to challenge discrimination and reduce inequality in all that we do. We are working to achieve both the RACE Equality Code accreditation and to becoming a Council of Sanctuary to support some of the most vulnerable migrants coming to Oxfordshire. We have committed to considering future generations in our decision making, with the aim of making intergenerationally fair decisions. And we are also developing our approach to integrating the socio-economic

duty, which means we will consider and take action to reduce inequalities experienced because of socio-economic disadvantage.

This refreshed Including Everyone framework sets out our vision across three pillars: Inclusive Workplace, Inclusive Service Delivery, and Inclusive Communities. These build on our 2020 framework, but place more emphasis on the role of senior leaders, the value of lived experience and consideration of intersectionality. We have also included some case studies to bring the framework alive and demonstrate how we are working towards our ambitions in practice.

Our framework will be underpinned by specific key performance indicators (KPIs) for the whole organisation to work towards, which will enable us to measure our progress. These KPIs will be data-driven and will help shape our inclusion priorities.

We are proud of all the work we are doing to tackle inequalities. But we know there is much more to be done to create a fairer Oxfordshire. As a council, we may not have all

the answers, but we know that by listening to our colleagues and communities, we can learn, respond and adapt as we go.

We are extremely grateful to residents, communities and partners who have taken the time to share their experiences and feedback in helping to shape this framework. Working with our communities and learning from, and being guided by, their experiences is key to tackling disadvantage.



A handwritten signature in black ink that reads "Liz Leffman".

Cllr Liz Leffman
Leader of Oxfordshire County Council

Our **Including** Everyone Framework

Our ambitions:



- We work with communities to help them thrive.
- We support and encourage partners to be inclusive.



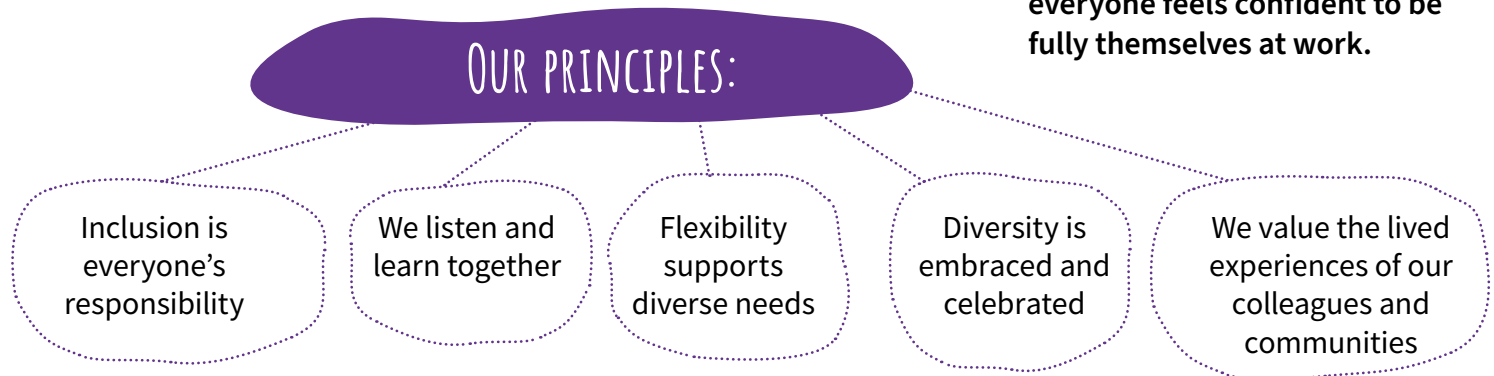
- We have accessible buildings and information, and we encourage our partners to do this too.
- We communicate and engage with our residents to plan and meet their diverse needs.



- Our working culture is inclusive and our employee demographics reflect the diversity of the communities we serve.
- Our colleagues have the values, skills and knowledge they need to include everyone.
- Our senior managers lead the way in making sure that everyone feels confident to be fully themselves at work.

Our vision is to lead the way in creating a fair and inclusive Oxfordshire by building an inclusive workplace culture, delivering inclusive services, and tackling disadvantage in the communities we serve. Each of our three pillars is supported by specific ambitions, which in turn are underpinned by our principles to guide how we work towards our vision.

OUR PRINCIPLES:



Why we must **include** everyone

We believe that promoting inclusion and reducing inequalities is simply the right thing to do. However, as a public body, we also have a legal obligation to do this.

As a council, we must follow the Public Sector Equality Duty in the Equality Act (2010). This means that the council has a special role in tackling discrimination. The Act defines discrimination as the less favourable treatment of a person because of a protected characteristic, as compared to 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 that is not the case.

Public Sector Equality Duty means we must:

- ✔ **eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,**
- ✔ **advance equality of opportunity between people who share a protected characteristic and those who do not,**
- ✔ **foster good relations between people who share protected characteristics and those who do not,**
- ✔ **set and publish equality objectives at least every four years and,**
- ✔ **publish information, at least annually, to show how we comply with the Equality Duty including information about employees and to people who are affected by the public body's policies and procedures.**

There are nine protected characteristics: age; disability (including invisible disabilities); gender reassignment; marriage and civil partnership; pregnancy and maternity; race including ethnic or national origins, colour or nationality; religion or belief; sex; sexual orientation.

We already go further than the protected characteristics in our decision-making, ensuring we consider the impact of our decisions on:

- ✔ **Areas of deprivation**
- ✔ **Rural communities**
- ✔ **Armed Forces communities (including veterans)**
- ✔ **Carers**

As outlined in our case studies (see pages 15-20) we are moving towards considering the impact our decisions have on future generations, those experiencing socio-economic disadvantage and vulnerable migrants.

For us inclusion applies to the communities where we live and work, but also to communities of shared understanding, such as faith, heritage, lifestyle and sexuality. We want to support every community to thrive, and we actively work to remove or reduce obstacles which get in the way. This includes tackling unconscious bias which occurs when people favour others who look like them, share their values or experiences. We also recognise that many people are part of multiple communities and may have several protected characteristics or diverse lived experiences which may compound any disadvantage or challenges they experience. This is called intersectionality.



Oxfordshire is more diverse and less equitable than many think

Oxfordshire's population is becoming increasingly diverse, as the statistics from the 2021 Census and 2023 Joint Strategic Needs Assessment illustrate. This makes it all the more important that we tackle inequalities to ensure everyone is included.

Page 65

LGBTQ+

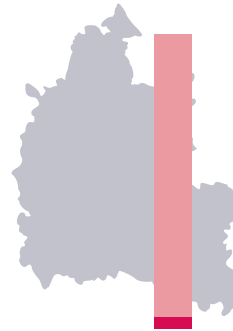
Oxford is home to the UK's largest population of trans and non-binary people outside of London

0.6% OF THE POPULATION



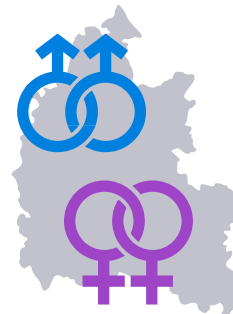
3.4% OF OXFORDSHIRE'S POPULATION

define their sexual orientation other than straight / heterosexual



0.8% OF MARRIED / CIVIL PARTNERED PEOPLE IN OXFORDSHIRE

are in same-sex relationships



Migration

Oxfordshire has a greater population of those born outside the UK than the national average (**17% versus 19%**) and

ENGLISH IS A SECOND LANGUAGE FOR 9% OF OXFORDSHIRE'S POPULATION.



OVER 50

DIFFERENT LANGUAGES ARE SPOKEN IN OXFORDSHIRE.

After English, Polish (**1.2%**), Portuguese (**0.8%**) and Romanian (**0.8%**) have the most speakers in Oxfordshire.

There are around

3,500

REFUGEES AND ASYLUM SEEKERS RESIDING IN OXFORDSHIRE.

Race, ethnicity and cultural heritage

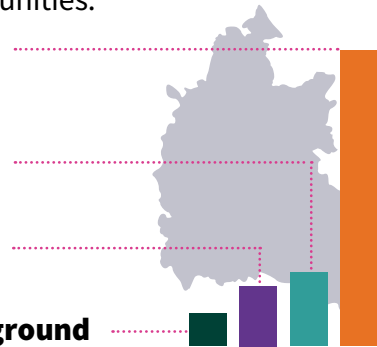
Oxfordshire is home to many different ethnicities and cultures, creating rich and diverse communities:

6.4% Asian (mostly of Indian, Pakistani, Chinese and Bangladeshi origin)

1.6% other ethnic groups (including Arab, East Asian, Turkish and Kurdish)

1.3% Black of African background (such as Nigerian, Ghanaian and Kenyan)

0.7% Black British or Caribbean background



NEARLY A QUARTER

of Oxfordshire residents are of an ethnic group other than White British (**and almost half the population in Oxford**)

Oxfordshire has a higher proportion of residents that are of a mixed-race or of multiple ethnicities than the England and Wales average (**3.1% compared to 2.9%**)

0.26%

OF OXFORDSHIRE'S POPULATION are part of the gypsy, Roma and traveller communities

Oxfordshire has a bigger proportion of residents of Polish origin than the England and Wales average (**1.2% compared to 1%**)

Religion

Oxfordshire has a higher proportion of residents with no religion than the England and Wales average (**40% versus 37.2%**), as well as a higher Christian population (**47.3% versus 46.2%**)

OVER HALF

of the population of Oxfordshire (**53.1%**) have a religion



Armed Forces

There are around

10,000

ARMED FORCES PERSONNEL stationed in Oxfordshire, mostly RAF and army

Oxfordshire has a bigger population of veterans compared to the England average (**4% compared to 3.8%**),

including around

400

FORMER GURKHAS

There are over

3,000

SERVICE CHILDREN

in our schools – the fifth largest service pupil population in England

Health and wellbeing

There are around

52,000

RESIDENTS

who provide unpaid care in Oxfordshire, with higher rates of unpaid care in areas of deprivation.



Oxfordshire has a higher prevalence of young carers (0-15 years) than the rest of England (**1.07% compared to 1.06%**)

Difference in life expectancy at birth between the most and least deprived areas of Oxfordshire:



Men:

11 YEARS



Women:

12 YEARS

Nearly

99,000

PEOPLE

are living with a disability in Oxfordshire.

6,852

YOUNG PEOPLE

have learning difficulties.

2.6%

OF SCHOOL PUPILS

have Autism Spectrum Disorder.

Socioeconomic disadvantage

Oxfordshire's

TEN

MOST DEPRIVED AREAS

have higher rates of children (under 16s) in poverty than across England (**24.6%**)

Increasing numbers of households experience fuel poverty, with more households in Oxford experiencing fuel poverty than the rest of Oxfordshire.

Nearly

20,000

CHILDREN

and

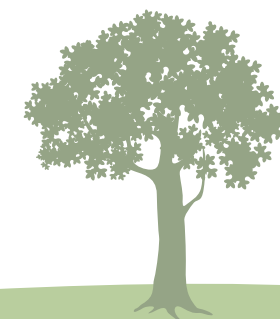
12,000

OLDER PEOPLE

in Oxfordshire live in poverty.

FOUR

OF OXFORDSHIRE'S WARDS are in the most **10%** deprived nationally



How we will achieve our ambitions: Our inclusion principles



Inclusion is everyone's responsibility. Including everyone means that we all need to work together, in the workplace and in communities, to remove seen and unseen barriers to opportunities and address inequalities.

We listen and learn together. People have unique experiences and perspectives which can enrich our collective understanding. By creating a culture of curiosity and psychological safety, we will learn more about our individual and collective strengths and how best to support one another. We work in partnership to create inclusive cultures.

Flexibility supports diverse needs. Recognising and responding well to diverse needs ensures we deliver inclusive communities, services and workplace culture. We adapt our approaches to the needs of different communities.

Diversity is embraced and celebrated. We recognise the strength that lies in diversity; we celebrate this and embrace it in our learning, service delivery and how we work with one another and our partners.

We value the lived experiences of our colleagues and communities. We create opportunities to hear and understand the lived experience of residents, communities and colleagues. We use our understanding of different lived experiences and intersectionality to help shape our services.

PILLAR 1

INCLUSIVE COMMUNITIES

AMBITION 1:

We work with communities to help them thrive.

- This means recognising communities as being the experts on their needs and valuing their lived experience, and so we work with them to shape services and tackle inequalities across Oxfordshire. We don't assume we know what a community needs, so we engage them to find out.

AMBITION 2:

We work with partners to tackle disadvantage in our communities.

- We work with many partners across Oxfordshire and beyond to deliver services and support residents. We recognise our role in bringing together partners, facilitating partnerships and sharing best practice when it comes to inclusion, and we promote and foster inclusion in our relationships.



Examples of what we are doing:

Public Health community insight profiles. We are working with our most economically deprived communities to gain understanding and insight on their needs and priorities to help shape council services.

Social value policy. We are encouraging our suppliers to provide additional value to local communities through additional economic, social or environmental benefit.

Modern Slavery Statement. We have committed to preventing modern slavery through our supply chains, procurement activities and partnership working, ensuring we work to safeguard vulnerable people and groups from the harms of modern slavery.

Council of Sanctuary. We have committed to becoming a Council of Sanctuary for refugees and asylum seekers in Oxfordshire, ensuring that Oxfordshire is a welcoming and supportive place for vulnerable migrants. Read more about this on page 15.



PILLAR 2

INCLUSIVE SERVICE DELIVERY

AMBITION 1:

We have accessible buildings and information, and we encourage others to do this too.

- This involves ensuring that our buildings are not only physically accessible, but that they are accessible, useable and welcoming to all residents, including those with sensory needs. It also means that our information is available digitally and offline, and can be accessed and understood by residents.

AMBITION 2:

We communicate and engage with our residents to plan and meet their diverse needs.

- We are proactive in engaging with residents to shape service delivery and ensure that our communication and engagement opportunities are accessible for different communities and groups. It also means we create targeted communications and engagement opportunities when we need to hear from seldom-heard and underrepresented groups. We ensure that protected and underrepresented groups are considered at the early stages of planning and designing services.

Examples of what we are doing:

Move to Speedwell House. Moving our headquarters from County Hall to Speedwell House will enable us to create an inclusive and accessible building that meets the needs of our colleagues, partners and residents.



Period poverty scheme. A scheme to assess how we can alleviate period poverty and barriers to accessing period products for residents and communities. See our case study on page 19 for more information.

Impact assessments. We proactively consider the impact of our decisions on protected and underrepresented groups and are developing a more robust and integrated approach to impact assessments.



Cheers M'Dears and Ta Da! A service user-designed social space and beauty salon for adults with learning difficulties, autism and dementia that demonstrates how we work with service users and partners to shape our services. See the case study on page 17 for more about this first-of-its-kind venue.



PILLAR 3

INCLUSIVE WORKPLACE

AMBITION 1:

Our working culture is inclusive and our employee demographics reflect the diversity of the communities we serve.

- ✔ We create a supportive and inclusive employee community that reflects the diversity of Oxfordshire, and we value the lived experience that our colleagues bring to our work.

AMBITION 2:

Our colleagues have the values, skills and knowledge they need to include everyone.

- ✔ We make inclusion a priority across the organisation, including in induction and training for new colleagues. We provide access to resources and training to empower colleagues to drive inclusion forwards and consider all work through an inclusion lens.

AMBITION 3:

Our senior managers lead the way in making sure that everyone feels confident to be fully themselves at work.

- ✔ Senior managers lead by example in promoting inclusion, sharing best practice, celebrating success and being accountable when things do not go right. Our senior managers create safe and inclusive spaces that empower colleagues to bring their full selves to work.



Examples of what we are doing:

Reciprocal mentoring. This scheme pairs senior leaders with aspiring leaders from underrepresented groups to co-mentor each other as ambassadors for inclusion.

Partnering with Inclusive Employers

We have partnered with Inclusive Employers, an organisation that provides training and resources to promote inclusion and best practice among colleagues.

RACE Equality Code accreditation

An accreditation that commits us to taking action for race equality in our workplace and our decision-making. See our case study on page 20 to find out more about what this entails.



CASE STUDY: COUNCIL OF SANCTUARY

Page 75

Oxfordshire County Council has pledged to become a 'Council of Sanctuary' for those fleeing violence, war and persecution from around the world. This means we will work with other councils and organisations to promote the inclusion and welfare of refugees and asylum seekers in our county, as well as make a stand against anti-refugee legislation.

To achieve Council of Sanctuary status we must demonstrate our commitment and progress in this work by meeting 14 criteria. Here we show how some of the Council of Sanctuary criteria align with our Including Everyone ambitions and bring the framework alive.

- 👉 **Raise awareness of the challenges facing refugees and asylum seekers through educating and training our colleagues.**

Inclusive workplace: Ambition 2:

Our colleagues have the values, skills and knowledge they need to include everyone.

- 👉 **Raise awareness of the importance of providing a warm welcome at the community level for all people seeking sanctuary, regardless of how they arrived.**

Inclusive communities: Ambition 1:

We work with communities to help them thrive.

Inclusive communities: Ambition 2:

We support and encourage partners to be inclusive.

- 👉 **Amplify the voices of refugees and asylum seekers, creating meaningful engagement opportunities to shape our work with the community.**

Inclusive communities: Ambition 1:

We work with communities to help them thrive.

Inclusive service delivery: Ambition 2:

We communicate and engage with our residents to plan and meet their diverse needs.



- ✔ **Bring together managers and leaders to embed and sustain a welcoming and inclusive culture across the organisation.**

Inclusive workplace: Ambition 2:

Our colleagues have the values, skills and knowledge they need to include everyone.

Inclusive workplace: Ambition 3:

Our senior managers lead the way in making sure that everyone feels confident to be fully themselves at work

Inclusive communities: Ambition 1:

We work with communities to help them thrive.

- ✔ **Commit to be an anti-racist organisation and make sure our policies and procedures support this.**

Inclusive workplace: Ambition 1:

Our working culture is inclusive and our employee demographics reflect the diversity of the communities we serve.

Inclusive workplace: Ambition 2:

Our colleagues have the values, skills and knowledge they need to include everyone.

Inclusive workplace: Ambition 3:

Our senior managers lead the way in making sure that everyone feels confident to be fully themselves at work.



CASE STUDY: CHEERS M'DEARS AND TA DA!

Page 77

Launched by our Banbury Community Support Service in 2023, the Cheers M'Dears pub and Ta Da! beauty salon are award-winning examples of our ambition to work with communities in creating inclusive services.

Banbury Community Support Service (CSS) supports adults with learning difficulties, autism and dementia. Cheers M'Dears is a community pub-style venue, developed with and for service users. Similarly, Ta Da! is a beauty salon, also developed with and for service users.

In engaging with their service users, CSS discovered that they wanted a social space where they could relax and enjoy themselves, as well as invite their friends and family. Service

users also wanted to co-create the space and be involved in its design and creation.

CSS fundraised for the project with partners and the community through events, local press and social media, helping to spread the word and bring in volunteers to support the decorating and furnishing of the pub - a testament to the power of working with communities to help them thrive.

Since its creation, Cheers M'Dears has become a communal hub for service users and partners, as well as the local community who are able to rent the space. It provides a welcoming and inclusive space for people to enjoy a pub-style setting with their families and friends in a venue that is fully accessible and safe.

Following the success of Cheers M'Dears, female users of the service expressed interest in a quieter and more personal space for them



"I like going to our pub room on a Friday, it lifts my spirits to be with friends, it always feels fun and safe."

GU (a service user)

to use, and a few months later a pampering space 'Ta Da!' was opened. Ta Da! offers beauty sessions to service users, supported by local beauty therapists and hair salons and provides a space for personal care in a comfortable and inclusive setting. CSS also formed a partnership with a local college to supply hair and beauty students to provide free treatments for service users – including hair dressing, nail treatments and massage.

Inclusive service delivery: Ambition 1:

We have accessible buildings and information, and we encourage others to do this too.

Inclusive service delivery: Ambition 2:

We communicate and engage with our residents to plan and meet their diverse needs.

Inclusive communities: Ambition 2:

We support and encourage partners to be inclusive.

CASE STUDY: FUTURE GENERATIONS

Page 78

Oxfordshire County Council has committed to considering future generations in its decision making - ensuring that the needs of the present are met without compromising the ability to meet the needs of future generations. This principle is central to creating a greener, fairer and healthier Oxfordshire in the present and for generations to come.

Our future generations work includes considering those not yet born – our residents and communities of the future, as well as our young people of today. Through this work, we will ensure that young people’s voices and needs are considered in decision-making and planning for the future, creating an inclusive and fair future for our young people of tomorrow as well as today.

Supporting this commitment is a work programme which focuses on two key areas: i) youth engagement with local democracy; and ii) enhancing youth engagement.

This includes supporting young people to participate in local democracy and help shape policy and decision-making and providing them with a range of platforms for their voices to be heard.

As a county council, we believe we are integral in driving youth engagement, along with our schools, partners and colleagues. We also want to become an organisation that young people want to be part of and work for.

Inclusive service delivery: Ambition 2:

We communicate and engage with our residents to plan and meet their diverse needs.

Inclusive communities: Ambition 1:

We work with communities to help them thrive.

Inclusive workplace: Ambition 1:

Our working culture is inclusive and our employee demographics reflect the diversity of the communities we serve.



CASE STUDY: PERIOD POVERTY

Page 79

We are trialling a pioneering scheme to support the alleviation of period poverty in Oxfordshire.

Period poverty is defined as the inability of individuals to access menstrual products, whether this be due to financial constraints, limited availability or stigma in acquiring appropriate products. The UK cost of living crisis has increased rates of period poverty – Action Aid reported in 2023 that the number of people struggling to afford menstrual products increased from 12 per cent in 2022 to 21 per cent in 2023. Individuals impacted by period poverty may use sanitary pads or tampons for longer than advised, re-use disposable products or improvise with other materials such as tissues, cotton wool, clothing or paper. Period

poverty is more prevalent among young people, who experience more stigma around menstruation.

There are a number of inclusion and intersectionality factors that have been considered through this scheme. Making products available in spaces that young people frequent is important. In addition, gender identity is a factor that impacts access to products, for example trans-men, transmasculine and non-binary individuals who menstruate may face additional stigma and burdens in accessing products that they need. They are also more likely to experience homelessness and financial difficulties and so are more likely to experience period poverty in addition to stigma. This is addressed by making products available more widely than in women's bathrooms. In addition, race and cultural heritage can be a factor in stigma around menstruation and access to products, particularly where there are language barriers.

The period poverty scheme makes menstrual products available for free through a number



of public spaces, including libraries, children and family centres as well as our own office buildings. Library provision is barrier-free, so no resident will need to ask a stranger for products, to ensure there is no stigma. Libraries have been selected in areas of high economic deprivation where period poverty is more prevalent, as well as at larger libraries. Products are available to all, with no definition of who can and cannot access them, and they are available in whole packs, to ensure adequate provision for individuals throughout the month.

Inclusive communities: Ambition 1:

We work with communities to help them thrive.

Inclusive service delivery: Ambition 1:

We have accessible buildings and information, and we encourage others to do this too.

Inclusive service delivery: Ambition 2:

We communicate and engage with our residents to plan and meet their diverse needs.

CASE STUDY: RACE EQUALITY CODE

Page 80

We are working towards accreditation under the RACE Equality Code, affirming our commitment to race equity as an organisation and employer.

The RACE Equality Code is an external framework designed to address race inequity within organisations, particularly focusing on leadership roles, governance and accountability. The code emphasises the importance of influencing leadership to drive real change and hold organisations accountable through public reporting. It is framed by its four pillars – RACE – Reporting, Action, Composition and Education, which each detail specific actions and requirements.

To achieve this accreditation, we must meet a number of actions and criteria that we are assessed against in demonstrating our commitment to race equity and being an anti-racism organisation.

Some of our priority areas in this work are:

- ✔ **Improving reporting and data compilation on the diversity of our employees, with particular focus on race diversity at senior leadership levels, as well as reporting on ethnic pay gaps.**
- ✔ **Unconscious bias training for managers to ensure they are aware of and can address their biases in decision-making.**
- ✔ **Leadership and mentoring programmes to support Black and other employees from underrepresented ethnic groups to progress within the organisation.**
- ✔ **Sharing best practice across the organisation to promote a culture of inclusivity and continuous improvement.**
- ✔ **Inclusive recruitment practices, such as ensuring diverse and representative interview panels, talent diversity, inclusive recruitment campaigns and adverts.**

- ✔ **Creating an inclusive culture and psychological safety in the workplace through training, processes and policies that prevent discrimination, harassment and bullying in the workplace, as well as listening to the lived experience of our colleagues and colleague networks.**

Inclusive workplace: Ambition 1:

Our working culture is inclusive and our employee demographics reflect the diversity of the communities we serve.

Inclusive workplace: Ambition 2:

Our colleagues have the values, skills and knowledge they need to include everyone.

Inclusive workplace: Ambition 3:

Our senior managers lead the way in making sure that everyone feels confident to be fully themselves at work.



Responsibility for delivering the **Including** Everyone Framework

Inclusion is everyone's responsibility. We all have a role to play in making our vision of an inclusive Oxfordshire a reality.

Delivering **Including** Everyone Framework

Our council management team is responsible for implementing the Including Everyone framework throughout our services, taking ownership of its progress and reporting through its key performance indicators (KPIs).

Senior leaders lead the way in demonstrating our inclusive values. They oversee our equalities work at a strategic level, and visibly uphold our inclusion principles and ambitions.

Communities are shared places and spaces, where diversity and difference need to be embraced. Everyone in our communities has a role to play in shaping and delivering inclusion.

Our Equalities, Diversity and Inclusion Steering Group brings together senior colleagues across the organisation to provide oversight, share best practice and support our inclusion work.

Our Cabinet lead for equalities, diversity and inclusion sits on the council's Cabinet and champions inclusive practices and is held accountable for delivery of actions.

Partners help us identify inequalities and provide feedback about ways in which we can improve. They work with us in tackling inequality in our communities.

Our colleague networks promote inclusive behaviour, constructively challenge and act as a sounding board for inclusive decision making.

Our colleagues understand and demonstrate inclusive behaviour, and value diversity. Managers assess, plan and deliver inclusive services, and ensure their areas contribute to our inclusion targets.

Cabinet members ensure services are planned and delivered inclusively. They set inclusive values for staff to champion within the organisation. All councillors demonstrate inclusive behaviour.

Reporting and monitoring

We are developing organisation-wide key performance indicators (KPIs) to measure and report on our progress towards meeting our inclusion ambitions.

The KPIs are specific, measurable, actionable, Reportable, and Time-bound (SMART), and will act as shared goals for all council services to work towards. It will be everyone's responsibility to contribute to achieving these goals.

Our KPIs will be developed using robust data-led methodologies to ensure impact and progress can be measured in a meaningful way.

We are using a range of data sources to develop our KPIs, including:

- **Service use and customer satisfaction**
- **Diversity and demographics in our consultation and engagement opportunities**
- **Residents' surveys**
- **Employee diversity data**
- **Recruitment tracking and talent pipeline data**
- **Colleague retention rates**
- **Colleague inclusion training rates**
- **Accessibility ratings**

We are committed to developing a transparent and accountable reporting mechanism, including making our progress accessible to residents and partners. Combined with oversight and accountability from senior leaders and managers, this will ensure that inclusion is prioritised at Oxfordshire County Council. It will also enable us to adapt or change when we experience barriers to achieving our inclusion ambitions.





Alternative formats

If you require this document in an alternative format, ie easy read, large text, audio, Braille or a community language, please get in touch.


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 oxfordshire.gov.uk/contact-us


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Including Everyone

Public engagement report

May 2024

Contents page: One full page, include headings as below and ensure pages are numbered.

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Executive summary

The Equality Act (2010) requires local authorities to publish equality objectives at least every four years to comply with public sector equality duty. The Including Everyone framework outlines the council's priorities in relation to inclusion and creates a vision for the council to strive towards.

The council engaged with a wide range of stakeholders to provide insight to inform both the development of the refreshed framework and its resulting action plan. Engagement activity focused on understanding the experiences of inclusion by residents with a wide range of demographics and their priorities for EDI progress in Oxfordshire.

The primary method of resident engagement was a series of focus groups with under-heard communities, focusing on those who fell within the Equality Act 2010's protected characteristics. An online survey asking the same questions was also run to give those who could not attend a focus group an alternative opportunity to provide feedback.

Participants were asked to share their examples of good and bad inclusion in Oxfordshire, their views on the proposed goals for the Including Everyone framework, and their suggestions for improving inclusion within council services.

The feedback from both focus groups and the online survey highlighted the positive impact of community groups and organisations and the attitudes and approaches of individuals as sources of good inclusion, and the challenges of travel and transport, socio-economic divides, safety and security issues, and communication sources of poor experiences of inclusion.

The most important goals for the council to concentrate on, according to focus group participants, were "Our staff have the values, skills and knowledge they need to include everybody" and "We have a diverse workforce that reflects of the communities we serve". For survey respondents, the most important goals were "We work with communities to help them thrive" and "We work with other organisations/groups to make things fairer in our communities".

When asked to suggest additional or alternative goals, improving communication and education were highlighted, as well as the important of having an action plan.

Participants also shared their views on what makes them feel welcome and confident to be themselves when using a service, and emphasised the importance of interactions with other people, especially staff, who are friendly, respectful, understanding, and knowledgeable.

The engagement activity provided valuable insights into the experiences and priorities of residents in relation to inclusion in Oxfordshire. The feedback shows a diversity of perspectives and needs, as well as some common themes and challenges. Participants also expressed support and appreciation for the council's efforts to refresh the Including Everyone framework and to engage meaningfully with stakeholders.

1.0 Introduction

The Equality Act (2010) requires local authorities to publish equality objectives at least every four years to comply with public sector equality duty. As the previous Including Everyone framework was published in October 2020, the council must publish an updated framework by October 2024.

The Including Everyone framework outlines the council's priorities in relation to inclusion and creates a vision for the council to strive towards. Our vision doesn't just cover the council as an employer – it also identifies how we can work with partners and communities to tackle inequalities across Oxfordshire.

This is the council's chance to reflect on how Oxfordshire's EDI priorities have evolved over the past four years. We want to create a refreshed framework that will influence real, tangible change to not only make Oxfordshire County Council a more inclusive employer and partner, but also to make Oxfordshire a more inclusive county.

Oxfordshire County Council engaged with a wide range of stakeholders to provide insight to inform both the development of the refreshed framework and its resulting action plan. This report outlines the work undertaken to engage residents and the feedback heard from them.

Engagement activity focussed on understanding the experiences of inclusion by residents with a wide range of demographics and their priorities for EDI progress in Oxfordshire. Efforts were made to engage with traditionally under-heard communities and individuals with one or more protected characteristic under the Equality Act 2010.

2.0 Methodologies

The primary method of resident engagement was a series of focus groups with underheard communities, focussing on those who fell within the Equality Act 2010's protected characteristic. This approach was chosen due to the sensitive nature of the topic and the acknowledgement that these groups are both the most impacted by EDI work and the least likely to engage in a survey. An online survey asking the same questions was also run to give those who could not attend a focus group an alternative opportunity to provide feedback.

Focus groups were held both online and in-person to respond to the different needs of communities and individuals. A separate session was held for representatives of the Jewish community as a reasonable adjustment, due to the initial engagement period clashing with Pesach. We worked with community partners to advertise these sessions, including:

- Interfaith networks
- Religious institutions
- Universities
- Charities/community groups
- Colleagues in the city and district councils

Sessions were facilitated by Engagement and Consultation Officers and supported by members of the council's Policy Team. Where participant numbers were high the groups were split into breakout rooms and individually facilitated.

The following focus groups were held between 23 April and 1 May:

Audience	Format	Attendees
LGBTQIA+ community	Online	0
Faith and cultural heritage group leaders	Online	7
Women	Online	4
Asylum seekers and refugees	In person at Asylum Welcome	11
Older LGBTQIA+ people	In person at Silver Pride	7
People with a disability	Online	8
Young people	In person at the Warriner School	31
Neurodiverse people	In person at the ICE Centre	13
Jewish community	Online	12

Efforts were made to hold a focus group for pregnant people and new parents, however this did not come to fruition and instead we worked with Oxfordshire Maternity Voices to promote the online survey.

The online survey was live from 4 April to 1 May 2024 and was promoted via:

- Let's Talk Oxfordshire consultations e-newsletter
- Your Oxfordshire e-newsletter
- Targeted community partners, including:
 - The county council's gypsy and traveller services
 - Religious institutions
 - University societies
 - Perinatal and parent groups
 - Cultural centres
 - Disability organisations
- Viva engage

3.0 Response rate and demographics

150 people were directly engaged with the development of the framework, 91 through attendance at a workshop and 59 via the online survey. Analysis of the demographics showed a higher degree of diversity than general population, indicating that the engagement activity achieved its goal of reaching underrepresented communities and those more likely to experience discrimination.

48 per cent of workshop attendees identified as having a long-term illness, health problem or disability, as did 37 per cent of survey respondents.

27 per cent of people who attended workshops identified as lesbian, gay, bisexual, questioning or other. This group accounted for 11 per cent of survey respondents.

Women were slightly more likely than men to have attended a workshop (41 vs 40 per cent) or completed the survey (42 vs 39 per cent). 2 per cent (workshop attendees) and 4 per cent (survey respondents) identified with a gender other than that which they were assigned at birth.

For workshops, most respondents (65 per cent) chose 'White' as their ethnic group, with 36 per cent of respondents being global majority and mixed ethnic groups. The largest of this group were those who chose 'Black or Black British' as their ethnic group, this accounted for 11 per cent of total respondents.

Most survey respondents (56 per cent) chose 'White' as their ethnic group, with 35 per cent of respondents being global majority and mixed ethnic groups. The largest of this group were those who chose 'Black or Black British' as their ethnic group, this accounted for 14 per cent of total respondents.

People with no religion made up the largest single belief group for both workshop attendees (32 per cent) and survey respondents (30 per cent). 32 per cent of workshop attendees identified as Christian, followed by 13 and 11 per cent identifying as Muslim and Jewish respectively. These were also the largest faith groups among survey respondents, with 28 per cent identifying as Christian, 4 per cent as Muslim and 11 per cent as Jewish.

A full breakdown of the demographics of both workshop attendees and survey respondents can be seen in Appendix 1.

4.0 Findings

4.1. Thinking about your experiences of living, working or studying in Oxfordshire, do you have any examples of good inclusion?

Participants were asked "Thinking about your experiences of living, working or studying in Oxfordshire, do you have any examples of good inclusion?" and responses showed a breadth of positive experiences across the county with key themes demonstrated.

The feedback from that both focus groups and the online survey highlighted the positive impact of community groups and organisation (both in terms of services provided and opportunities to be a valued member of the community) were the top source of positive examples of inclusion. This was shown in 30.4% of group responses and 28.6% of survey responses.

"Examples which stand out are the settings in which I volunteer - such as West Oxford community larder and Oxford Winter Night Shelter, where everyone is warmly welcomed for who they are within a very wide demographic."

Second common to both groups were positive experiences within county council services, with 15.2% of group responses and 19% of survey answers sharing examples. In particular, inclusion in council engagement and consultation activity and at libraries were mentioned.

"This being arranged specifically for the Jewish community outside of Pesach".

“I always feel very welcomed and included when I visit my local library, they always try to showcase different authors, genres and create a welcoming atmosphere”.

Feedback from focus groups also highlighted the impact of individuals’ attitudes and approaches, with 21.7% of responses sharing examples. This was particularly emphasised by the neurodiversity focus group who explained this this helped them to feel safe in a space.

“They remember me and what I need”.

Survey respondents also shared specific interactions, however they were more likely (16.7%) to attribute these positive experiences to how they felt treated by organisations/businesses.

“I would particularly single out arts bodies, such as the Playhouse Theatre.”

4.2. Can you think of any examples of when inclusion could have been better?

After reflecting on positive examples of inclusion in Oxfordshire, participants were asked “Can you think of any examples of when inclusion could have been better?”. 148 comments were received in response to this, and showed a diverse range of poor experiences.

The feedback from that both focus groups (10.1%) and the online survey (18.4%) highlighted travel and transport as the most common area where people felt inclusion could be better. Comments showed dissatisfaction with limits to car journeys, the affordability of public transport, and the condition of pavements causing risk to people with mobility issues.

“I feel very excluded by the County Council for their anti-car policies. I don't cycle, can only walk limited distances and buses never seem to go to places or at times that meet my needs.”

“Bus tickets are too expensive, when we have bus tickets we can talk to people. You do not feel isolated and lonely”

“Pavements for wheelchairs are very very poor.”

Survey responses also highlighted socio-economic divides in Oxfordshire and the resulting impact on lower-income households (8.2%).

“Real inclusion means welcoming people and making spaces feel comfortable for everyone, not just the middle and upper classes. Oxford is highly divided along socio-economic lines.”

However, some survey respondents felt that efforts should not be made to improve inclusion as they felt that this was not something the council should be working on (8.2%) or that promoting the inclusion of other groups was of detriment to them (8.2).

“Inclusion is irrelevant. Not your job.”

The second most common theme in comments from the focus groups concerned safety, and the frequency of feeling unsafe (7.2%). It is noteworthy that the majority of these comments were shared at the women’s focus group and they emphasised that this was the most important factor for them.

“I can't feel included until I feel safe. Our concerns aren't being taken seriously. We cannot feel included in our community if we can't sleep and we're not safe.”

4.3. Which two goals do you think are the most important for the council to concentrate on?

Participants were presented with the following seven goals which were proposed to be included in the updated Including Everyone framework:

1. We work with communities to help them thrive
2. We work with other organisations/groups to make things fairer in our communities
3. Our buildings and information are accessible, and we encourage others to do this too
4. Our staff have the values, skills and knowledge they need to include everybody
5. We have a diverse workforce that reflects of the communities we serve
6. Our senior managers lead the way in making sure that everyone feels confident to be fully themselves at work
7. We support and encourage organisations/groups that we work with to be inclusive

They were asked “Which two of these do you think are the most important for the council to concentrate on?”. For online survey respondents these options were presented to each in a randomised order to avoid order effects bias.

Focus groups identified their two most important goals as follows:

	Women	Mixed disability	Faith / cultural leaders	Jewish community	Asylum seekers/ refugees	Older LGBTQ+ people	Neuro diversity	Young people
We work with other organisations/groups to make things fairer in our communities			X			X		
Our buildings and information are accessible, and we encourage others to do this too				X	X			
Our staff have the values, skills and knowledge they need to include everybody	X	X				X	X	
We have a diverse workforce that reflects of the communities we serve	X	X		X	X			
Our senior managers lead the way in making sure that everyone feels confident to be fully themselves at work			X				X	
Our senior managers lead the way in making sure that everyone feels confident to be fully								X

themselves at work								
We support and encourage organisations/groups that we work with to be inclusive								X

The goals most commonly chosen by focus groups as most important were “Our staff have the values, skills and knowledge they need to include everybody” and “We have a diverse workforce that reflects of the communities we serve”. Many felt that these goals were interlinked, as greater diversity in the workforce would improve understanding of the experiences of different groups, while a focus on staff skills and values would make the council a safe and supportive work environment.

“We can always have frameworks, and policies, but actually it’s the people who deliver them.”

“Important that the workforce reflects community, reflecting the people that we serve, especially as Oxford is becoming more diverse.”

“Our senior managers lead the way in making sure that everyone feels confident to be fully themselves at work” and “We support and encourage organisations/groups that we work with to be inclusive” were each only chosen once, however it is noteworthy that both were chosen by the young people’s focus group.

“You need to set good examples so people know what to do”.

Survey respondents identified their most important of the goals as in Figure 1 below. Goals 1 to 7 are represented in order left to right on the chart.

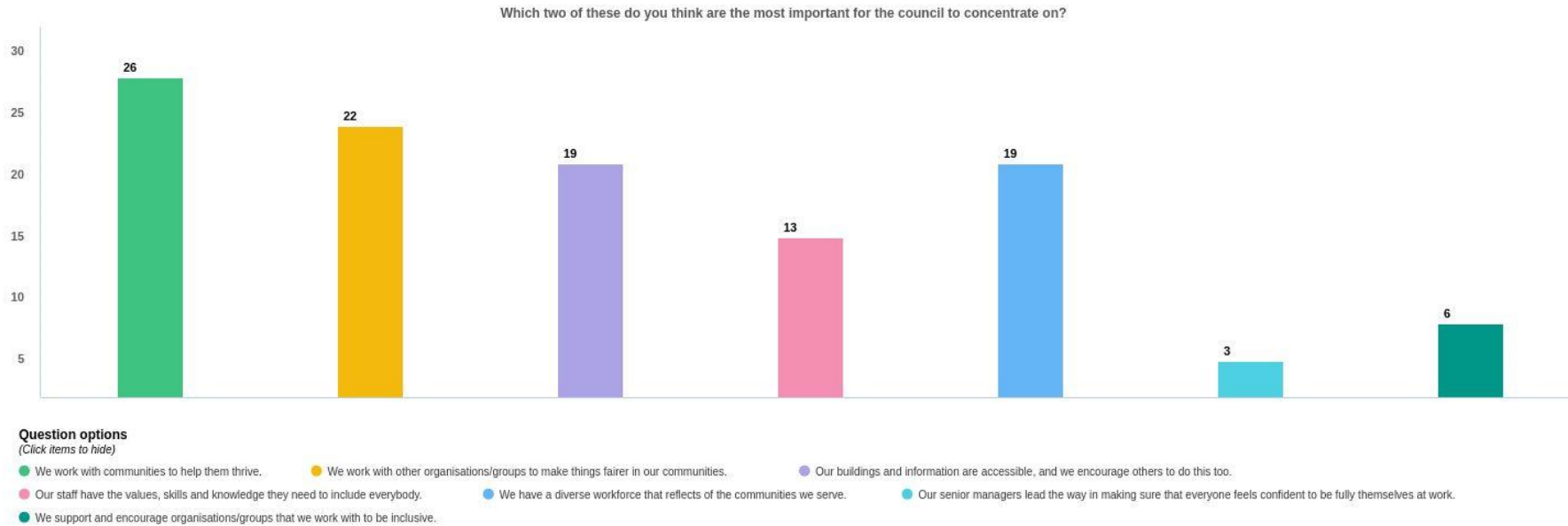


Figure 1

Survey respondents were most likely to choose “We work with communities to help them thrive” (chosen by 48.1% of respondents) as one of the most important goals for the council to concentrate on, with “We work with other organisations/groups to make things fairer in our communities” was the second most likely to be chosen (by 40.7% respondents).

“People with lived experience know how exclusion impacts on them, it's important that the council proactively works with marginalised communities to 'walk a mile in their shoes' and help to remove barriers.”

“Helping communities thrive and working together and focusing on solutions is very important, doing this together in groups with a board and dynamic outlook on diversity”.

“Our senior managers lead the way in making sure that everyone feels confident to be fully themselves at work” was the least likely to be chosen as one of the most important goals with only 5.6% of respondents choosing this option.

4.4. Are there any other goals that you think should be included?

The question of whether any other goals should be added had few responses, with only 55 comments from across the focus groups and survey. Discussion indicated that the smaller number of responses was due to a feeling that the proposed goals were already comprehensive.

23.5% of comments from focus groups suggested an additional goal on improving communication, as they felt there was a disconnection between the council and communities. This was borne out in conversation where many participants were unaware of actions the council is taking (such as the council's commitment to Oxfordshire being a county of sanctuary) or not understanding that services they use are funded or commissioned by the county council.

“Don't just put it on a website! Go out and do outreach, go and meet them “on their turf” - Failure to engage and communicate renders this all ineffectual.”

Survey respondents (18.4%) emphasised the importance of education to teach people about different groups and experiences and foster an inclusive culture.

“Inform children [what] a fair community is and what they can do to contribute.”

15.8% of survey responses also addressed the need for an effective action plan to ensure that the goals are achieved.

“I think we need to set ourselves measurable objectives - these goals feel very vague and difficult for us to hold ourselves to account. What does success look like?”

4.5 Goals

People were asked to explore the seven proposed goals in greater detail. To prevent the focus groups from being inaccessible by length, participants first gave feedback on the goals they had chosen as most important for the council to work on, and then looked at the other goals if there was time. Therefore, not all groups have commented on each goal.

4.5.1 We work with communities to help them thrive

4.5.1.1. What could the positive impacts of this goal be?

Shared key themes

Making people and the county better and safer came out as the top themes; also mentioned in the same responses were people feeling happier and more included. Other important shared themes included; a sense of residents being able to safely give feedback and that being genuinely acted upon; communities being valued for their opinions – that they matter and are valued. Building relationships and trust also featured. (*Safety mentioned several times*).

“Make people feel more included and happy”
“Engagement with people 'on the ground', a genuine addressing of local issues”.

Focus group feedback

Additional comments centred around building of trust within communities and avoidance of conflict. Cost effectiveness (not just financial) and people need to hear the results of engagement with communities.

Survey feedback

Early communication is important to enable communities to achieve goals and help themselves to become stronger. Better inclusion and more sustainable resources were also mentioned.

4.5.1.2. What could the negative impacts of this goal be?

No shared themes

Focus group feedback

Importance of a closer more personal relationship with the council which is seen as remote and detached. Communities may not like the council's goals.

Survey feedback

A sense that different communities may have conflicting priorities and needs - therefore compromise is needed. Goals could be seen as political flag waving and virtue signalling and a waste of money. Poor quality health, well-being, poverty and discrimination continues.

4.5.1.3 Do you think that anything should be added, removed or changed in this goal?

No shared themes

Focus group feedback

Polarised responses – liking of simplicity but confusion over language. Need to establish regular community working groups to enable consistent feedback.

Survey feedback

Negative comments about the 20mph limits and Oxford traffic plans. Important to develop sustainable employment and improve skills and create more purposeful community interest projects.

4.5.1.4 What are your ideas for how we could achieve this goal?

Shared key themes

Communication, information and accessibility within communities are the most frequently mentioned themes. The importance for council representation (eg councillors) to come to local communities at times to suit them, not the council, was emphasised. Also listening to what people are saying and reporting actions back to communities.

“Less about formal meetings, and more about informally going to their own territory. Meeting people where they are”.

“Making sure councillors are accessible, and that they are genuinely directing the policy of the Council”.

Focus group feedback

Clearly defined areas of responsibility for when the council engages with communities so that everyone knows who is responsible for what, to avoid confusion and misunderstandings.

Better empower communities to improve skills and enable local people to engage more effectively.

Survey feedback

Better support cultural diversity through community-based organisations to enable them to be mouthpieces for their communities. Safe spaces were again mentioned in the context of putting on inclusive events, conferences and social activities to facilitate improved participation. Council should provide development assistance (and financial support) to local groups to make this happen.

“Ask a broad range of people within the community and listen to what they say would be most helpful”.

“More live and inclusive events (advertise them)”

4.5.2 We work with other organisations/groups to make things fairer in our communities

4.5.2.1 What could the positive impacts of this goal be?

Shared key themes

Shared themes include what OCC’s role is in working with other organisations to make things fairer, and the importance of relationships that foster understanding and trust to drive inclusion and change. Being able to access and apply the expertise available from different groups also came through as a positive.

‘Other organisations/groups may have more knowledge and particular understanding of what’s needed and how to reach a particular goal.’

‘The council can be “an agent of change”—the council can initiate projects that lead the way’

Focus group feedback

Focus group attendees commented in relation to the relationships that OCC has with other groups and communities – for example, building trust and understanding, expertise, increased accessibility with more opportunities and diversity. There were also comments in relation to OCC's role in working with others – as an agent of change and a source of positive engagement for inclusion.

Survey feedback

Survey responses suggest a preference for grassroots and bottom-up engagement when working with other organisations and groups on inclusion. In addition, better connecting and understanding of communities and being able to harness the knowledge and enthusiasm of communities/groups on the ground would be a positive impact of this goal. Comments also suggested targeted support for specific vulnerable communities (such as the elderly) and healing divisiveness between communities and groups.

4.5.2.2 What could the negative impacts of this goal be?

Shared key themes

The key shared themes were concern about challenges of including everyone in practice, such as communities with different values, priorities and abilities to advocate for themselves.

'Some groups may not have the same agenda or goals or values as the communities they say they represent.'

'Different organisations and groups will have different values, and I would be a bit concerned that the Council could end up discriminating'

Focus group feedback

Participants indicated concern that some groups / communities have more of a voice than others, and that different groups have different agendas and priorities – this could be difficult to unify. There were also concerns about the resources available to do this effectively.

Survey feedback

Respondents indicated concerns about creating further discrimination by listening to some groups more than others or by trying to bring together groups that don't share the same values or priorities. The need to listen to communities and different groups and doing more than token gestures or superficial activities also came through as a theme. Again, a preference to a bottom—up community led approach also came through.

4.5.2.3 Do you think that anything should be added, removed or changed in this goal?

Shared key themes

A preference to enable fairness for everyone rather than communities, as well as wanting to ensure that the groups / organisations we work with aren't led by politically biased activists but communities themselves.

‘Clarify that the organisations and groups you are working with have no political axe to grind, including activism.’

‘It should be fairer for everyone, not just in individual communities.’

Focus group feedback

The key theme from the focus group was that it should be about fairness for everyone, not just targeted communities.

Survey feedback

Respondents commented that the goal isn't clear enough and groups could be seen as politically biased and led by activists more than communities themselves.

4.5.2.4. What are your ideas for how we could achieve this goal?

Shared key themes

Positive and authentic engagement with groups / communities / organisations that is adequately resourced.

‘County Council should uplift what is already being done e.g. the interfaith walk’

‘Reach out to certain communities and ask what they think would make things fairer.’

Focus group feedback

Building on existing successful initiatives that bring people together across communities and groups came through as a strong theme. Sharing best practice and learning from other groups, with transparency and managing expectations, as well as increased funding or resources that can contribute to this work. Quality assurance and diverse representation in work that is delivered is also important.

‘We have this wonderful walk run by the council of faiths—how can we draw on that?’

‘This is a great beacon and example against extremism and extreme views’

‘Need to be open and clear – transparent about what is / isn't feasible in the projects.’

Survey feedback

Key themes include authentic and communicative engagement with communities, shaped by clear principles for working with other organisations. Engaging with local councillors and community champions for inclusion could support this work, and enable communities to empower individuals to work for the council and bring more diversity and authentic representation to OCC.

‘Then the organisations from the deprived communities should be empower to recruit people who have ingenuity and empathy to serve within the government offices or other NHS professionals cadres to give room to diversities’
‘Community Champions Programme on Health Education and Social inclusion’

4.5.3 Our buildings and information are accessible, and we encourage others to do this too

4.5.3.1 What could the positive impacts of this goal be?

Shared key themes

The overarching key comments are concerning increasing and improving accessibility – both physical and through supplying information in a multiplicity of different formats. In particular, the ability to phone the council, or meet someone face to face, should always be offered. This would enable better engagement with those who are disadvantaged and give people a voice independently of a reliance on others to do so for them. Also cited is the importance of supplying printed materials (leaflets, posters, etc) alongside information being available online.

All of the above should be “normality”.

Focus group feedback

Council buildings can offer neutral spaces to host cross-cultural, inclusive events, as long as there is easy accessibility, for example in libraries and other public and community places.

“Disabled people can also be employed and have a voice to help shape services to be more inclusive”.

Survey feedback

Many council premises are in Oxford which makes access difficult, particularly with poor public transport links form rural areas into the city.

4.5.3.2 What could the negative impacts of this goal be?

Shared key themes

There is some acceptance that many older buildings are not easy to adapt and can have restrictions on what can be done in terms of accessibility. However, some see that as an excuse for not modernising, despite the potentially increased costs of doing so for an ‘historic’ building.

Focus group feedback

Nervousness about sharing data with the council and the reasons for requiring to submit personal information was not fully understood.

“Often feels one sided, organisation keen to get your details but what is it for, how will info be used are not clear. An amount of transparency encouraged”.

Survey feedback

Transport issues in Oxfordshire are a significant block to access in person.

“The current situation. No one can get anywhere in Oxfordshire”.

4.5.3.3 Do you think that anything should be added, removed or changed in this goal?

No shared themes

Focus group feedback

Emphasis on the legal requirement for buildings and information to be accessible.

Survey feedback

Transport issues throughout the county are again emphasised – people are put off travelling to a council building, if that would be their choice.

4.5.3.4 What are your ideas for how we could achieve this goal?

Shared key themes

There is a general sense that information from councils should be much more accessible and easier to find. Make it simpler to find information online, the times/days that council buildings are open and to provide clear access arrangements. A significant level of feedback mentioned the need to provide easier to understand information, forms and consultations and to supply printed copies of such in a timely manner (in Plain English).

Focus group feedback

There is a lot of emphasis on supplying information in appropriate and different formats by default – whether online or not. 48% of comments in this section expressed concern over finding accessible information.

“Information needs to be diversified, translated, consistent”.

“Customer experience is very important. Want to be able to find the right place”.

Survey feedback

Ensure that instances of lack of access is recorded and actioned appropriately.

Again, a strong message is delivered that it should always be possible to find multiple means of accessing information and advice: e.g. in person, by email/chat, by phone or in writing - not just online.

“Leaflets through post for household to be aware of the buildings and information they can access”.

4.5.4 Our staff have the values, skills and knowledge they need to include everybody

4.5.4.1 What could the positive impacts of this goal be?

Shared key themes

Building relationships with those in communities is paramount in serving the needs of local people. Personal, individual interactions are necessary to enable people to feel comfortable, valued and included in dealing with the large and impersonal organisation this is the county council. Council staff should enable a safe environment where concerns can be raised without fear of judgement.

Focus group feedback

Good and experienced staff (and management) with varied life experiences, will have a good effect and will encourage people to provide feedback which they know will be valued and will improve inclusion.

Survey feedback

Enabling people to feel valued would have a huge positive benefit and would go some way to counter the large negative effect that a lack of inclusiveness can have.

4.5.4.2 What could the negative impacts of this goal be?

Shared key themes

Staff having the right skills sets is seen as vital to enable positive engagement with communities. However, such skills need to be accompanied by real-life experience, not just knowledge obtained from training courses.

Focus group feedback

There appears to be a lack of action from the knowledge gained through engagement. It is important to show that the council are using the feedback gained and feedback to those who have been involved.

Survey feedback

There are no excuses to not strive to include everyone, which requires a genuine understanding of people's needs and which is not restricted through politics or ideology.

4.5.4.3 Do you think that anything should be added, removed or changed in this goal?

Shared key themes

The main concern is that more empathetic language should be used, with a suggestion to change the wording from 'skills' and 'knowledge' to vocabulary which represents 'understanding' and 'compassion'. A move towards a more human and less corporate viewpoint, would show a more personalised understanding, with staff who have lived experience to reflect the communities they serve.

Focus group feedback

None in addition

Survey feedback

None in addition

4.5.4.4 What are your ideas for how we could achieve this goal?

Shared key themes

A change in culture and society to enable professionals to fully understand what a particular condition may mean to someone and their life.

Focus group feedback

It is important to include lived experience, good quality staff training should include real people – not just online. People felt that this could play a role in building stronger relationships with communities as the council publicises its inclusivity and gets to know communities.

Improving kindness and empathy is as important as learning about different cultures. The council should be honest and admit to where communications have not occurred in the right way and accept suggested improvements.

Mediation on behalf of communities would be a great help in dealings with the council.

Survey feedback

The council should employ staff who genuinely want to help others and create community partnerships with local authorities.

4.5.5 We have a diverse workforce that reflects of the communities we serve

4.5.5.1 What could the positive impacts of this goal be?

Shared key themes

Overall comments wanted to see change and felt that a diverse workforce would make a difference. Having the breath of the diverse areas of the wider community would mean that services might be better too.

Focus group feedback

All feedback was positive towards this goal. They felt that this could only bring positive change to the organisation and that it would encourage others to step up to work for the Council as well seeming to be a more approachable service, because there were staff who 'looked more like you'.

Survey feedback

They felt that having staff that reflected the community would help empathy of issues being dealt with and "...Communication strategy Cultural Competence approaches For the people by the people". would improve outcomes. A comment was made that there should be. However, there were a few comments that were not sure, as they felt they had not enough information.

"Brings in more people, more understanding, better representation of the needs of the community"

4.5.5.2 What could the negative impacts of this goal be?

Shared key themes

That diversity in the workforce should not be the key aim, that skills and meeting the needs of the service delivery should come first while working towards ensuring diversity.

Focus group feedback

That there could be gaps in the workforce if we focus on diversity and that for some people having such a diverse workforce could be difficult to ensure delivery.

Survey feedback

Comments were predominantly about the difficulty with ensuring you get the right people for jobs, that you don't want to dismiss a candidate who has the right experience because of the pursuit for diversity. The other concern is that those who might be employed may not be able to facilitate the job as well:

“for example a partially deaf person may be less able to help someone who wants to talk face to face because of their difficulty”.

and that management need to take the diverse workforce seriously and understand that false assumptions of diversity should not be made.

4.5.5.3 Do you think that anything should be added, removed or changed in this goal?

Shared key themes

No significant shared themes other than a desire for positive changes that work

Focus group feedback

Participants were happy with the wording and wanted to encourage working for the people.

Survey feedback

This question is polarised. Although the positives are that the goal is showing the want for change. The negatives say it language isn't right.

4.5.5.4 What are your ideas for how we could achieve this goal?

Shared key themes

Overall the main theme was that advertising needed to be better; that the Council needs a stronger 'presence' in communities; meeting people and showing that it is a great place to work. In addition to this the recruitment was something that needed to be improved too so that the right staff were employed and supported with training.

Focus group feedback

The overwhelming strongest comments were about better publicity and meaningful engagement out in public and conversing with people, for example attending community spaces, bus advertising.

Survey feedback

Change the way we recruit and monitor, better and meaningful engagement with the community and "Apprenticeships from local secondary schools".

One response suggested alternative wording for this goal: "We have a workforce that is fair-minded and competent and we pride ourselves in serving all members of our community to our best."

4.5.6 Our senior managers lead the way in making sure that everyone feels confident to be fully themselves at work

4.5.6.1 What could the positive impacts of this goal be?

Shared key themes

There is a general sense that this is a positive goal in the work environment which can nurture inclusiveness, a more content workforce, higher productivity and values which can be passed onto colleagues, and which has a benefit when dealing with clients and customers.

Focus group feedback

This goal would help colleagues be happier, build more confidence and maintain a better level of retention for employers. It would also improve inclusivity.

"If more people are nice, more people stay – people leave jobs if they aren't treated nicely".

"People would be able express themselves / show their identity without the fear of discrimination".

Survey feedback

It is important to lead by example. Senior managers should be more aware of the benefits of showing that it is acceptable for staff to be themselves at work. There was one detractor in this goal who did not agree.

"People are perhaps likely to work better in an environment where they feel able to be themselves".

4.5.6.2 What could the negative impacts of this goal be?

Shared key themes

Workers may bring more 'personality' than that which is seen to be acceptable in a work environment. This could be viewed as exclusive and even offensive to others and may prevent others wishing 'to be themselves'.

Focus group feedback

This goal may result in workers feeling they can be uninhibited in what they do and say and could result in inappropriate behaviour in the workplace. Also because of this, some may not fully open up about themselves.

Survey feedback

There is a view that senior managers do not necessarily show their true personalities at work and therefore this goal would not be achievable in terms of cascading those intentions to all staff.

“Need to spend time with any staff less comfortable in a more inclusive environment”.

4.5.6.3 Do you think that anything should be added, removed or changed in this goal?

Shared key themes

There was some feedback about the wording to make it clearer, as there was some perception that this is not a comprehensible goal. Also questioning why senior managers would not already be demonstrating such traits of ‘being yourself’.

Focus group feedback

Clarity needed around the meaning of ‘senior’ – it would be better to talk about council leadership. However, it is suggested this goal should apply to all workers in the council, not just management.

“What does ‘fully themselves’ mean? Perhaps ‘fully accepted’, ‘fully included’.”

Survey feedback

The most important aspect of this goal is to ensure that professionalism is always at the forefront, rather than ‘self-expression’ being emphasised, and that staff are properly listened to by senior management.

4.5.6.4 What are your ideas for how we could achieve this goal?

Shared key themes

The most commented on shared theme is the need to improve senior managers’ in-depth understanding of cultural awareness and for their genuine support of diversity and inclusion.

Focus group feedback

The focus for senior staff should be on those who may feel less valued within councils and to listen to these concerns. There is also a need to hear from the council about EDI in external settings.

“Support diversity and make sure everyone is happy and feels included”.

Survey feedback

Explore what ‘fully themselves’ really means in this context as it would not necessarily be appropriate for anyone to bring their full ‘private’ personality into the workplace.

4.5.7 We support and encourage organisations/groups that we work with to be inclusive

4.5.7.1 What could the positive impacts of this goal be?

Shared key themes

Overall this was seen as a positive goal, one that is welcomed so that the council can create partnerships amongst local groups and positivity the wider community.

Focus group feedback

Most of the feedback was positive and pleased that the council would like to do things with community and to strengthen it and create partnership. One comment mentioned that ‘gatekeepers’ at the council would need to be addressed.

Survey feedback

All responses were positive and think that this would have a great impact on the community that it serves.

4.5.7.2 What could the negative impacts of this goal be?

Shared themes

No shared themes

Focus group feedback

The impact on how the Council maybe seen; it needs to ‘get itself in order’ before it can support communities on inclusivity, and potential for embracement to seek help.

Survey feedback

Need to be careful to delivering and expectations of negative interactions; patchy support, communities having to ‘give up their beliefs’ in order to be inclusive; and priorities may be different for services and across communities.

4.5.7.3 Do you think that anything should be added, removed or changed in this goal?

Shared themes

No shared themes

Focus group feedback

Participants felt this goal should be expanded to support groups to be even more inclusive of the wider community where they can.

Survey feedback

Need to consider the potential conflicts and difficulties that may arise but it needs to come from/with the community.

4.5.7.4 What are your ideas for how we could achieve this goal?

Shared key themes

Many ideas mostly themed around supporting communities to be better supported so they can help their communities and to involve more people.

Focus group feedback

A variety of ideas mostly to help organisation/communities to feel empowered so they can support individuals to develop and be aware and help better represent their communities too.

“Youth centre services that support specific groups”

Survey feedback

Overall, a plan for working with community is needed. This could include intervention, contracts but also co-production with community groups, in order to support them to do their best.

“A local community conference organised by the council and local community”

4.6 We all use services in our day-to-day lives, whether it’s visiting your local library, doing your food shopping, signing up to the gym or receiving care at home. When using a service (face to face, on the phone or online) what is the most important thing the service can do to make you feel welcome and confident to be yourself?

Participants were asked what is the most important thing that a service can do to make them feel welcome and confident to be themselves, and responses from both groups showed that interactions with other people were the most impactful factor in the service being inclusive.

The demeanour and attitudes of staff was highlighted as a key influence, with approximately a third of all responses from focus groups (37%) and survey respondents (33%) stating that this was the aspect that most influenced whether they felt a service was inclusive and welcoming to them.

“Being friendly to everyone. A smile and a wave makes groups feel more included.”

“Be kind and understanding that we aren’t all the same.”

Respondents also felt that being able to talk to a person was important and felt that services moving to only being accessible online was detrimental to inclusion. This was emphasised in 9% of both group comments and survey responses.

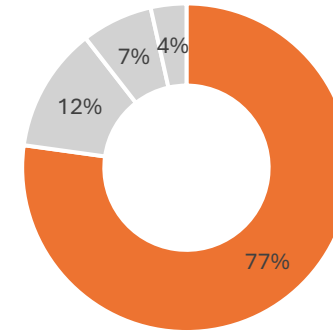
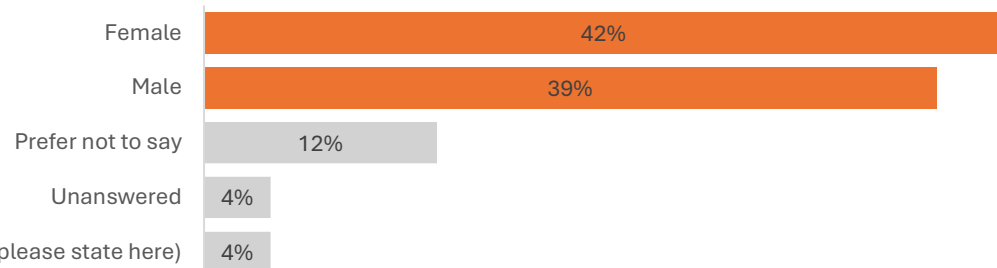
“People with certain learning style and or senior people or those new to the country for various reasons may find day to day tasks where they're essentially forced to use technology and the internet very limiting and or a stressful obstacle, I think we need to make local authority services and consultations more accessible and less restrictive in how it's done, more telephone and face to face options and support with online forms.”.

Appendix 1

Participant demographics

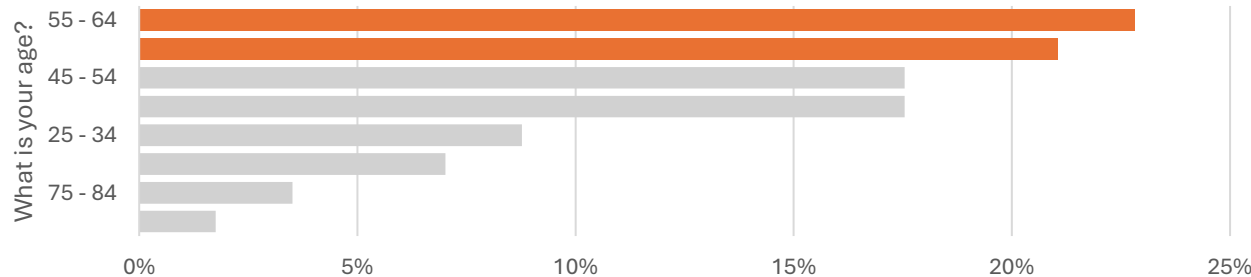
Survey respondent demographics

'What is your sex': **Female** and **Male** appear most often.



Yes accounts for the majority of 'Is the gender you identify with the same as your sex registered at birth?'.

Percentage distribution of 'What is your age?'



	85 or over	75 - 84	Prefer not to say	25 - 34	35 - 44	45 - 54	65 - 74	55 - 64
■ Total	2%	4%	7%	9%	18%	18%	21%	23%

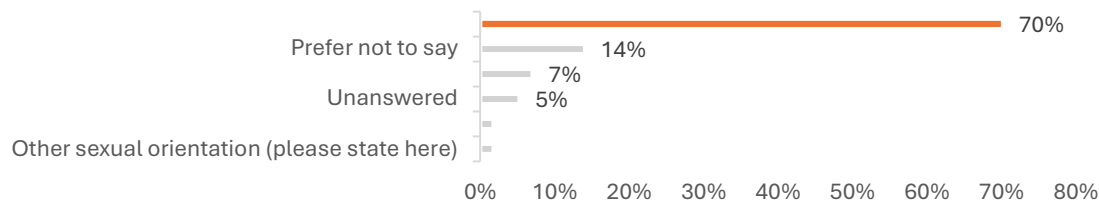
What is your age?

Of those who answered the question, 'what is your sex?' Most respondents chose female. **16%** of respondents chose not to answer, and **4%** use a different term.

Those in the 45-64 age range were most represented.

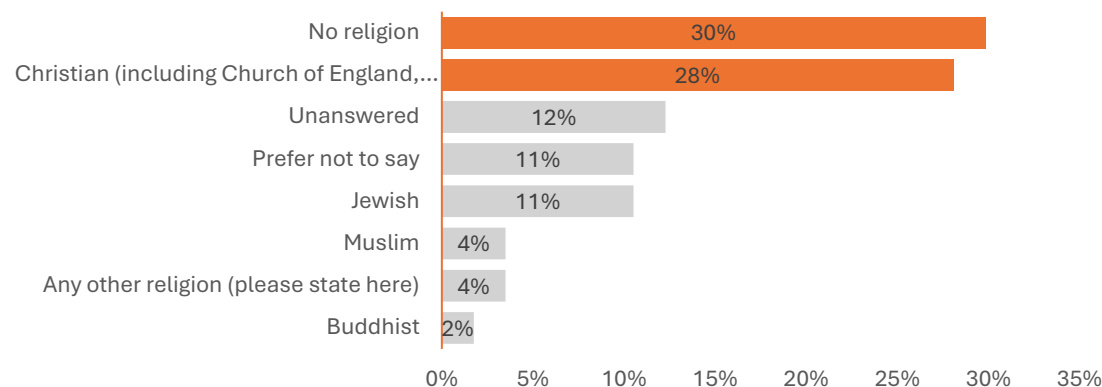
77% of respondents identified with their sex registered at birth, **19%** chose not to answer the question and **4%** did not identify with their sex registered at birth.

Straight/Heterosexual accounts for the majority of 'What is your sexual orientation?'

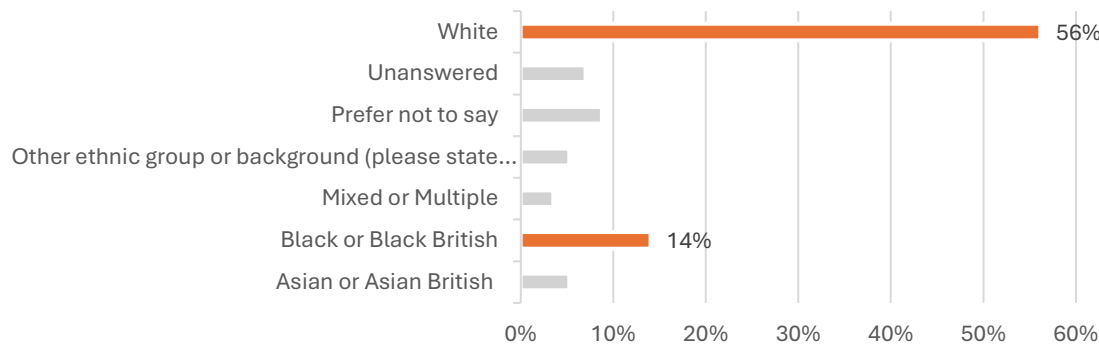


	Other sexual orientation (please state here)	Gay or Lesbian	Unanswered	Bisexual	Prefer not to say	Straight/Heterosexual
Total	2%	2%	5%	7%	14%	70%

'What is your current religion, if any?': **No religion** and **Christian** appear most often.



White (British, Irish, or any other white background) accounts for the majority of 'What is your ethnic group or background?'

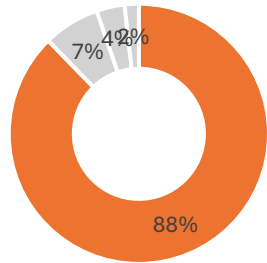


The majority (**70%**) of respondents chose Straight/Heterosexual, when asked about their sexual orientation. **19%** didn't answer the question and **11%** were LGB and other sexual orientations.

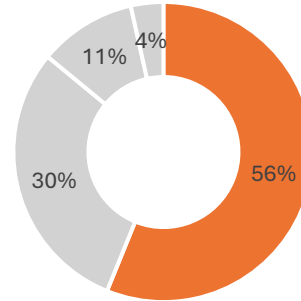
Most respondents (**56%**) chose 'White' as their ethnic group, with **35%** of respondents being global majority and mixed ethnic groups. The largest of this group were those who chose 'Black or Black British' as their ethnic group, this accounted for **14%** of total respondents.

Although most respondents chose '**No religion**' (**30%**) when asked about their religion, **47%** of respondents did answer that they were religious, with a large proportion of respondents (**28%**) chose 'Christian' as their religion.

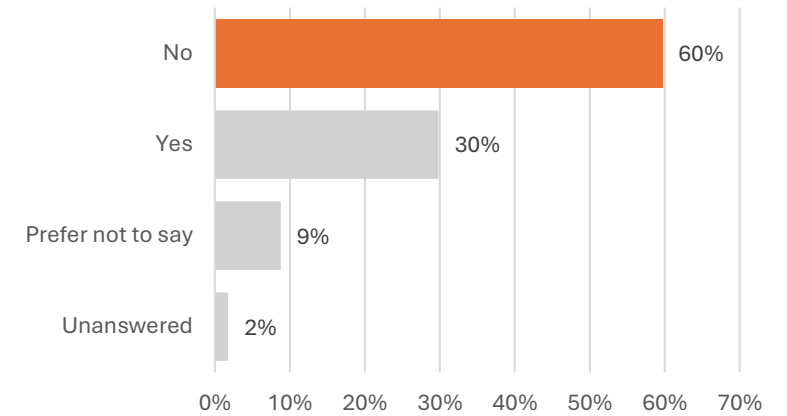
No accounts for the majority of 'Are you pregnant, on maternity leave, or returning from maternity leave?'



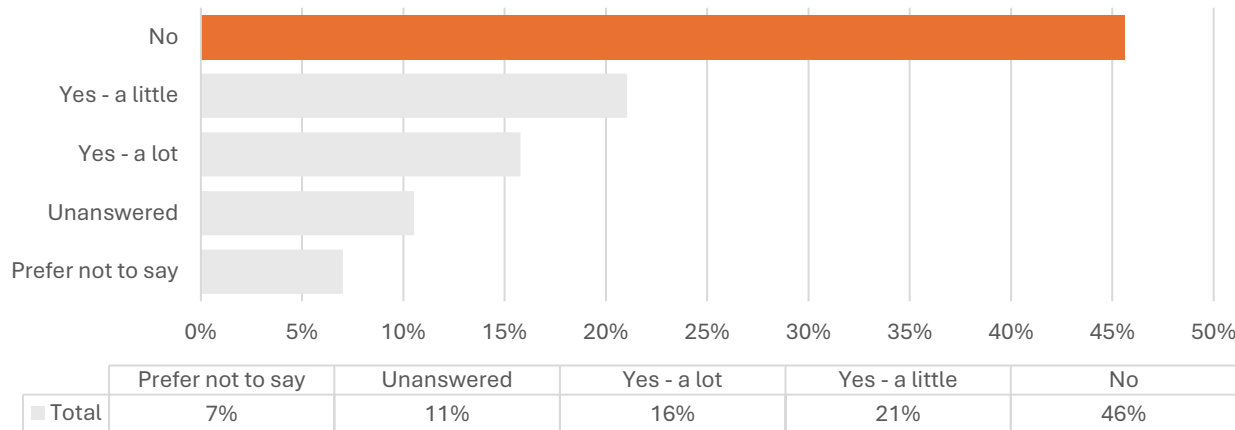
Yes accounts for the majority of 'Are you married or in a civil partnership?'



Percentage distribution of 'Are you a carer?'



Percentage distribution of 'Are your day-to-day activities limited because of a long-term illness?'



88% of respondents answered that they weren't pregnant, on maternity leave, or returning from it. **11%** of respondents chose not to answer the question, and just **2%** chose 'Yes'.

56% of respondents answered, 'Yes' to the marriage or civil partnership question, **30%** answered 'No' and **15%** chose not to answer.

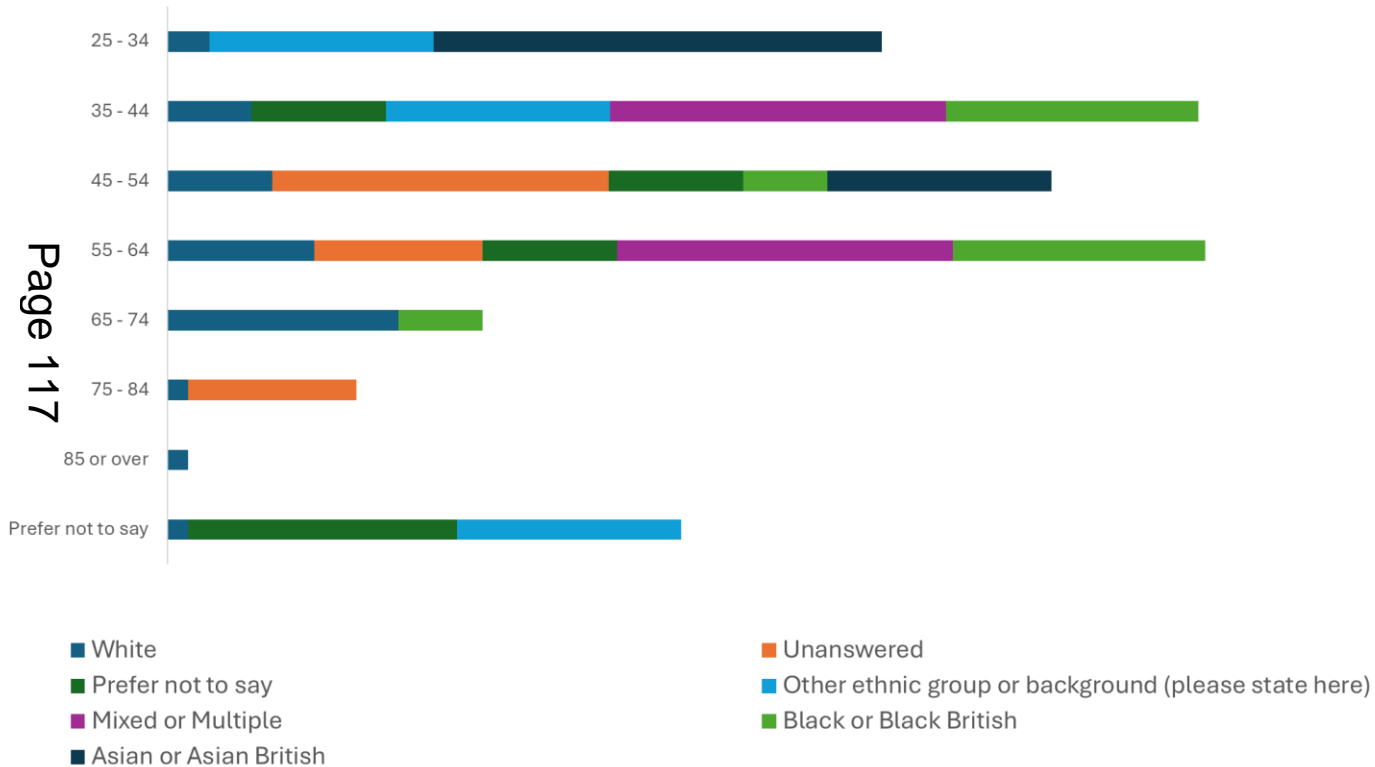
60% of respondents answered 'No' to the carer question, with **30%** answering that they were.

37% of respondents answered that they had some long-term ill health which causes their day-to-day activities to become limited. **40%** of respondents answered no to the question and **18%** did not answer the question.

Intersectionality analysis

Age – Ethnic Group

Distribution of ages and ethnic groups



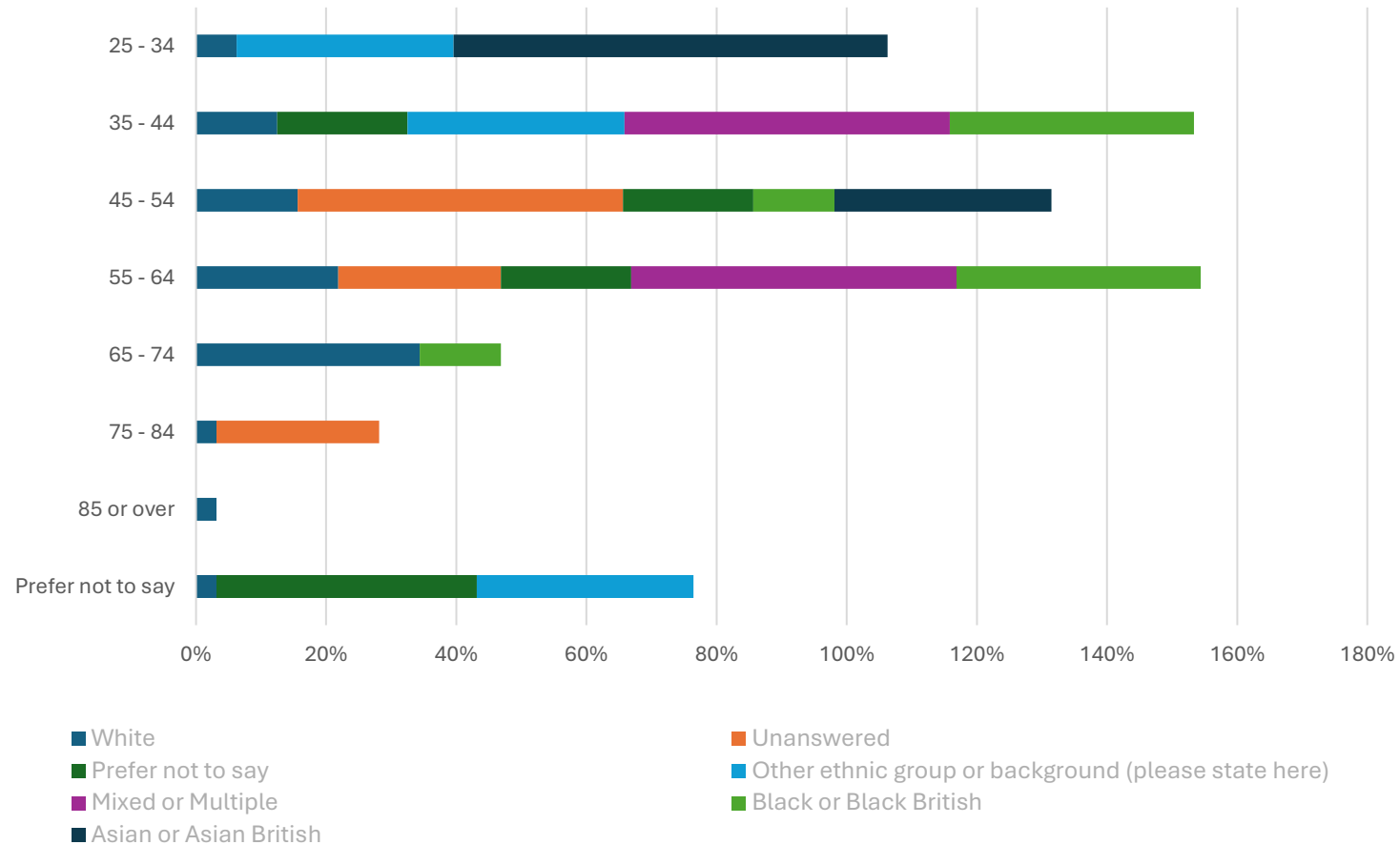
Analysis of the proportional representation of ethnic groups within each of the age bands.

The majority ethnicity of those in each of the age ranges, who chose to answer the question:

- 24-34 – Asian (67%)
- 35-44 – Mixed or Multiple (50%)
- 45-54 – Asian (33%)
- 55-64 – Mixed or Multiple (50%)
- 65-74 – White (34%)
- 75 - 85+ White (6%)

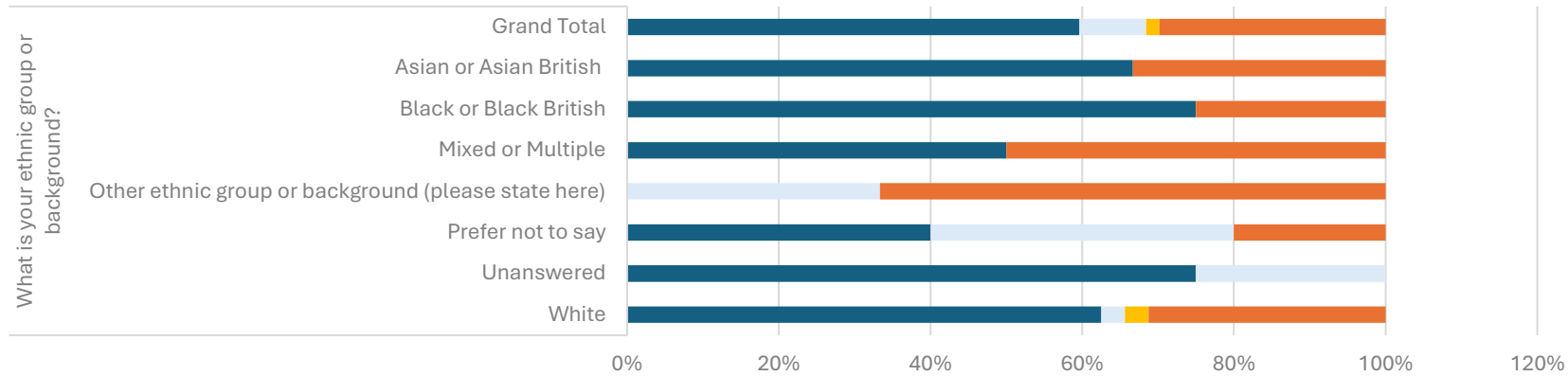
Ethnic

Distribution of 'Are you a carer?' for each 'What is your ethnic group or background?'



Distribution of carers in ethnic groups

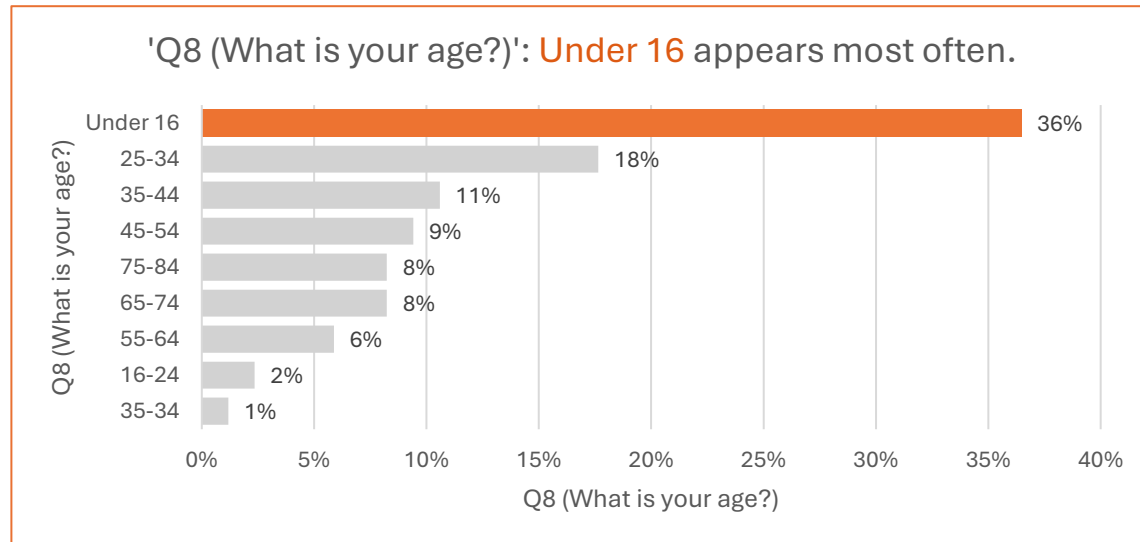
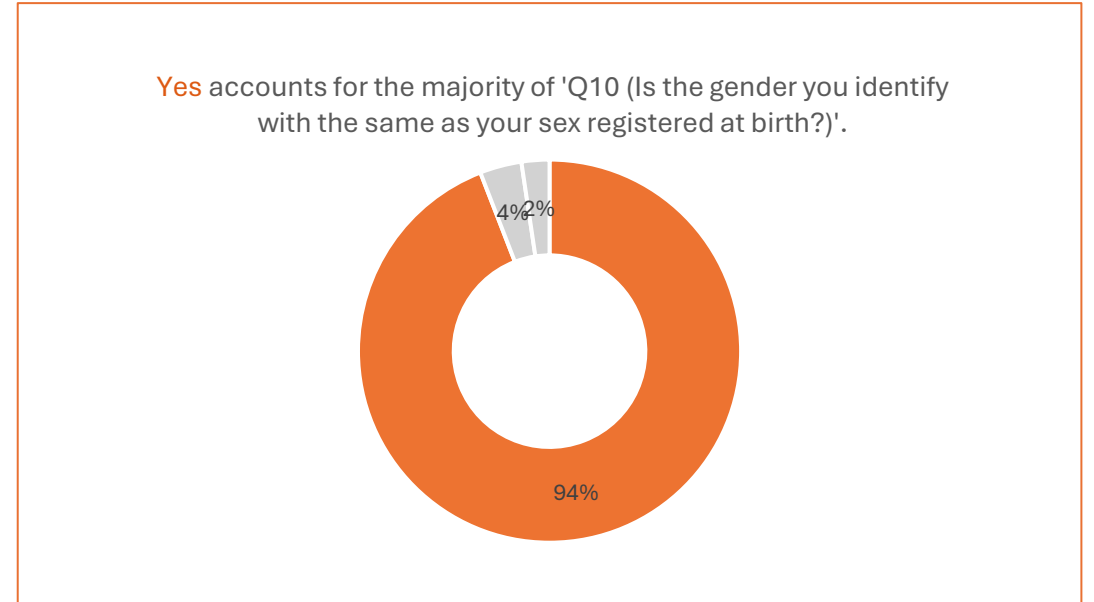
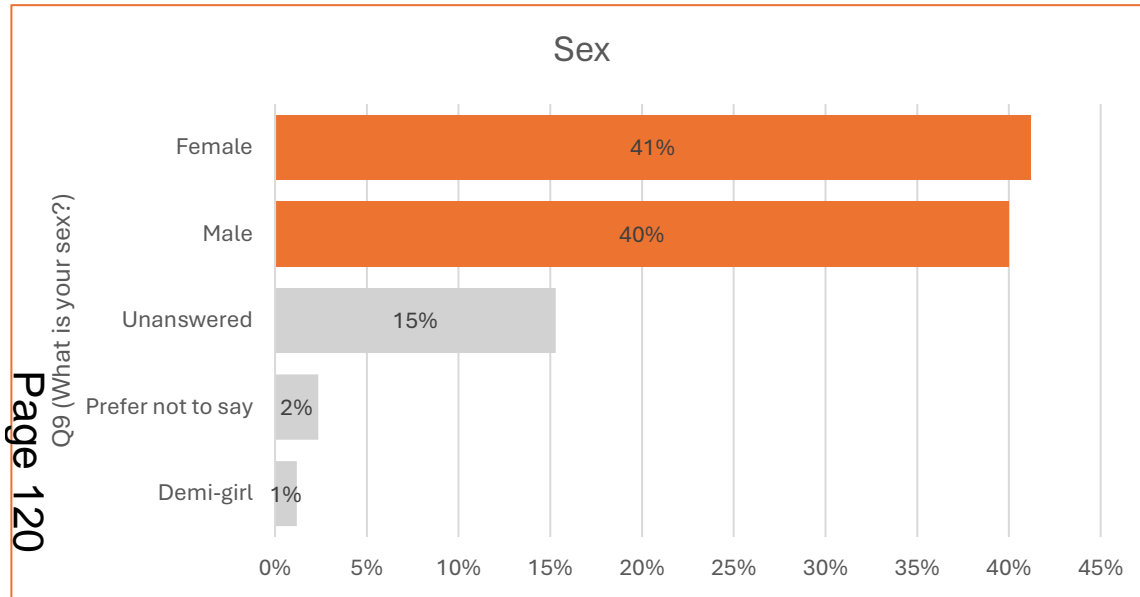
Carers Ethnic Groups



	What is your ethnic group or background?							
	White	Unanswered	Prefer not to say	Other ethnic group or background (please state here)	Mixed or Multiple	Black or Black British	Asian or Asian British	Grand Total
No	63%	75%	40%	0%	50%	75%	67%	60%
Prefer not to say	3%	25%	40%	33%	0%	0%	0%	9%
Unanswered	3%	0%	0%	0%	0%	0%	0%	2%
Yes	31%	0%	20%	67%	50%	25%	33%	30%

■ No
 ■ Prefer not to say
 ■ Unanswered
 ■ Yes

Workshop attendee demographics

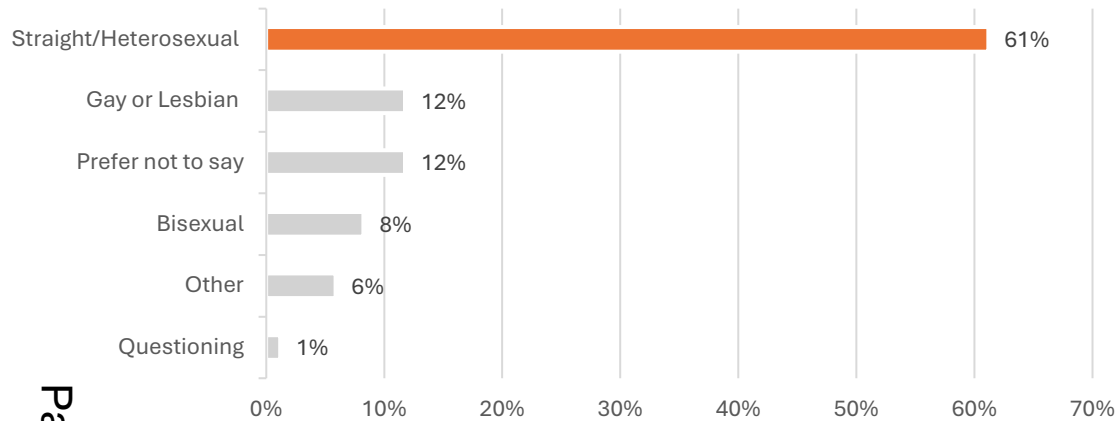


The majority (**36%**) of respondents chose were in the under 16 age range, followed by **18%** in the 25-34 age range.

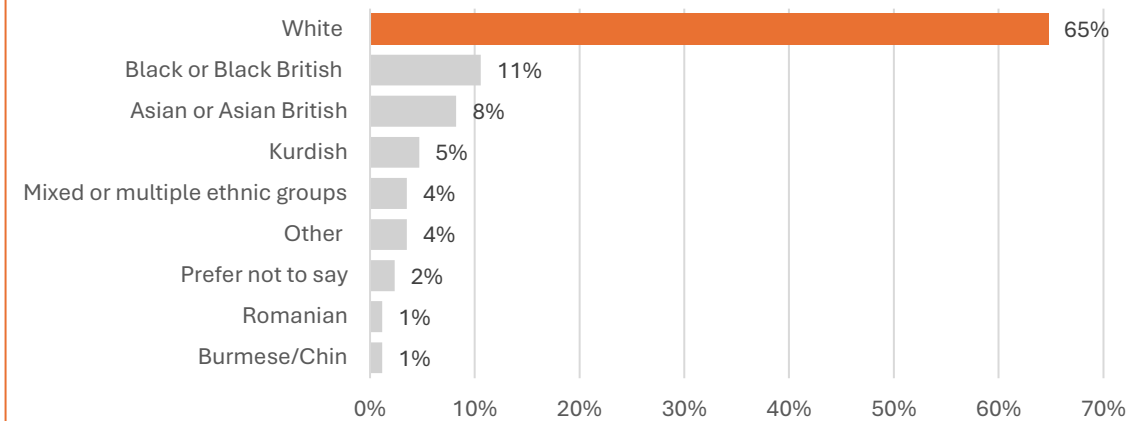
There was an even distribution of respondents who answered 'Male' or 'Female', with **17%** of respondents who chose not to answer the question.

Most respondents (**94%**) answered 'Yes' to the gender identity question, with **2%** answering 'No', and **4%** didn't answer the question.

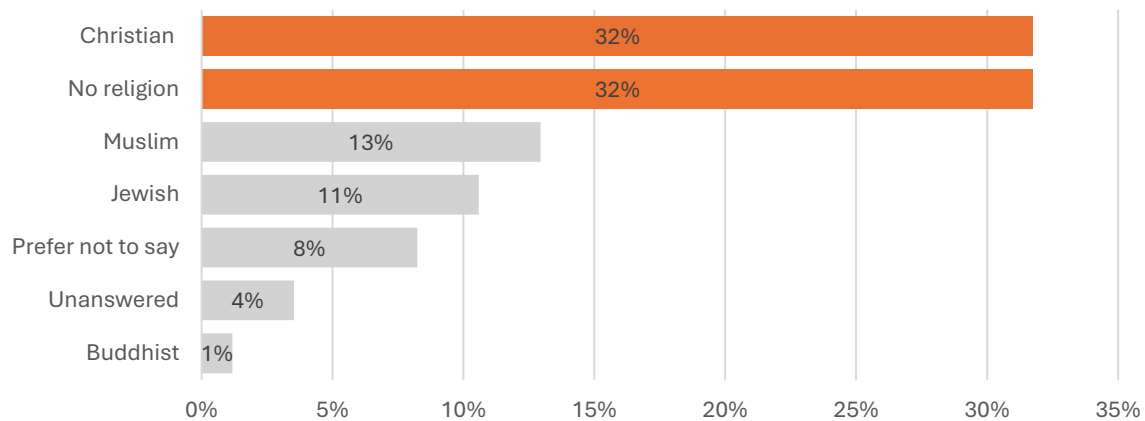
Straight/Heterosexual accounts for the majority of 'Q11 (What is your sexual orientation?)'.



Distribution of ' Q12 (What is your ethnic group or background?) '.



'Q13 (What is your current religion, if any?)': **Christian and No religion** equally favoured

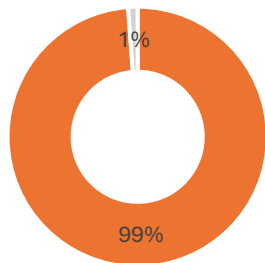


The majority (**61%**) of respondents chose Straight/Heterosexual, when asked about their sexual orientation. **12%** didn't answer the question and **27%** were LGB and other sexual orientations or questioning.

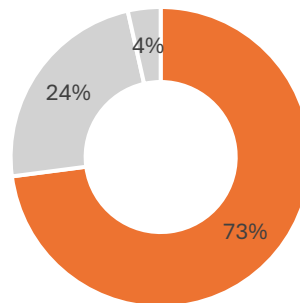
Most respondents (**65%**) chose 'White' as their ethnic group, with **36%** of respondents being global majority and mixed ethnic groups. The largest of this group were those who chose 'Black or Black British' as their ethnic group, this accounted for **11%** of total respondents.*

Respondents answered equally favourably to 'Christian' and 'No religion' (**32%**). Those who didn't answer the question equated to **12%**.

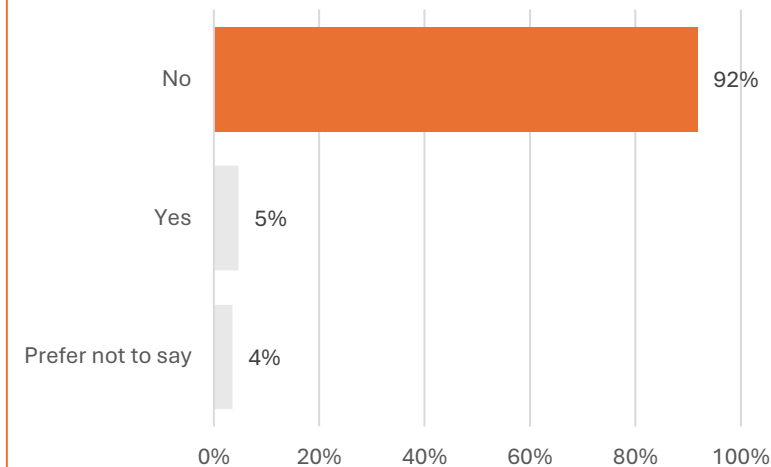
No accounts for the majority of 'Q17 (Are you pregnant, on maternity leave, or returning from maternity leave?)'.



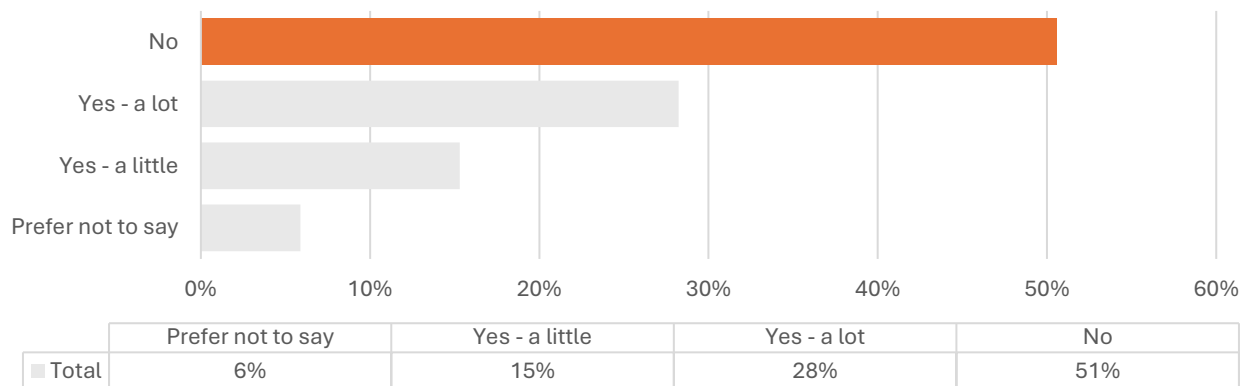
No accounts for the majority of 'Q16 (Are you married or in a civil partnership?)'.



Most respondents not carers



Distribution of ' Q14 (Are your day-to-day activities limited because of a long-term illness, health problem or disability which has lasted, or is expected to last, at least 12 months?) '



99% of respondents answered that they weren't pregnant, on maternity leave, or returning from it. **1%** of respondents chose not to answer the question'.

24% of respondents answered 'Yes' to the marriage or civil partnership question, **73%** answered 'No', and **4%** chose not to answer.

92% of respondents answered 'No' to the carer question, with **5%** answering that they were.

43% of respondents answered that they had some long-term ill health which causes their day-to-day activities to become limited. **51%** of respondents answered no to the question and **6%** did not answer the question.

Divisions Affected - All

Cabinet – 19 November 2024

LTCP monitoring report

Report by Director of Environment and Highways

RECOMMENDATION

1. **Cabinet is RECOMMENDED to:**
 - a) **Note the progress made on delivering the Local Transport and Connectivity Plan to date.**
 - b) **Approve the Local Transport and Connectivity Plan monitoring report for publication (Annex 1).**
 - c) **Approve the proposed changes to the Local Transport and Connectivity Plan for publication (Annex 2).**

Executive Summary

2. This report provides Cabinet with an overview of the Local Transport and Connectivity Plan (LTCP) monitoring report. It summarises the background to the report and key issues. It also provides an overview of proposed changes to the LTCP. It is proposed that the monitoring report (annex 1) and updated LTCP (changes summarised in annex 2) are agreed by cabinet for publication.

Background

3. The LTCP adopted by the council in July 2022, outlines the long-term vision for transport and travel in the county and the policies required to deliver this. The LTCP also includes a set of headline targets to track delivery of the vision. This includes targets to replace or remove one out of every four current 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 serious injuries by 2050.
4. In order to demonstrate progress on delivering the LTCP, progress made against policy deliverables, the Plan's headline targets and performance against the key performance indicators (KPI) the council committed to publishing annual monitoring reports. The first annual monitoring report was approved by cabinet for publication in October 2023 and the second annual monitoring has now been drafted (annex 1).
5. The LTCP also identified that review of the LTCP document would be conducted on an annual basis and adjustments made to the document as required. Following review of the document it is proposed that a number of minor changes

are made this year to reflect developments since adoption. The proposed changes are identified in annex 2.

6. It is proposed that the monitoring report and LTCP changes are agreed for publication. Inclusion of the monitoring report will also help to raise public awareness and ensure that the county council are reporting progress on the LTCP in a transparent way.

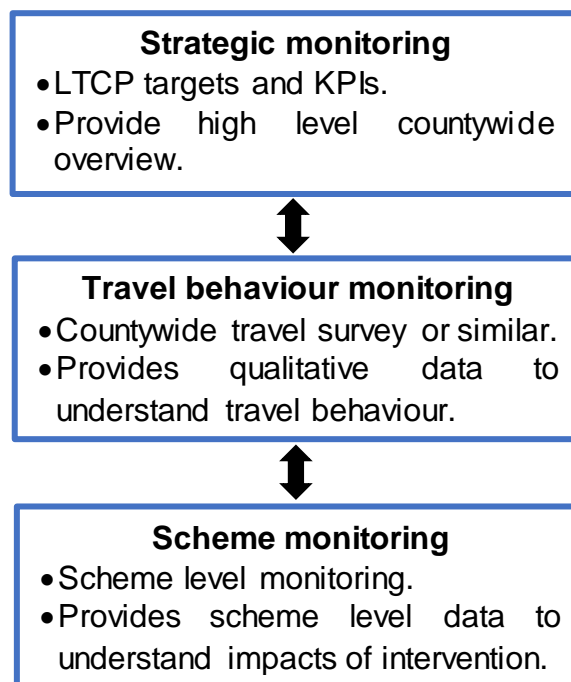
Summary of progress

7. Overall, the LTCP monitoring report shows that there has been some positive progress against KPIs compared to last year. This includes an increase in bus and rail usage and a reduction of car trips and road fatalities or serious injuries. However, cycle trips have declined and cycle, bus and rail usage all remain lower than the 2019 baseline. Similarly, private car related measures such as vehicle miles have continued to increase following the COVID-19 pandemic. This has been accompanied by a small increase in road transport emissions.
8. As with last year's monitoring report, it is important to consider the range of factors affecting the LTCP KPIs and headline targets. In many cases there are a complex range of factors such as national policy and private sector decisions that may affect the data and trends observed. National trends and commentary about key factors influencing travel choices has been included in the report to help highlight these complexities. In some cases, further work is required to better understand the trends observed and likely requires external support or additional resource to achieve.
9. There has been a good level of delivery over the last year including:
 - Oxfordshire Strategic Active Travel Network approved in April 2024.
 - Community Outreach Active Travel programme launched in November 2023 by partners, Active Oxfordshire (AO).
 - Progressing Phase 2 School Streets at 5 schools.
 - Sustainable School Travel Strategy approved in September 2024.
 - Vision Zero Strategy and Action Plan adopted in April 2024.
 - Delivery of the Zero Emission Bus Regional Area (ZEBRA) in partnership with the bus operators.
 - New Bus Service Improvement Plan adopted in June 2024.
 - Launched a new countywide multi operator bus ticket scheme (MyBus).
 - Received £2,629,000 additional funding from the DfT for resurfacing and pothole repair.
 - MultiCAV project successfully completed, piloting a self-driving bus between Milton Park and Didcot Railway station.
 - Pilot countywide travel behaviour survey conducted.
 - Ongoing work to deliver a Horizon Europe funded project (Green-log) for a freight consolidation pilot in Oxford, with demonstration commencing in Winter 2024.
 - Central Oxfordshire Movement and Place Framework and development commenced.

10. A quarterly LTCP Project Board has been established at officer level to support delivery of the LTCP. The Project Board provide oversight and set the strategic direction to inform supporting programme/project boards based on monitoring and performance data. The Project Board will review progress made and potential changes required to achieve the overall aims of LTCP. At this stage it is not proposed that any immediate actions or changes of approach are made. This is due to the positive progress made in some areas and data limitations about the impacts of LTCP implementation, as outlined in the following section.

Key issues

11. Due to data reporting timescales, available data relates to a range of years between 2022 and 2024. Therefore, there is still limited information about the impacts of this LTCP on the targets and KPIs.
12. There are also some targets or KPIs that have not been updated due to lack of data availability. This is due to dependency on the publication of data by external partners such as the government, the inclusion of KPIs which were not previously monitored by OCC and robust monitoring methods have not been identified or because data sources have not been updated since the LTCP was adopted. In some cases, data has been included on similar topics in this year's monitoring report.
13. These issues were amongst those highlighted in an internal audit review of LTCP governance, undertaken earlier in the year in collaboration with Transport Policy. A number of actions were identified, some of which have now been completed. These included commitments to:
 - (a) Undertake an analysis of all LTCP related KPIs with a view to understand the internal and external levers that influence them.
 - (b) Implement more regular monitoring and reporting over an agreed set of appropriate LTCP targets and KPIs to enable more timely governance and oversight and effective decision-making.
14. Necessary changes as a result of these actions will be incorporated into the 25/26 Transport Policy Service and Resource Planning Document to be developed and subsequent monitoring of appropriate KPIs through the monthly Directorate reporting system.
15. Another key issue requiring consideration is how to improve the overall LTCP monitoring. In order to effectively monitor the LTCP and travel trends it is considered that 3 types of monitoring are broadly required: strategic monitoring, travel behaviour and scheme monitoring. These three types of monitoring need to be combined to create a feedback loop as outlined on the diagram below:



16. Currently the council has a relatively good level of strategic monitoring of the Plan through the data and analytics which are contained within the LTCP monitoring report and which provides an overall summary. However, scheme level monitoring and travel behaviour monitoring are weaker. It is therefore challenging to establish how much change is a result of LTCP delivery. Some scheme level monitoring has been included this year but moving forward more scheme level monitoring will be required to help measure and establish the causes of change.
17. A pilot countywide travel behaviour survey was conducted in winter 2023 and findings have been summarised in the monitoring report. Similarly, Oxfordshire Community Rail Partnership conducted a travel survey in March 2024 and the results have been summarised in the monitoring report. A wider roll out of this type of survey is likely to be needed in the future to better understand travel behaviour in Oxfordshire and capture qualitative data to assist with understanding of the countywide trends.
18. In order to further improve monitoring and understanding of the LTCP and travel trends, additional investment is likely to be required to improve the county council's monitoring and evaluation capabilities.
19. In order to address these issues and to support completion of the audit actions, officers are planning to undertake a number of actions to be progressed over the remainder of this business year:
 - (a) Reviewing the inclusion of KPIs that have not been updated for next year's monitoring report and investigating alternative KPIs.
 - (b) Conducting a 'task and finish' project on LTCP monitoring, working with the proposed Place Overview and Scrutiny Committee Transport

Working Group, to assess data gaps, robustness, benchmarking and inform future work.

- (c) Investigate the feasibility of external support from academic partners to better understand the range of factors affecting the LTCP KPIs and headline targets.
- (d) Development of plans for LTCP Area Travel Plan monitoring.
- (e) Development of a more detailed proposal for how to improve the county council's monitoring and evaluation capabilities to inform bidding and budget setting work.

20. The LTCP monitoring report was reviewed by the Place Overview and Scrutiny Committee on the 25 September 2024. The committee made a number of requested changes to the Director of Environment and Highways. The changes requested and officer responses are summarised in the below table.

Requested change	Response
<p>Edit the report so that the Delivery part (p52) turns from a bullet point list to a table that has additional columns for:</p> <ul style="list-style-type: none"> a) Is this a policy document or on-the-ground scheme that's been delivered? b) If it is an on-the-ground scheme delivery, have an additional column on what the impact has been of this project on the headline LTCP targets. 	<p>'Delivery over the last year' section changed into table format. Includes information about the type of project and what policy or targets the project contributes towards (p52-60).</p> <p>It is not possible this year to include the impact of individual schemes on the LTCP headline targets due to the complexity of this analysis.</p>
<p>Add more schemes to the future schemes (p57) section, including all capital transport schemes. Turn this into a table with additional column to give an estimate of how much this will increase or decrease the headline target metrics.</p>	<p>Key additional capital schemes added, including Watlington and Benson relief roads (p61-63).</p> <p>Information about impact on headline targets has not been included this year due to challenges around modelling/predicting behaviour change.</p>
<p>For ongoing programme delivery, give an indication of whether the speed of delivery is on track to meet targets (e.g. is the pace of delivery of school streets on track at current schemes per year?) - and have a RAG rating for these for how on track this is to help meet the targets.</p>	<p>Not included this year, ongoing work to investigate and collate information for next year.</p>
<p>Include the Active Travel England Capability Ratings in the monitoring report.</p>	<p>Active Travel England capability rating included (p59-60).</p>
<p>Include the percentage on-the-ground delivery of Local Cycling and Walking Infrastructure Plans (LCWIPs) for each of the LCWIPs in the monitoring report.</p>	<p>Not included this year, ongoing work to investigate and collate information for next year.</p>

<p>Set out how much budget has been spent on different transport infrastructure modes in the last year. Including all transport capital, revenue, and maintenance spend. Categories of spend should include roads, cycle lanes and pavements.</p>	<p>Available information included from the Active Travel England capability self-assessment form (p60).</p>
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21. The Place Overview and Scrutiny Committee also recommended to cabinet that: “the Council, for the headline LTCP targets on car use reduction, should move from a car trip to car mileage reduction measure, aligning to Wales and Scotland on this (e.g. 20% car mileage reduction by 2030). If required, reach out to the Welsh and/or Scottish governments to learn from them on their data collection and metrics reporting for this measure.”
22. Reducing vehicle mileage is an important part of delivering the LTCP net-zero target. It is currently included as an LTCP KPI and there are robust monitoring mechanisms in place. At this time, it is recommended that a 20% vehicle mileage reduction is added as an additional headline target alongside car trips. This is to enable officers time to properly consider implications the change could have on the County Councils current approach and public communications.

Summary of proposed changes

23. The council recognises that there is still a long way to go if it is to deliver its vision and targets for transport in Oxfordshire. The council will therefore continue to work hard on delivering the LTCP over the next year. It is important to note that due to central government’s funding approach, we have to work hard to identify suitable funding sources and bid for every suitable opportunity.
24. Work to incorporate the results of the LTCP Monitoring report and changes to LTCP will be undertaken through ongoing work such as area travel plan development, vision zero strategy delivery and business as usual operations.

Corporate Policies and Priorities

25. The County Council’s strategic plan, 2022-25, sets out a vision to lead positive change by working in partnership to make Oxfordshire a greener, fairer and healthier county. The LTCP will help to deliver all aspects of this vision.
26. The LTCP builds on the 9 strategic priorities of the county council and will be key to delivering the following four:
 - Put action to address the climate emergency at the heart of our work
 - Tackle inequalities in Oxfordshire
 - Prioritise the health and wellbeing of residents
 - Invest in an inclusive, integrated and sustainable transport network.
27. The LTCP will help to make Oxfordshire greener, fairer and healthier due to the relationship between transport, quality of life, health and the environment. The LTCP directly seeks to reduce carbon emissions and aims for a net-zero

transport system by 2040. It also has a strong focus on healthy place shaping and encouraging active lives. This will help to improve health and wellbeing by providing safer walking and cycling routes to school and improving air quality.

28. The LTCP will also help to tackle inequalities and improve health and wellbeing because transport can play a significant role in enabling older and disabled people to live independently. The LTCP seeks to improve connectivity for all residents and there are policies that will specifically help to achieve this.
29. The LTCP aims to reduce private car use and encourage modal shift to walking, cycling, public and shared transport. This will be central to addressing the climate emergency and improving health and wellbeing.
30. The LTCP monitoring report itself does not introduce any policies or proposed service changes that will impact on the corporate policies and priorities. However, the data collected will help to assess progress made and identify areas of the LTCP where amendments may be required to improve delivery.
31. The proposed changes to the LTCP document and minor factual changes to reflect updated context since adoption in July 2022. The changes will not introduce or change any policies that will impact on the corporate policies and priorities.

Financial Implications

32. The LTCP monitoring report and amendments to the LTCP do not have any direct implications for transport infrastructure investment. The monitoring report provides data and information to help inform future decision making and potential amendments to the LTCP or supporting strategies.
33. The LTCP monitoring report and updates to the LTCP have been produced by staff from across the Environment and Highways and Economy and Place directorates, and hence covered by the staffing budget in these areas. Immediate work to incorporate the results of the monitoring report will not require any additional resources. This work will be undertaken through ongoing work such as area travel plan development, vision zero strategy delivery and business as usual operations.
34. Additional investment to enhance existing monitoring capabilities will be considered through the council's budget setting process.

Comments checked by:

Filipp Skiffins, Assistant Finance Business Partner,
Filipp.skiffins@oxfordshire.gov.uk

Legal Implications

35. The LTCP monitoring report and amendments to the LTCP document do not have any legal implications. The LTCP is the county's statutory Local Transport Plan, which is a statutory document required under the Transport Act 2000 and

was subject to public consultation prior to its adoption in July 2022. There are not any requirements for the subsequent supporting strategies to be consulted upon. The proposed changes to the LTCP are minor factual corrections and do not alter the content of the policies.

Comments checked by: Jennifer Crouch, Head of Law for Environment (Legal)
jennifer.crouch@oxfordshire.gov.uk

Staff Implications

36. Development of the LTCP monitoring report and changes to the LTCP document have been undertaken by officer resource in the Transport Policy Team, with input from officers across the Environment and Highways and Economy and Place directorates.
37. Immediate work to incorporate the results will not require any additional resources. This work will be undertaken through ongoing work such as area travel plan development, vision zero strategy delivery and business as usual operations.

Local Transport and Connectivity Plan Implications

38. The LTCP monitoring report directly supports the LTCP and reports on progress made over the last year. The LTCP monitoring report does not introduce any policies or service changes that will impact delivery of the LTCP. The data collected and analysed will help to identify areas where amendments may be required to improve delivery of the LTCP and maximise the intended benefits.
39. Changes to the LTCP document will ensure that the LTCP remains factually correct and consistent with subsequent supporting strategies but does not alter the overall content.

Equality & Inclusion Implications

40. The LTCP monitoring report and changes to the LTCP document do not introduce any policies or proposed service changes. Therefore, they do not have any potential impacts on equalities. However, the data collected for the monitoring report will help to assess progress made and identify areas of the LTCP where amendments may be required. For information about possible impacts of the LTCP on equality and inclusion, please see the LTCP equalities impact assessment (annex 3).

Sustainability Implications

41. The LTCP monitoring report and changes to the LTCP document do not introduce any policies or proposed service changes. Therefore, they do not have any potential impacts on sustainability. However, the data collected for the monitoring report will help to assess progress made and identify areas of the LTCP where amendments may be required.

42. The LTCP will be central to delivering the County Council's Climate Action Framework as transport produces the majority of emissions in the county. For further information about possible impacts of the LTCP on sustainability please see the LTCP Climate Impact Assessment (annex 4).

Risk Management

43. A risk register has been kept as part of the LTCP programme. Key risks associated with the LTCP monitoring report moving forward have been summarised below.

44. *Risk:* Insufficient data for monitoring LTCP targets / KPIs and area travel plans.

Mitigation: Ongoing work to investigate data sources and develop plans for improved monitoring. Need for additional investment outlined in this report and 4-year business plan proposals.

45. *Risk:* Findings not used to inform future decision making.

Mitigation: The monitoring report has been developed with input from the relevant council teams. We will continue to work with these teams, partners and stakeholders to ensure the findings are used to inform future decision making.

46. *Risk:* Negative publicity due to the data reported.

Mitigation: The report includes commentary to explain the reasons for some of the observed changes and the factors beyond the county council's control affecting them. We are working with communications officers to develop a communications plan and supporting press releases.

Consultations

47. The LTCP, including the headline targets and KPIs, was consulted on between January and March 2022. The LTCP monitoring report itself has not been subject to public consultation and consultation is not required. The proposed changes to the LTCP are minor factual corrections and do not alter the content of the policies, therefore consultation is not required.

48. Engagement has been conducted with key internal stakeholders through the LTCP Project Board. The relevant cabinet members have also been engaged with through portfolio holder briefings.

Paul Fermer, Director of Environment and Highways

Annex:

Annex 1: LTCP monitoring report

Annex 2: Summary of changes to LTCP

Annex 3: LTCP Equalities Impact Assessment

Annex 4: LTCP Climate Impact Assessment

Background papers: Nil

Contact Officer: Joe Kay, Oxfordshire Transport Strategy Team Leader,
07827 979234

November 2024

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Document information

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First published	August 2024
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Enquiries	LTCP5@oxfordshire.gov.uk

Version control

Version	Date	Changes
Draft V1	August 2024	
Draft V2	September 2024	Updates following officer feedback
Draft V3	September 2024	Updates following Place Overview and Scrutiny Committee feedback

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Executive Summary

Introduction

This is the second annual monitoring report for Oxfordshire County Council's (OCC) Local Transport and Connectivity Plan (LTCP). The LTCP was adopted by the county council in July 2022. It sets out an overarching vision for transport in the county and the policies that will be required to deliver the vision.

In order to demonstrate progress on delivering the LTCP, progress made against the headline targets and performance against the key performance indicators (KPIs), we committed to publishing annual monitoring reports. This document is the second annual report. The first annual monitoring report from 2022–23 can be found on our website [here](#).

Baseline data

The baseline year for the data used in our monitoring is outlined for each target or KPI. We have used 2019 as the baseline year for our monitoring. This was identified in the LTCP as the baseline year due to the significant changes the COVID-19 lockdowns and restrictions had on travel in 2020 and 2021.

Headline targets

In order to track delivery of the vision and key themes we identified a set of headline targets in the LTCP. These were identified to help us quantify progress made on delivering the vision and ensure that we are on track to deliver our objectives.

There have been some recorded changes on the headline targets over the last year. This includes a 24% reduction in road fatalities and serious injuries in 2023 compared to 2022. Whilst this is a positive step, it is also important to consider longer term trends due to year to year variation, the target timescales and because it will take a number of years to significantly change travel patterns in the county.

Key performance indicators

The LTCP also identified a set of Key Performance Indicators (KPIs). The KPIs provide us with more detail about progress and identify potential areas for further work. There have been some observed changes to the KPIs over the last year. The majority of this data is from 2022 and therefore there is still work required to understand the impacts of the LTCP.

We also conducted a pilot countywide travel survey in Winter 2023 which is summarised in this report. The survey provides further insight into the LTCP headline targets and KPIs.

There continue to be some KPIs that do not have data in this report. This is because there are not currently data sources for some of the KPIs which were not previously monitored by OCC or because data sources have changed or not been updated since the LTCP was adopted. We are reviewing the inclusion of these KPIs and in some cases we have included data on similar topics.

Delivery over the last year

There has been a good level of delivery over the last year. Key work delivered includes:

- Strategic Active Travel Network approved in April 2024.
- Community Outreach Active Travel programme launched in November 2023 by partners, Active Oxfordshire (AO).
- Progressing Phase 2 School Streets at 5 schools.
- Vision Zero Strategy and Action Plan adopted in April 2024.
- Delivery of the Zero Emission Bus Regional Area (ZEBRA) in partnership with the bus operators.
- New Bus Service Improvement Plan adopted in June 2024.
- Launched a new countywide multi operator bus ticket scheme known as MyBus.
- Received £2,629,000 additional funding from the DfT for resurfacing and pothole repair. In 2023/24 this is delivering B4477 Kencot resurfacing and pre surface dressing patching at 33 sites.
- MultiCAV project successfully completed, piloting a self-driving bus between Milton Park and Didcot Railway station.
- Pilot countywide travel behaviour survey conducted.
- Ongoing work to deliver a Horizon Europe funded project (Green-log) for a freight consolidation pilot in Oxford, with demonstration commencing in Winter 2024.
- Central Oxfordshire Movement and Place Framework and development commenced.

Future delivery

Good progress has been made on delivering the LTCP however, we recognise that there is still a long way to go if we are to deliver our vision and targets for transport in Oxfordshire. Over the next year we will continue work in all of the LTCP policy areas. Some key areas of planned work include:

- Development of LCWIPs for Charlbury, Chipping Norton, Thame, Wantage & Grove, Wallingford Area and Woodstock.

- Development and adoption of updated Oxfordshire Cycle Design Standards (OCDS) and Walking Design Standards (OWDS).
- Phase 2 of the Strategic Active Travel Network (confirmation of preferred route alignments, feasibility and design work, costings) on an area-by-area basis.
- Development of the Oxford Greenways project with Oxford City Council and Oxford University.
- OxRail 2040: Plan for Rail Strategy targeting Cabinet consideration in December 2024.
- Development of an interim improvements programme for Oxford railway station with Great Western Railway and Network Rail.
- Design and engagement work on mobility hub pilot sites in Benson and Carterton.
- Conduct bus franchising and Demand Responsive Transport feasibility studies.
- Continued delivery of existing BSIP funded schemes, and development of new bus schemes as funding allows.
- Production of a suite of new public bus maps.

Introduction

This is the second annual monitoring report for Oxfordshire County Council's Local Transport and Connectivity Plan (LTCP). The LTCP was adopted by the county council in July 2022 following 3 rounds of public consultation. The LTCP sets out an overarching vision for transport in the county and the policies that will be required to deliver the vision.

The LTCP is supported by a number of more detailed strategies. These build on the high level principles in the LTCP but address complex topics in more detail. Supporting strategies for freight, active travel and innovation were adopted alongside the LTCP in July 2022. Following adoption, we have also adopted a Central Oxfordshire Travel Plan and a Mobility Hub Strategy. Further area travel plans and supporting strategies are under development.

In order to demonstrate progress on delivering the LTCP, progress made against the headline targets and performance against the KPIs we committed to publishing annual monitoring reports. This document is our second annual monitoring report.

Data availability

We have used 2019 as the baseline year for our monitoring. This was identified in the LTCP as the baseline year due to the significant changes the COVID-19 lockdowns and restrictions had on travel in 2020 and 2021.

It is important to highlight that the data included in this report comes from a wide range of different sources. The reporting periods covered for each data set varies and there is a lag associated with the majority of transport data. This due to the time taken for data to be collected, analysed and published. The majority of data included in this year's report is from 2022 which was the year of LTCPs adoption. Therefore, future monitoring and further work to monitor individual schemes is needed to understand the impacts of the LTCP.

Local Transport Plan guidance

The Department for Transport's decarbonisation plan published in 2021¹, strengthened the role of Local Transport Plans (LTPs). The plan set out a role for revitalised LTPs to set quantifiable targets in carbon reductions in transport for local areas. Guidance for designing sustainable transport solutions through LTPs was also due to be published by the Department for Transport.

¹ [Decarbonising Transport: A Better, Greener Britain \(2021\)](#)

At the time of writing, we are still awaiting publication of the LTP guidance which was originally scheduled to be published in the summer 2023 for public consultation. We will continue to monitor this situation and update the LTCP and the content of these monitoring reports accordingly.

Travel choices context

There are a wide range of factors that affect people's travel choices. Therefore, understanding the data and changes summarised in this report can be complex due to the international, national and local factors that can all affect residents travel choices. Some of these factors the county council can influence but others are beyond our control and may require action from the government or private sector to change.

We have provided an overview of key factors in this section for context. There are a range of sources that provide information about travel choices. We have chosen to use factors identified in Oxfordshire Community Rail Partnership's residents survey, further details of which are included later in this report. We have included information for 2022 or 2023 in most cases as this aligns with the majority of data in this report.

Reliability

- The percentage of non-frequent bus services running on time in Oxfordshire was 85% in 2022 and 80% in 2023. This is higher than all years since 2008 apart from 2021 (88%) and above the national average (83.9% and 79.9% in 2022 and 2023 respectively)².
- In 2022 the percentage of trains running on time for the main operators in Oxfordshire was³:
 - Chiltern Railways – 71%
 - CrossCountry – 49.5%
 - Great Western railway – 63%
- Average delays on roads have been increasing since 2019.
 - Average delays on Local A roads in Oxfordshire were 36.7 seconds per vehicle mile (spvpm) in 2023, an increase from 34 spvpm in 2022⁴.
 - Average delays on the Strategic Road Network in the England's Economic Heartland Area was 9.5 spvpm in 2023, an increase from 8.9spvpm in 2022⁵.

² Department for Transport: Non-frequent bus services running on time by local authority: England, a annual from year ending March 2005

³ Office of Rail and Road: Passenger rail performance

⁴ Department for Transport: Average delay on local 'A' roads by local authority in England

⁵ Department for Transport: Travel time measures for the Strategic Road Network

Cost

- Petrol and diesel prices were high in the UK in 2022 compared to historical trends, averaging 164.6p per litre for petrol and 177.7p per litre for diesel across the year. This is compared to averages of 147.6p per litre for petrol and 158.1p per litre for diesel in 2023⁶.
 - In 2022, the average price of petrol and diesel in the UK reached record highs in the summer. The highest average price for petrol was 191.5p per litre on 2nd July and the highest average price for diesel was 199.09p per litre on 25th June.
 - Fuel prices in 2022 were affected by the Russia-Ukraine war and trade uncertainty which caused crude oil prices to rise.
- New rail fares were introduced in March 2022. Rail fares increased by 4.8% compared with a 9% increase in the Retail Prices Index (RPI) over the same period⁷.
- The local bus fares index decreased by 1.1% in England between September 2022 and September 2023. This likely reflects the £2 fare cap that came into effect in England outside London from January 2023 and will run until December 2024⁸.

Speed

- Average speeds on roads have been decreasing since 2019.
 - Average speeds on Local A roads in Oxfordshire were 27.7mph in 2023, a decrease from 28.6mph in 2022 and below the 2019 pre-COVID average of 28.1mph⁹.
 - Average speeds on the Strategic Road Network in the England's Economic Heartland Area was 58.6mph in 2023, a decrease from 59.1mp in 2022¹⁰.

Comfort

- 2022 was the warmest year on record for the UK. All individual months except December were warmer than average¹¹.
 - Rainfall was mostly below average for the year with the months from January to August, and December, all being generally drier than average.

⁶ Department for Energy security and Net zero: Weekly road fuel prices

⁷ [Rail Fares Index 2022](#)

⁸ Department for Transport: Quarterly bus fares statistics: July to September 2023

⁹ Department for Transport: Average speed on local 'A' roads by local authority in England

¹⁰ Department for Transport: Travel time measures for the Strategic Road Network

¹¹ [Met Office Climate Summary 2022](#)

- Notable extreme events of 2022 included stormy weather during February, including storm Eunice. Extreme heatwaves in the summer months included temperatures in excess of 40 °C being recorded in the UK for the first time. There was a prolonged cold spell during the first half of December, one of the most significant cold spells to affect the UK since December 2010.
- 2023 was a very warm and wet year for the UK. The most notable features were record breaking temperatures in June, exceptional heatwave in early September and run of named storms through the autumn and early winter¹².
 - Two named storms in August were followed by a further six - from Agnes (late September) to Gerrit (late December). Several of these caused significant disruption from heavy rain and strong winds.

Convenience and flexibility

- The COVID-19 pandemic led to a change in working patterns with a significant increase in the number of residents work from home. The 2021 census found that around 40% of residents in Oxfordshire worked mainly at or from home¹³.
 - This has likely decreased since the end of COVID-19 pandemic restrictions, however hybrid working patterns have remained and are more common than before.
 - National data from the Office for National Statistics Opinions and Lifestyle Survey found that 28% of working adults worked from home and travelled to work between September 2022 and January 2023¹⁴.
 - The increased need for flexibility may not always be in line with travel options or fares. For example the share of revenue from rail season tickets has fallen from 20% pre-pandemic to 8.9% in 2022¹⁵.

¹² [Met Office Climate Summary 2023](#)

¹³ Office for National Statistics – Census 2021

¹⁴ Office for National Statistics - Characteristics of homeworkers, Great Britain: September 2022 to January 2023

¹⁵ [Rail Fares Index 2022](#)

Headline targets

Background

In order to track delivery of the vision and key themes we identified a set of headline targets in the LTCP. These were identified to help us quantify progress made on delivering the vision and ensure that we are on track to deliver our objectives. The LTCP headline targets are included below.

By 2030 our targets are to:

- Replace or remove 1 out of every 4 current car trips in Oxfordshire
- Increase the number of cycle trips in Oxfordshire from 600,000 to 1 million cycle trips per week
- Reduce road fatalities or serious injuries by 50%

By 2040 our targets are to:

- Deliver a net-zero transport network
- Replace or remove an additional 1 out of 3 car trips in Oxfordshire

By 2050 our targets are to:

- Deliver a transport network that contributes to a climate positive future
- Have zero, or as close as possible, road fatalities or serious injuries

Current progress

Progress made on delivering the headline targets is summarised in the following sections. We have provided some short analysis of the data and the trends observed which is grouped according to car trips, cycle trips, net-zero transport network and road safety to reflect the main target themes.

Data sources for all of the targets and KPIs can be found in appendix 1. The majority of the targets are using existing data sources. However, car trips were not previously monitored and there is not a readily available data source. Work was therefore conducted in 2023 to develop a bespoke monitoring mechanism.

It is important to note that the car trip monitoring uses a proxy and not an absolute measure of the number of car trips. It allows us to understand the percentage change from a sample of car trips but does not provide an overall countywide figure. Due to changes in data collection locations since 2019 we have also had to establish a new baseline year to enable statistically robust comparison to previous years. We have used 2024 data as it is the most up to date, we do not currently have access to 2023 data. Further technical information about the methodology can be found in appendix 2.

Target	2019 (Baseline)	2020 (COVID-19)	2021 (COVID-19)	2022	2023	2024	Change vs previous year (%)	Change vs baseline (%)
2030 targets								
Replace or remove 1 out of every 4 current car trips in Oxfordshire	N/A	N/A	N/A	+4.5% vs 2019	N/A	-2.3% vs 2022	N/A	-2.3%
Increase the number of cycle trips in Oxfordshire from 600,000 to 1 million cycle trips per week	630,000 per week	570,000 per week	460,000 per week	533,000 per week	496,000 per week	N/A	-7%	-21%
Reduce road fatalities or serious injuries by 50%	233	225	246	306	233	N/A	-24%	0%
2040 targets								
Deliver a net-zero transport network	1322.9 kt CO ₂	1056.4 kt CO ₂	1,140.8 kt CO ₂	1,153.9 kt CO ₂	N/A	N/A	+1%	-13%
Replace or remove an additional 1 out of 3 car trips in Oxfordshire	See			2030	targets			
2050 targets								
Deliver a transport network that contributes to a climate positive future	See			2040	targets			
Have zero, or as close as possible, road fatalities or serious injuries	See			2030	targets			

Future trajectory

Having outlined the progress made on delivering the headline targets, this section provides a summary of the trajectories required to meet our targets. It should be noted that these trajectories have been calculated as an average annual percentage change required and are not forecasts or modelled predictions. Further information can be found in the analysis section.

Car trips

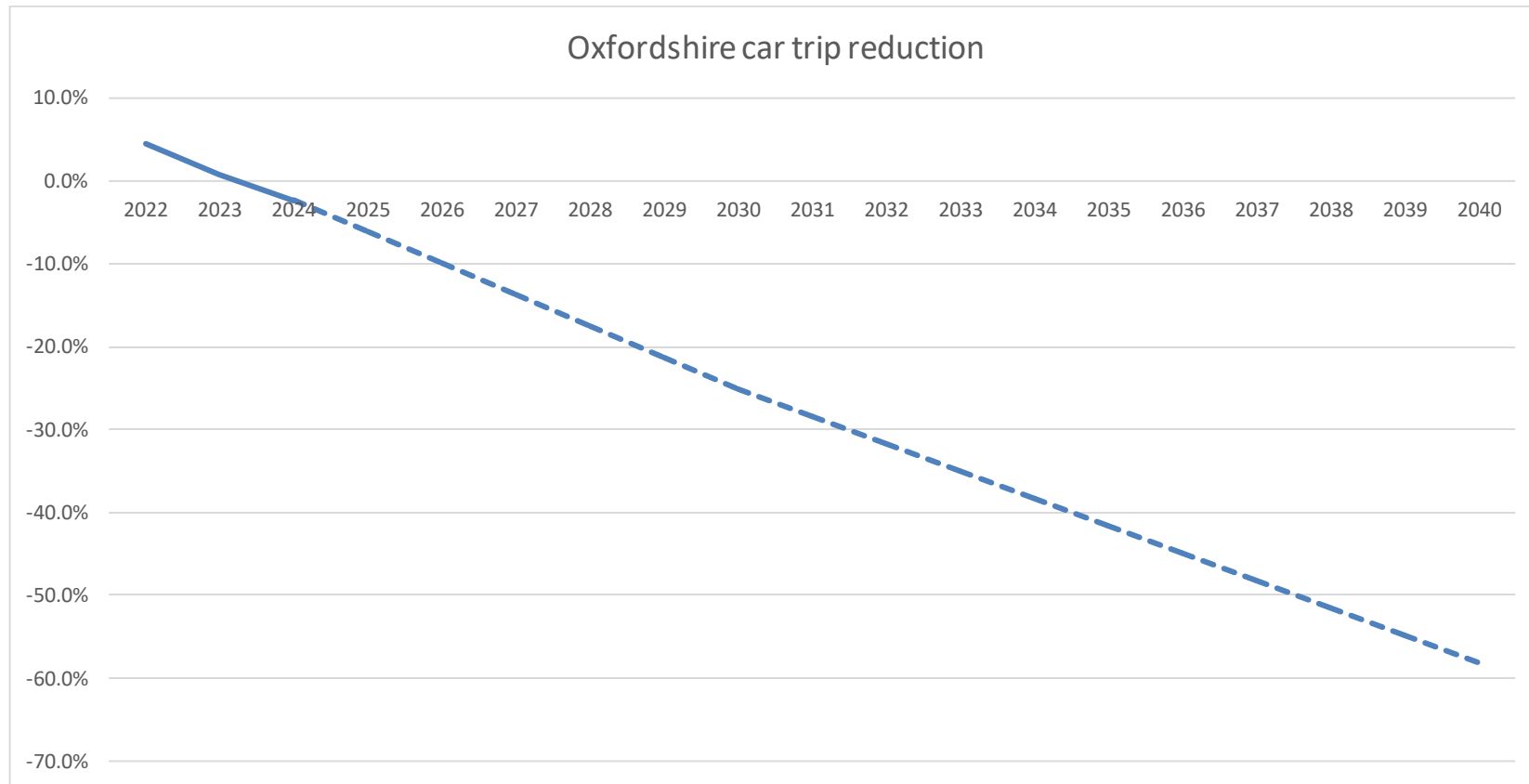


Figure 1 – Oxfordshire car trip reduction required per year to reach 2030 and 2040 targets from 2024 base. Actual data shown as a solid line, required future reduction is shown as a dashed line.

Cycle trips

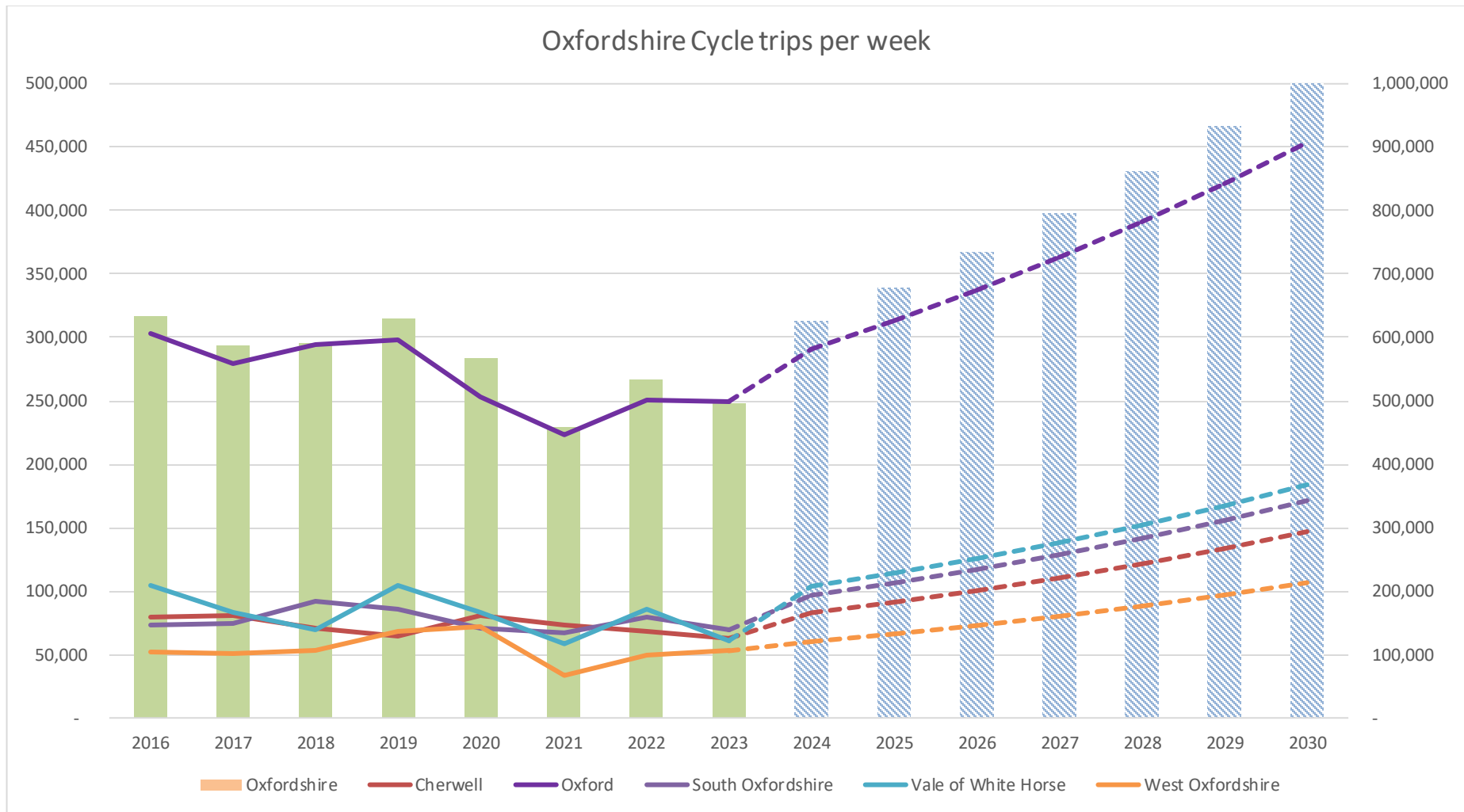


Figure 2 – Oxfordshire cycle trip data between 2016-2023 and cycle trip targets per week to reach 2030 target (Oxfordshire on right axis, districts on left axis). Actual data shown as green bars and solid lines, future trip targets shown as blue bars and dashed lines.

Net-zero transport network

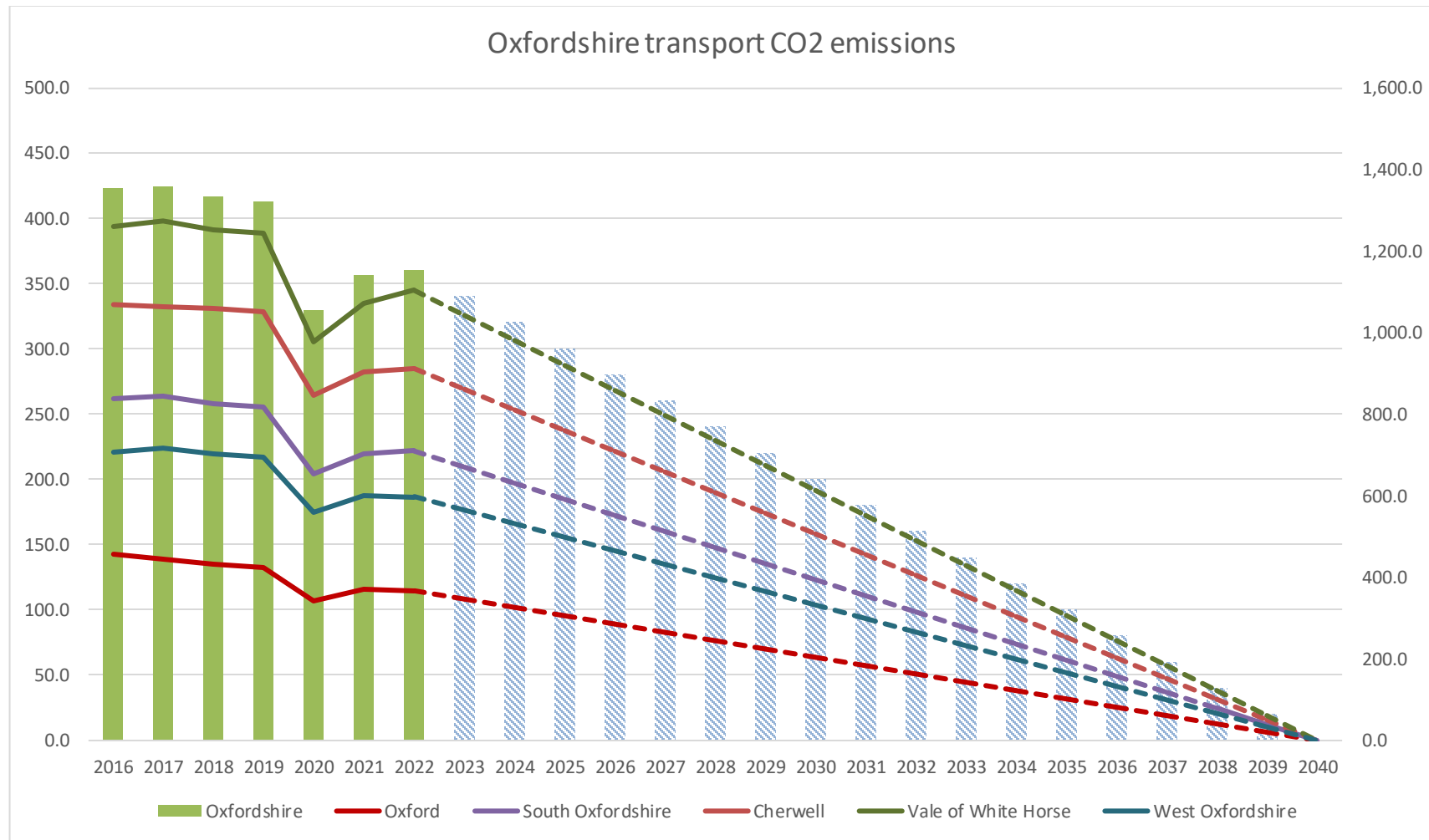


Figure 3 – Oxfordshire transport CO₂ emission data between 2016-2022 and yearly reduction targets to reach 2040 target from 2022 base (Oxfordshire on right axis, districts on left axis). Actual data shown as green bars and solid lines, future reductions as blue bars and dashed lines.

Road safety

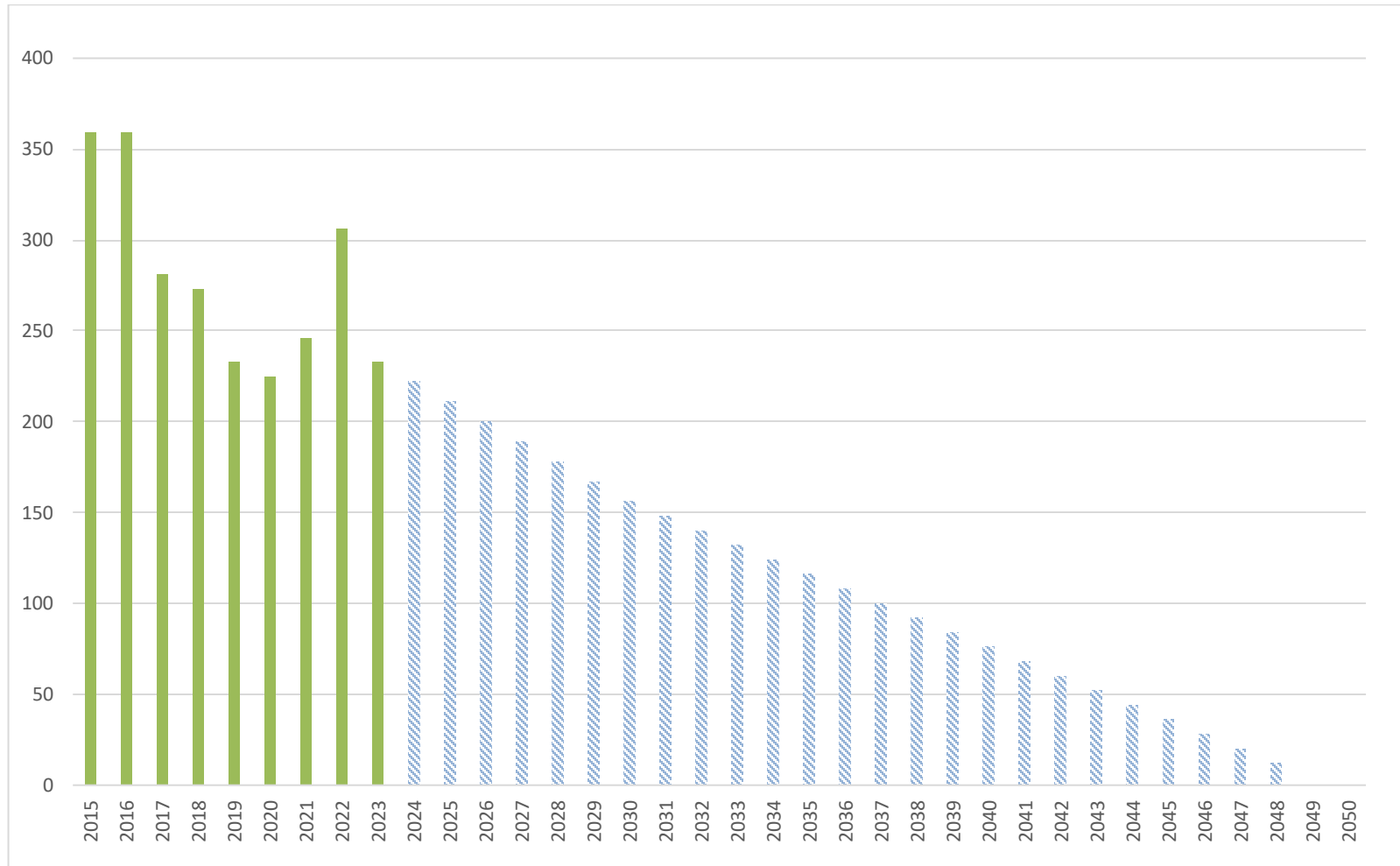


Figure 4 – Oxfordshire road traffic casualty (KSI) data between 2015-2023 and average yearly reduction required to reach 2030 and 2050 targets from 2023 baseline. Actual data shown as green bars, future average reductions required to reach targets as blue bars.

Analysis

This section provides analysis of progress made on the headline targets and the future trajectories. The analysis is structured according to the main target themes of car trips, cycle trips, net-zero transport network and road safety.

Car trips

As previously highlighted, our car trip monitoring uses percentage change from a sample of car trips. Last year’s monitoring report showed that there was a 4.5% increase in car trips between 2019 and 2022. The 2024 data is from April and has been compared to data from the new baseline of April 2022 as outlined previously. In this time period, the number of car trips reduced by 2.3%. In order to reach the 2030 car trip reduction target (25% reduction) from 2024 levels there needs to be an annual average decrease of 3.8%.



Figure 5 – Car trip percentage change between 2022 and 2024

Cycle trips

The number of cycling trips per week is calculated using data from Sport England's Active Lives Survey. The most recent data available is from 2023. The data shows that the number of cycling trips per week in Oxfordshire in 2023 has decreased by 21% compared to the 2019 baseline and by 7% compared to the previous year (2022).

In order to achieve the 2030 targets from 2023 levels, there is a need for a 10% increase in cycling trips every year. We are now also able to include results from the monitoring of individual schemes delivered by OCC to understand their impacts. The first example of this is the Bicester active travel tranche 2 scheme.

Weekly data on the total numbers of cyclists and other travellers along Causeway in Bicester have been collected via Vivacity sensors since February 2021. The implementation of the scheme on the adjoining roads (Middleton Stoney Road to Church Lane) has had a notable impact on cycling trends on the Causeway. The findings highlight a significant increase in both cyclist and pedestrian numbers over time, particularly evident during the summer months. The analysis also found a strong correlation between cyclist and pedestrian numbers, emphasising the interconnected nature of these modes of transport. Further detail about the statistical analysis undertaken can be found in appendix 3.

The following graphs compare cyclist and pedestrian numbers between equivalent months in different years. They demonstrate the seasonal trend of increased counts during summertime and decreased counts during wintertime. Notably, there is an overall increase in numbers following implementation of the scheme, particularly evident in 2023.

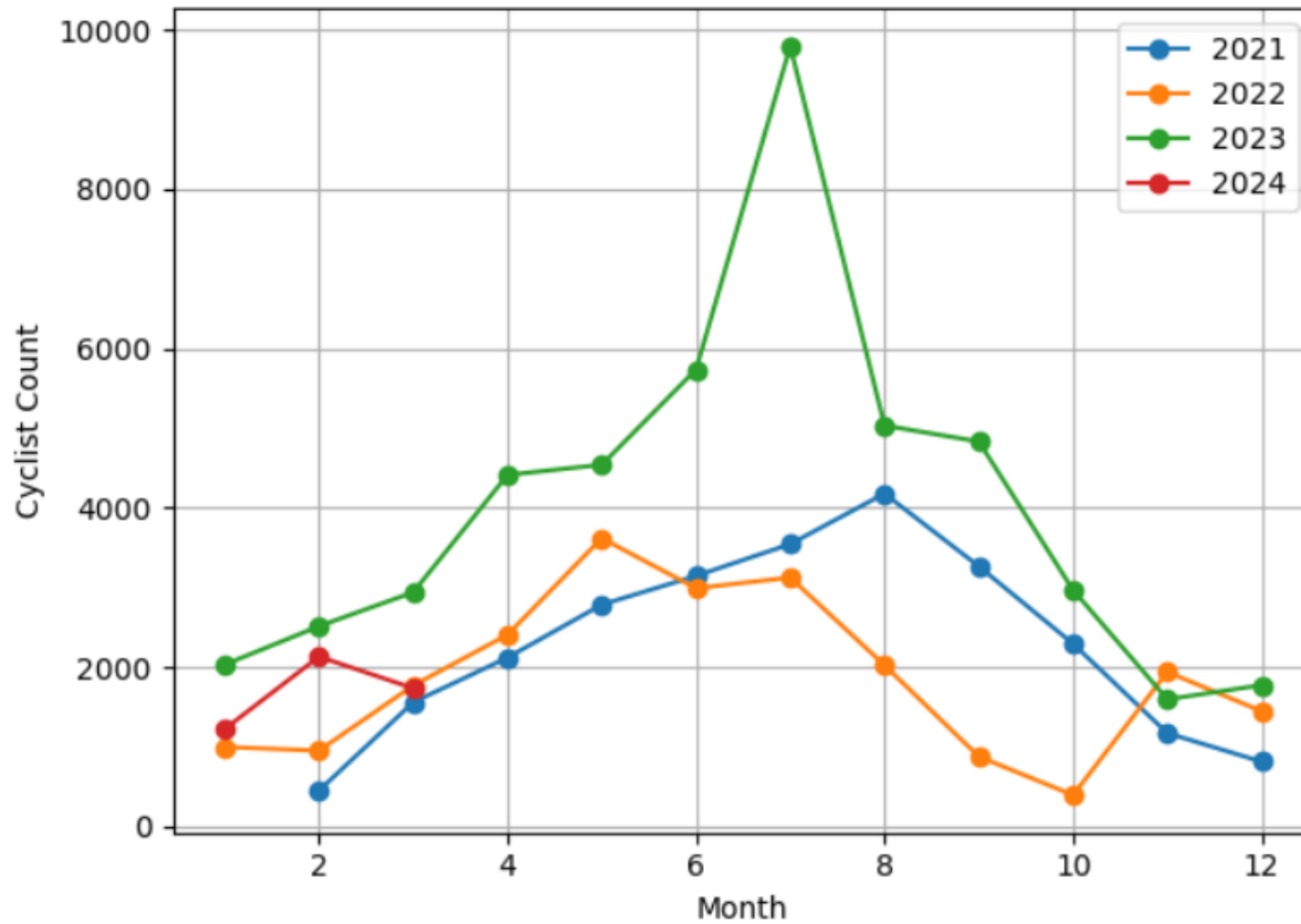


Figure 6 – Cyclist count comparison between similar months in different years on the Causeway, Bicester

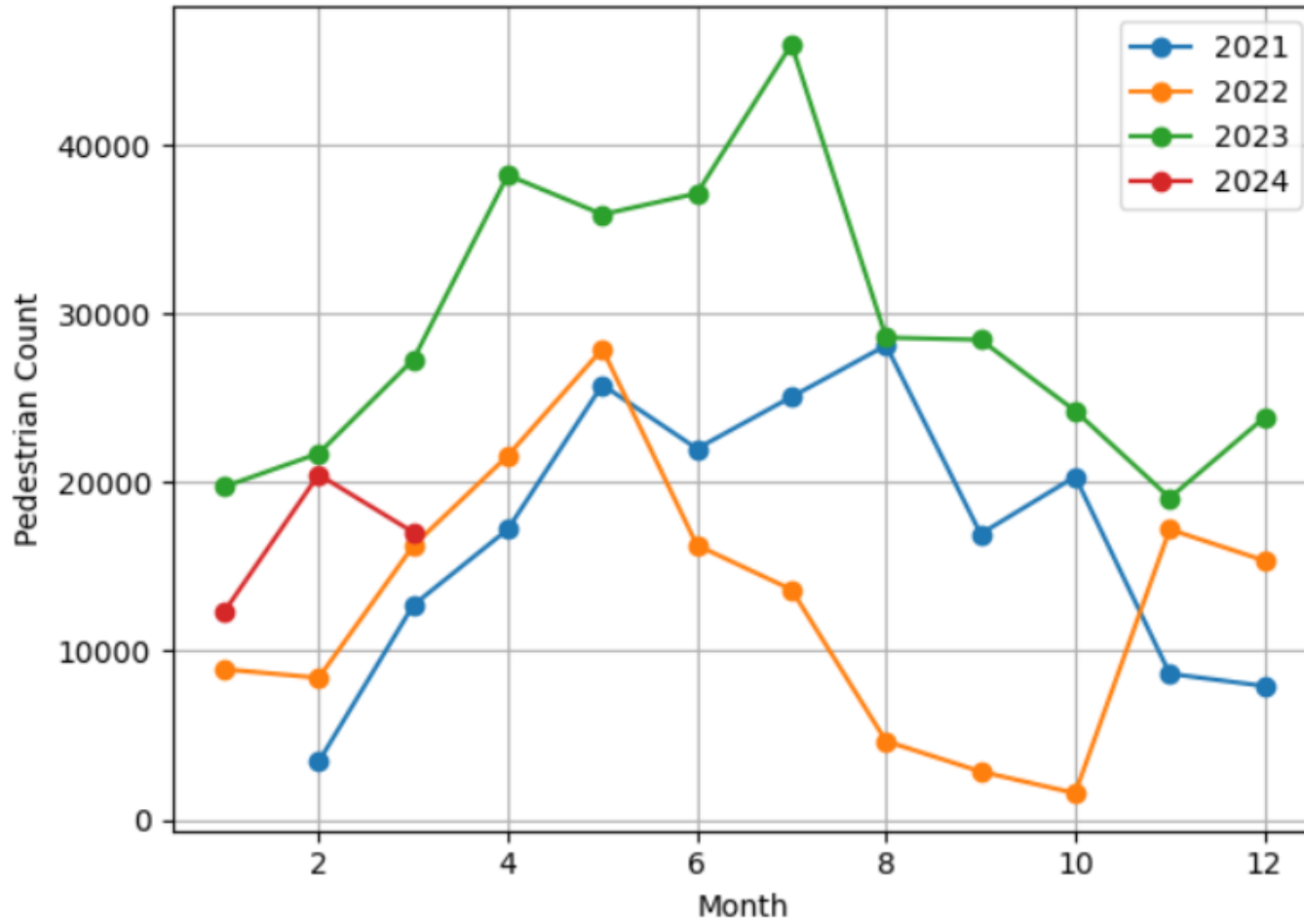


Figure 7 – Pedestrian count comparison between similar months in different years on the Causeway, Bicester

Net-zero transport network

Data about CO₂ emissions from transport is provided by the government and covers emissions within the scope of influence of local authorities. For transport, railways and motorways are therefore excluded. Owing to the time taken to collect, analyse and validate the data, the most recent data is for 2022.

The data shows that there was a notable 20% decrease in CO₂ emissions from transport between 2019 and 2020 but this is likely due to reduced travel as a result of COVID-19. Emissions from transport have slowly increased since 2020 and there was a 1% increase between 2021 and 2022. The 1% increase in transport emissions between 2021 and 2022 is lower than the 12% increase in car vehicle miles over the same time period demonstrating the increased uptake and impact of lower emission vehicles. The 2022 transport emission figure is 13% lower than the 2019 baseline.

The graph in the future trajectory section shows that an annual average reduction of approximately 64.11 kt CO₂ is required to reach the 2040 net-zero transport network target. This is nearly triple the annual reduction achieved before COVID-19 (21.4 kt CO₂ reduction between 2018 and 2019) highlighting the need to accelerate transport decarbonisation work.

Road safety

Road safety data is compiled by the county council from reports submitted by the police for each road traffic collision resulting in a personal injury that they attend. In practice, it is known from various national studies using information from insurers and the NHS that a large number of injury collisions are not reported to the police. It is therefore acknowledged that the actual number of collisions and injuries on our roads is considerably higher than those analysed.

The proportion of collisions included in the police reports appears to be reasonably stable, and a very similar picture is found in other areas outside the county. The information therefore allows trends in road safety to be assessed with a good level of confidence. Over the longer term there has been a downward trend in reported collisions and injuries, reflecting a very wide range of factors such as road improvement schemes, improved vehicle safety and national and local measures to improve the training and skills of road users.

The number of people killed or seriously injured (KSI) decreased from 306 to 233 between 2022 and 2023 (24% decrease). Compared to the 2019 baseline there is no change in the number of KSI (233 in 2019). Whilst the 24% decrease in the number of KSI between 2022 and 2023 is positive, it is important to note that this change is unlikely to be due to any local factor and instead a reflection of the variability in a relatively

small set of data when just looking at Oxfordshire. We will therefore continue to review longer term trends to understand the impacts of our Vision Zero road safety programme. More detailed analysis of KSI trends can be found in our [annual casualty report](#).

The future trajectory section shows that an average KSI reduction of 11 per year is required to meet the 2030 target from the 2023 figure. This is reduced from an average of 19 per year identified in last year's monitoring report from the 2022 figure. From 2030 there would then need to be an average KSI reduction of 8 per year to meet the 2050 vision zero target.

Key Performance Indicators

The following set of Key Performance Indicators were identified in the LTCP. We have not identified specific targets for all of the KPIs. Instead, all policies and schemes are working towards delivery of our headline targets.

The KPIs provide us with more detail about progress and identify potential areas for further work. Where applicable, national data has also been included to show Oxfordshire compared to national trends. This is helpful for highlighting where broader national trends and policy beyond the county council’s control may be affecting travel.

There is still not data for all KPIs in this annual monitoring report. This is because there are not currently data sources for some of the KPIs which were not previously monitored. There are some KPIs where sources have changed or measures have been amended therefore the KPI may no longer be applicable. We will review the inclusion of these KPIs and in some cases have included alternative data. The sources used for the KPIs in this report can be found in appendix 1.

Transport emissions

Indicator	Location	2019 (Baseline)	2020 (COVID-19)	2021 (COVID-19)	2022	2023 (Current)	Change vs previous year (%)	Change vs baseline (%)
Road transport emissions	Oxfordshire	1322.9 kt CO ₂	1056.4 kt CO ₂	1140.8 kt CO ₂	1153.9 kt CO ₂	N/A	+1%	-13%
	UK	98,878.3 kt CO ₂	80,316.7 kt CO ₂	87,586.1 kt CO ₂	87,998.5 kt CO ₂	N/A	0%	-11%

Analysis of the road transport emission data can be found in the headline target chapter. As shown on the table above, emissions from transport have slowly increased since 2020 and there was a 1% increase between 2021 and 2022. The 2022 transport emission figure is 13% lower than the 2019 baseline, a greater decrease than the national average.

Walking and cycling

Indicator	Location	2019 (Baseline)	2020 (COVID-19)	2021 (COVID-19)	2022	2023 (Current)	Change vs previous year (%)	Change vs baseline (%)
% of adults that do any walking at least once per week	Oxfordshire	76.8%	73.5%	76.1%	76.1%	74.7%	-1.4%	-2.1%
	England	71.1%	67.3%	69.7%	69.1%	69.2%	+0.1%	-1.9%
% of adults that walk for leisure at least once per week	Oxfordshire	56%	61.6%	67.5%	64%	58.8%	-5.2%	+2.8%
	England	50.9%	55.1%	59.8%	55.8%	54.8%	-1%	+3.9%
% of adults that walk for travel at least once per week	Oxfordshire	45.4%	32.8%	28.4%	40%	44.1%	+4.1%	-1.3%
	England	42.1%	30.5%	28%	35%	37.5%	+2.5%	-4.6%
% of adults that do any cycling at least once per week	Oxfordshire	21.4%	20%	16.9%	18.5%	18.1%	-0.4%	-3.3%
	England	11.2%	11.6%	9.1%	9.3%	10.1%	+0.8%	-1.1%
% of adults that cycle for leisure at least once per week	Oxfordshire	11.3%	11.9%	8.4%	8.5%	9.1%	+0.6%	-2.2%
	England	7.6%	8.5%	6%	5.4%	6.7%	+1.3%	-0.9%
% of adults that cycle for travel at least once per week	Oxfordshire	14.4%	11.7%	11.2%	14%	12.2%	-1.8%	-2.2%
	England	5.9%	5.1%	4.6%	5.6%	5.4%	-0.2%	-0.5%
Number of walking trips	Oxfordshire	2,515,431 per week	2,479,388 per week	2,490,010 per week	2,510,444 per week	2,639,207 per week	+5%	+5%
	England	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Number of cycling trips	Oxfordshire	629,256 per week	566,539 per week	458,320 per week	532,957 per week	496,374 per week	-7%	-21%
	England	N/A	N/A	N/A	N/A	N/A	N/A	N/A

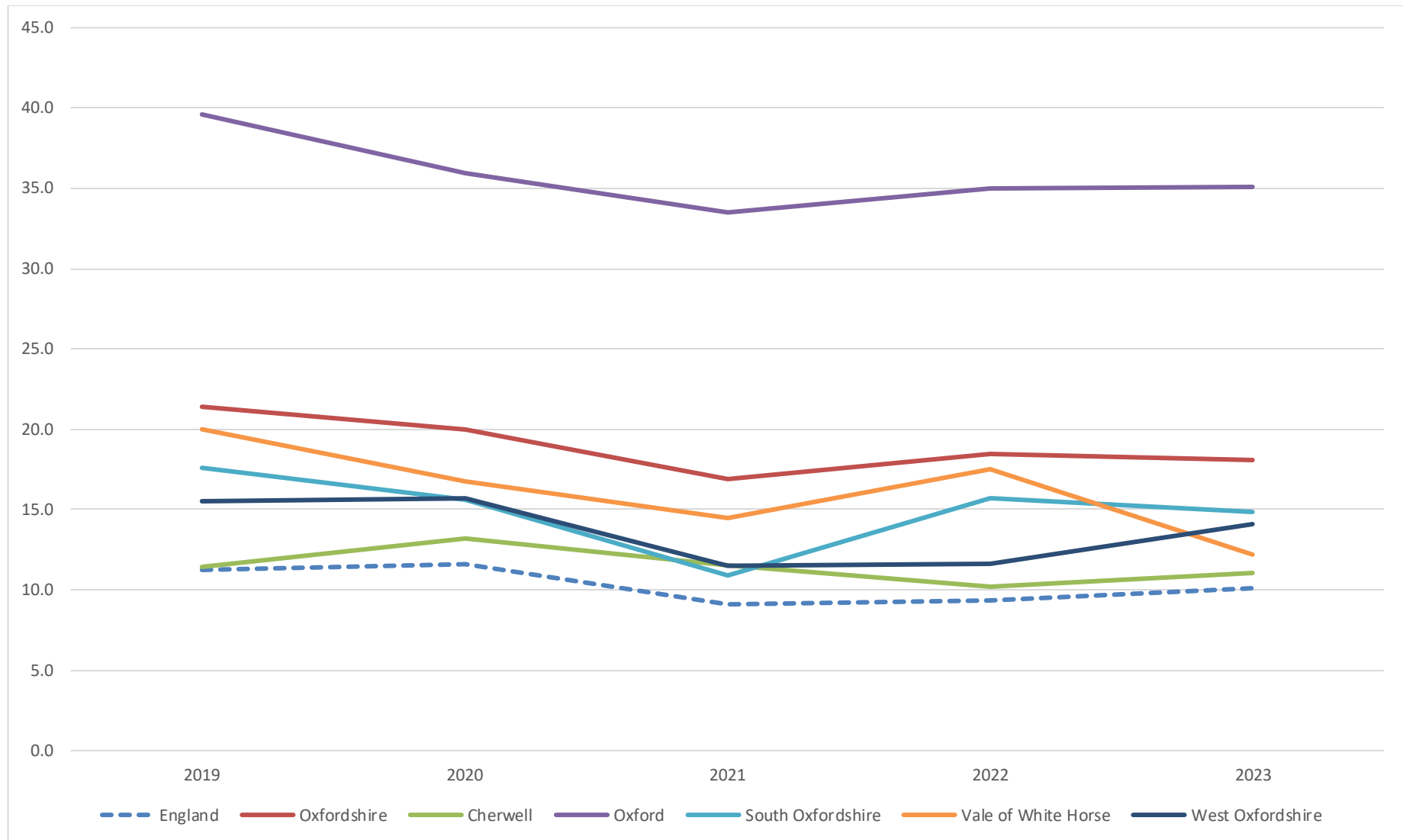


Figure 8 – Percentage of adults that cycle for any purpose at least once per week. Oxfordshire trends are shown with the solid lines, national trends with the dashed lines

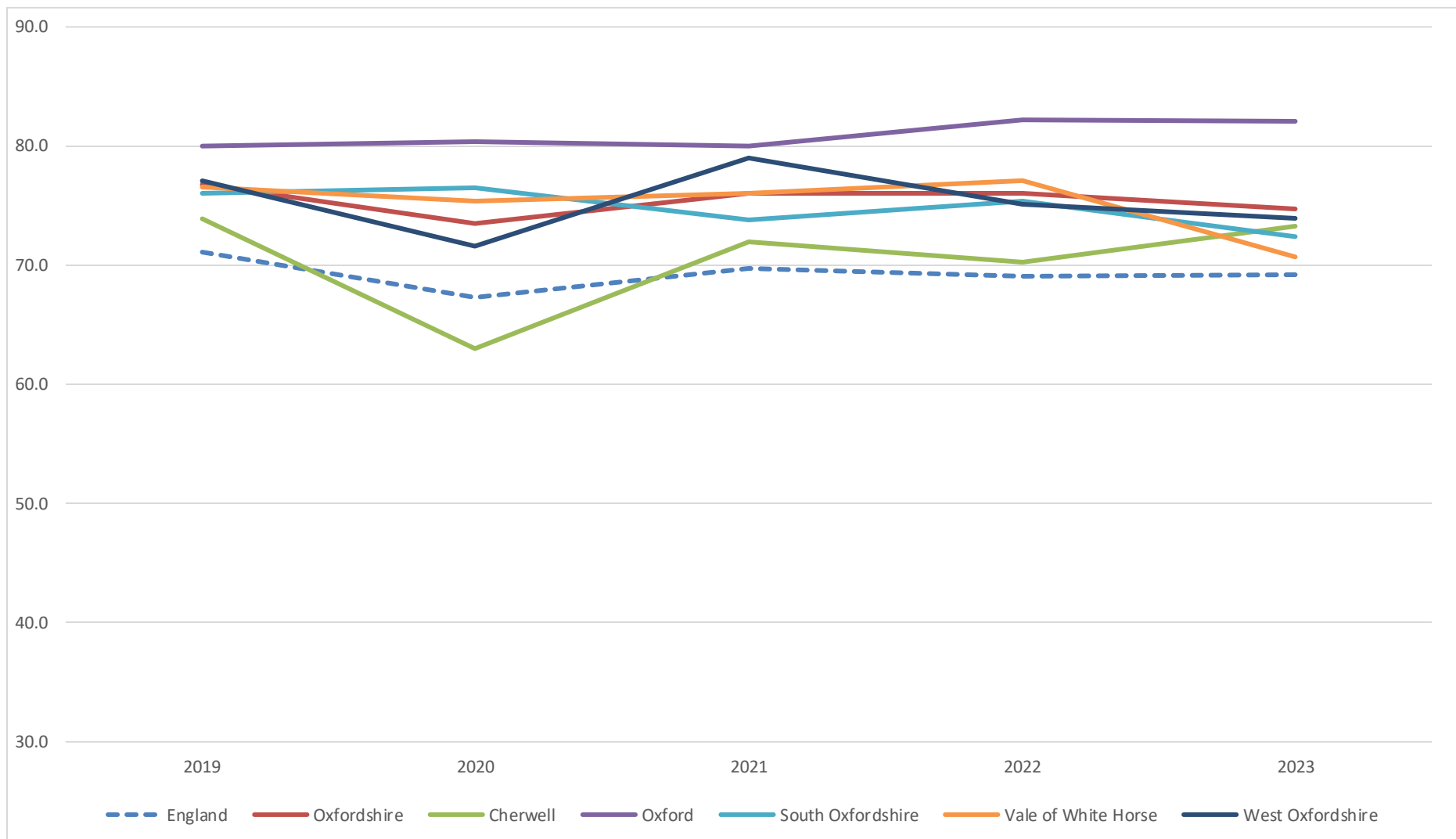


Figure 9 – Percentage of adults that walk for any purpose at least once per week. Oxfordshire trends are shown with the solid lines, national trends with the dashed lines.

The walking and cycling KPIs use data published by the Department for Transport (DfT) and Sport England. The most recent data available is for 2023 and provides us with further understanding about changes to cycle patterns covered in the headline target section.

The percentage of adults that do any walking each week has fallen slightly between 2022 and 2023 and is lower than the 2019 baseline. The percentage of adults walking for leisure has fallen by 5.2 percentage points compared to the previous year but remains nearly 3 percentage points higher than the 2019 baseline (2.8 percentage point increase for adults walking for leisure once per week). Conversely, the percentage of adults walking for travel has increased compared to the previous year (4.1 percentage point increase) but remains lower than the 2019 baseline (1.3 percentage point decrease).

The percentage of adults cycling has largely remained the same between 2022 and 2023. The percentage of adults that cycle at least once per week for any purpose and travel have both decreased over the last year (0.4 percentage point and 1.8 percentage point decreases respectively) and remain lower than the 2019 baseline. The percentage of adults that cycle at least once per week for leisure has increased by 0.6 percentage points over the last year but remains 2.2 percentage points lower than the 2019 baseline.

As outlined in the headline targets section, the number of cycling trips per week in Oxfordshire in 2023 has decreased by 21% compared to the 2019 baseline. There was a 16% increase in the number of cycling trips per week between 2021 and 2022, but this has been followed by a 7% decrease between 2022 and 2023. The number of walking trips increased by 5% between 2022 and 2023 and is 5% higher than the 2019 baseline.

The changes to the number of cycle trips between is greater than changes to the percentage of adults cycling over the same time. This suggests that current cyclists are making more or less trips from year to year rather than significant changes to the number of people cycling.

Physical activity

Indicator	Location	2019 (Baseline)	2020 (COVID-19)	2021 (COVID-19)	2022	2023 (Current)	Change vs previous year (%)	Change vs baseline (%)
% of adults meeting physical activity recommendations	Oxfordshire	73.6%	72.5%	73.4%	71.4%	N/A	-2.7%	-2.2%
	England	67.2%	65.9%	67.3%	67.1%	N/A	-0.2%	-0.1%
% of children meeting	Oxfordshire	58.4%	51.2%	46.6%	48.1%	N/A	+1.5%	-10.3%

physical activity recommendations								
	England	44.9%	46.4%	47.2%	47%	N/A	-0.2%	+2.1%

Further data and analysis of physical activity can be found in the [Oxfordshire Joint Strategic Needs Assessment 2023](#). Key points have been summarised in the following sections.

The percentage of adults meeting physical activity recommendations in Oxfordshire has largely remained the same since 2019, however the 2022 figure is 2.7 percentage points lower than the baseline and has declined by 2.2 percentage points compared to 2021. A higher percentage of Oxfordshire adults continue to meet the physical activity guideline than national figures (71.4% compared to 67.1%).

Nationally, the data shows that participation in physical activity is lower in older age groups, more deprived groups, unemployed or economically inactive groups, routine and manual workers, those who had never worked or were unemployed, and people with disability. Barriers to physical activity for those in more deprived areas include time, cost, lack of access to green space and safety concerns.

The percentage of children meeting physical activity recommendations has decreased in Oxfordshire since 2019. The 2022 figure is a 10.3 percentage point decrease compared to the 2019 baseline but there was a 1.5 percentage point increase compared to 2021. This ended the declining trend since 2019 in Oxfordshire and was in contrast to the national average.

Healthy place shaping

Indicator	Location	Baseline (2019)	2020 (COVID-19)	2021 (COVID-19)	2022	2023 (Current)	Change vs previous year (%)	Change vs baseline (%)
Average Healthy Streets score improvement	Oxfordshire	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	England	N/A	N/A	N/A	N/A	N/A	N/A	N/A
20-minute neighbourhood index improvements	Oxfordshire	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	England	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Work is ongoing to embed use of the Healthy Streets Approach in County Council work and capture monitoring data. It is planned that the approach is piloted to score and monitor improvements delivered through the Vision Zero programme. There has not been sufficient progress made over the last year on this and so we will continue to work to capture this data for next year's monitoring report.

Following further work to assess the feasibility of using the 20-minute neighbourhood index, it is considered that this is not the most effective KPI. Work is required to update the data that supports our 20-minute neighbourhood dashboard which is not feasible to undertake on a regular basis. Therefore, we are investigating alternative KPIs for this section.

In 2019, Healthy Place Shaping (HPS) was adopted as a priority for the Health and Wellbeing Board and the Future Oxfordshire Partnership. In early 2020, the Public Health Consultancy PHAST was commissioned to carry out a system evaluation of HPS across Oxfordshire which led to the development of an initial set of indicators. The Oxfordshire JSNA June 2022 update included a restructured chapter on Wider Determinants of Health and HPS indicators where available. Following this, further work was carried out to agree the list of HPS indicators for the 2023 update. The HPS indicators are summarised below.

Built environment:

- Air pollution (NOx)
- Air pollution (particulates)
- Housing and health
- Local Cycling and Walking Infrastructure Plans
- Communities with 20 mph speed limit

Community activation:

- Sense of belonging
- Number of cycling and walking activation initiatives that promote inclusion
- Volunteering or community participation in the last 12 months
- Adults who feel lonely often or always or some of the time

New models of care:

- People supported by social prescribing
- People in contact with the Make Every Contact Count programme

Wellbeing outcomes:

- Wellbeing: people with a high anxiety score Oxfordshire trend
- Wellbeing: people with a low happiness score Oxfordshire trend
- Physically active children and young people Oxfordshire trend and District Comparison
- Physically inactive adults Oxfordshire trend and District Comparison
- Adults walking for travel at least 3 days per week Oxfordshire trend
- Adults cycling for travel at least 3 days per week Oxfordshire trend
- Adults (aged 16 plus) meeting the '5-a-day' fruit and vegetable consumption recommendations Oxfordshire trend
- Overweight children - reception (aged 4-5) prevalence of overweight (including obesity) Oxfordshire trend
- Overweight children - year 6 (aged 10-11) prevalence of overweight (including obesity) Oxfordshire trend
- Overweight adults - percentage of adults (aged 18 plus) classified as overweight or obese Oxfordshire trend

We have provided an overview of data for some of the more relevant HPS indicators below due to the lack of LTCP Healthy Place Shaping KPI data available. Some of the wellbeing KPIs are already included within this report as LTCP KPIs so have not been covered again. The full data on all HPS indicators can be found on our [Healthy Place Shaping website](#).

Sense of belonging

According to the Oxfordshire County Council 2022 residents survey, the majority of respondents were fairly or very satisfied with Oxfordshire as a place to live (78%), with 10% feeling fairly or very dissatisfied. The percentage of residents answering “Satisfied” in South Oxfordshire (85%) and West Oxfordshire (81%) was higher than the Oxfordshire average.

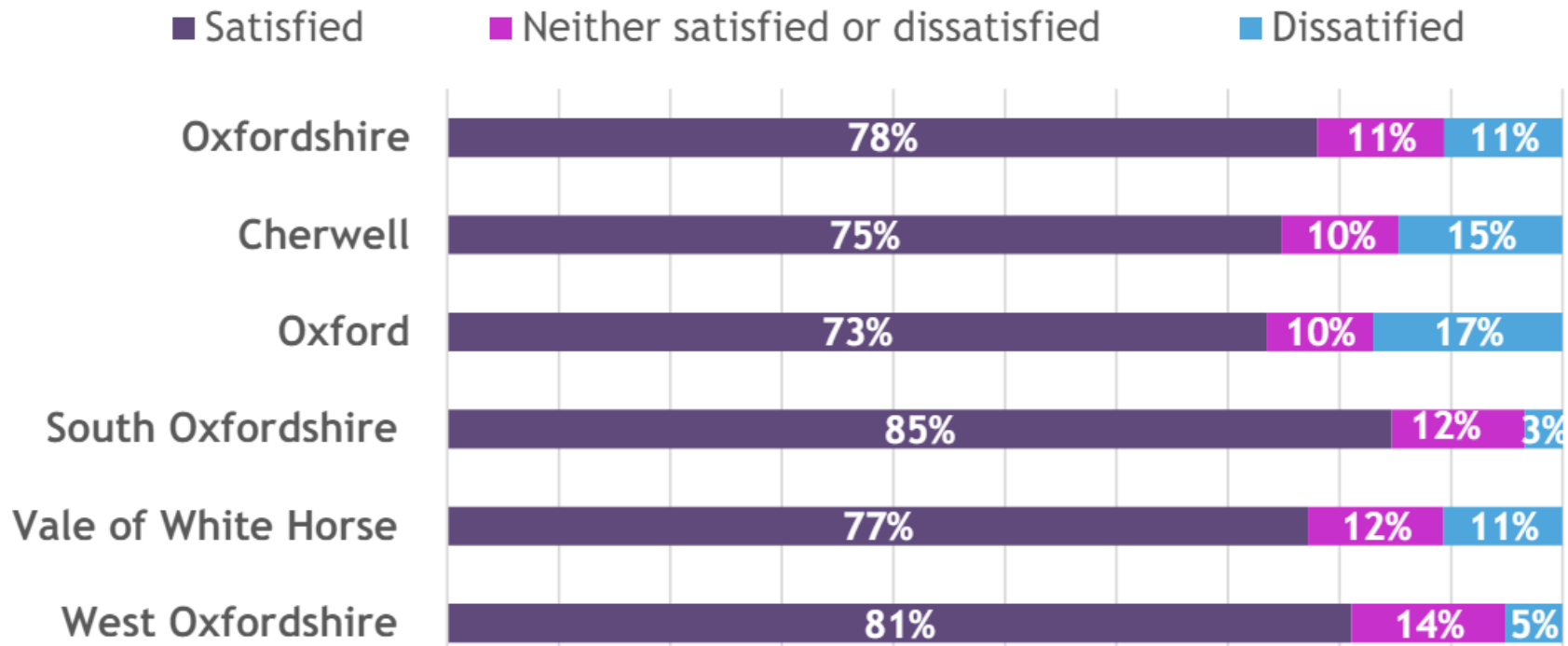


Figure 10 – The percentage of residents that responded to the question “How satisfied or dissatisfied are you with your local area as a place to live?” with “Satisfied”, “Neither satisfied or dissatisfied” or “Dissatisfied” (Oxfordshire County Council residents survey 2022)

Wellbeing – People with a high anxiety score

The latest data for 2021/22 shows the percentage of people in Oxfordshire reporting a high anxiety score has fallen slightly since the previous year. South Oxfordshire had the highest percentage of people with a high anxiety score (27.3%). Enabling connection to nature through easy access to green spaces with calm sensory places and spaces for social connections is important in reducing anxiety.

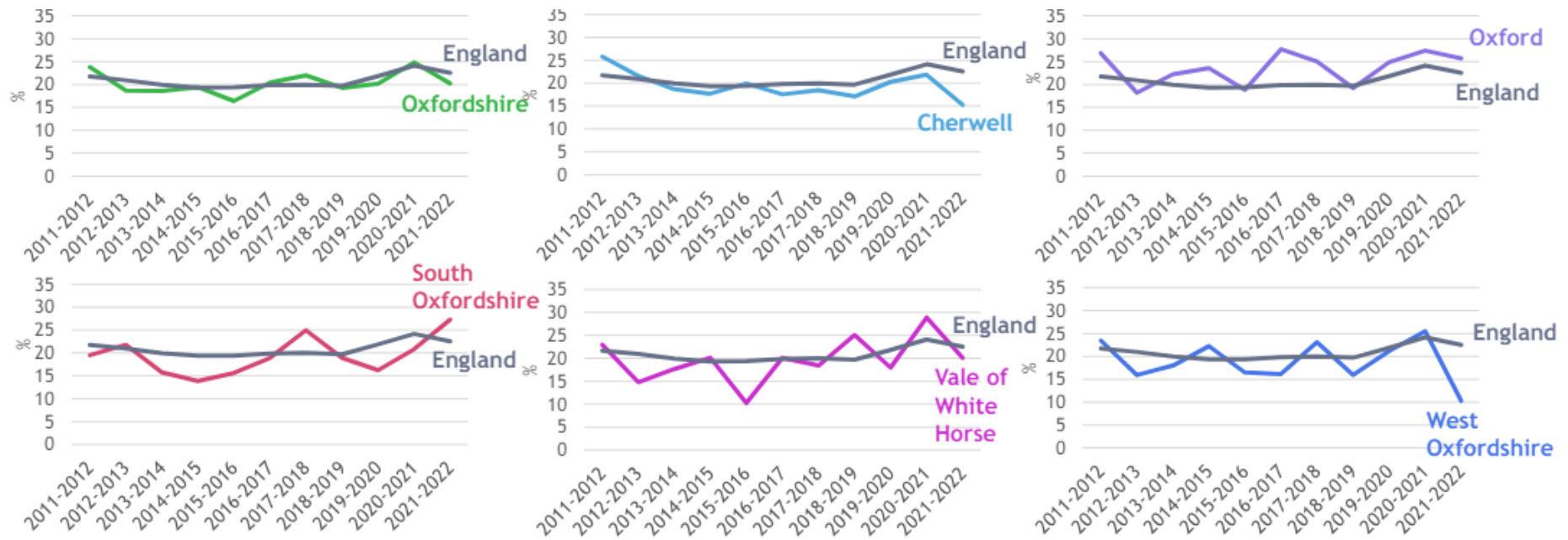


Figure 11 – Trend in the percentage of those with a high Anxiety score to year ending March 2022

Air pollution (particulates)

World Health Organisations (WHO) guidelines state that PM_{2.5}, fine particulate matter of 2.5 micrometres or less in diameter, is the most dangerous pollutant because it can penetrate the lung barrier and enter the blood system, increasing the risk of cardiovascular and respiratory disease and cancers¹⁶. It affects more people than other pollutants and has health impacts even at very low concentrations.

The updated WHO target is for annual average concentrations of PM_{2.5} not exceeding 5 µg/m³. The current UK target is to achieve annual average concentrations of PM_{2.5} of 10 µg/m³ by 2040. Around half of UK concentrations of PM comes from anthropogenic sources in the UK such as domestic wood burning and tyre and brake wear from vehicles.

¹⁶ [World Health Organisation Air Quality Guidelines](#)

As of 2021, the fraction of mortality attributable to particulate air pollution value for Oxfordshire was 5.5%, slightly above the South East average (5.4%) and similar to the England average (5.5%).

Road safety

Indicator	Location	2019 (Baseline)	2020 (COVID-19)	2021 (COVID-19)	2022	2023 (Current)	Change vs previous year (%)	Change vs baseline (%)
Total number of Killed or Seriously Injured (KSI)	Oxfordshire	233	225	246	306	233	-24%	0%
	Great Britain	31,539	26,589	27,450	29,795	29,429	-2%	-7%
Pedestrian KSI	Oxfordshire	32	23	31	45	29	-36%	-9%
	Great Britain	7,043	5,861	4,734	6,161	6,334	+3%	-10%
Pedal cycle KSI	Oxfordshire	45	45	52	63	49	-22%	+9%
	Great Britain	4,392	4,156	4,596	4,365	3,979	-9%	-9%
Two-wheel motor vehicle KSI	Oxfordshire	45	47	57	66	52	-21%	+16%
	Great Britain	6,395	5,130	5,125	6,021	5,829	-3%	-9%
Motor vehicle KSI	Oxfordshire	111	108	106	132	95	-28%	-14%
	Great Britain	12,158	10,274	9,193	11,473	11,471	0%	-6%

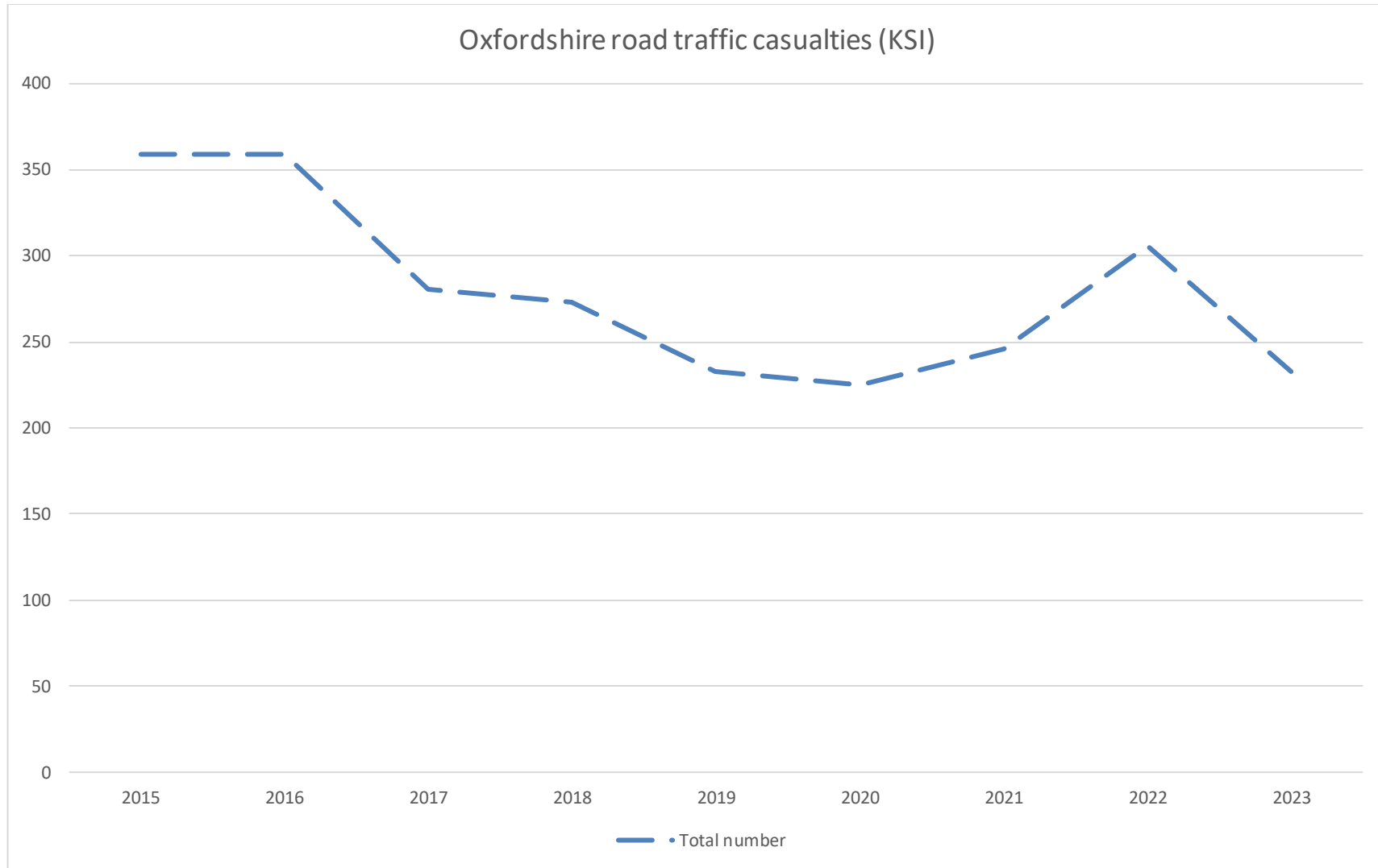


Figure 12 – Oxfordshire road traffic casualties (killed or seriously injured) since 2015

The number of people killed or seriously injured in Oxfordshire has decreased over the longer term. The number of people killed or seriously injured is lower for all modes than 2015. However, since 2019 there has been a slight increase in the number of KSI for pedal cycles and two-wheel motor vehicles. Further analysis of the road safety data can be found in the headline target chapter.

It is important to note for national data that the Department for Transport make adjustments to casualty severity in their publications. This is to adjust for changes in how some police forces report serious and slight injuries since 2012. Further information about the national methodology can be found [here](#).

As highlighted in the headline target chapter, there was a decrease in the number of KSI for all modes between 2022 and 2023. However, it is important to note that this change is unlikely to be due to any local factor and instead a reflection of the variability in a relatively small set of data when just looking at Oxfordshire. We will therefore continue to review longer term trends to understand the impacts of our Vision Zero road safety programme. More detailed analysis of KSI trends can be found in our annual casualty report.

We are currently undertaking further analysis to help understand the data and once completed, we will publish more detailed analysis in our annual casualty report. Recognising the devastating impact of road casualties we adopted our Vision Zero Strategy and Action Plan on 23rd April 2024 and work is now underway to deliver the strategy.

Public transport

Indicator	Location	2019 (Baseline)	2020 (COVID-19)	2021 (COVID-19)	2022	2023 (Current)	Change vs previous year (%)	Change vs baseline (%)
Passenger journeys on local bus services	Oxfordshire	41,900,000	40,700,000	11,700,000	25,500,000	33,600,000	+32%	-20%
	England	4,310,700,000	4,072,600,000	1,580,000,000	2,835,300,000	3,383,200,000	+19%	-17%
Passenger journeys on local bus services per head of the population	Oxfordshire	60.9	58.8	16.8	35.1	46.2	+31%	-24%
	England	77.0	72.4	27.9	50.2	59.8	+19%	-17%
Number of rail passenger	Oxfordshire	21,739,640	3,950,376	12,664,280	15,739,326	N/A	+25%	-27%

journeys (rail station entries and exits)	England	3,007,144,054	678,732,800	1,788,478,136	2,462,181,212	N/A	+38%	-18%
	Oxfordshire	N/A	N/A	-33% vs 2019-20	-20% vs 2019-20	N/A	+19%	-20%
Number of park and ride passenger journeys	England	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Bus patronage fell significantly during the COVID-19 pandemic but is recovering. Bus patronage increased by 32% in Oxfordshire between 2022 and 2023 and passenger journeys per head of the population increased by 31% over the same time period. These increases are larger than the national average where both passenger journeys and passenger journeys per head of the population have increased by 19% between 2022 and 2023.

Despite the increase over the last year, passenger journeys and passenger journeys per head of the population remain lower than the 2019 baseline in Oxfordshire. Passenger journeys is 20% lower than the 2019 baseline and passenger journeys per head of the population 24% lower. This is broadly in line with national averages which are 17% lower than the 2019 baseline.

Similarly, rail passenger journeys fell significantly during the COVID-19 pandemic. As with bus patronage, the number of rail passenger journeys has been increasing since 2020 and there was a 25% increase in the number of rail passenger journeys in Oxfordshire between 2021 and 2022. This is slightly lower than the national average increase of 38% between 2021 and 2022. In Oxfordshire the 2022 figures are 27% lower than the 2019 baseline. This is a larger difference than the national average of 18% lower than the 2019 baseline.

The most used railway station in Oxfordshire remains Oxford with over 6.5 million passengers in 2022. There was a 31% increase in passengers at Oxford station between 2021 and 2022. Didcot is the second most used station in the county with 2.4 million passengers in 2022 followed by Banbury (1.8 million passengers) and Bicester Village (1.6 million passengers). Banbury was the only station in the county that had a decrease in passengers between 2021 and 2022 (4% decrease).

The stations with the largest percentage increase in passengers between 2021 and 2022 were Finstock (94% increase from 364 to 706), Shiplake (66% increase from 47,360 to 78,466) and Hanborough (47% increase from 178,368 to 262,498). The number of passengers using Hanborough was the third highest in its history, with only 2019-20 and 2015-16 having more passengers.

Following the COVID-19 pandemic leisure travel has become more popular and is now the most common reason for train travel nationally. The latest quarterly revenue data from October to December 2023 shows that there were 217 million leisure journeys accounting for £1,451 million revenue compared to 175 million commute journeys accounting for £955 million revenue.

We are not able to provide the overall number of journeys from park and ride sites due to it being commercially sensitive, but we are able to report on the aggregated percentage change. The data shows that there has been a 20% decrease in journeys from the park and ride sites between 2019-20 and 2022-23. However there has been an 19% increase between 2021-22 and 2022-23. This is broadly in line with the more general bus passenger trends but the increase in park and ride passengers observed between 2021-22 and 2022-23 is lower than overall patronage growth in the county.

Digital connectivity

Indicator	Location	2019 (Baseline)	2020	2021	2022	2023	2024 (Current)	Change vs previous year (%)	Change vs baseline (%)
Percentage of premises with superfast broadband	Oxfordshire	98%	97.7%	98.2%	98.4%	98.5%	98.9%	+0.4%	+0.9%
	England	96%	96.2%	97.3%	97.6%	97.9%	98.2%	+0.3%	+2.2%
Percentage of premises with full fibre broadband	Oxfordshire	10%	13.4%	17.4%	26.5%	39.9%	55.9%	+16%	+45.9%
	England	6%	7.4%	22%	35.1%	49.5%	65.3%	+15.8%	+59.6%

Digital connectivity data is updated monthly and so we have been able to include 2024 data for this KPI. As this data is regularly updated it is likely to have changed following production of this report. The 'current' data is accurate as of May 2024 and has been compared to data from May of previous years.

Oxfordshire has more premises with superfast broadband than the national average and it has increased since 2019. There has been a significant 45.9 percentage point increase in the percentage of premises with full fibre broadband since 2019 and a 16 percentage point increase over the last year. The number of full fibre premises in the county is growing at a steady rate but remains lower than the national average. This is because of three factors in Oxfordshire:

- **Rurality** - In general, the more rural the county is, the more widely dispersed the premises are outside of the city and major towns. This makes the cost per premise of building full fibre infrastructure much higher and attracts less commercial investment.
- **Most cities** have good full fibre access which helps raise the average of the county. However, until September 2022 Oxford had just 2% full fibre coverage. We have worked hard to secure investment in Oxford and building has commenced raising the level to 26%.
- **Virgin Media** has about 40% coverage across the county with their gigabit docsis network. This is patchy across Oxford and other market towns but typically disincentives alternative networks from investing in full fibre build.

The county council’s Digital Infrastructure Team have contributed to these changes by delivering projects such as Better Broadband for Oxfordshire which enabled over 90,000 premises to access superfast broadband. The team continue to engage with fibre broadband operators to encourage investment in Oxfordshire, whilst also working with the government on digital infrastructure interventions in areas of market failure.

Air quality

Indicator	Location	2019 (Baseline)	2020 (COVID-19)	2021 (COVID-19)	2022	2023 (Current)	Change vs previous year (%)	Change vs baseline (%)
Road transport emissions	Oxfordshire	1322.9 kt CO ₂	1056.4 kt CO ₂	1140.8 kt CO ₂	1153.9 kt CO ₂	N/A	+1%	-13%
	UK	98,878.3 kt CO ₂	80,316.7 kt CO ₂	87,586.1 kt CO ₂	87,998.5 kt CO ₂	N/A	0%	-11%
Years of healthy life lost (DALYs) due to ambient particulate matter	Oxfordshire	2,300	N/A	N/A	N/A	N/A	N/A	N/A

Analysis of road transport emissions has been covered previously. Years of healthy life lost due to ambient particulate matter is included in the [Joint Strategic Needs Assessment](#) using a methodology from Public Health England. The last calculation was made in 2019 and so there is not an update for inclusion in this year’s monitoring report. As covered in the Healthy Place Shaping section, the fraction of mortality attributable to particulate air pollution value for Oxfordshire in 2021 was 5.5%, slightly above the South East average (5.4%) and similar to the England average (5.5%).

It is worth highlighting that whilst transport contributes to particulate matter (PM) emissions it is not the largest source. Oxford City Council's most recent source apportionment study¹⁷ found that domestic combustion is by far the largest contributor to particulate matter emissions in Oxford, contributing approximately 66% of PM_{2.5} emissions. Road transport only accounts for approximately 10% of total local emissions of particulate matter.

Similarly, as part of the 2023 Air Quality Actions Plans for Chipping Norton and Witney¹⁸, some particulate matter source apportionment work has been conducted using modelled data from Defra and measurements from the monitoring site at Oxford St. Ebbes. This work found that approximately 11% of PM_{2.5} emissions in Chipping Norton are from transport and 10% in Witney. In both towns domestic combustion was the largest source of PM_{2.5} emissions with 52% in Chipping Norton and 49% in Witney.

Transport also contributes to the emissions of Nitrogen Dioxide. In Oxfordshire, the district and city councils are required to monitor air quality within their respective areas. Where air pollution levels have exceeded the national air quality objectives and these are not being met, they must identify and declare Air Quality Management Areas (AQMAs). Once declared, they must develop Air Quality Action Plans (AQAP) and produce annual air quality status reports (ASR) for Defra.

Monitoring data and the associated AQAPs and ASRs can be found on our new air quality website [Oxon Air](#). The latest monitoring data shows that nitrogen dioxide levels have generally been decreasing across the county year on year. The data from 2023 also included no exceedances of the UK legal limits in Oxford, South Oxfordshire, West Oxfordshire or Vale of White Horse. There was 1 AQMA in Cherwell that recorded an exceedance of the UK legal limits (Hennef way, Banbury). This decreasing trend is largely due to the introduction of cleaner vehicles and electric vehicles.

¹⁷ <https://www.oxford.gov.uk/downloads/file/841/oxford-source-apportionment-study>

¹⁸ <https://www.westoxon.gov.uk/environment/noise-pests-pollution-and-air-quality/air-quality/#:~:text=Areas%20within%20West%20Oxfordshire%20which,below%20National%20Air%20Quality%20Standards.>

Private car

Indicator	Location	2019 (Baseline)	2020 (COVID-19)	2021 (COVID-19)	2022	2023	2024	Change vs previous year (%)	Change vs baseline (%)
Car vehicle miles	Oxfordshire	3,800,000,000	2,710,000,000	3,085,000,000	3,449,000,000	3,562,000,000	N/A	+3%	-6%
	England	225,160,000,000	169,561,000,000	189,675,000,000	208,816,000,000	215,057,000,000	N/A	+3%	-4%
Number of car trips	Oxfordshire	N/A	N/A	N/A	+4.5% vs 2019	N/A	-2.3% vs 2022	N/A	-2.3%
	England	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Number of registered battery EVs	Oxfordshire	1,704	3,564	5,022	9,804	9,694	N/A	-1.1%	+469%
	UK	90,859	193,993	379,221	628,984	930,649	N/A	+48%	+924%
Car ownership	Oxfordshire	82% (2011)	N/A	84%	N/A	N/A	N/A	N/A	N/A
	England	74% (2011)	N/A	76%	N/A	N/A	N/A	N/A	N/A

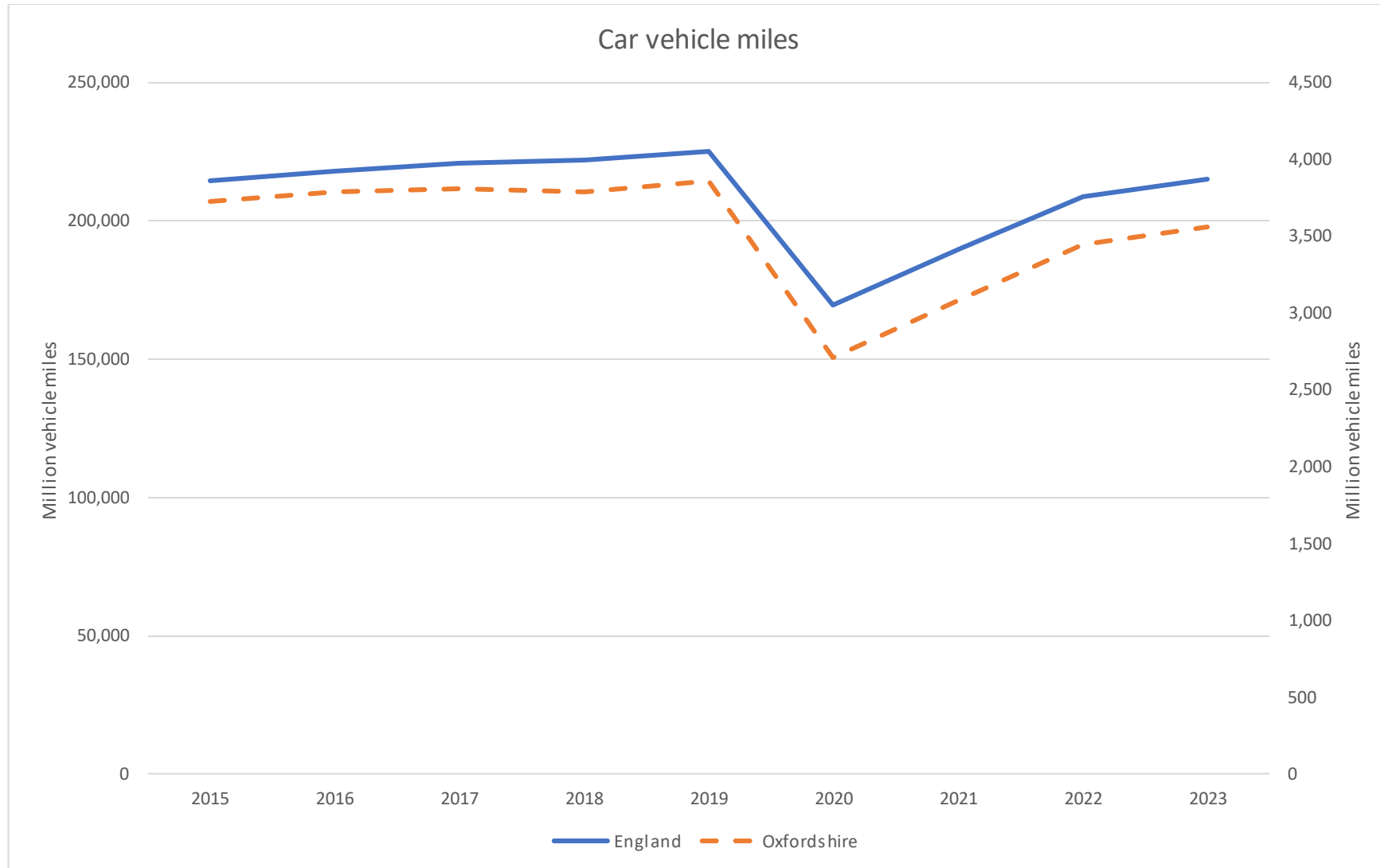


Figure 13 – Car vehicle mile trends in England (left axis) and Oxfordshire (right axis)

Car vehicle miles increased by 3% in Oxfordshire between 2022 and 2023 which is in line with the national average (3% increase). Total car vehicle miles in 2023 are 6% lower than the 2019 baseline which is broadly in line with the national trends (-4% compared to the 2019 baseline). Whilst vehicle miles are lower than the baseline they have been increasing year on year since the COVID-19 pandemic. The rate of growth in 2023 was lower than the previous year as seen on figure 13, but the increasing trend is still in contrast to net-zero targets. Reducing vehicle miles and the length of car trips is a key part of meeting our net-zero targets.

Car ownership at the Oxfordshire level is currently best measured through the census. Due to the census timescales, the latest available data is 2021 and this will be the case for a number of years. The 2021 data is the same as last year's monitoring report and shows that the percentage of households with access to 1 or more cars in Oxfordshire has increased by 2% compared to 2011 and car ownership remains higher in Oxfordshire than the national average. We will investigate alternative sources of data for this KPI that may allow for more regular monitoring.

Whilst we know that there are many opportunities to reduce the number of car journeys and the length of journey, we recognise that the car will still be a part of Oxfordshire's transport system. It is important to support the uptake of zero tailpipe emission vehicles so that where car journeys are made, they produce less emissions.

There has been a 1.1% decrease in the number of battery electric vehicles in Oxfordshire over the last year. This is in contrast to the national average (48% increase). We are working to understand why this change has occurred, but we know it is primarily due to a decrease in the number of registered battery electric company vehicles in Cherwell district between 2022 and 2023, whereas all other districts saw an increase during this time. Cherwell has historically had and continues to have the largest number of registered battery electric vehicles in Oxfordshire. However, compared to the 2019 baseline, the number of registered battery electric vehicles has still increased by 469%, but this is still lower than the national average (924% increase).

Battery electric vehicles represent approximately 2.52% of licensed cars in Oxfordshire and has increased from 0.38% of licensed cars in 2019. This figure has become lower than the national average for the first time as battery electric vehicles represent approximately 2.77% of licensed cars nationally. The county council continue to conduct a range of projects to support the uptake of electric vehicles, some of which are summarised later in this report.

Road highways maintenance condition

Indicator	Location	2018 (Baseline)	2023	2024 (Current)	Change vs previous year (%)	Change vs baseline (%)
Percentage of roads in good condition (green)	Oxfordshire	47%	50%	62%	+12%	+15%
	England	54%	50%	57%	+7%	+3%
Percentage of roads planned for investigation (amber)	Oxfordshire	43%	35%	32%	-3%	-12%
	England	28%	32%	32%	0%	+4%
Percentage of roads Planned for maintenance (red)	Oxfordshire	10%	15%	7%	-8%	-3%
	England	18%	18%	11%	-7%	-7%
Percentage of pavements / cycle ways in good condition	Oxfordshire	N/A	N/A	N/A	N/A	N/A
	England	N/A	N/A	N/A	N/A	N/A
Percentage of pavements / cycle ways in fair condition	Oxfordshire	N/A	N/A	N/A	N/A	N/A
	England	N/A	N/A	N/A	N/A	N/A
Percentage of pavements / cycle ways in poor condition	Oxfordshire	N/A	N/A	N/A	N/A	N/A
	England	N/A	N/A	N/A	N/A	N/A

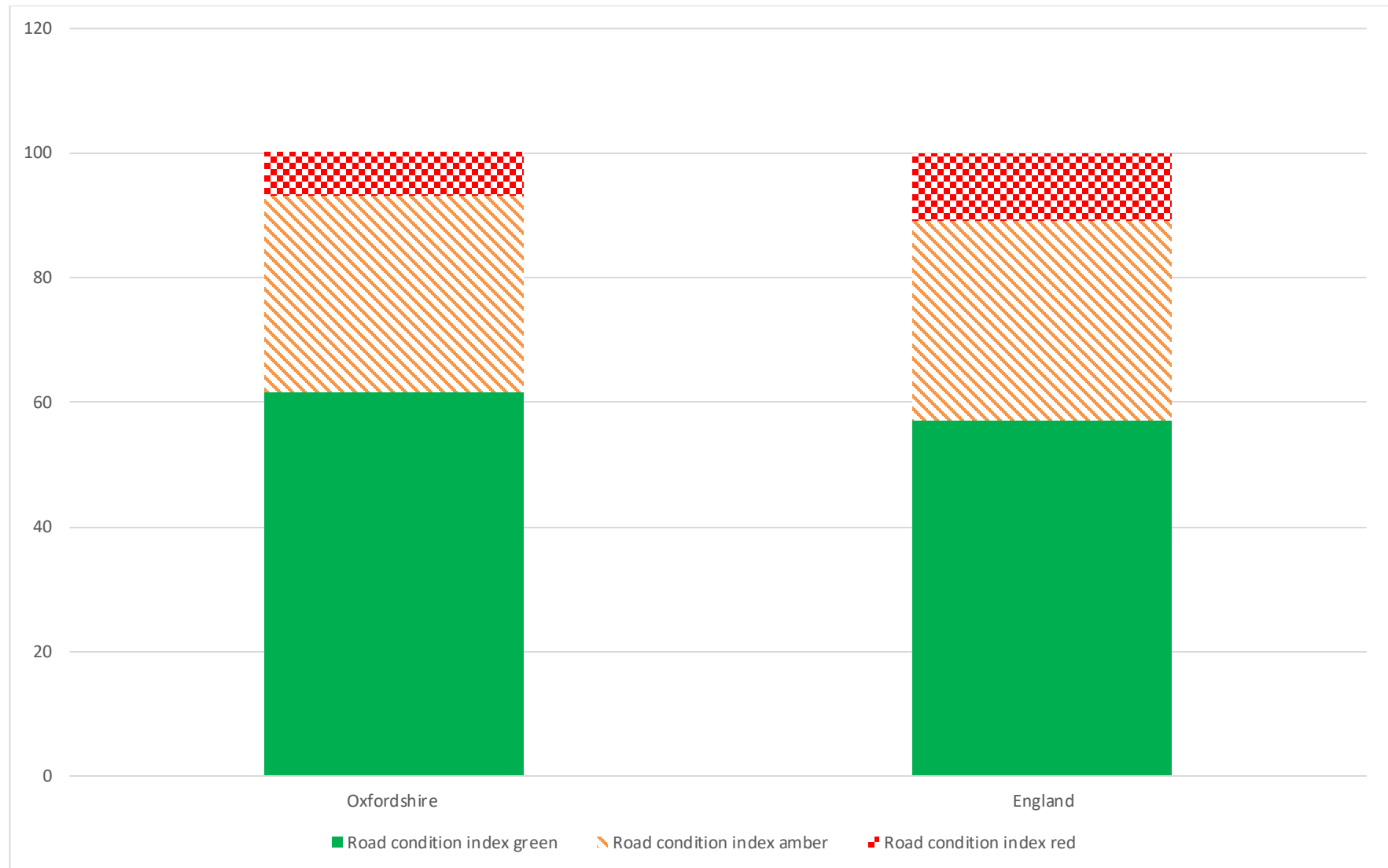


Figure 14 – 2024 road highways maintenance condition in England and Oxfordshire

The percentage of roads in 'Green' road condition index (good condition) has increased since 2017-18 both within Oxfordshire and nationally. The percentage of roads in green condition in Oxfordshire is higher than the national average and has increased by 12 percentage points over the last year compared to a 7 percentage point increase nationally.

Whilst the percentage of roads in 'Amber' road condition index has decreased (planned for investigation) by 12 percentage points compared to the baseline and by 3 percentage points over the last year, this is largely due to the corresponding increase of roads in green condition. Oxfordshire has the same percentage of roads in 'Amber' condition as the national average and a lower percentage of roads in 'Red' road condition index (planned for maintenance) than the national average (7% compared to 11% nationally).

There is not a readily available data source about the condition of cycle ways and footway data is not reliable enough to be used at this stage. We will continue to investigate potential data sources for these KPIs.

Travel behaviour surveys

The data collected to understand the LTCP targets and KPIs provides us with a high level overview of the key transport trends in the county. However, in some areas we do not have granular local data and the data only provides us with limited understanding about the causes of change and what factors influence residents travel choices. Therefore, in order to better understand residents travel habits, the way residents get around and what influences transport choices we also need to collect travel behaviour information.

In order to do this we conducted a pilot countywide travel behaviour survey between November and December 2023. We also have data from the Oxfordshire Community Rail Partnership (OxCRP) who conducted a travel survey between February and March 2024. Findings from both of these surveys is summarised in the following sections.

Countywide travel behaviour survey

We conducted the survey as a pilot in order to test the concept and refine the questions before a potential wider roll out in the future. The survey was sent to residents who completed the LTCP consultation questionnaire and asked to be kept in touch.

The survey was split into two main sections. These were:

- Your Regular Travel Habits – In this section, we asked about residents’ typical travel routines on the most recent typical week, including destinations, modes of transport, factors influencing those choices and how these habits might have changed.
- About You and Your Travel Needs – Here, we asked about residents’ individual circumstances and responsibilities like job, lifestyle and caring for dependents etc. This will help us further understand what impacts and influences residents’ transportation decisions.

There were 151 respondents from 253 invited to participate across Oxfordshire, based on respondents that participated in the LTCP survey and indicated they were happy to be contacted. Responses covered views from across Oxfordshire, but the response sample was heavily weighted towards Oxford. As this was a pilot there were a limited number of responses and so the data is not statistically robust enough to conduct in depth analysis at this stage. However, we have reviewed the results and are able to provide some narrative based findings. These provide a helpful insight into travel behaviours, cycling trends and areas to explore in the future.

Travel habits and patterns

- The most common number of trips that respondents reported taking in a single day, during a typical week with the highest travel frequency, was 3-4 trips.

- The days with the highest number of trips were Monday, Tuesday, and Wednesday.

Public transport issues

- Connectivity problems: Difficulty in accessing certain areas due to lack of direct bus routes.
- Service reliability: Complaints about intermittent and unreliable bus services (mainly in Oxford but also reported in Witney, Wallingford, Thame, Abingdon and Banbury in order of most cited).
- Impact of road closures: Road closures, such as Botley Road, have impacted travel times and accessibility, causing frustration among residents.
- Availability and reliability: Many respondents highlight the lack of available public transport and its unreliability, making it difficult to visit friends or travel for essential activities.

Cycling infrastructure

- Personal safety concerns: Aggressive driving, high speeds, and poor cycling infrastructure deter people from cycling.
- Infrastructure quality: Issues like potholes and lack of maintenance make cycling difficult.
- Desire for improvement: Many respondents said they would cycle more if the infrastructure were improved.
- Concerns relating to property safety and facilities: There is a strong demand for more and safer cycling infrastructure, including secure bike sheds with CCTV and more cycle parking facilities.
- Positive feedback on LTNs: Some respondents find that Low Traffic Neighbourhoods (LTNs) have made cycling easier and reduced congestion in certain areas.

Personal circumstances

- Health and disabilities: Some respondents cannot cycle due to health issues or disabilities; public transport is also not a viable option for them.
- Family responsibilities: Caregivers for children -- including those with special needs -- and for elderly parents find it challenging to use public transport or cycle due to their responsibilities.
- Dependents activities: Some respondents noted additional car trips, especially on weekends, due to their dependents' activities such as parties and sports club matches.

General sentiments

- Frustration with traffic measures: Strong opposition to LTNs, Zero Emission Zones (ZEs), 15-minute city plans, and 20mph zones perceived as detrimental to car users, especially to those who rely on the car as the only viable option based on personal circumstances.
- Desire for Better Planning: Calls for better public transport, investment in light rail links, and improved road infrastructure to reduce congestion and environmental impact.

Summary of key insights

- Cycling trips increase: The increase in cycling trips is likely due to a subset of the population who are already cyclists making more frequent trips, possibly due to improved cycling routes or personal preferences.
- Constant/lack of increase in the number of cyclists:
 - The overall number of people cycling is likely to not have grown due to persistent barriers such as safety concerns, poor infrastructure, cycling facilities, and personal health or family responsibilities.
 - The reported lack of reliable public transport and the impact of road closures have significantly affected travel behaviours, leading to an increased reliance on cars and frustration among residents.

OxCRP travel survey

Oxfordshire Community Rail Partnership (OxCRP) are working with Great Western Railway (GWR) on the 'Connecting Communities' project. As part of that project a survey of residents was carried out, to understand experiences, perceptions and challenges of rail travel for local Oxfordshire people. An online survey was promoted across Oxfordshire via social media and through stakeholder networks. The survey ran from 6th February to 25th March 2024. A total of 955 people completed the survey. Findings from the survey are summarised below.

Travel choices and influences

- Overall, reliability is the most important factor in deciding how to travel, this will be a combination of both actual and perceived reliability. Those who travel by car are slightly more likely to say reliability is very important.
- Convenience is the second most important factor and may create a barrier for some to using public transport, unless integrated accessible services are available. 75% of those who commute by car say convenience is very important.
- Barriers to train travel are a mix of both actual and perceived ones. This illustrates the need for both an integrated transport offer and strong communication where perceptions are not felt to reflect the reality.
- 56% of residents say it is easy to get to a train station, rising to 73% of those who cycle to the station. People who need to travel by bus or car are least likely to say getting to the station is easy, reflecting the need for integrated solutions to enable easy access to stations.

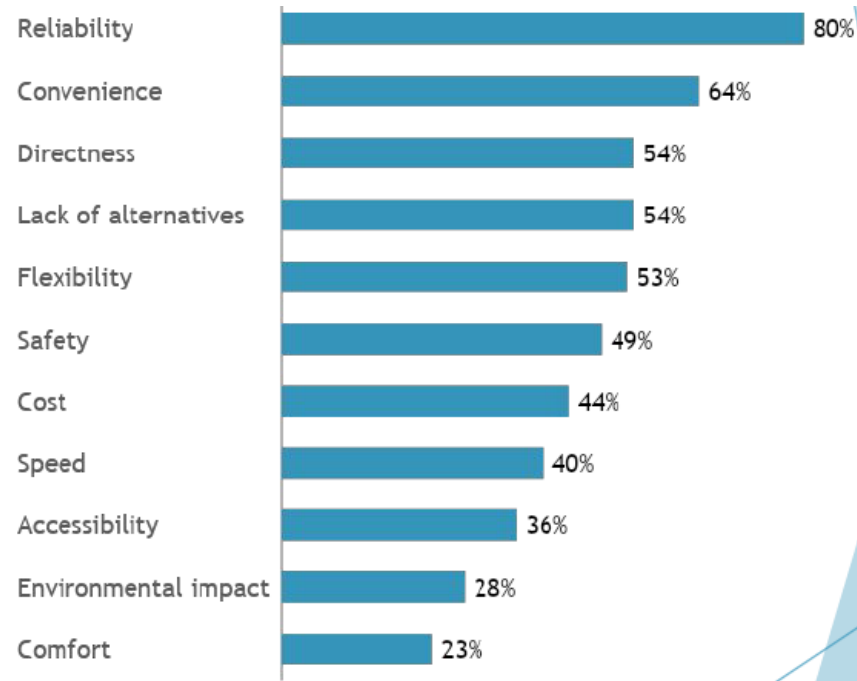


Figure 15 – Very important factors when deciding how to travel

Transport and community

- Residents note that transport links into and out of Oxfordshire are good, enabling good access to London in particular.
- In and around Oxford the view of transport connectivity is positive, but in other areas of the county there is more criticism of the lack of integrated transport options.

Community wellbeing

- There is considerable positivity around living in Oxfordshire, with the range of facilities/amenities, a sense of feeling safe and the environment in the county are all key drivers.
- The aspects that have the lowest satisfaction levels are access to healthcare and leisure facilities, with 29% and 20% respectively dissatisfied with these facilities/services. Linked to the split view of whether transport helps or hinders access to facilities, this suggests that whilst for some there may be a lack of healthcare and leisure facilities, for others it is the lack of transport accessibility to facilities.

Young people

- The survey method resulted in only a small number of under 25's taking part. Data should therefore be treated with caution.
- Being heard and inclusivity are considerably more important to young people than older people in supporting community wellbeing.
- Younger people are most positive about public transport supporting employment opportunities (31%).
- Cost is the biggest influencer of travel choices for young people.

Diversity and inclusion

- Being heard is considerably more important to under-represented ethnic groups and personal wellbeing scores are typically considerably lower.
- Travel behaviours are similar to those from other ethnic backgrounds. Some factors have greater importance (cost, convenience, comfort etc.) in decision-making processes.
- Those with impairments, health conditions and disabilities typically score lower for personal wellbeing, but have similar views of their community to those without impairments.
- This group is much less likely to travel by train, particularly if their impairments are physical. Barriers to train travel are around availability, access and cost. For some their impairments are seen as blockers to accessing stations and/or travelling by train.

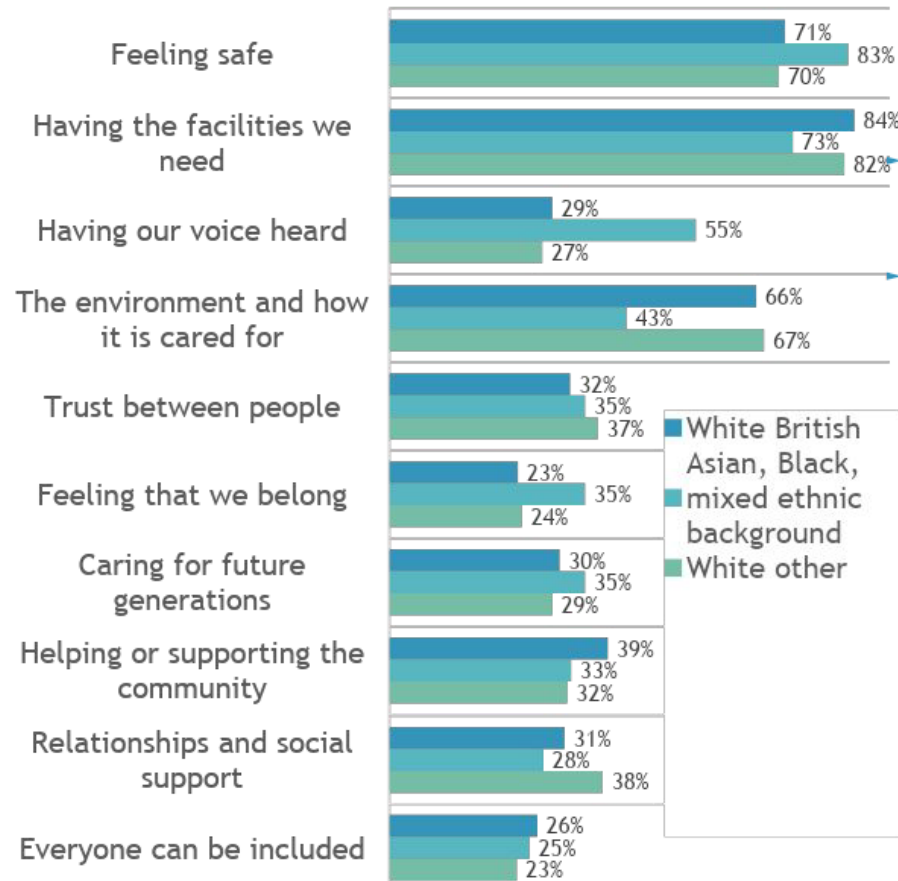


Figure 16 – Most important factors for the well-being of your community

Sustainability / carbon reduction

- 69% of people claim high awareness of sustainable transport, but this doesn't always translate to active consideration of using sustainable transport.
- Younger people are slightly more likely to consider sustainability in their transport choices.
- Those of minority ethnic backgrounds are less aware of sustainable transport and it has less influence on their travel choices.

Delivery over the last year

This section provides an overview of progress made on delivering the LTCP policies over the last year (July 2023 – July 2024). The section is structured according to the LTCP policy focus areas to highlight the progress made in each policy area.

As noted previously in this report, owing to the time it will take to significantly change travel patterns in the county, the impacts of this work will not immediately be seen in future monitoring reports. We will therefore continue to deliver programmes of improvements across the county and monitor the impacts of these alongside the annual monitoring of the broader LTCP targets and KPIs.

Walking and cycling

Project	Type	Output of activity	LTCP policy and target alignment
Strategic Active Travel Network	Planning / feasibility	Approval of proposed countywide network in April 2024.	<ul style="list-style-type: none"> • Policy 4 – Strategic Active Travel Network • Cycle trip, car trip and net-zero targets
Oxfordshire Cycle Design Standards	Planning / feasibility	Initial consultation in November and December 2023. Targeting approval by the end of 2024.	<ul style="list-style-type: none"> • Policy 2 – Cycle and walking networks • Cycle trip and Vision Zero targets
Review of Oxford City cycle network	Planning / feasibility	Review of network including Queen Street and Cornmarket Street cycling ban.	<ul style="list-style-type: none"> • Policy 2 – Cycle and walking networks • Cycle trip target
Community Outreach Active Travel programme	Engagement	Programme launched in November by partners, Active Oxfordshire (AO).	<ul style="list-style-type: none"> • Policy 7 – Community activation • Cycle trip target
Schemes delivered to improve the Oxford cycle network	Scheme delivery	<p>Schemes delivered particularly in support of the Active Travel Strategy priority to encourage children cycling:</p> <ul style="list-style-type: none"> • Willow Walk Oxford Route 22 (OXR 22) resurfacing widening has substantially improved the link to 	<ul style="list-style-type: none"> • Policy 2 – Cycle and walking networks • Cycle trip target

		<p>Matthew Arnold School.</p> <ul style="list-style-type: none"> • Boundary Brook Way Route (OXR E8) resurfacing, widening and new parallel crossing of Cowley Road have created a safe link to Oxford Spires. • The Cowley LTN has transformed the link to Greyfriars School via OXR 16 (Rymers Lane). • The East Oxford LTN has likewise transformed links to Cheney School via OXR E4 (Divinity Road) and E5 (Southfield Road) and via Quickways improvements along OXR 12 (Morrell Avenue-Warneford Lane). 	
East Oxford LTN monitoring	Monitoring	<p>Monitoring of the East Oxford LTN found that cyclist counts have consistently increased across all boundary roads with similar changes in flows and impact percentages, meaning it is likely that the effect of the LTNs and other local changes are driving the increase.</p>	<ul style="list-style-type: none"> • Policy 10 – Safe streets • Cycle trip target

Healthy place shaping

Project	Type	Output of activity	LTCP policy and target alignment
Sustainable School Travel Strategy	Strategy	Approval strategy in September 2024.	<ul style="list-style-type: none"> • Policy 11 – Travel to School and Work • Cycle trip and car trip targets
Phase 2 School Streets	Scheme delivery	<p>Progressing Phase 2 School Streets at 5 schools:</p> <ul style="list-style-type: none"> • Sandhills Primary School • Tyndal Primary School • New Hinksey Primary School • St Mary and St John Primary School • Manor Primary School 	<ul style="list-style-type: none"> • Policy 11 – Travel to School and Work • Cycle trip and car trip targets
Phase 3 School Streets	Planning / feasibility	Funding for a Phase 3 of School Street has been	• Policy 11 – Travel to School and

		secured through Active Travel England's Active Travel Tranche 4 Extension Fund.	Work • Cycle trip and car trip targets
Witney gateway features	Scheme delivery	Improved gateway features at Witney High Street and Market Square traffic restriction to aid awareness and improve crossing points.	• Policy 10 – Safe streets • Car trip and Vision Zero targets

Road safety

Project	Type	Output of activity	LTCP policy and target alignment
Vision Zero Strategy and Action Plan	Strategy	Strategy adopted in April 2024.	• Policy 15 – Vision zero • Vision zero target
Road safety schemes	Scheme delivery	Delivered a range of road safety schemes including: <ul style="list-style-type: none"> • Bridleway enhancements at Windrush Place, Witney • Traffic Calming at The Leys Witney • Continued approval and delivery of 20mph zones across the County. 	• Policy 15 – Vision Zero • Policy 16 – 20mph zones • Policy 17 – Equestrians • Vision Zero target

Public transport

Project	Type	Output of activity	LTCP policy and target alignment
Mobility hub pilot sites	Planning / feasibility	Business case approved for the delivery of Mobility Hub pilot sites in Benson and Carterton.	• Policy 23 – Mobility hubs • Car trip target
Eynsham Park and Ride	Scheme delivery	Completion of major construction of Eynsham Park and Ride.	• Policy 20 – Park and Ride • Car trip and net-zero targets
Oxfordshire Community rail Partnership	Engagement	Oxfordshire Community Rail Partnership established and delivered several projects including: <ul style="list-style-type: none"> • Mapping projects for Banbury and Didcot. • 'Getaways' - trips for younger residents from Oxfordshire's more deprived communities to the countryside. 	• Policy 21 – Rail strategy • Car trip and net-zero targets

Wantage and Grove train station	Planning / feasibility	Ongoing development of a Strategic Outline Business Case for a potential new Grove and Wantage train station targeting outputs in early 2025.	<ul style="list-style-type: none"> • Policy 21 – Rail strategy • Car trip and net-zero targets
Zero Emission Bus Regional Area	Scheme delivery	Delivery of the Zero Emission Bus Regional Area (ZEBRA) in partnership with the bus operators.	<ul style="list-style-type: none"> • Policy 18 – Bus strategy • Net-zero target
Bus Service Improvement Plan	Strategy	New Bus Service Improvement Plan adopted in June 2024.	<ul style="list-style-type: none"> • Policy 18 – Bus strategy • Car trip and net-zero targets
Bus schemes	Scheme delivery	<p>Delivery of a range of measures and schemes to encourage bus usage including:</p> <ul style="list-style-type: none"> • Launched a new Oxfordshire bus partnership website (www.mybusoxfordshire.org.uk). • Launched a new countywide multi operator bus ticket scheme known as MyBus. • Offered £1 single journeys on bus throughout Oxfordshire in December 2023 (to be repeated in 2024). • Installed over 100 new Real Time Passenger Information screens (RTPI). • 50 Section 106 bus stop improvements either delivered or awaiting delivery. 	<ul style="list-style-type: none"> • Policy 18 – Bus strategy • Car trip and net-zero targets
Bus stop data collection	Data	Major bus stop data capture exercise commenced in July 2024, to record non-geographic elements such as shelters, pole/flags/cases, accessibility, safety and RTI (Real Time Information) units.	<ul style="list-style-type: none"> • Policy 18 – Bus strategy • Car trip target
Gloucester Green Bus Station study	Planning / feasibility	Study of Gloucester Green Bus Station completed to identify any ‘quick wins’ designed to improve the passenger waiting experience.	<ul style="list-style-type: none"> • Policy 18 – Bus Strategy • Car trip and net-zero targets

Digital connectivity

Project	Type	Output of activity	LTCP policy and target alignment
Businesses in Rural Oxfordshire	Scheme delivery	Businesses in Rural Oxfordshire completed having provided full fibre broadband services to 1595 business and residential premises.	<ul style="list-style-type: none"> • Policy 24 – Digital infrastructure • Car trip target
GigaHubs	Scheme delivery	GigaHubs programme ongoing until Autumn 2024. Full fibre broadband services have been supplied to 193 public sector sites to date.	<ul style="list-style-type: none"> • Policy 24 – Digital infrastructure • Car trip target
5G coverage	Scheme delivery	Collaboration with FreshWave to utilise existing street furniture to rollout of 5G across Oxford. Currently 17 sites have been utilised by FreshWave under this collaboration. OCC have also signed a second agreement with BT for use of existing street furniture.	<ul style="list-style-type: none"> • Policy 25 – 5G • Car trip target
Project Gigabit	Scheme delivery	Government funding of up to £114m to extend full-fibre coverage to over 68,000 hard-to-reach premises in Oxfordshire & West Berkshire. Contract awarded to Gigaclear who are beginning their build phase. The scope has been reduced in Oxfordshire due to significant commercial investment in the area.	<ul style="list-style-type: none"> • Policy 24 – Digital infrastructure • Car trip target

Environment, carbon and air quality

Project	Type	Output of activity	LTCP policy and target alignment
Bus emissions requirements	Requirements	Update of baseline bus emissions requirements across Oxfordshire from 1st April 2025 approved in September 2024.	<ul style="list-style-type: none"> • Policy 29 – Zero emission vehicles • Net-zero target
OxonAir website	Engagement	Launch of the Oxfordshire website, Oxonair which enables data to be easily retrievable alongside Council reports and interventions and air quality	<ul style="list-style-type: none"> • Policy 29 – Zero emission vehicles • Net-zero target

		related projects ongoing in Oxfordshire.	
OCC Air Quality Strategy and Rute Map	Strategy	<p>Ongoing work to deliver OCC’s Air Quality Strategy and Action Plan including:</p> <ul style="list-style-type: none"> • Audits carried out on Public Health planning consultation responses. • The University of Birmingham Air Quality Lifecourse Assessment Tool has been procured and additional air quality modelling is being jointly funded with the Districts and City Councils to increase the power and value of the tool. • A webinar for residents was held by Oxfordshire Community Action Group about air quality, in partnership with District, City and County Councils. 	<ul style="list-style-type: none"> • Policy 29 – Zero emission vehicles • Net-zero target

Network, parking and congestion management

Project	Type	Output of activity	LTCP policy and target alignment
Highway maintenance contract	Procurement	Commenced procurement for new highway maintenance contract.	<ul style="list-style-type: none"> • Policy 32 – Asset management • Vision Zero target
Resurfacing and pothole repair	Scheme delivery	Received £2,629,000 additional funding from the DfT for resurfacing and pothole repair. In 2023/24 this is delivering B4477 Kencot resurfacing and pre surface dressing patching at 33 sites.	<ul style="list-style-type: none"> • Policy 32 – Asset management • Vision Zero target
Benson Relief Road	Scheme delivery	Main construction work on the relief road started in February 2024.	<ul style="list-style-type: none"> • Policy 36 – Road schemes • Cycle trip target

Innovation

Project	Type	Output of activity	LTCP policy and target alignment
MultiCAV	Scheme delivery	MultiCAV project, funded through Innovate UK, successfully completed, piloting a self-driving bus	<ul style="list-style-type: none"> • Policy 40 – Connected and Autonomous Vehicles

		between Milton Park and Didcot Rail station.	<ul style="list-style-type: none"> • Car trip target
Soteria	Data	Ongoing work to deliver the Horizon Europe funded project (Soteria) to test new methods of collecting road safety data for vulnerable road users and assess the impact of road safety interventions.	<ul style="list-style-type: none"> • Policy 15 – Vision Zero • Vision Zero target
Net Zero Mobility	Data	Net Zero Mobility Innovate UK funded feasibility project commenced to improve network management for non-vehicular modes of transport and gather better data for scheme evaluation around road works.	<ul style="list-style-type: none"> • Policy 31 – Network management • Cycle trip target
Project Skyway	Planning / feasibility	Innovate UK funded project, ongoing to develop an inter-regional drone Superhighway.	<ul style="list-style-type: none"> • Policy 41 – Unmanned Aerial Vehicles • Car trip target

Data

Project	Type	Output of activity	LTCP policy and target alignment
LTCP monitoring report	Data	LTCP monitoring report produced.	<ul style="list-style-type: none"> • Policy 46 – Monitoring • All targets
Countywide travel behaviour survey	Data	Pilot countywide travel behaviour survey conducted.	<ul style="list-style-type: none"> • Policy 46 – Monitoring • All targets
Smart Infrastructure Pilot Programme (SIPP)	Data	Smart Infrastructure Pilot Programme (SIPP), DSIT funded project commenced to deploy up to 15 smart lighting columns with 5G and Wi-Fi connectivity and the ability to integrate multiple sensors and other Internet of Things devices.	<ul style="list-style-type: none"> • Policy 44 – Data

Freight and logistics

Project	Type	Output of activity	LTCP policy and target alignment
HGV Studies	Planning / feasibility	HGV studies progressing in Henley-on-Thames and	<ul style="list-style-type: none"> • Policy 49 – Local movement

		Windrush Valley.	<ul style="list-style-type: none"> • Vision Zero and net-zero targets
Green-log	Planning / feasibility	Ongoing work to deliver a Horizon Europe funded project (Green-log) for a freight consolidation pilot in Oxford, with demonstration commencing in Winter 2024.	<ul style="list-style-type: none"> • Policy 50 – Last mile movement • Net-zero target

Regional connectivity and cross-boundary working

Project	Type	Output of activity	LTCP policy and target alignment
Cross boundary working	Engagement	Ongoing engagement with neighbouring local authorities and sub-national transport bodies.	<ul style="list-style-type: none"> • Policy 51 – Regional connectivity and cross-boundary working • All targets

Local connectivity

Project	Type	Output of activity	LTCP policy and target alignment
Central Oxfordshire Movement and Place Framework	Planning / feasibility	Central Oxfordshire Movement and Place Framework development commenced.	<ul style="list-style-type: none"> • Policy 52 – Area transport strategies • All targets
Didcot Area Travel Plan	Planning / feasibility	First phase of a Didcot Area Travel plan completed.	<ul style="list-style-type: none"> • Policy 52 – Area transport strategies • All targets
Science Vale Area Travel Plan	Planning / feasibility	Science Vale Area Travel Plan development commenced.	<ul style="list-style-type: none"> • Policy 52 – Area transport strategies • All targets

Budget

Active Travel England (ATE) was formed by the government in 2020 as the executive agency responsible for active travel in England. In 2023 ATE published the first assessment of local authorities' capability to deliver active travel schemes. Local authorities are rated from 0 (low) to 4 (high) on their capability to make schemes that will support the objectives set out in the Cycling and Walking Investment Strategy. The ratings focus primarily on 3 areas: local leadership, plans and delivery record.

Oxfordshire County Council has been awarded a level 2 capability rating in both 2023 and 2024. Level 2 is characterised by visible local leadership and support with an emerging network. Nationally, the majority of local authorities are in levels 1 and 2 (42 and 32 respectively). There are 6 local authorities in level 3 and no local authorities in level 4.

As part of the “AT Capability Ratings 2024 self-assessment form” Local Authorities are required to calculate the percentage of total transport budget spent on active travel schemes. We calculated that in 2023/24 Oxfordshire County Council spent 7% of the total transport budget on active travel schemes.

In the 2023/24 financial year there was a total budget for transport of £146.782m. This was broken down into the following areas:

- Major Infrastructure Delivery - £55.697m
- Highways Capital Programme - £56.828m
- Highways Maintenance - £21.160m
- Transport and Infrastructure - £13.097m

Within these areas there was a budget of £10.695m for active travel and £12.17m for public transport. Much of our transport funding is from government or developers and committed by contractual obligations. Therefore, we do not have much opportunity to increase the percentage allocated to active travel in the short term.

Future delivery

We recognise that there is still a long way to go if we are to deliver our vision and targets for transport in Oxfordshire. We will therefore continue to work hard on delivering the LTCP over the next year. It is important to note that due to central government’s funding approach, we have to work hard to identify funding sources and bid for every suitable opportunity.

Over the next year we will continue work in all of the LTCP policy areas. Some key areas of planned work include:

Project	Type	Output of activity	LTCP policy and target alignment
LTCP supporting strategies	Planning / feasibility	Development of LTCP supporting strategies, see next section for further detail.	<ul style="list-style-type: none"> • Policy 18 – Bus strategy • Policy 21 – Rail strategy • Policy 52 – Area transport strategies • All targets
LCWIPs	Planning / feasibility	Development of LCWIPs for Charlbury, Chipping Norton, Thame, Wallingford Area, Wantage & Grove and Woodstock.	<ul style="list-style-type: none"> • Policy 3 – Local Cycling and Walking Infrastructure Plans • Car trip, cycle trip and net-zero targets
Walking and cycling design standards	Planning / feasibility	Development and adoption of updated Oxfordshire Cycle Design Standards (OCDS) and Walking Design Standards (OWDS).	<ul style="list-style-type: none"> • Policy 2 – Cycle and walking networks • Cycle trip and Vision Zero targets
Strategic Active Travel Network	Planning / feasibility	Phase 2 of the Strategic Active Travel Network (confirmation of preferred route alignments, feasibility and design work, costings) on an area-by-area basis.	<ul style="list-style-type: none"> • Policy 4 – Strategic Active Travel Network • Cycle trip, car trip and net-zero targets
Active travel Tranche 3 and 4	Scheme delivery	Delivery of active travel tranche 3 and 4 schemes.	<ul style="list-style-type: none"> • Policy 2 – Cycle and walking networks • Car trip, cycle trip and net-zero targets
Oxford Greenways	Planning / feasibility	Development of the Oxford Greenways project with Oxford City Council and Oxford University.	<ul style="list-style-type: none"> • Policy 6 – Greenways • Car trip, cycle trip and net-zero

			targets
School streets	Planning / feasibility	Development of School Streets Phase 3.	<ul style="list-style-type: none"> •Policy 11 – Travel to school and work •Cycle and car trip targets
Travel plan guidance	Planning / feasibility	Development of updated travel plan guidance for new development.	<ul style="list-style-type: none"> •Policy 12 – Guidance for new development •Car trip, cycle trip and net-zero targets
Oxford Railway Station	Planning / feasibility	Development of an interim improvements programme for Oxford railway station with Great Western Railway and Network Rail.	<ul style="list-style-type: none"> •Policy 21 – Rail strategy •Car trip and net-zero targets
Oxfordshire Community Rail Partnership	Scheme delivery	Working with Oxfordshire Community Rail Partnership to deliver projects. Includes a programme of work at Oxford station, including a ‘Cotswold Calm Corner’ to support those with neurodivergence needs.	<ul style="list-style-type: none"> •Policy 21 – Rail strategy •Car trip and net-zero targets
Rail in Oxfordshire and the Midlands Conference	Engagement	Hosting Rail in Oxfordshire and the Midlands Conference in January 2025.	<ul style="list-style-type: none"> •Policy 21 – Rail strategy
Mobility hub pilot sites	Planning / feasibility	Design and engagement work on mobility hub pilot sites in Benson and Carterton.	<ul style="list-style-type: none"> •Policy 23 – Mobility Hubs •Car trip and net-zero targets
Public transport feasibility studies	Planning / feasibility	Conduct bus franchising and Demand Responsive Transport feasibility studies.	<ul style="list-style-type: none"> •Policy 18 – Bus strategy •Car trip and net-zero targets
Public transport scheme delivery	Scheme delivery	Continued delivery of existing BSIP funded schemes, and development of new bus schemes as funding allows.	<ul style="list-style-type: none"> •Policy 18 – Bus strategy •Car trip and net-zero targets
Bus fares	Scheme delivery	Offering £1 single journeys on bus throughout Oxfordshire in December 2024.	<ul style="list-style-type: none"> •Policy 18 – Bus strategy •Car trip and net-zero targets
Bus maps	Engagement	Production of a suite of new public bus maps.	<ul style="list-style-type: none"> •Policy 18 – Bus strategy •Car trip and net-zero targets

Cherwell Street, Banbury	Scheme delivery	Cherwell Street, Banbury, project aimed at reducing bus transit time through the junction. On target for delivery September 2025	<ul style="list-style-type: none"> • Policy 18 – Bus strategy • Car trip and net-zero targets
Surface dressing schemes	Scheme delivery	Additional 29 surface dressing schemes covering 340,000m2 using additional funding from the DfT.	<ul style="list-style-type: none"> • Policy 32 – Asset management • Vision zero target
Watlington Relief Road	Scheme delivery	Expect a planning decision on sections of Watlington relief road which will be delivered by the council in November 2024. Construction is anticipated to commence in early 2025 and last until Spring 2026.	<ul style="list-style-type: none"> • Policy 36 – Road schemes • Cycle trip target

Supporting strategies

Following adoption of the LTCP, work has commenced on developing further supporting strategies. An update on progress with these strategies is provided below.

Strategy	Update
Area and Corridor Travel Plans	<ul style="list-style-type: none"> • Central Oxfordshire Travel Plan approved by cabinet in November 2022. • The first phase of a Didcot Area Travel plan was completed in 2023. • This will now be combined with a Science Vale Area Travel Plan, with a focus on Didcot. First draft expected end of this year. • Work is ongoing to develop a wider Area Travel Plan programme. To support this a new Area Travel Plans Team is being recruited.
Rail strategy	<ul style="list-style-type: none"> • OxRail 2040: Plan for Rail Strategy scheduled for cabinet consideration in December 2024.
Bus strategy	<ul style="list-style-type: none"> • Work planned to develop a bus strategy, including park and ride by March 2025.
Walking and cycling design guidance	<ul style="list-style-type: none"> • Targeting approval of both documents by the end of 2024.
EV infrastructure strategy	<ul style="list-style-type: none"> • Work planned to commence on updating the Oxfordshire Electric Vehicle Infrastructure Strategy.

Appendix 1 – Target and KPI data sources

Targets

Target	Source	Source name
2030		
Replace or remove 1 out of every 4 current car trips	OCC car trip monitoring framework	INRIX trips and pathways dataset, Vivacity sensors and Automatic Traffic Count Data
Increase the number of cycle trips in Oxfordshire from 600,000 to 1 million cycle trips per week	Sport England	Active Lives Survey
Increase the number of cycle trips in Oxford from 300,000 to 450,000 cycle trips per week	Sport England	Active Lives Survey
Reduce road fatalities or serious injuries by 50%	Compiled by OCC using Thames Valley Police reports	STATS-19
2040		
Deliver a net-zero transport network	Department for Business, Energy & Industrial Strategy	Local Authority territorial CO ₂ emissions estimates (kt CO ₂) within the scope of influence of Local Authorities
Replace or remove an additional 1 out of every 3 current car trips in Oxfordshire	OCC car trip monitoring framework	INRIX trips and pathways dataset, Vivacity sensors and Automatic Traffic Count Data
2050		
Deliver a transport network that contributes to a climate positive future	Department for Business, Energy & Industrial Strategy	Local Authority territorial CO ₂ emissions estimates (kt CO ₂) within the scope of influence of Local Authorities
Have zero, or as close as possible, road fatalities or serious injuries	Compiled by OCC using Thames Valley Police reports	STATS-19

Key Performance Indicators

KPI	Source	Source name
Transport emissions		
Road transport emissions	Department for Business, Energy & Industrial Strategy	Local Authority territorial CO ₂ emissions estimates (kt CO ₂) within the scope of influence of Local Authorities
Walking and cycling		
Percentage of adults that do any walking / walk for leisure / walk for travel once per week	Sport England	Active Lives Survey / DfT CW0303
Percentage of adults that do any cycling / cycle for leisure / cycle for travel once per week	Sport England	Active Lives Survey / DfT CW0302
Number of walking trips	Sport England	Active Lives Survey
Number of cycling trips	Sport England	Active Lives Survey
Physical activity		
Percentage of adults meeting physical activity recommendations	Public Health England	Public Health England Profiles - Physical Activity
Percentage of children meeting physical activity recommendations	Sport England	Active Lives Children and young people Survey
Healthy Place Shaping		
Average Healthy Streets score improvement	Lucy Saunders	Healthy streets design check tool
20 minute neighbourhood index improvements	OCC	20-minute neighbourhood mapping tool
Road safety		
Total number of KSI / KSI per mode	Compiled by OCC using Thames Valley Police reports	STATS-19
Public transport		
Passenger journeys on local bus services	Department for Transport	Passenger journeys on local bus services by local authority: England, from 2009/10
Passenger journeys on local bus services per head of the population	Department for Transport	Passenger journeys on local bus services per head by local authority: England, from 2009/10
Bus journey times	OCC / bus operators	N/A
Number of rail passenger journeys (rail station	Office of rail and road	Passenger entries and exits by station

entries and exits)		
Number of park and ride passenger journeys	OCC / bus operators	N/A
Digital connectivity		
Percentage of premises with superfast broadband	Think Broadband	Local broadband information
Percentage of premises with full fibre broadband	Think Broadband	Local broadband information
Air quality		
Road transport emissions	Department for Business, Energy & Industrial Strategy	Local Authority territorial CO ₂ emissions estimates (kt CO ₂) within the scope of influence of Local Authorities
Years of healthy life lost (DALYs) due to ambient particulate matter	Oxfordshire Health and Wellbeing Joint Strategic Needs Assessment	N/A
Private car		
Car vehicle miles in Oxfordshire	Department for Transport	Motor vehicle traffic (vehicle miles) by local authority and selected vehicle type in Great Britain, annual from 1993
Number of car trips	OCC car trip monitoring framework	INRIX trips and pathways dataset, Vivacity sensors and Automatic Traffic Count Data
Number of registered battery electric vehicles	Department for Transport	DVLA 'Licensed plug-in vehicles (PiVs) at the end of the quarter by body type, fuel type, keepership (private and company) and upper and lower tier local authority' VEH0142 (except total vehicle registrations VEH0105)
Car ownership	Office for national statistics	Census - car or van availability
Road highways maintenance condition		
Percentage of roads in good / fair / poor condition	OCC	N/A
Percentage of pavements / cycle ways in good / fair / poor condition	N/A	N/A

Appendix 2 – LTCP car trip methodology

1. Match Automatic Traffic Counter count sites to OpenStreetMap network

To match the Automatic Traffic Counter (ATC) count sites to the OpenStreetMap (OSM) network, we began by identifying the ATC count sites and obtaining their geographic coordinates. These coordinates serve as the reference points for locating the ATC sites within the OSM network.

Next, we utilised Open Street Map (OSM) network data, which provides a detailed representation of road networks, including nodes and edges. By leveraging this data, we matched each ATC count site to the nearest network nodes in the OSM data based on their geographic coordinates. This matching process allows us to associate each ATC site with the corresponding location on the OSM network.

2. Filter out ATC sites we don't need

To ensure that our analysis focuses only on relevant traffic locations, we filtered out ATC sites that are not essential for our purposes. For instance, we excluded ATC sites situated within car parks or other areas unrelated to traffic flow. By removing these unnecessary sites, we streamlined the subsequent analysis and ensured that our results accurately reflect the traffic patterns we intended to study.

3. Match trip trajectories to OSM network

To analyse the trips in relation to the OSM network, we obtained car trip trajectory data. These trajectories consist of sequences of GPS coordinates recorded during each car trip. The trajectory data is anonymously sent from consenting cars to summarise a route taken and provides trip summaries for a small number of trips (current INRIX telematics data includes approximately 2-10% of car trips in the county but we have only used personal car trips which are less than 1% of the sample).

By associating these GPS coordinates with the nearest network nodes in the OSM data, we matched the trip trajectories to the OSM network. This matching process allows us to establish a connection between the recorded trips and the road network represented in the OSM data. It enables us to precisely track the paths taken by the trips and determine their interaction with the road infrastructure.

4. Find trips that pass-through ATC sites

After matching the trip trajectories to the OSM network, we identified trips that intersect or pass through the ATC sites. By comparing the trip trajectories with the locations of the ATC sites, we were able to pinpoint the trips that directly interacted with these specific locations.

This step is crucial for our analysis as it helps us identify trips that contribute to the traffic counts recorded at the ATC sites. By isolating these trips, we can accurately measure their impact on the traffic flow and ensure that they are appropriately accounted for in our calculations.

5. Assign each trip to an appropriate ATC site

To avoid double-counting trips and ensure accurate attribution, we assigned each trip that passed through an ATC site to the appropriate location. This assignment process involved associating each trip with the specific ATC site it intersected or passed through during its trajectory.

By assigning each trip to its corresponding ATC site, we establish a clear relationship between the recorded trip and the location where it contributes to the traffic count. This step is essential for accurate analysis and prevents duplicate counting of trips, enabling precise calculations of trip volumes at each ATC site.

6. Scale trip count by ATC count

To accurately represent the total trip count passing through each ATC site, we scaled the trip count by the count recorded at that ATC site. This scaling factor accounts for the discrepancy in counts between the trip data and the actual count data obtained from the ATC sites.

By multiplying the number of trips assigned to each ATC site by the count recorded at that site, we ensure that the trip counts are proportionate and representative of the actual traffic volumes. This scaling process allows us to obtain reliable and meaningful trip count data for further analysis.

7. Cluster trip density to create 'virtual ATC' sites

For trips that do not pass through any ATC sites, we employed a clustering technique to identify areas with high trip densities. These areas, referred to as 'Virtual ATC' sites, represent regions where trip activity is concentrated despite the absence of an ATC site.

By clustering the trip density, we can identify spatial patterns and hotspots of trip activity. This approach allows us to create virtual representations of ATC sites in areas where they are not physically present, ensuring comprehensive coverage of trip data and capturing areas of significant trip concentration.

8. Repeat process to assign trips to 'virtual ATCs'

Like the assignment process for ATC sites, we repeated the process to assign the remaining trips to the 'Virtual ATC' sites. By comparing the trip trajectories with the locations of the virtual sites, we associated each trip with the nearest 'Virtual ATC' site.

This step ensures that all trips, including those that do not pass-through physical ATC sites, are appropriately accounted for in the analysis. Assigning these trips to the 'Virtual ATC' sites allows us to capture their contribution to the overall trip counts and accurately represent their impact on traffic volumes.

9. Scale trip count assigned to 'virtual ATCs'

To account for the density of trips in each cluster and ensure accurate representation, we applied a scaling factor to the trip count assigned to the 'Virtual ATC' sites. This scaling process adjusts the trip counts based on the concentration of trips within each cluster.

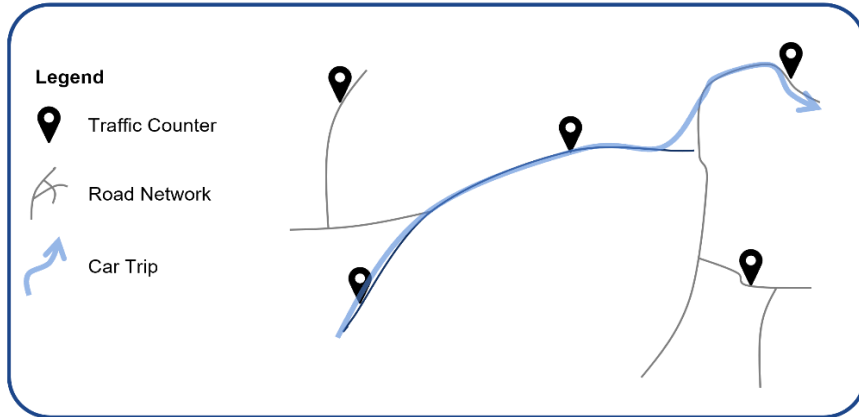
By scaling the trip counts assigned to the 'Virtual ATC' sites, we can accurately represent the trip activity in these areas. This step ensures that the virtual sites effectively capture the volume of trips they represent, providing reliable data for analysis and interpretation.

10. Collect total trip counts and standard deviations

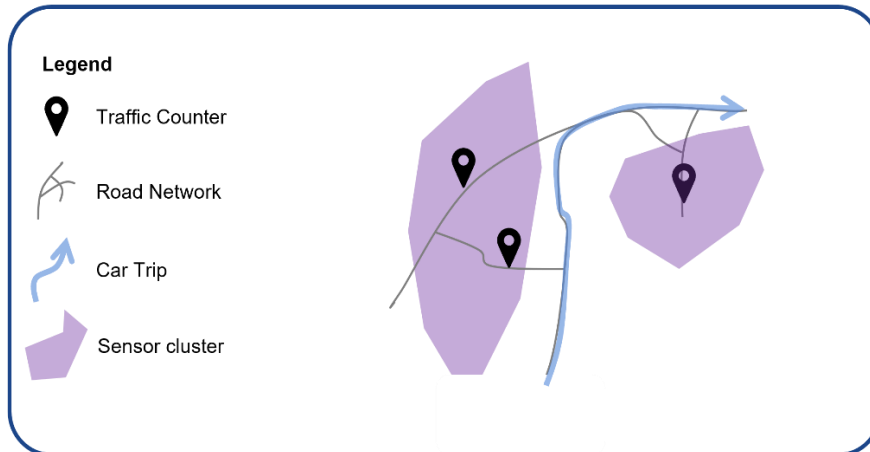
Finally, we collected the total trip counts and calculated standard deviations to provide an indication of variability and error bounds in the dataset. By summing the trip counts for all ATC sites and 'Virtual ATC' sites, we obtained the overall trip count for the study area.

Additionally, calculating the standard deviations allows us to understand the variability in the trip counts and assess the level of uncertainty in our measurements. These statistical measures provide valuable insights into the reliability and robustness of our dataset, enabling informed analysis and interpretation of the results.

Summary



- For each sensor, find the probability that a trip passes.
- Use this to weight each sensor.
- Use weighting to calculate how much of the sensors count should contribute to the trips count.



- Identify trips that don't pass a sensor or through a sensor cluster.
- Count these trips.
- Multiply up from the sample to reflect the statistical population.
- Add to the previous calculation.

Appendix 3 – Causeway Active Travel Tranche 2 monitoring

As outlined previously, we now have detailed scheme specific monitoring from delivery of the Active Travel Tranche 2 scheme in Bicester. The scheme was delivered on Middleton Stoney Road to Church Lane which adjoin to the Causeway. This monitoring helps us to understand the impacts of delivering individual active travel schemes in a specific town. Weekly data on the total numbers of cyclists and other travellers along the Causeway have been collected via Vivacity sensors since February 2021.

The graphs below shows the average weekly numbers of cyclists and pedestrians, along with the frequency distribution of these figures. The analysis shows average counts of 4,612 pedestrians and 627 cyclists per week. Furthermore, peak counts were observed during the summer months, with 10,315 pedestrians and 2,320 cyclists, while troughs were noted during the winter months, with figures dropping to 174 pedestrians and 31 cyclists.

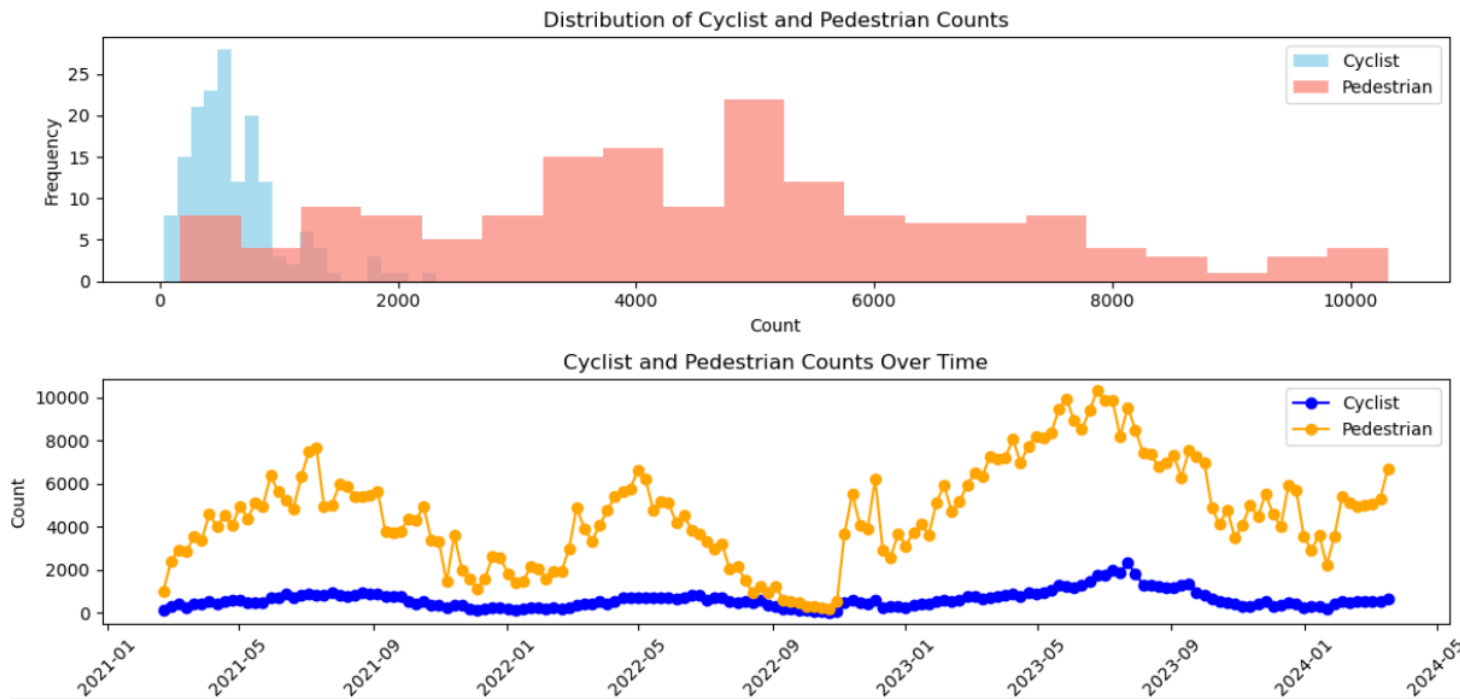


Figure 17 – Causeway cyclist and pedestrian trends and numbers over time

In addition to the individual analyses of cyclists and pedestrians, a linear regression was conducted to explore the relationship between the number of cyclists and pedestrians. The Pearson correlation coefficient ($r = 0.84$) revealed a strong positive linear relationship between the two variables, indicating that as the number of cyclists increases, there is a corresponding increase in the number of pedestrians, and vice versa.

The p-value associated with this correlation coefficient was extremely small ($p < 0.0001$), suggesting that the observed correlation is highly statistically significant. Furthermore, the coefficient of determination ($R^2 = 0.71$) indicated that approximately 71% of the variability in the number of pedestrians can be explained by changes in the number of cyclists, demonstrating a substantial level of association between the two groups. These findings highlight a significant interdependency between cyclists and pedestrians, with changes in one group strongly influencing the other.

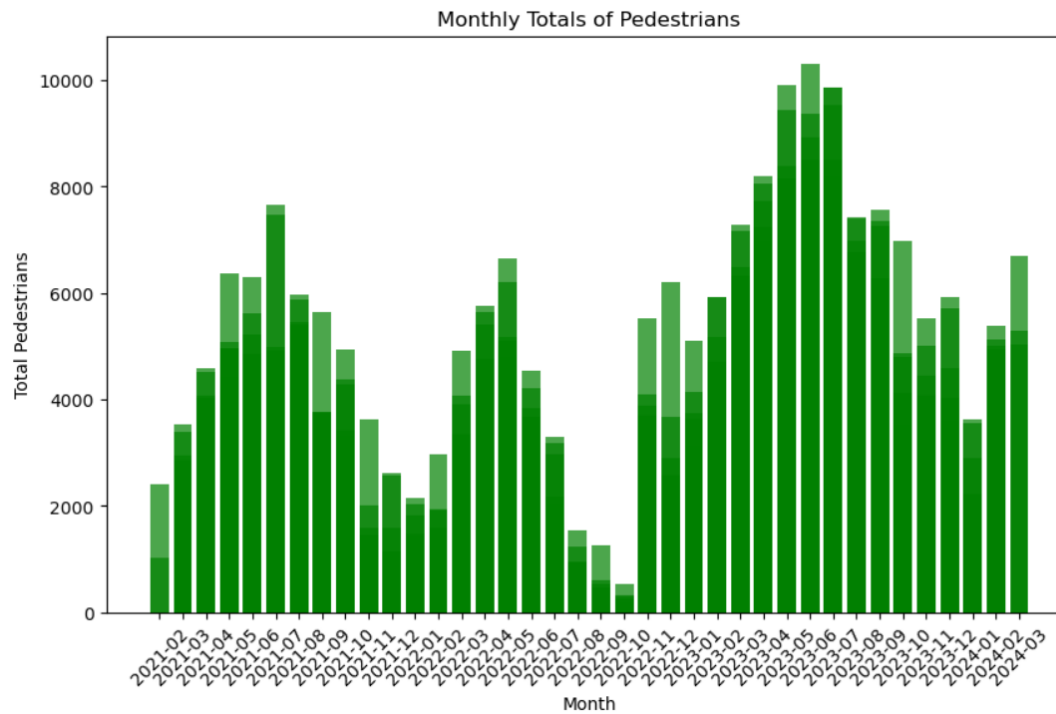


Figure 18 – Monthly pedestrian numbers

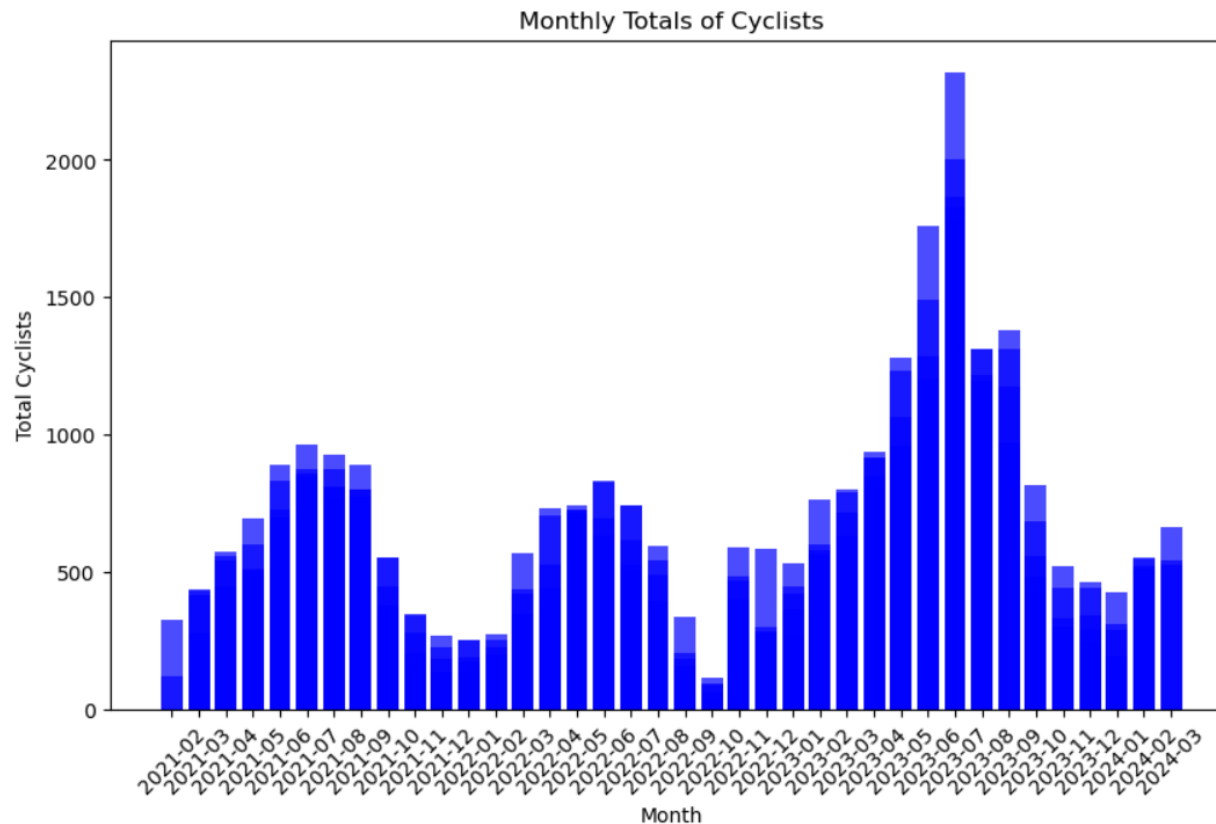


Figure 19 – Monthly cyclist numbers

Linear regression analysis was also conducted to examine the relationship between time and the number of cyclists and pedestrians. For cyclists, the Pearson correlation coefficient revealed a weak positive linear relationship ($r = 0.25$), which was statistically significant ($p = 0.0017$), indicating that as time increases, there is a tendency for the number of cyclists to also increase. The coefficient of determination suggested that approximately 6% of the variability in the number of cyclists can be explained by changes in time. Similarly, for pedestrians, the analysis showed a moderately positive linear relationship ($r = 0.33$), which was highly statistically significant ($p < 0.0001$). The R-squared value indicated that approximately 11% of the variability in the number of pedestrians can be explained by changes in time.

These findings suggest that both cyclists and pedestrians exhibit increasing trends over time, with pedestrians showing a stronger relationship with time compared to cyclists. However, it's important to note that while time explains a portion of the variability in both groups, other factors may also influence their numbers.

Overall, the implementation of Active Travel Tranche 2 schemes in Causeway, Bicester had a notable impact on cycling trends. The findings above highlight a significant increase in both cyclist and pedestrian numbers over time, particularly evident during the summer months. The strong correlation observed between cyclist and pedestrian numbers emphasises the interconnected nature of these modes of transport. Changes in cyclist numbers are found to strongly influence pedestrian counts and vice versa, indicating the importance of considering both modes of travel in urban planning and transportation management strategies.

Summary of changes to LTCP

Change	Pages	Reason
Addition of headline target to reduce car vehicle miles by 20% by 2030	7, 33	Addition of a car vehicle mile target as recommended by the Place Overview and Scrutiny Committee. Update will reflect the importance of reducing vehicle miles to achieve net-zero targets.
References to Oxfordshire Plan 2050 removed	15, 20, 61, 63, 131, 140	Development of Oxfordshire Plan 2050 abandoned in August 2022. References to individual District and City Local Plans maintained.
Vision zero target wording changed from “life changing injury” to “serious injury”	7, 33	Additional work conducted on the Vision Zero Strategy following LTCP adoption. The wording has therefore been updated to reflect the wording agreed with stakeholders in the Vision Zero Steering Group and included in the Vision Zero Strategy.
Vision zero policy wording changed from “life changing injury” to “serious injury”	65	Additional work conducted on the Vision Zero Strategy following LTCP adoption. The wording has therefore been updated to reflect the wording agreed with stakeholders in the Vision Zero Steering Group and included in the Vision Zero Strategy.
“Area Transport Strategies” renamed “Movement and Place Strategies” and references amended accordingly	8, 9, 13, 34, 37, 59, 61, 131, 132, 138, 139	Name updated following further work after LTCP adoption. Update will reduce confusion with developer travel plans and reflect the importance of place making.
“Transport corridor strategies” renamed “Corridor Movement and Place Strategies” and references amended accordingly	9, 131, 132, 133, 138	Name updated following further work after LTCP adoption. Update will reduce confusion with developer travel plans and reflect the importance of place making.
“20-minute neighbourhoods” renamed “liveable neighbourhoods” and references amended accordingly	7, 34, 39, 57, 60, 61, 62, 82, 84, 85, 134, 136, 140, 170, 171	Name updated following further work post LTCP adoption. Update will align with Central Oxfordshire Travel Plan.

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Cherwell
DISTRICT COUNCIL
NORTH OXFORDSHIRE



Cherwell District Council and Oxfordshire County Council

Equality and Climate Impact Assessment

Local Transport and Connectivity Plan

August 2021

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Section 1: Summary details

Directorate and Service Area	Environment and Place, Strategic Infrastructure and Planning
What is being assessed (e.g. name of policy, procedure, project, service or proposed service change).	Local Transport and Connectivity Plan
Is this a new or existing function or policy?	New policy document
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? (following completion of the assessment).	<p>The LTCP outlines a clear vision to deliver a zero-carbon Oxfordshire transport system that enables the county to thrive whilst, protecting the environment and making Oxfordshire a better place to live for all residents.</p> <p>We plan to achieve this by reducing the need to travel, discouraging unnecessary individual private vehicles and making walking, cycling, public and shared transport the natural first choice. Policies have been identified in a range of key categories in order to achieve this.</p> <p>Possible impacts include improved accessibility benefitting older and disabled residents. It will also help to improve connectivity for rural areas and create a more balanced transport system benefitting all residents, including those in areas of deprivation.</p> <p>Impacts also include benefits for other council services, such as through improved health and a significant contribution to reducing carbon emissions from transport by changing the way residents travel.</p>
Completed By	Joe Kay / Melissa Goodacre
Authorised By	Lauren Rushen / Sandra Fisher-Martins
Date of Assessment	August 2021

Section 2: Detail of proposal

<p>Context / Background</p> <p>Briefly summarise the background to the policy or proposed service change, including reasons for any changes from previous versions.</p>	<p>Local Transport Plans are statutory documents, required under the Transport Act 2008. We are calling ours the Local Transport and Connectivity Plan (LTCP), to better reflect our strategy both for digital infrastructure and for connecting the whole county.</p> <p>The LTCP outlines our long term vision for transport in the county and the policies required to deliver this. The LTCP vision and policies will be used to influence and inform how we manage transport and the types of schemes we implement.</p> <p>The current Local Transport Plan 4 (LTP4) was adopted by the Council in 2016. It has provided a strategic transport policy framework for Oxfordshire over the last few years. However, the local and regional policy context has changed significantly since the publication of LTP4.</p> <p>This includes the council’s new corporate priorities, commitment to enabling a zero carbon Oxfordshire by 2050 and increased national emphasis on encouraging walking, cycling and public transport use. The LTCP is an opportunity to develop a transport policy framework that reflects these changes and implements a new way of thinking.</p>
<p>Proposals</p> <p>Explain the detail of the proposals, including why this has been decided as the best course of action.</p>	<p>The LTCP outlines a clear vision to deliver a zero-carbon Oxfordshire transport system that enables the county to thrive whilst, protecting the environment and making Oxfordshire a better place to live for all residents.</p> <p>We plan to achieve this by reducing the need to travel, discouraging unnecessary individual private vehicles and making walking, cycling, public and shared transport the natural first choice. Policies have been identified in the following key categories in order to achieve this:</p> <ul style="list-style-type: none"> • Walking and cycling • Healthy place shaping • Road safety • Digital connectivity • Public transport • Air and environmental quality • Network and congestion management • Innovation • Data • Freight

	<ul style="list-style-type: none"> • Regional connectivity • Local connectivity <p>It was decided that this was the best course of action in order to address the following key challenges. These were identified from evidence base analysis, stakeholder engagement and public consultation:</p> <ul style="list-style-type: none"> • Decarbonisation – Delivering a zero-carbon transport system is a critical part of contributing to UK targets and addressing climate change. • The private car – Increasing private car use is having negative impacts on human health and the environment. • Future growth – Proposals for over 85,000 new jobs and 100,000 new homes in the county will have a significant impact on our transport network. • Connectivity – There is a need to improve connectivity by all modes, particularly along certain corridors. • Wider challenges – Transport is also critical to addressing wider challenges, notably public health, inequalities, air quality, safety and climate action. <p>This course of action was also required because previous approaches to reducing car use in the county have not been successful. Attempts to manage traffic flow and accommodate other modes have been unsuccessful as the car remains the dominant mode of choice. This has created environments that are not welcoming places for people and negatively impact on biodiversity and air quality.</p>
<p>Evidence / Intelligence</p> <p>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 on different individuals, communities or groups and our ability to deliver our climate commitments.</p>	<p>The LTCP is supported by an evidence baseline report. Analysis of this data has helped to identify the challenges and underpin the policies identified. This report includes data about:</p> <ul style="list-style-type: none"> • Policy context • Road and rail links • Private car • Public transport • Walking and cycling • Road safety • Air quality • Freight • Highway maintenance • Health

- Natural and historic environment
- Rivers and canals
- Population
- Young people
- Deprivation
- Urban vs rural
- Economy
- Digital connectivity
- Future housing and jobs

There have also been 2 rounds of public engagement on the LTCP to date. An engagement exercise was undertaken in Spring 2020, with the public and stakeholders asked to comment on a series of topic papers focused on different transport and connectivity topics.

Following this, public consultation was conducted on the vision document in February-March 2021. This included seeking feedback on the draft vision, key themes and proposed policies. Feedback from this consultation has been used to refine the vision, key themes and policies in the LTCP.

There has also been engagement with County Councillors through the cross-party Transport Cabinet Advisory Group and Locality Meetings and broader stakeholders via the LTCP Stakeholder Group. The Steering Group includes representatives from transport operators, transport user groups, the Local Enterprise Partnership, and the key employers of Oxford University and Oxford Brookes.

All of this engagement has helped to understand different groups needs and refine the proposals in the LTCP.

<p>Alternatives considered / rejected</p> <p>Summarise any other approaches that have been considered in developing the policy or proposed service change, and the reasons why these were not adopted. This could include reasons why doing nothing is not an option.</p>	<p>A do nothing approach was not considered appropriate for a range of reasons. This includes:</p> <ul style="list-style-type: none">• Changes to national, sub-national and local policy since 2016 that need to be reflected• The previous LTP4 does not account for new priorities such as decarbonisation• The need for a new approach to transport policy if we are to tackle transport and associated challenges in the county such as congestion and air quality. <p>During the policy drafting process, a range of policies have been developed and amended. There are currently over 80 policies in the LTCP, so we have not included all approaches that were considered here. However, reasons for not progressing certain approaches include poor alignment with the vision and broader objectives, level of ambition and feasibility challenges.</p> <p>The Integrated Sustainability Appraisal that accompanies the LTCP includes a more detailed assessment of reasonable alternatives.</p>
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Section 3: Impact Assessment - Protected Characteristics

Protected Characteristic	No Impact	Positive	Negative	Description of Impact	Any actions or mitigation to reduce negative impacts	Action owner* (*Job Title, Organisation)	Timescale and monitoring arrangements
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>LTCP includes policies that will improve accessibility, benefitting older and younger residents.</p> <p>Key policies that will improve accessibility for different age groups are summarised below.</p> <p>Walking and cycling – All of the policies in the walking and cycling section seek to improve the choice of routes available and the range of resident they support. This includes developing greenways which will be traffic free routes for less experienced cyclists such as children.</p> <p>School Streets – Will improve road safety by closing roads and make it easier for children to access school by walking or cycling.</p> <p>Community Transport – Offers transport solutions to those that are elderly or less mobile, helping to improve accessibility and tackle isolation.</p>		Combination of policies will be delivered by a range of stakeholders.	Annual review and monitoring of LTCP.

<p>Disability</p>	<p><input type="checkbox"/></p>	<p><input checked="" type="checkbox"/></p>	<p>LTCP includes policies that will improve accessibility, benefitting disabled residents.</p> <p>Key policies that will improve accessibility for disabled residents are summarised below.</p> <p>Transport user hierarchy – Outlines the way in which we will develop, assess and prioritise transport schemes and policies. This includes mobility aids and non-standard bicycles etc. ensuring future work will consider the needs of disabled residents.</p> <p>Healthy Streets Approach - Embedding the Healthy Streets Approach into relevant guidance and decision making processes will improve the human experience of streets and consider factors directly related to disability.</p> <p>Connected and Autonomous Vehicles (CAV) – Supporting the uptake of CAV's has the potential to improve the accessibility of disabled residents.</p>		<p>Combination of policies will be delivered by a range of stakeholders.</p>	<p>Annual review and monitoring of LTCP.</p>
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Gender Reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Marriage & Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Pregnancy & Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

<p>Race</p>	<p><input type="checkbox"/></p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>LTCP includes policies that will help to improve access to walking and cycling infrastructure for ethnic minority groups.</p> <p>Key policies that will help to achieve this are summarised below.</p> <p>Walking and cycling - All of the policies in the walking and cycling section seek to improve the choice of routes available and the range of residents they support.</p> <p>Health Impact Assessment (HIA) – By requiring HIA’s for significant infrastructure projects we will ensure impacts on vulnerable or disadvantaged groups are identified and addressed.</p> <p>Community activation – Measures to support infrastructure schemes will enable the whole community and particularly those with greatest need to benefit from the improvements.</p>		<p>Combination of policies will be delivered by a range of stakeholders.</p>	<p>Annual review and monitoring of LTCP.</p>
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Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>LTCP includes policies that will help to improve access to walking and cycling infrastructure for women.</p> <p>Key policies that will help to achieve this are the same as those summarised in the previous row.</p>		Combination of policies will be delivered by a range of stakeholders.	Annual review and monitoring of LTCP.
Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Religion or Belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Section 3: Impact Assessment - Additional Community Impacts

Additional community impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner (* Job Title, Organisation)	Timescale and monitoring arrangements
Rural communities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>The LTCP includes specific consideration for rural communities and includes policies that will improve connectivity.</p> <p>Key policies that will help to achieve this are summarised below.</p> <p>Strategic active travel network (SATN) – Development of the SATN will serve as a roadmap for planning walking and cycling improvements in the more rural areas of the county.</p> <p>Greenways – Development of Oxfordshire Greenways will provide off-road routes for active travel in rural areas.</p> <p>Rural journeys – This policy will ensure we work with partners and stakeholders to develop tailored solutions for our smaller market towns and rural areas that improve connectivity,</p>		Combination of policies will be delivered by a range of stakeholders.	Annual review and monitoring of LTCP.

Additional community impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner (*Job Title, Organisation)	Timescale and monitoring arrangements
				accessibility, and contribute to delivery of our transport vision			
Armed Forces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Carers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Areas of deprivation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>The LTCP and its policies will benefit all residents including those in areas of deprivation.</p> <p>Key policies that will help to achieve this are summarised below.</p> <p>Health Impact Assessment (HIA) – By requiring HIA's for significant infrastructure projects we will ensure impacts on vulnerable or disadvantaged groups are identified and addressed.</p> <p>Community activation – Measures to support infrastructure schemes will enable the whole community and particularly those with greatest</p>		Combination of policies will be delivered by a range of stakeholders.	Annual review and monitoring of LTCP.

Additional community impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner (*Job Title, Organisation)	Timescale and monitoring arrangements
				<p>need to benefit from the improvements.</p> <p>Passenger micromobility – Will improve simple, low cost access to bicycles and e-scooters for all residents and help to unlock more town for more people.</p>			

Section 3: Impact Assessment - Additional Wider Impacts

Additional Wider Impacts	No Impact	Positive	Negative	Description of Impact	Any actions or mitigation to reduce negative impacts	Action owner* (*Job Title, Organisation)	Timescale and monitoring arrangements
Other Council Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The LTCP will benefit resident's health, wellbeing and accessibility. This will have positive impacts on other services such as public health.		Combination of policies will be delivered by a range of stakeholders.	Annual review and monitoring of LTCP.
Providers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Social Value ¹	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

¹ If the Public Services (Social Value) Act 2012 applies to this proposal, please summarise here how you have considered how the contract might improve the economic, social, and environmental well-being of the relevant area

Section 3: Impact Assessment - Climate Change Impacts

Climate change impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner (* Job Title, Organisation)	Timescale and monitoring arrangements
Energy use in our buildings or highways	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>The LTCP will be a key part of changing how residents travel and reducing carbon emissions on our highways.</p> <p>This includes a policy which commits the council to assessing, managing and minimising embodied and operational carbon in transport infrastructure projects.</p>	Assessment of embodied and operational carbon will help future transport infrastructure projects to mitigate or reduce future carbon emissions.	Combination of policies will be delivered by a range of stakeholders.	Annual review and monitoring of LTCP.
Our fleet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Staff travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Through the LTCP vision, policies and associated communication, the LTCP may help to change staff travel patterns and encourage the use of walking, cycling, shared and public transport.		Combination of policies will be delivered by a range of stakeholders.	Annual review and monitoring of LTCP.
Purchased services and products	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

(including construction)							
Maintained schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

OCC and CDC aim to be carbon neutral by 2030. How will your proposal affect our ability to reduce carbon emissions related to

We are also committed to enable Cherwell to become carbon neutral by 2030 and Oxfordshire by 2050. How will your proposal affect our ability to:

Climate change impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner (*Job Title, Organisation)	Timescale and monitoring arrangements
Enable carbon emissions reduction at district/county level?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The LTCP will be a key part of changing how residents travel and reducing carbon emissions from transport.		Combination of policies will be delivered by a range of stakeholders.	Annual review and monitoring of LTCP.

Section 4: Review

Where bias, negative impact or disadvantage is identified, the proposal and/or implementation can be adapted or changed; meaning there is a need for regular review. This review may also be needed to reflect additional data and evidence for a fuller assessment (proportionate to the decision in question). Please state the agreed review timescale for the identified impacts of the policy implementation or service change.

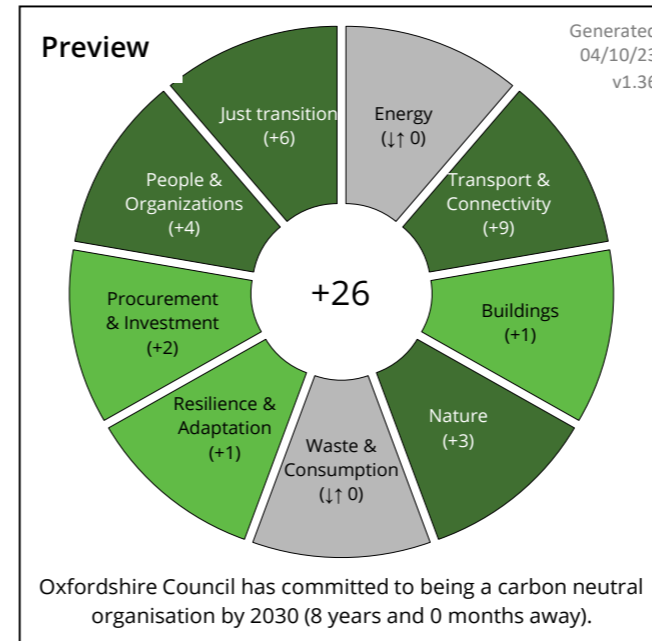
Review Date	February 2023 (annual review of LTCP following adoption in early 2022)
Person Responsible for Review	Joe Kay, Strategic Transport Lead
Authorised By	Lauren Rushen / Sandra Fisher-Martins

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Climate Impact Assessment

Summary

Directorate and Service Area	Environment and place, Strategic Infrastructure and Planning
What is being assessed	Local Transport and Connectivity Plan
Is this a new or existing function or policy?	New policy document
Summary of assessment	<p>The LTCP outlines a clear vision to deliver a net-zero Oxfordshire transport system that enables the county to thrive whilst, protecting the environment and making Oxfordshire a better place to live for all residents.</p> <p>We plan to achieve this by reducing the need to travel, discouraging unnecessary individual private vehicles and making walking, cycling, public and shared transport the natural first choice. Policies have been identified in a range of low-carbon options in order to achieve this.</p>
Completed by	Joe Kay
Climate action sign off by	Tammy Marrett
Director sign off by	
Assessment date	44664



Detail of proposal

Context / Background	<p>Local Transport Plans are statutory documents, required under the Transport Act 2008. We are calling ours the Local Transport and Connectivity Plan (LTCP), to better reflect our strategy both for digital infrastructure and for connecting the whole county.</p> <p>The LTCP outlines our long term vision for transport in the county and the policies required to deliver this. The LTCP vision and policies will be used to influence and inform how we manage transport and the types of schemes we implement.</p>
Proposal	<p>The LTCP outlines a clear vision to deliver a zero-carbon Oxfordshire transport system that enables the county to thrive whilst, protecting the environment and making Oxfordshire a better place to live for all residents.</p> <p>We plan to achieve this by reducing the need to travel, discouraging unnecessary individual private vehicles and making walking, cycling, public and shared transport the natural first choice. Policies have been identified in the following key categories in order to achieve this:</p> <ul style="list-style-type: none"> • Walking and cycling • Healthy place shaping • Road safety • Digital connectivity • Public transport • Air and environmental quality • Network and congestion management • Innovation
Evidence / Intelligence	<p>The LTCP is supported by an evidence baseline report. Analysis of this data has helped to identify the challenges and underpin the policies identified. This report includes data about:</p> <ul style="list-style-type: none"> • Policy context • Road and rail links • Private car • Public transport • Walking and cycling • Road safety • Air quality • Freight • Highway maintenance • Health • Natural and historic environment • Rivers and canals
Alternatives considered / rejected	<p>A do nothing approach was not considered appropriate for a range of reasons. This includes:</p> <ul style="list-style-type: none"> • Changes to national, sub-national and local policy since 2016 that need to be reflected • The previous LTP4 does not account for new priorities such as decarbonisation • The need for a new approach to transport policy if we are to tackle transport and associated challenges in the county such as congestion and air quality. <p>During the policy drafting process, a range of policies have been developed and amended. There are currently over 90 policies in the LTCP, so we have not included all approaches that were considered here. However, reasons for not progressing certain approaches include poor alignment with the vision and broader objectives, level of ambition and feasibility challenges.</p> <p>The Integrated Sustainability Appraisal that accompanies the LTCP includes a more detailed assessment of reasonable alternatives.</p>

Category	Impact criteria	Score (-3 to +3)	Description of impact	Actions or mitigations to reduce negative impacts	Action owner	Timeline and monitoring arrangements
Energy	Increases energy efficiency	0	Not applicable			
Energy	Promotes a switch to low-carbon or renewable energy	0	Not applicable			
Energy	Promotes resilient, local, smart energy systems	0	Not applicable			
Transport & Connectivity	Reduces need to travel and/or the need for private car ownership	2	The LTCP includes policies to support digital connectivity and shared mobility. It will also be used to influence spatial planning and encourage the development of 20 minute neighbourhoods.		Combination of policies will be delivered by a range of stakeholders.	Annual review and monitoring of LTCP.
Transport & Connectivity	Supports active travel	3	The LTCP policies will be central to influencing and supporting work on active travel.		Combination of policies will be delivered by a range of stakeholders.	Annual review and monitoring of LTCP.
Transport & Connectivity	Increases use of public transport	2	The LTCP policies will be central to influencing and supporting work on public transport.		Combination of policies will be delivered by a range of stakeholders.	Annual review and monitoring of LTCP.
Transport & Connectivity	Accelerates electrification of transport	2	The LTCP includes policies to support the uptake of electric vehicles.		Combination of policies will be delivered by a range of stakeholders.	Annual review and monitoring of LTCP.

Buildings	Promotes net zero new builds and developments	1	The LTCP includes policies which will be a key part of changing how residents travel and encouraging sustainable transport use in new developments.	Combination of policies will be delivered by a range of stakeholders.	Annual review and monitoring of LTCP.
Buildings	Accelerates retrofitting of existing buildings	0	Not applicable		
Nature	Protects, restores or enhances biodiversity, landscape and ecosystems	1	The LTCP includes policies related to the development of green infrastructure. Reducing private car use and encouraging modal shift to sustainable alternatives will help to protect biodiversity.	Combination of policies will be delivered by a range of stakeholders.	Annual review and monitoring of LTCP.
Nature	Develops blue and green infrastructure	1	The LTCP includes policy on the protection, maintenance and enhancement of Green Infrastructure.	Combination of policies will be delivered by a range of stakeholders.	Annual review and monitoring of LTCP.
Nature	Improves access to nature and green spaces	1	The LTCP will help to improve access to nature and green spaces. This includes development of a strategic active travel network and greenways.	Combination of policies will be delivered by a range of stakeholders.	Annual review and monitoring of LTCP.
Waste & Consumption	Reduces overall consumption	0	Not applicable		
Waste & Consumption	Supports waste prevention and drive reuse and recycling	0	Not applicable		
Resilience & Adaptation	Increases resilience to flooding	0	Not applicable		
Resilience & Adaptation	Increases resilience to other extreme weather events (e.g., storms, cold snaps, heatwaves, droughts)	0	Not applicable		

Resilience & Adaptation	Increases resilience of council services, communities, energy systems, transport infrastructure and/or supply chains	1	The LTCP includes asset management policies which outline how the council will take a long term sustainable approach. This will increase resilience of the transport infrastructure.	Combination of policies will be delivered by a range of stakeholders.	Annual review and monitoring of LTCP.
Procurement & Investment	Procurement practices prioritise low-carbon options, circular economy and sustainability	0	Not applicable		
Procurement & Investment	Investment being considered supports climate action/ is consistent with path to net zero	2	The LTCP and area strategies will be used to inform the transport schemes identified. This will ensure schemes are consistent with delivering net-zero transport.	Combination of policies will be delivered by a range of stakeholders.	Annual review and monitoring of LTCP.
People & Organizations	Drives behavioural change to address the climate and ecological emergency	2	The LTCP and supporting schemes will encourage behaviour change to more sustainable modes of transport. The LTCP includes specific policies on community activation to assist with this.	Combination of policies will be delivered by a range of stakeholders.	Annual review and monitoring of LTCP.
People & Organizations	Drives organizational and systemic change to address the climate and ecological emergency	2	The LTCP and policies will be used to change organisational decision making and work to ensure it considers net-zero transport.	Combination of policies will be delivered by a range of stakeholders.	Annual review and monitoring of LTCP.

Just transition	Promotes green innovation and job creation	The LTCP includes policies to support innovative transport and a living lab approach.	Combination of policies will be delivered by a range of stakeholders.	Annual review and monitoring of LTCP.
Just transition	Promotes health and wellbeing	The LTCP promotes health and wellbeing by encouraging increased walking and cycling.	Combination of policies will be delivered by a range of stakeholders.	Annual review and monitoring of LTCP.
Just transition	Reduces poverty and inequality	The LTCP will help to address inequality by delivering transport improvements for all residents and creating a more balanced transport system. There are specific policies to ensure that all residents can receive the benefits of transport improvements, notably community activation.	Combination of policies will be delivered by a range of stakeholders.	Annual review and monitoring of LTCP.

Divisions Affected - ALL

CABINET

19 November 2024

CLIMATE ACTION PROGRAMME SIX MONTH UPDATE

Report by Director of Economy and Place

RECOMMENDATION

Cabinet is RECOMMENDED to:

- a. Note the biannual update on the delivery of the Climate Action Programme (Annex 1) and linked requests in the budget setting process.
- b. Note the greenhouse gas emissions reports for wider Oxfordshire area (Annex 2) which will be presented to the Future Oxfordshire Partnership Board on 26 November 2024

Executive Summary

1. This report is a six-monthly update to cabinet on the delivery of the 2024/25 Climate Action Programme workstreams. Annex 1 includes a status update on workstreams agreed by Cabinet in early 2024.
2. The report provides an overview of the council's Carbon Management Plan 2030 delivery. Capital programme workstreams are progressing to support the decarbonisation and resilience of the council's fleet and property. This investment will reduce emissions by a further 64% compared to 2019/20 over the next three years.
3. National data has now been published showing emissions profiles in Oxfordshire up to 2022. The data is influenced by both national policy and Oxfordshire interventions such as planning, transport and business activity. Oxfordshire emissions are within the Committee on Climate Change carbon budgets but are not in step with the more ambitious Oxfordshire Leading the Way pathway as set in the Oxfordshire Net Zero Route Map and Action Plan (ONZRMAP). The council needs to continue to engage with central government to influence policy and programmes that support Oxfordshire's decarbonisation ambitions.
4. The most significant risks to the delivery of the Climate Action Programme include any delays to property and fleet decarbonisation works, a lack of grid capacity to support new electric vehicle and renewable energy infrastructure, and the recognition of further investment needed to reach net zero on our estate.
5. Officers will be reviewing the council's carbon management in light of new policy both within the council and nationally that will decrease the council's residual emissions for offset.
6. Finally, the report provides a summary of commitments in the new government manifesto and how the programme is seeking to align with these. The new public affairs function of the council will allow the council to do more targeted work with central

government on the policy interventions needed to deliver the national and locally ambitious climate targets.

Climate Action Programme Update

7. The Climate Action Programme is developed under three programme pillars: becoming a climate active council, decarbonising our estate and operations, and enabling Oxfordshire's transition to net zero.
8. The actions have been developed from the priorities and commitments in the [Climate Action Framework](#). Annex 1 provides cabinet with an overview of the progress under each of the actions since April 2024.
9. Most workstreams are green rated. Securing the support of all Future Oxfordshire Partnership partners and funding allocation from the Capacity Fund of £600k to complete Local Area Energy Planning in all Districts was a key milestone in this period. This work aims to convert the council's pathway to net zero into an infrastructure plan, as well as working with the Distribution Network Operators to understand impact on grid and need for network upgrades to inform their business planning.
10. The council is consulting with partners on an adaptation strategy and is consulting on its Local Nature Recovery Strategy between October and November 2024. Oxfordshire Local Enterprise Partnership is developing a green investment prospectus.
11. There are a number of actions rated amber due to resource constraints delaying milestones, but which have been picked up again during autumn 2024. This includes work on the biodiversity net gain policy and Circular Economy Strategy where new policy areas are being developed within existing resource creating some risks to delivery. Directors are reviewing the resource needs for a new EV strategy as this work moves from the Innovation service into business as usual.
12. The only action rated red is the delivery of the Local Energy Oxfordshire Neighbourhoods (LEO-N). The partnership bid for a 4-year multi-million pound programme to continue the work programme under LEO was unsuccessful in the current funding round with Ofgem. This partnership project would have allowed continuation of the partnership work between Low Carbon Hub, SSE, Oxford University and the councils to grow the Smart and Fair Neighbourhood trials addressing grid constraints and decarbonising communities. The partnership will be looking for alternative ways to fund the multi-year programme, including a possible resubmission to Ofgem.

Enabling Oxfordshire's Transition to Net Zero

13. An annual update on the greenhouse gas emissions for the county is provided in Annex 2 from national data published by Department of Energy Security and Net Zero two years in arrears.
14. Sources in Oxfordshire accounted for 4,063.9 ktCO₂e in 2022, equivalent to 5.5 tCO₂e per person, above the national average (5.1 tCO₂e) following national trends for emissions to correlate with household income. Transport continues to be the highest emitting sector, accounting for over one third (38%) of all emissions.

15. The COVID-19 pandemic had an impact on global, national and county CO₂ emissions through widespread lockdowns and changes to business-as-usual behaviours. Greenhouse gas emissions rebounded in 2021 at national and local levels, however in 2022 national and local greenhouse gas emissions reduced in England and Oxfordshire.
16. The Oxfordshire Net Zero Route Map and Action Plan (ONZRMAP) has provided five-yearly countywide carbon budgets which map the county's total CO₂ emissions under a trajectory to net zero in 2050. These budgets were set under the 'Oxfordshire Leading the Way' scenario, which combined widespread cultural and behavioural change with high deployment of new local electricity generation. This is an ambitious pathway that goes beyond national commitments, and the carbon budgets reflect this level of ambition.
17. The ONZRMAP requires an annual average reduction of 9% between 2021 and 2025 to stay within the five-year cumulative budget. Divided equally this allows for 3,374 kt CO₂ to be emitted each year for the first budget period.
18. A total of 3,413 kt CO₂ was emitted in 2022, accounting for 20.2% of the 2021-2025 budget. Between 2021 and 2022 CO₂ emissions decreased by 5%.
19. Since the COVID-19 pandemic, emissions have rebounded and have not decreased at the rate necessary to stay within the carbon budgets outlined in the ONZRMAP. Oxfordshire is still within the carbon budget set by the Climate Change Committee. Extrapolation of historic CO₂ emissions data suggests that the county is likely to recover its position in relation to the ONZRMAP carbon budgets within this budget period.
20. A comparison with other local authorities in England with a similar profile to Oxfordshire shows that the level of reduction in annual emissions within the county is consistent with these comparator authorities.
21. External factors affect Oxfordshire's carbon emissions, such as the carbon intensity of the grid. This increased up to 2021 due to the proportion of gas and coal in the fuel mix but has been decreasing since this point.
22. Further action is needed particularly on the two areas which make up the majority of the county's annual emissions: transport and domestic emissions, including work with central government on policy and funding. As set out in paragraph 454545, there is a key opportunity to realign Oxfordshire's ambitions with the new government given its push to accelerate grid decarbonisation, continue with domestic retrofit programmes, reform national planning policy and pledge to restore the petrol and diesel ban to 2030. Our new Public Affairs function will be key to working with central government on the funding and powers for Oxfordshire to meet its net zero ambitions, and to reinstate prior commitments such as the 2035 ban on gas boilers for new homes.
23. From a green finance perspective, the new Oxfordshire Green Prospectus will set out opportunities for external investment in transformational projects to reduce emissions and support the resilience of the county for climate impacts.

Decarbonising Our Estate and Operations

Greenhouse Gas Emissions 2023/24 Summary

24. **Emissions from the council's own operations and activities:** In 2023/24, emissions from the scope of our net zero 2030 target (corporate estate and activities) reduced by 14% (1,229 tonnes CO_{2e}) compared with the same period in 2022/23.
25. The 14% emissions saving is lower than the expected 18% annual target in the Carbon Management Plan (CMP) due to delayed mobilisation of property and fleet decarbonisation capital programmes in 23/24 and the carbon intensity of the national electricity grid increasing rather than decreasing in year. The delayed property and fleet programmes have been carried over into the current year.
26. Whilst the council did not meet its target this year, it overachieved in previous years, in part owing to savings made in the pandemic. Overall, the balance since 2019/20 results is an overachievement of about 1,190 tCO_{2e}.
27. The majority of the savings to date have come from the now completed street lighting LED upgrade programme.
28. The breakdown of the overall reduction by area of operation is as follows:
- Emissions from **Highways Electrical Assets** in 2023/24 decreased by 937 tonnes of CO_{2e} – a 28% reduction compared to 2022/23. These reductions are related to the successful LED replacement program.
 - Emissions from the council's **property** in 2023/24 decreased by 103 tonnes of CO_{2e} – a 4% decrease compared to 2022/23.
 - **Staff mileage emissions** in 2023/24 decreased by 165 tonnes of CO_{2e} – a 14% decrease compared to 2022/23.
 - **Fleet** emissions in 2023/24 decreased by 23 tonnes of CO_{2e} – a 2% reduction compared to 2022/23.
29. Emissions from the remaining 110 **maintained schools** (adjusted to remove the effect of schools converting into academies) have reduced by 34% since 2010/11, an average of 3% per year. Last year the council put in place an interest free loan to support maintained schools to decarbonise. The impact of these schemes will be seen in future years reports.

Carbon Management Plan 2030 Update

30. The Carbon Management Plan (CMP) – the plan that guides the council's own estate decarbonisation - is being reviewed to include the effect of new government policy and to remodel impacts of the council's transformation programme. The results of this review will be brought to a future cabinet meeting.
31. The council has previously reported that if it successfully delivers planned fleet, highways assets, business travel and property programmes to 2030 (both unfunded and funded elements) our residual emissions to be offset would be circa 3,200 tCO_{2e}. The breakdown of these emissions is shown in Table 1.
- 32.

Service Area	Currently modelled residual emissions 2030 (tCO _{2e})	Factors and assumptions to be taken into account

Highways Electrical Assets	844	<ul style="list-style-type: none"> Impact of part-night lighting policy Review assumptions on adoptions of streetlighting assets (related to development) Commitments by the government for zero carbon energy by 2030
OCC and OFRS Fleet	1024	<ul style="list-style-type: none"> Opportunities to transition any remaining ICE vehicles beyond the 65 specialist fire vehicles which will have no electric replacement. Review assumptions that levels of staff travel will increase related to population growth Commitments by the government for zero carbon energy by 2030
Property	210	<ul style="list-style-type: none"> Commitments by the government for zero carbon energy by 2030
Business Travel/Grey Fleet	1130	<ul style="list-style-type: none"> Review forecasts for EV uptake amongst staff using latest data Review assumptions that levels of staff travel will increase related to population growth and impacts of organisational transformation Commitments by the government for zero carbon energy by 2030

Table 1: Factors and assumptions affecting modelled residual emissions

33. The new government commitment to bring forward delivery of zero carbon electricity to 2030 (from 2035) as well as changes in assumptions related to the councils transformation programmes may reduce residual emissions closer to 1200 tonnes.
34. The remaining source of emissions (beyond specialist vehicles in the fire service, where no alternative commercially and operational feasible alternative is anticipated to exist as early as 2030) will then be staff business travel. Governance for the business travel programme sits within the Vehicle Management Service. A number of interventions on business travel are already assumed and modelled and will require funding and delivery (Table 1). Further interventions may be possible and can be explored, such as how we deliver the Local Transport and Connectivity Plan target for 25% trip reduction within our own business mileage. Business travel will however remain an area the council will need to offset until EVs become the predominant form of travel.

Expanding Scope 3 Supply Chain Emissions Reporting

35. During 2022/23 the council conducted a preliminary assessment of its supply chain emissions by calculating them through what is known as an 'expenditure based' approach using 2020/21 expenditure data. These estimated council supply chain emissions amounted to approximately 150,000 tonnes of CO_{2e}.
36. In addition to the expenditure based approach described above, officers are working to increase the number of suppliers that report their greenhouse gas emissions directly to the council. This 'activity based' approach targets OCC's top emitting suppliers to accurately report greenhouse gas emissions and replace the expenditure-based estimations.
37. Based on engagements with four out of the council's top ten emitter suppliers, it can be reported that their combined GHG emissions account for 20,812 tonnes of CO_{2e} in 2023/24 based on activity data.

Financial Implications

Carbon Management Plan

38. Officers have been asked to look at the potential to bring forward the council's programme to move away from fossil fuels particularly in property. It would not increase the overall funding envelope for the programme but would require front loading funding

allocations in 2025/26 and 2026/27. Decisions will be taken through the budget setting process.

39. Table 2 below provides a breakdown of council's currently approved revenue budget and capital programme linked to CMP 2030 delivery.

Project	Medium Term Financial Plan Budget	Spend profile	To be delivered	Estimated carbon savings
Fleet replacement programme (not including Oxfordshire Fire Rescue Service)	£18 Million	£1.5m in 2024/25 £6.5m in 2025/26 £10m in 2026/27	99 EVs 2024/25 61 EVs 2025/26 37 EVs 2026/27 (incl. a mix of purchased and leased vehicles) ¹	284 tCO ₂ e 175 tCO ₂ e 106 tCO ₂ e
Decarbonisation of the council's buildings	£9.7 million (incl. £3.1 million secured through PSDS) ²	2024/25	Energy efficiency and decarbonisation projects at 33 corporate sites	539 tCO ₂ e
Conversion of traffic signals to LED	£2.3 million (£643k secured through DfT for traffic signal site upgrades incl. LED)	c. £250K in 2024/25 (BAU maintenance budget) £643K in 2025/26 c. £1.5m from 2025/26 to 2030 ³	7 sites converted in 2024/25 21 sites converted in 2025/26 15 sites per annum from 2026/27 until 2030	8.4 tCO ₂ e 27 tCO ₂ e 18 tCO ₂ e per annum
Part-night lighting	c. £1.2 - £1.5 million	Fully funded – capital budget available but implementation plan to be developed in 24/25.	Part-night lighting on 50% of the street lighting assets	TBD from trial
Conversion of signs & bollards to LED or de-illuminate	Part of BAU maintenance works	Part of BAU maintenance works	Illuminated bollards & signs converted to LED or de-illuminated	4.6 tCO ₂ e
Oxfordshire Fire Rescue Service Fleet replacement	TBD Across 6 years – 2024/25 to 2030	Fleet Replacement Strategy business case for OFRS approved	58 OFRS diesel cars & vans converted to electric	c. 64 tCO ₂ e spread over 6 years

Table 2: Breakdown of approved funding linked to CMP 2030 delivery

40. Once developed, business cases will be brought forward via relevant channels to implement each of the currently unfunded actions and further interventions identified within the CMP. The indicative funding need is set out in Table 3 below:

Project	Estimated Budget	Funding status	To be delivered	Estimated carbon savings
Decarbonisation of the council's buildings –	£20 million 2025/26 to 2028/29	Pending funding	Energy efficiency and decarbonisation projects at c. 53 corporate sites	678 tCO ₂ e

¹ Vehicle purchase is the preferred option however long lead in times for new vehicles will require some lease vehicle sourcing. Lease costs will be attributed to a separate revenue budget.

² Public Sector Decarbonisation Scheme

³ Programme to be confirmed once our new signals maintenance contract is awarded c. November 2024.

Project	Estimated Budget	Funding status	To be delivered	Estimated carbon savings
Phase 2 properties ⁴				
Staff business travel	£750k – essential user electric vehicles	Pending funding – outline capital business case submitted Oct 2022, full capital request business case tbd.	Electric vehicles for 25 high mileage essential users for (>10,000 miles per annum)	61 tCO _{2e}
	£400K Dedicated pool cars for high mileage areas– (min 12) with charge points	Unfunded	Dedicated pool cars – (min 12) with charge points	TBD
	£250K Shared Pool Cars	Unfunded	Shared pool cars – strategic locations (min 8) with charge points	TBD
Offsetting	Subject to market testing and buying strategy £36K - £90k (based on example £30/tonne Woodland Carbon Code) £90k - £225K /per year (based on example £75 per tonne biochar offset)	Pending full options appraisal and business case to be developed.	Schemes or credits to be bought for balancing residual emissions.	1200- 3,000 tCO _{2e} to be offset/inset

Table 3: Unfunded workstreams in CMP 2030

School Energy Efficiency Loan

41. The [Schools Energy Efficiency Loan](#) scheme has seen strong demand. All of the £800,000 funding is now allocated in principle. This funding will support energy efficiency improvements and energy generation projects across 14 schools. Through the budget setting process for 2025/26, cabinet will be asked to consider the potential to expand this loan scheme.

Funding of the LAEP Programme

42. In June, the Future Oxfordshire Partnership allocated £600,000 to a programme of funding Local Area Energy Plans for the Districts and City. This programme is led by the county and currently in procurement.

⁴ Any grant funding will lower the amount needed but don't take that into consideration as it's not guaranteed. This doesn't include costs for developments of new build properties (x5 Children's Homes) or for major renovations (Speedwell House, Banbury Library and Blackbird Leys Children's Centre).

Comments checked by: Rob Finlayson, Strategic Finance Business Partner
(rob.finlayson@oxfordshire.gov.uk)

Corporate Governance

43. The Climate Action Programme supports the council's commitments to tackle the climate emergency as expressed in the Strategic Plan 2022-25.

44. A Climate Board operating at a senior officer level will be relaunched following the next phase of restructure to include new staff roles and reflect the council's increased focus on commerciality and public affairs.

Direction of Government Policy

45. Recent policy developments and actions of the newly elected government present a number of opportunities for climate action across Oxfordshire:

- **Great British Energy (GBE):** The Government has pledged to create a new, state-owned energy company. GBE will lead by investing in new technologies, capital-intensive projects, and delivering local energy production. This could be a source of funding for future market-leading energy technologies which are pursued within the county. GBE will also provide £600m a year in grants and £400m in low interest loans to local authorities to support low-carbon community energy projects. Given the leading work Low Carbon Hub has done on community energy in Oxfordshire, the county is well placed to benefit from this funding.
- **Regional Energy System Plan (RESP):** This is a new regional strategic planning function delivered by the National Energy System Operator. It will enable coordinated development of the energy system, providing network infrastructure investment ahead of need. A consultation on RESP has been issued and closed in early October 2024. The work Oxfordshire is already doing on Local Area Energy Plan will provide a crucial underpinning to the RESP and emphasises the importance of funding for the delivery of the LAEPs. We have emphasised the importance of strong local authority representation on the RESP steering board. In this area the RESP is planned to be co-terminus with England's Economic Heartland.
- **Warm Homes – Local Grant:** This government-funded scheme will be delivered by Local Authorities as a replacement for the Home Upgrade 2 (HUG2) grants. Funding will not be allocated by a competitive bidding process, but rather an Expression of Interest. This scheme will last between 3 and 5 years and provide more certainty to supply chain. We are expecting an update on amount of funding in the autumn statement and working with the Districts and City to bring forward an expression of interest for Oxfordshire.
- **Onshore Wind:** The Government has lifted the de facto ban on onshore wind projects across England, and pledged to double onshore wind capacity.
- **Planning Reform:** The council has commented on the National Planning Policy Framework consultation and supports the proposal to increase the threshold for renewables projects being designated as Nationally Significant to 100MW allowing more projects between 50 and 100MW to be determined at a local level.

- **Countryside Protection Plan:** In their manifesto, the Government pledged to plant three new national forests and improve access to local green spaces. Tree planting is a key aspect of the Council's Climate Action Programme, and support for this and similar initiatives is welcome.
- **Reinstate the 2030 Petrol and Diesel Car Ban:** The Government has pledged to reinstate the 2030 ban on the sale of new internal combustion engine vehicles, underlining the government's support for the transition to electric vehicles and understanding of the urgency with which the transition is required.

Wider Considerations

46. The Seventh Carbon Budget (2037 to 2042) is due to be released in early 2025 by the Climate Change Committee (CCC), which will set the legal limit for UK net emissions of greenhouse gases over that period. Forecasts based on the CCC's 'balanced pathway' to net zero suggests that there will need to be a 71% reduction in greenhouse gas emissions in 2037 compared to 2022.
47. This represents a significant challenge and requires a rapid increase in the pace of efforts to decarbonise across society. The council should continue to look for opportunities to accelerate decarbonisation and climate adaptation programmes in order to play its part in meeting the CCC's budgets.

Legal Implications

48. In May 2019 the Government committed to achieving net zero carbon emissions by 2050, recognising much of this reduction must happen before 2030. Local councils play a vital role in making sure the UK is prepared for the impacts of climate change at a local level and are able to decide how best to address these challenges. The taking of such action is lawful under the general power of competence in Section 1 of the Localism Act 2011.

Comments checked by: Jennifer Crouch, Head of Law and LBP Environmental
(Jennifer.crouch@oxfordshire.gov.uk)

Equality & Inclusion Implications

49. This report does not raise any specific equalities implications. The council's Climate Action Framework aims to ensure a fair sharing of costs and benefits and avoiding energy inequality.

Sustainability Implications

50. The Climate Action Programme is at the centre of the council's commitment to tackle the climate challenge.

Risk Management

51. A risk has been added to the council's strategic risk register, noting the increasing vulnerability of communities, economy and infrastructure to climate impacts. A number of control measures have been identified and are being reported on. The climate adaptation route map being produced with the district councils and key partners will identify further mitigations.

52. Grid capacity remains a significant risk to bringing forward infrastructure to meet net zero – such as charging points, and connections for renewables – as well as wider infrastructure in the county. The Local Area Energy Plan is the council's strategic response to this issue. It will bring together the county's infrastructure needs and pathways to net zero to inform future infrastructure planning with the Distribution Network Operators (DNOs). The council is also actively working with partners and the DNOs on tactical responses to existing challenges. Scottish and Southern Energy Networks (SSEN) is now bringing forward a strategic development plan for Cowley Grid Supply Point which is key to unlocking some of the development needs in the City.
53. The bid to extend the LEO (Local Energy Oxfordshire) programme a further 4 years was not successful. This limits the capacity of partners to expand their work on how residents and businesses can flex energy demand close to the point of use (behind the meter) to reduce pressure on the grid and create revenue streams for communities. The partnership will be seeking alternative funding streams.
54. The present round of central government funding to support retrofit – HUG2 – comes to an end in March 2025. In September the government announced the Warm Homes – Local Grant and confirmed an initial £3.4bn over the next three years in the Autumn Statement. This will be allocated by Expressions of Interest rather than competitive funding for the first time.
55. **Carbon Management Plan 2030 Delivery:** There were delays in mobilisation of the property decarbonisation and fleet replacement programmes in 2023/24 and these have rolled into 2024/25. The property element is now on track. The main risks are potential delay in fleet replacement programme and staff business travel programmes for in year delivery. A new programme manager for fleet has been recruited and is reviewing the programme across October.
56. There remains an unfunded element to the programme that will come forward through the budget setting process. The council needs to secure credible affordable offsets in a constrained market and is likely to start needing to forward purchase. Some work is taking place with the Local Nature Partnership looking at how landowners can be encouraged to develop a bigger market for nature recovery and carbon offsets within the County.

Communications

57. The report highlights the need for Oxfordshire to work more closely with central government on the funding and policy needed nationally to support our local climate targets as well as national targets. The new public affairs function within the council will support this approach.

Annexes

Annex 1 – Climate Action Programme delivery plan 2024/25 update

Annex 2 – Oxfordshire Countywide Greenhouse Gas Emissions Report 2024

Robin Rogers, Director of Economy and Place

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Annex 1 – Overview of Climate Action Programme 2024/25 Delivery Plan

The table below provides an overview of the actions included in the 2024/25 delivery plan for the Climate Action Programme, across its three pillars:

- Becoming a climate active council
- Decarbonising our estate and operations by 2030
- Enabling Oxfordshire’s transition to net zero.

Climate Action Programme 2024/25 delivery plan		
Becoming a climate active council		RAG
Expand Carbon Literacy training – targeting silver status	Head of Climate Action / Organisational Development	A
<ul style="list-style-type: none"> • OCC is currently behind in its ambition to reach Silver Accreditation as a Carbon Literate Organisation. • 367 staff have now completed the nationally recognised Carbon Literacy Training since 2021. • 8 staff are now trained to deliver Carbon Literacy Training, up from 7 in 2023/24. • A scoping paper has been prepared to chart a pathway to attaining Silver Accreditation. • Staff capacity has been allocated following filling a vacancy and 12 training sessions will be delivered in Q4. 		
Decarbonising our estate and operations by 2030		RAG
Deliver Carbon Management Plan 2022-30: planned actions for 2024/25 (estate, fleet, highway assets and staff travel)	Director of Property and Assets / Head of Climate Action	A
<ul style="list-style-type: none"> • The Carbon Management Plan 2022-30 is being reviewed following conversation with portfolio member to update projections of residual emissions. • The majority of carbon savings to date have come from the streetlighting LED conversion programme which is now complete. • The property decarbonisation works – delayed in 23/24 - have now entered a design and build contract to deliver nearly all of the works. These are currently in the design stage with substantial activity taking place across the summer and output for the first 19 sites expected to be coming to the relevant governance process in October and November, with delivery to start following relevant approval. • £30 million of capital investment is agreed in the capital programme (this includes external capital grant funding) to support the decarbonisation and resilience of the council’s fleet and property. This investment will reduce emissions by a further 64% compared to 2019/20 over the next three years. • Currently a second phase of property decarbonisation works of £20 million is in the capital pipeline (unfunded) and will be requested to come forward into the capital programme. This cost is now around £25.5 million, as we have more detailed information from energy audits. It is predicted to help reduce corporate emissions by a further 38% compared to 2025/26. • Options to fast-track delivery for property and fleet decarbonisation works by 2028 are being explored. This will not increase the overall funding envelope for the programme but would require front loading of funding allocations from 2025-2027. • The key risks identified include delays in the property decarbonisation and fleet replacement programmes (which is currently reporting an amber status against the 99 vehicle deliveries in 2024/25) and the need for additional funding. 		

Developing a carbon insetting/offsetting strategy and action plan for the council's own estate	Head of Climate Action	G
<ul style="list-style-type: none"> • Work is underway to assess the council's offsetting requirements. This has identified a range of offset options with significant variability in pricing. It has also identified that the market around offsets is very constrained. • A number of options including commercial investments in schemes such as biochar, solar generation and our ability to allocate these credits to our estate will be investigated. • An early budget proposal for 2025/26 has been submitted for limited forward purchasing of offset credits through a nationally accredited schemes like the Woodland Carbon Code (WCC). • The key risks identified are the limited availability of accredited offsets in the market and underdeveloped options for insetting using carbon reduction schemes. Mitigation of these factors will be central to the completed Strategy and Action Plan. • There is also work taking place with the Local Nature Partnership to look how partners can catalyse more woodland carbon code accredited schemes coming to market in Oxfordshire. 		
Support schools through providing Action on Carbon and Energy in Schools (ACES) programme and deliver and evaluate success of loan scheme	Head of Climate Action	G
<ul style="list-style-type: none"> • The ACES programme funded by the Council is now in its third year. It continues to provide valuable support to schools in implementing energy-saving measures to reduce carbon emissions. • Since April 2024, the programme has completed 8 energy assessments, with 3 more scheduled for November, working toward the annual target of 15. Additionally, ACES has completed 1 detailed energy assessment, with 2 more planned, aiming to reach their target of 5 for the 2024/25 period. For the coming school year, ACES will focus on providing 1-to-1 support for 12 schools to further improve energy efficiency efforts. • The Schools Energy Efficiency Loan Scheme has seen strong demand, with all funding (£800k) now allocated in principle. • This funding will support energy efficiency improvements and energy generation projects across 14 schools. During the summer of 2024, 5 schools completed installations of photovoltaic (PV) panels and LED lighting to boost energy efficiency and provide energy generation. • The remaining 9 schools are scheduled to carry out similar projects in Q3 and Q4 of the 2024/25 period, further contributing to carbon reduction efforts. • A capital budget proposal to expand the energy efficiency schools loan scheme has been submitted, which would allow roll out across the majority of maintained schools providing energy efficiency upgrades and renewable energy installations. • The key risks identified are limited school staffing capacity, which may prevent schools from utilising ACES support or completing loan scheme projects. • ACES is due to be retendered this year. 		
Expand Scope 3 greenhouse gas reporting (supply chain emissions) and develop emissions reduction roadmaps with key suppliers (Scope 3)	Head of Procurement Contract Management	G

<ul style="list-style-type: none"> • We are working to increase the number of suppliers within the greenhouse gas reporting for OCC. Four suppliers have been included in 2023/24 year's report Annex 3. • An activity-based data approach has been taken. An initial supply chain emission estimation was made for 2020/21 expenditure data, which allowed for the identification of emissions hotspots within the supply chain, and higher emitting suppliers. • Top emitting suppliers are being targeted to provide actual emissions, which then replace the expenditure-based estimation. Our ability to progress in including more suppliers in our reporting largely depends on the relative readiness different suppliers (and sectors) have for collecting the required data and the capabilities they have to calculate the corresponding emissions. • One particular success has been the acquisition of activity-based data from the Oxford Bus Company. This has allowed the team to reflect the transition of the Oxford Bus Company's fleet over to fully electric, which reduces emissions, rather than using emissions data from an average bus company in the UK as a proxy. • A more efficient way of collecting this activity-based data is being developed (e.g. an online questionnaire) and reporting is also being encouraged among SMEs within Oxfordshire that are part of the OCC supply chain (approximately 12% of OCC suppliers are registered in Oxfordshire). 		
Develop process and toolkit to manage carbon in infrastructure projects	Director of Environment and Highways / Head of Climate Action	G
<ul style="list-style-type: none"> • Since June we have conducted a series of workshops with transport infrastructure, highways, property, procurement, planning, policy and leadership teams to understand OCC's position in relation to PAS2080 (framework principles of whole life carbon management in OCC's capital programme) which have been summarised in a PAS2080 Gaps report. • An implementation plan will be developed as part of the gap analysis exercise, which will be finalised and submitted for OCC leadership approval by December 2024. 		
Enabling Oxfordshire's transition to net zero (linked to PAZCO)		
Transport and connectivity		RAG
Implement Local Transport and Connectivity Plan (LTCP), including embodied carbon policy	Director of Environment and Highways	A
<ul style="list-style-type: none"> • Following adoption of the LTCP in July 2022 work has been ongoing to progress and implement the policies in the LTCP. This has included the following since Q1 of 2024: <ul style="list-style-type: none"> ○ Approval of the Strategic Active Travel Network ○ Progressing Phase 2 School Streets at 5 schools ○ Adoption of the Vision Zero Strategy and Action Plan ○ Adoption of the New Bus Service Improvement Plan ○ Launch of the new countywide, multi-operator MyBus ticket ○ Ongoing work to deliver a Horizon Europe funded project (Green-log) for a freight consolidation pilot in Oxford, with demonstration commencing in Winter 2024 ○ Central Oxfordshire Movement and Place Framework and development commenced. • Ongoing delays to the reopening of the Botley Road have impacted the rollout of traffic filters and other central Oxford schemes within the LTCP. 		

<ul style="list-style-type: none"> Overall, the LTCP monitoring report shows that there has been some positive progress against KPIs compared to last year. This includes an increase in bus and rail usage and a reduction of car trips and road fatalities or serious injuries. However, cycle trips have declined, and cycle, bus and rail usage all remain lower than the 2019 baseline. Similarly, private car related measures such as vehicle miles have continued to increase following the COVID-19 pandemic. This has been accompanied by a small increase in road transport emissions. The LTCP monitoring report also notes challenges around government's approach to funding delivery, which requires significant work to identify and bid for individual opportunities, thus impacting OCC's ability to deliver on the LTCP. 		
Evaluate and extend car-share schemes enabling reduced vehicle ownership, subject to receiving grant funding	Lead Technologist – EV Integration	A
<ul style="list-style-type: none"> OCC launched an Electric Vehicle (EV) car club pilot in April 2024 with 10 shared EVs based at Park and Charge hubs in towns and villages around the county (plus one in Oxford) The project received no council or grant funding and car clubs have been delivered at the risk and cost of car club operators Co Wheels, Zimbl, Enterprise CarClub and Thame EV Hire Some cars saw little usage and were removed during the pilot, others have seen significant usage and have remained in place, and EVs have also been added at new locations. Overall, the first year saw 1,000 new car club members/users join, more than 3,000 individual hiring sessions take place and over 165,000 electric miles driven. As a result, pilot was extended by 6 months. Recent conversations with partner councils and car club providers suggest that 11 of the car club vehicles will continue beyond the pilot end date in October, with 4 new locations also being added. The main stumbling block with the project is a lack of funding and dedicated resource to continue work on this beyond the pilot and scale up an equitable roll out of car clubs across the county. As the pilot has proven demand for car clubs outside of the city, next steps should be that we put a project/programme of works together and identify resources and funding to further expand the car club network as part of achieving our Net Zero goals and LTCP target of reducing 1 in 4 car trips. 		
Delivery of Oxfordshire Electric Vehicle Infrastructure Strategy through the OxLEVI programme	Team Leader – EV Integration	A
<ul style="list-style-type: none"> The OXLEVI programme is set to deliver at least 1,200 public EV chargers and 500 cable gullies across Oxfordshire by the end of 2026 Procurement is underway with final ITT documents near completion and awaiting final sign off from all partners and the funders, the Office for Zero Emission Vehicles (OZEV) Pending OZEV approval, we are due to tender for two chargepoint operator (CPO) concession contracts and a cable gully supplier in October 2024, leading to contract award in February 2025 and contract start in March 2025 Procurement of CPOs has been delayed due to the need to use open tender approach rather than the Oxford DPS, due to a legal challenge around the legitimacy of using frameworks to procure high value concession contracts. This has affected many other local authorities and their LEVI plans. The greatest risk at present is a delay in getting sign off from OZEV and the tender having to go out under new procurement regulations after 28 October. 		

Buildings		RAG
Delivery of retrofit innovation programmes – Clean Heat Streets, Oxfordshire Energy Insights Project	Head of Climate Action	A
<ul style="list-style-type: none"> OCC's Energy Systems & Investment team has been working on the Alternative Energy Markets programme, funded by DESNZ. The Energy Saver App was launched in July 2024, offering energy insights to residents across Oxfordshire with a smart meter, plus the offer of smart technology to a select group of app users later in the year. The project is built on an innovative Intelligent Smart Energy Engine that is able to assess and recommend a combined tariff and technology offer, personalised for app users to their energy profile. The project aims to see c. 500 households be offered heat pumps, batteries, and solar PV, testing the impact of modelled tariffs not currently available on the market on the take up of energy smart appliances. The offer will be on a monthly fee basis, removing a significant barrier to adoption. The app has surpassed 1,000 downloads, however, we require many more active users in order to drive the other innovative elements of the trial. This therefore continues to be promoted both internally and externally to increase uptake. On the Clean Heat Streets project, part of the Heat Pump Ready programme, funded by DESNZ, a celebration event was held at Rose Hill community centre to update the local community and stakeholders with progress one year on from the start of the programme. Clean Heat Streets is the only one of the original four projects in the programme which is continuing to successfully deliver heat pumps to local communities. 150 homes registered for a free survey, of which 130 qualified. Heat pumps have been installed in 20 homes to date. 		
Expand retrofit delivery to homes in fuel poverty – complete Home Upgrade Grant 2 and apply for Local Authority Retrofit Scheme	Head of Climate Action	G
<ul style="list-style-type: none"> OCC was awarded over £6 million of capital retrofit grants through a government-backed scheme, Home Upgrade Grant phase 2 (HUG2). The purpose of this scheme is to tackle fuel poverty by upgrading the worst performing off-gas grid domestic properties. We are currently in the second, and final year of the HUG2 scheme. Delivery has scaled in year two and we have distributed £1.2 million since April. The next phase of funding from central government the 'Local Warmth fund' has now been announced with further detail expected in the autumn statement. Officers intend to put in an Expression of Interest to this scheme which is due to run for 3-5 years. 		
Input into the development of strong local planning policy driving environmental outcomes	Head of Strategic Planning	G
<ul style="list-style-type: none"> OCC is currently responding to the emerging District and City Local Plans, and also providing advice to strategic sites and Nationally Significant Infrastructure Projects. Since September 2024 the Climate Team has responded to the National Planning Policy Framework Consultation and the South East Strategic Reservoir Option consultation, and worked with the Strategic Planning team to promote the inclusion of climate action in the delivery of various strategic sites. 		

<ul style="list-style-type: none"> OCC is responsible for the production of the Local Nature Recovery Strategy for Oxfordshire by July 2025. The Biodiversity & Nature Recovery team has taken the lead in its production. The document is at an advanced stage and we are preparing to undertake a final consultation with partners prior to full public consultation. The Biodiversity & Nature Recovery team continues to work through the planning process on an ongoing basis to ensure positive outcomes for biodiversity, protected spaces and Biodiversity Net Gain. The Strategic Planning team coordinated submission of OCC's statements to the Oxford City Local Plan Examination Hearing Sessions. This reiterated our position that the Examination needs to carefully review the proposed spatial strategy to ensure the most sustainable patterns of development are brought forward, which will have positive implications on climate action. The Strategic Planning team also submitted responses to highlight the need for improved governance with the City's Community Infrastructure Levy allocations to support delivery of OCC projects such as active travel and other sustainable transport modes. 		
Energy		RAG
In partnership, delivery of Local Energy Oxfordshire Neighbourhoods (LEO-N) expanding our work on smart community energy systems	Head of Climate Action / Consortium	R
<ul style="list-style-type: none"> This is currently rated as red as the partners submission for a follow up programme to LEO programme: LEON, to the Strategic Infrastructure Fund of OfGEM was not successful. Deliverables intended to be funded by LEON that are critical to the Oxfordshire Local Area Energy Plan (OxLAEP), such as the integration of neighbourhood-level energy plans and community energy focus were strengthened in the LAEP tender specifications prior to going to market. The LEO-N project partners remain committed to the project, and OFGEM has confirmed that a resubmission is possible. This will be explored in line with feedback received from the bid submission. OCC and Oxford City Council have carried out a gap analysis to determine alternative pathways for the delivery of strategic LEO-N outputs, including opportunities under council service planning, and alternative funding sources. This work is ongoing. 		
Development and delivery of Local Area Energy plan for County	Head of Climate Action / FOP Infrastructure Advisory Group	G
<ul style="list-style-type: none"> The Future Oxfordshire Partnership agreed to allocate OxLAEP a budget of £600,000, in alignment with OxLAEP Outline Business Case Option 4: five district level LAEPs plus County-wide report, to be delivered by December 2025. Following the FOP decision at the end of July 2024 and permission to go to market through the Oxfordshire Commercial Board, OCC hosted two pre-procurement Open Days, attended by over 20 organisations. Officers from the OCC Climate Action Team worked with the County Procurement and Legal teams to issue the tender documentation on 21 August 2024. The ITT will close on 30 September 2024, and the contract is expected to start in mid-December 2024. 		
Development of green finance workstreams including Oxfordshire green	Head of Finance / Various	G

prospectus, finance strategy, Green Bond and 2025 100together green finance conference		
<ul style="list-style-type: none"> OCC has been working with Abundance Investment to explore green bonds. The development of a Green Prospectus is also underway, led by OxLEP. 31Ten have been appointed as the leaders of a small consortium which will support with the development of the prospectus. The 100together programme is continuing, with a networking event hosted by Lady Margaret Hall taking place in early September 2024. A date has been confirmed for the next conference, which will be held in June 2025. 		
Waste and consumption (circular economy)		RAG
Develop Oxfordshire circular economy strategy	Head of Environment and Circular Economy	A
<ul style="list-style-type: none"> Work on the Circular Economy Strategy was stalled for a while due to a lack of resource, although restarted in October 2024. A final strategy is expected to be ready for approval in May 2025 		
Delivery of strong climate outcomes in the Minerals and Waste Local Plan	Head of Strategic Planning	G
<ul style="list-style-type: none"> The adopted Minerals and Waste Local Plan, and its policies have been used in the determination of 17 Minerals and Waste planning applications which includes policies to ensure strong climate outcomes A review is underway to assess progress alongside a proposed new system for plan making. The team have been successful in bidding for Central Government funding for a new Sustainability Officer role within the team A Climate Impact Assessment tool is being explored which can be used to strategically assess minerals and waste sites. 		
Adaptation and resilience		RAG
Convene multiagency underwater summit to review 2023-24 Oxfordshire flooding to scope pre-emptive action to reduce harm from future recurrence	Director of Public Affairs, Policy and Partnerships	G
<ul style="list-style-type: none"> We are organising a round table with stakeholders in late November on water and flood resilience. It follows on from the water summit hosted by the county council in November 2022 and is designed to develop a shared understanding across different sectors about approaches to flood resilience in Oxfordshire, including how we can reduce incidents of flooding through nature-based and landscape-scale solutions. 		
Develop an adaptation strategy which incorporates the role of people, nature and technology in adapting and building resilience	Head of Climate Action	G
<ul style="list-style-type: none"> Sustainability West Midlands was commissioned in May 2024 to support the development of the Oxfordshire Climate Adaptation Route Map. The specification for the Route Map was agreed with the FOP Environment Advisory Group which is part-funding the Route Map. Two workshops were held as part of the Route Map development process both in terms of capacity building, and to engage stakeholders directly on the issues facing the county and the content of the Route Map 		

<ul style="list-style-type: none"> • Approximately 20 one-to-one interviews with internal and external stakeholders were also held to obtain information on adaptation activities which are already underway across the county, and candid views of the scope of the Route Map. • A survey was also shared with a wider stakeholder group. • The draft Climate Adaptation Route Map has been received and reviewed internally and by stakeholders. • A risk on the effects on Climate Change has been added to the council's Strategic Risk Register • A Storymap has been developed to summarise the Extreme Value Analysis carried out by Atkins, and provides a visual indication of the hazard exposure and risks facing communities across Oxfordshire under different future warming scenarios. This tool will be used to help local groups understand the risks they face in their areas (extreme heat, flooding, and what mitigation steps they can take. • An Adaptation Summit is scheduled for February 2025, with the intention of discussing and disseminating the actions from the Adaptation Route Map among a wider range of stakeholders. 		
Extend pilot flood wardens' engagement programme	Principal Officer – Flood Risk Management	G
<ul style="list-style-type: none"> • A flood warden pilot scheme was established by the Flood Risk Management Team following approvals from the Steering Group and ran for 6 months up to the end of March 2024. • This involved three areas across the county that identified groups that could be trained to undertake flood warden duties. The three areas were Witney, Ascott Under Wychwood and Sunningwell. • At the end of the pilot scheme a survey was sent to all the flood wardens to provide feedback. 100% positive feedback was received, and in July 2024 approval was given to move the scheme to business as usual and roll the scheme out to other areas across the county. • Following this a list of potential areas for initial rollout was developed, the first being Abingdon. • This will involve approaching parish/ town councils/ local flood groups in the areas to help advertise for volunteers. Training will then be arranged with the volunteers and link into any other community-based work. • Advertisements for volunteers in Abingdon have already been released, and a training session will run September – October 2024. 		
Natural environment		RAG
Develop Local Nature Recovery Strategy (LNRS) for Oxfordshire, integrating with adaptation strategy	Principal Biodiversity Officer	G
<ul style="list-style-type: none"> • From February to March 2024 the team held 12 workshops, 2 engagement events, and 1 online survey covering a 40-day period, involving over 1,000 people. The responses from this engagement have been analysed to get an understanding of top priorities from nature recovery in the county. • In May 2024 a public webinar was held to present a summary of the outcomes from the survey and workshops. Over 120 people joined the call and more watched the recording. • LNRS launched a mapping tool to identify local places where landowners and organisations were willing to improve or create habitats so the strategy can align with 'willingness' to increase the likelihood that the future recommendations are delivered. Over 170 individual locations were added and 15-20 emails were sent to us with mapped areas that covered larger areas of the county. 		

<ul style="list-style-type: none"> The LNRS partnership has developed the maps, and statutory documents based on local priorities and strategies and these are being prepared to be sent to local authorities, Natural England, and OCC for approval to go online for public consultation between October – November 2024. 		
Develop biodiversity net gain policy	Principal Biodiversity Officer	G
<ul style="list-style-type: none"> This work stream has been on hold since April 2024 due to insufficient staff resource. Work has begun again from September 2024 onwards. Next steps are to report against Biodiversity Actions in 2024, finish drafting the Biodiversity Action Framework and to develop a Biodiversity Action Plan for 2025 these work areas will be the focus up to December 2024. 		
Working with Natural Capital Investment Group for LNP to develop offset model for Oxfordshire	Oxfordshire Local Nature Partnership Manager	G
<ul style="list-style-type: none"> Draft nature market principles and framework draft are substantially progressed, drawing on British Standards Institution (BSI) nature markets framework and existing Oxford Offset Principles; currently assessing inseting strategy (whether to create in-house or utilise potential future BSI/market standard). Expecting to be in near final form (subject to stakeholder review) by end of October 2024. Two potential sites identified and discussions progressing with landowners; one site to test application of nature-based Wilder Carbon standard and another for potential woodland creation project delivering carbon benefits alongside biodiversity and flood protection benefit. Developing an investment fund that would stimulate revenue-generating, financially self-sustaining projects that deliver measurable benefits to biodiversity in alignment with the LNRS. 		
Deliver tree replacement programme, including development of County-wide partnerships and collaborations to increase tree cover.	Head of Environment and Circular Economy / Principal Officer - Arboriculture	G
<ul style="list-style-type: none"> As of April 2024 all Tree Aftercare & Planting Service (TAPS) posts have been fully recruited. The Sutton Farm workshop refurbishment has been completed, providing a viable storage and workspace for the TAPS team. Between May and August 2024, in-house aftercare and watering visits were undertaken by TAPS (>700 trees) and Tree Guardians / Community Groups (>80 trees). The Tree Planting feedback form was launched and promoted, and shows that 95% of respondents were pleased to see that OCC is planting trees, and that 96% of respondents who have seen trees being planted give the quality of planting a 4+ rating out of 5. Tree planting locations have been identified for this season (December 2024 – March 2025) and shared with internal stakeholders (OCC staff) and external stakeholders (parish councils, town councils, and OCC councillors). Letter drops have been made to residents with more than 10 trees planted on their street to raise awareness of the scheme. 		
Community support and engagement		RAG
Develop new climate engagement and comms strategy and activity	Head of Climate Action	G
<ul style="list-style-type: none"> The Climate Engagement Route Map is currently in development. A desktop/literature review has been completed to understand existing policies, partnerships and climate engagement/ survey results. 		

<ul style="list-style-type: none"> We are currently in the participatory phase of information gathering to provide an evidence-base for the route map. This phase consists of: <ul style="list-style-type: none"> A Knowledge, Attitudes and Practices (KAP) survey which was produced and circulated, and now has over 1,000 responses. Policy Lab research on minority groups in climate action Internal Geographical Information Systems mapping of second language data Embedding ourselves within the community at events and meetings with the Community Action Groups (CAG) and Oxfordshire Local Nature Recovery Partnership Oxfordshire Local Nature Partnership (OLNP) to listen and understand. This will launch us into the route map drafting in early 2025. 		
Continue to support scale up of Community Action Group (CAG) network	Head of Environment and Circular Economy	G
<ul style="list-style-type: none"> The CAG annual report for 2023/24 has been delivered. The report showed doubling of events and volunteer hours, indicating that the network continues to grow from strength to strength. 		
Partnership and Strategy		RAG
Support the creation of a Zero Carbon Oxfordshire Climate Partnership	Head of Climate Action	G
<ul style="list-style-type: none"> Work is underway to expand the Zero Carbon Oxford Partnership to a county-wide partnership. A Steering Group meeting was held in October 2024 to make key decisions about the formation of the new partnership, including name, branding and governance structure. 		
Play an active role in networks to promote OCC's work and lobby government	Various	G
<ul style="list-style-type: none"> OCC was nominated for the National Council or Local Authority of the Year at the Energy Efficiency Awards 2024. Members of the Climate Action Team have attended and spoken at a number of different external events, including the Heat Pump Summit, Local Authority Retrofit Forum, UK Real Estate Investment and Infrastructure Forum and the Installer Show. The team have also run a number of workshops to support various programmes including climate engagement, adaptation and off-setting/in-setting with attendees from the district councils and other local organisations. The potential for locally led Climate Action has been a core theme in the council's engagements with central government on devolution. The council continues to work jointly in a number of formal and informal forums on activity to tackle the climate emergency, including through the Greater South East Net Zero Hub, Local Nature Partnership, Future Oxfordshire Partnership, LEO and the Low Carbon Hub, and actively leading a number a workstreams under the Zero Carbon Oxford Partnership (ZCOP). Partnership with Oxfordshire businesses has continued through the Oxfordshire Greentech network, with the council supporting their Climate Solutions Conference in March 24. The council is an active member of the following key national networks through which it shares best practice with other local authorities and lobbies government on national climate policy: UK100, Association of Directors of Environment, Planning and Transport Climate Change and Environment Boards (ADEPT), Local Government Association Sustainability Action Network, Association of Public Service Excellence Energy (APSE) network. 		

Annex 2 – Oxfordshire Greenhouse Gas Emissions: Annual Report

Executive Summary

1. This report summarises the latest greenhouse gas emissions data for Oxfordshire (published by the Department for Energy Security and Net Zero in June 2024).
2. Sources in Oxfordshire accounted for 4,063.9 ktCO₂e in 2022 (latest available data), equivalent to 5.5 tCO₂e per person, above the national average (5.1 tCO₂e).
3. Transport was the highest emitting sector, accounting for over one third (38%) of all emissions, with the domestic sector accounting for just under a quarter of emissions (23%).
4. This represents a slight increase in transport emissions and a slight decrease in domestic emissions compared to 2021.
5. Overall trends however show a steady decrease in emissions over time, with countywide emissions in 2022 37% lower than the baseline year (2008).
6. The Oxfordshire Net Zero Route Map and Action Plan (ONZRMAP) has provided five-yearly countywide carbon budgets which map the county's total emissions under the 'Oxfordshire Leading the Way' trajectory to net zero in 2050. The ONZRMAP indicates an annual average reduction of 9% will be needed between 2021 and 2025 to stay within the five-year cumulative budget. For the first time, Oxfordshire's emissions have not met the trajectory necessary to adhere to the carbon budgets. However, since 2021 the county has been following the English emissions trajectory.

Introduction

7. The Future Oxfordshire Partnership (FOP) Net Zero Route Map and Action Plan, published in 2023¹, sets a pathway for the county to achieve net zero by 2050 (with intermediate emission reduction milestones at 2025, 2030 and 2040). The Route Map is based on the 'Oxfordshire leading the way' scenario set out in the Pathways to Zero Carbon Oxfordshire (PaZCO) report published by the University of Oxford in 2021².
8. To track progress toward the net zero emissions target FOP members agreed to receive an annual summary of area-based greenhouse gas emissions data for Oxfordshire by sector.
9. This report presents the latest data (2022) on emissions by local authority area published by the Department for Energy Security and Net Zero in June 2024, assesses trends over time and progress toward the countywide emission reduction targets³.

Countywide Emissions by Sector

10. The latest greenhouse gas emissions data published by the Department for Energy Security and Net Zero (DESNZ)⁴ show that 4,063.9 kilotonnes of greenhouse gases

¹ [Net Zero Route Map & Action Plan](#) (City Science, 2023)

² [Pathways to a Zero Carbon Oxfordshire](#) (Environmental Change Institute, 2021)

³ The emissions baseline and modelling in the Net Zero Route Map and Action Plan is based on earlier releases of the DESNZ dataset. As the data series is subject to revision with each new release (as data sources and methodologies improve), figures on past emissions in this update report may differ from those in the City Science report.

⁴ All data and figures in this report are sourced from the [UK local authority and regional greenhouse gas emissions national statistics, 2005 to 2022 \(published June 2024\)](#) unless otherwise stated.

(expressed as kilotonnes of CO₂ equivalent, ktCO₂e⁵) were emitted from sources in Oxfordshire during 2022, equivalent to 5.5 tCO₂e per person.

- Emissions per person were above the average across England (5.1 tCO₂e) and the South East region (4.4 tCO₂e).
- Transport was the highest emitting sector Figure 1, accounting for over one third (38%) of all emissions. The highest proportion of transport emissions was from vehicles travelling on A roads across the county Figure 2
- The domestic sector accounted for just under one quarter of total emissions (23%), with the greatest proportion of emissions (59%) from use of gas.

11. A breakdown of emissions by broad sector is provided in Figure 1, whilst Figure 2 provides further detail on emissions by source.

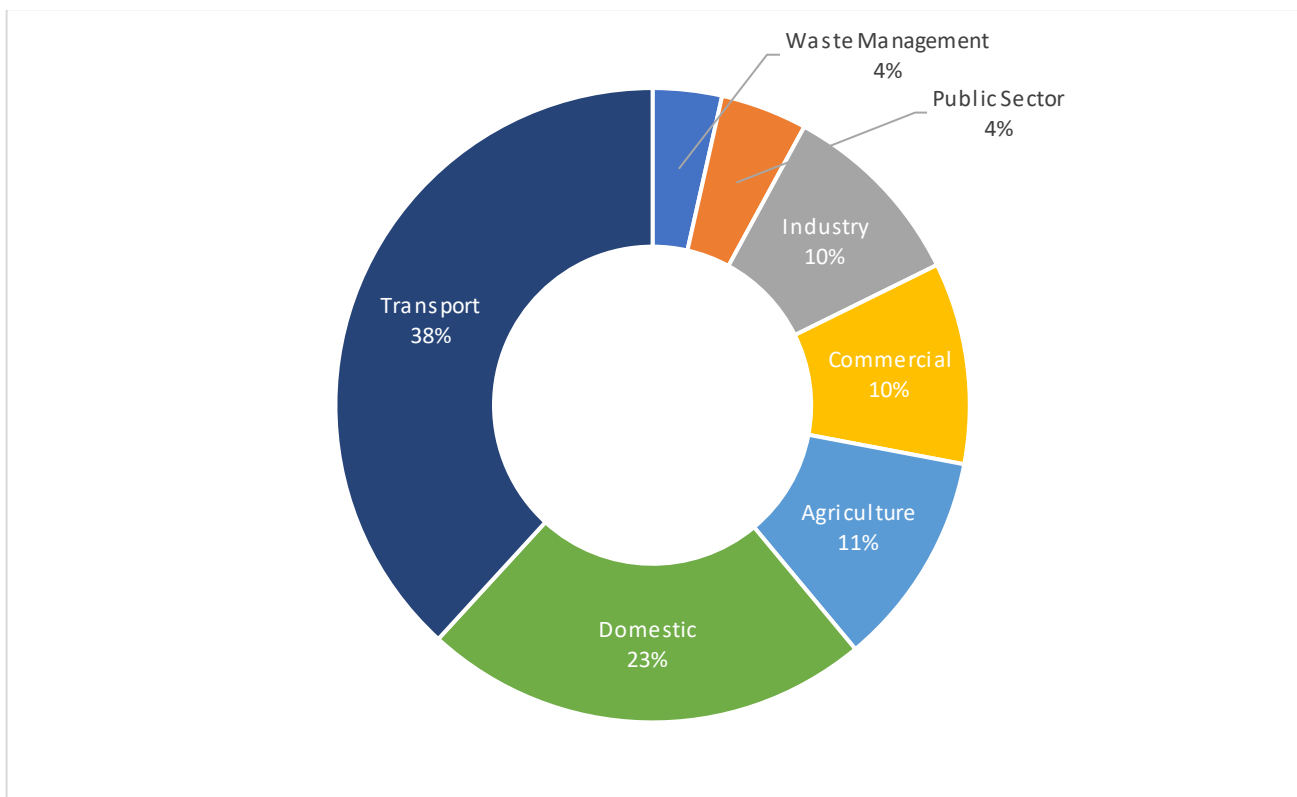


Figure 1: Oxfordshire greenhouse gas emissions by sector (2022)

⁵ The 2024 release includes data for carbon dioxide, nitrous oxide and methane by local authority area, all figures used in this section (unless otherwise stated) are for total greenhouse gas emissions expressed as carbon dioxide equivalents CO₂e. Across Oxfordshire, carbon dioxide accounts for 86% of the total emissions, nitrous oxide 5% and methane 9%. Datasets published in 2021 or earlier cover carbon dioxide emissions only.

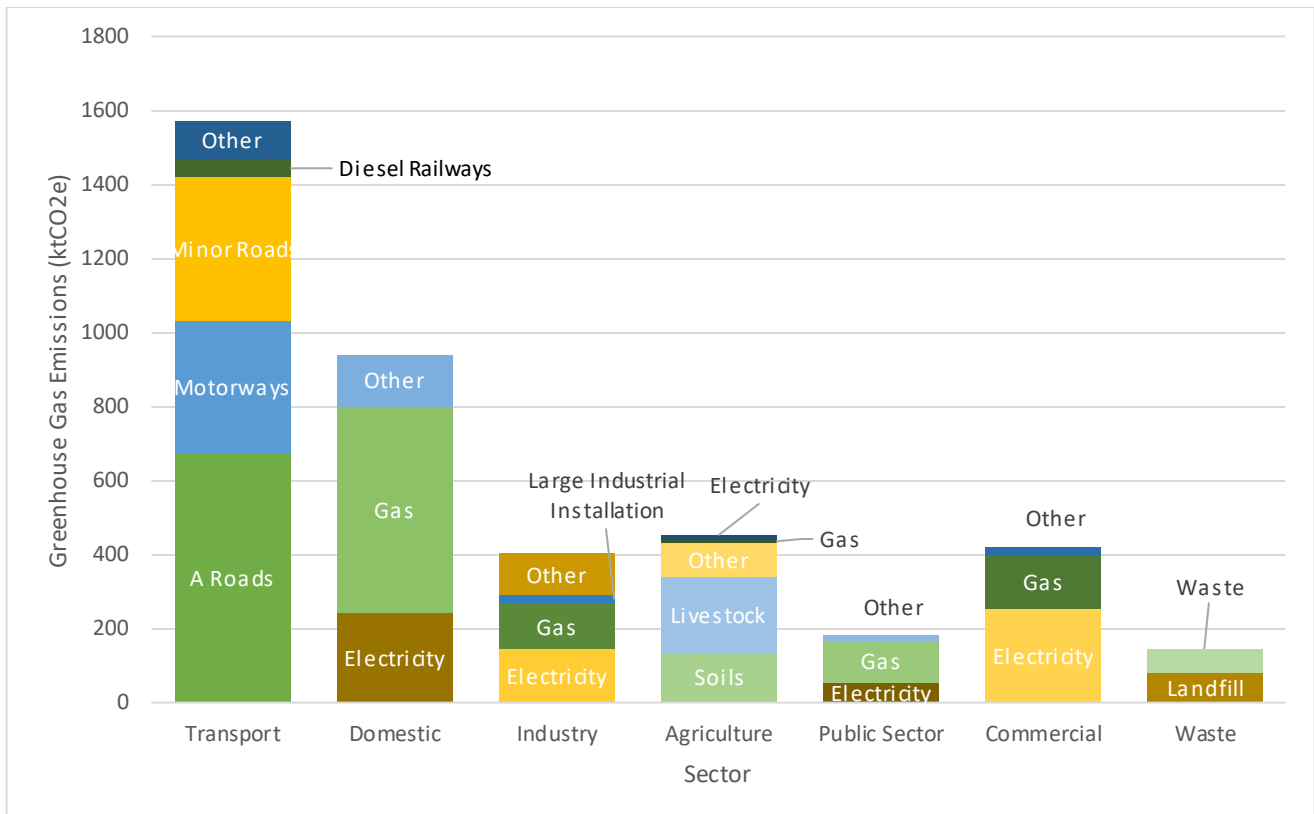


Figure 2: Oxfordshire emissions by sector and source (2022)

Countywide Emissions Over Time – Comparison with Previous Years

12. For this update we have looked back at emissions data for the past four years – 2019 to 2022 – with a view to distinguishing the widespread impact of the Covid-19 pandemic and the subsequent rebound on emissions from overall trends. These impacts are reflected across most UK local authority areas.
13. In Oxfordshire, emissions from transport showed the greatest reduction from 2019 to 2022 (14% lower). Transport emissions have increased by 11% compared to 2020, which is unsurprising given the impact of the Covid-19 lockdowns, but has only increased by 1% compared to 2021.
14. Emissions have either decreased or stayed the same in all sectors between 2019 and 2022:
 - Other than transport, the greatest decreases since 2019 are from waste management and domestic emissions (12% and 10% respectively).
 - Public sector emissions have showed no overall change since 2019, although there has been a decrease in emissions (2%) between 2021 and 2022.

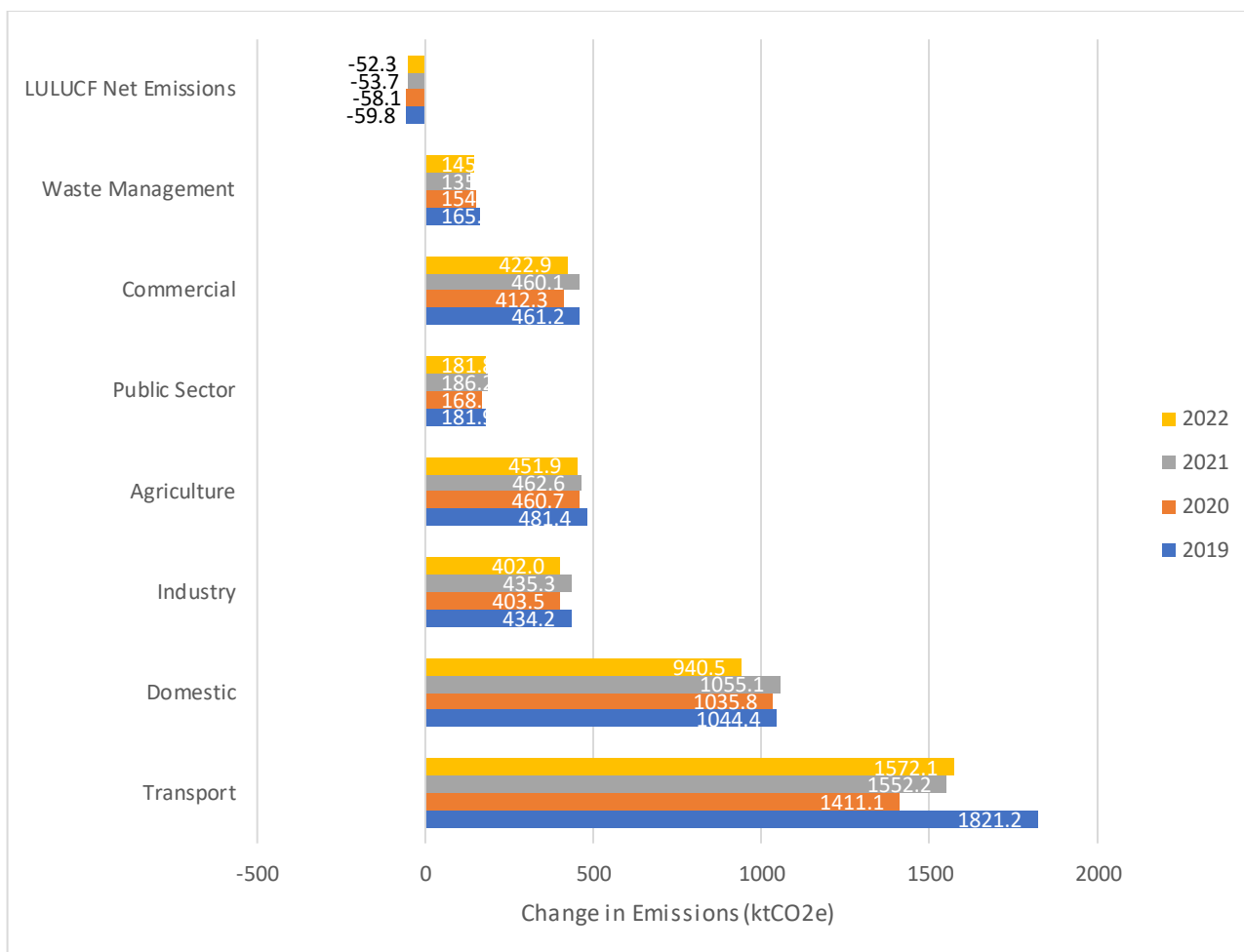


Figure 3: Change in Oxfordshire emissions over time by sector (ktCO₂e)

Countywide Emissions Over Time – Comparison Against Baseline

15. Whilst the Route Map and Action Plan uses 2020 as the base year, previously adopted countywide targets have measured progress against a 2008 baseline. The following section provides a summary of changes over this time period.
16. Total greenhouse gas emissions from sources in Oxfordshire have fallen by just over one third (37%) since 2008. Emission reductions are seen across all sectors (Figure 4, Figure 5 and Figure 6) including:
 - 69% reduction from waste management sources
 - 58% reduction from the commercial sector
 - 42% reduction from the domestic sector, which is a greater reduction than that of 2021 and largely driven by grid decarbonisation affecting electricity emissions.
 - A 15% reduction of emissions from transport, although emissions have continued to increase since the Covid-19 pandemic in 2020.

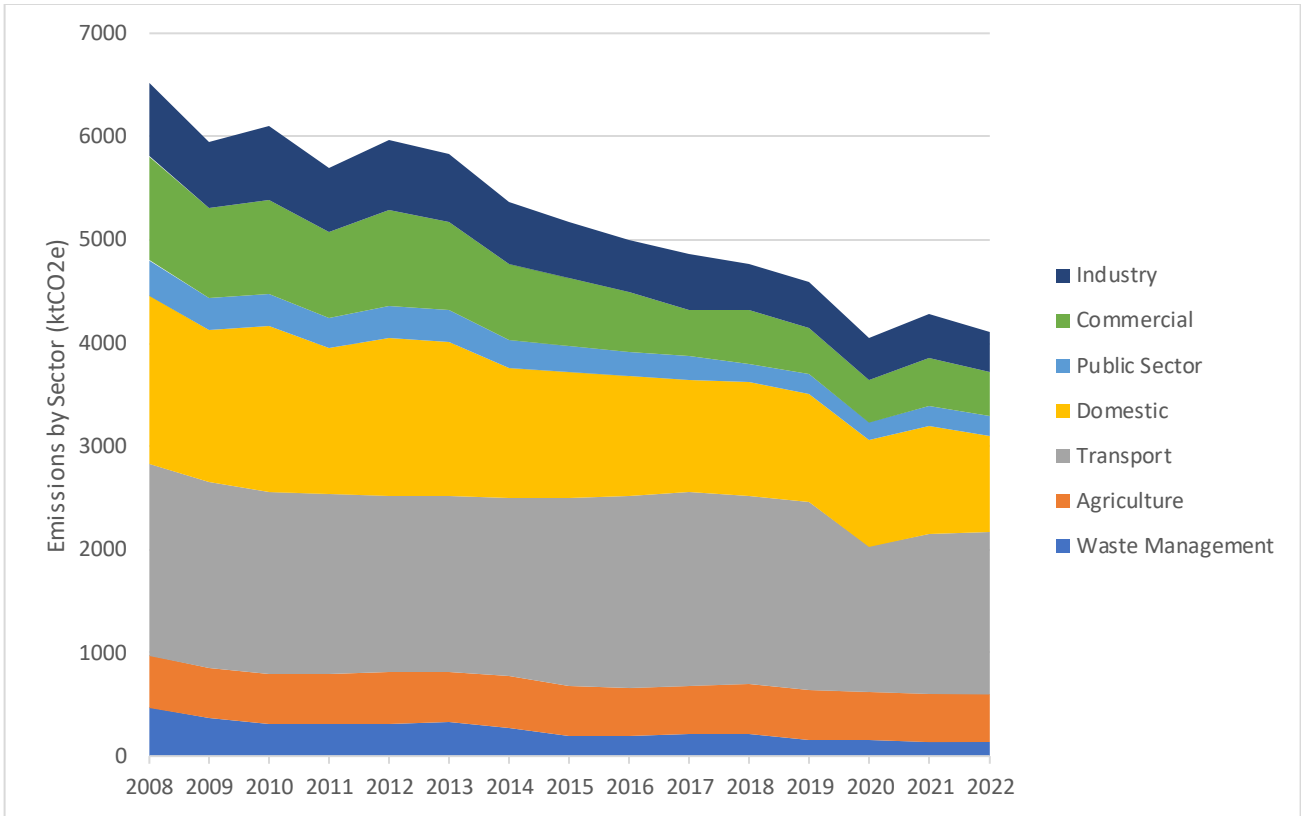


Figure 4: Greenhouse gas emission by sector from 2008 to 2022

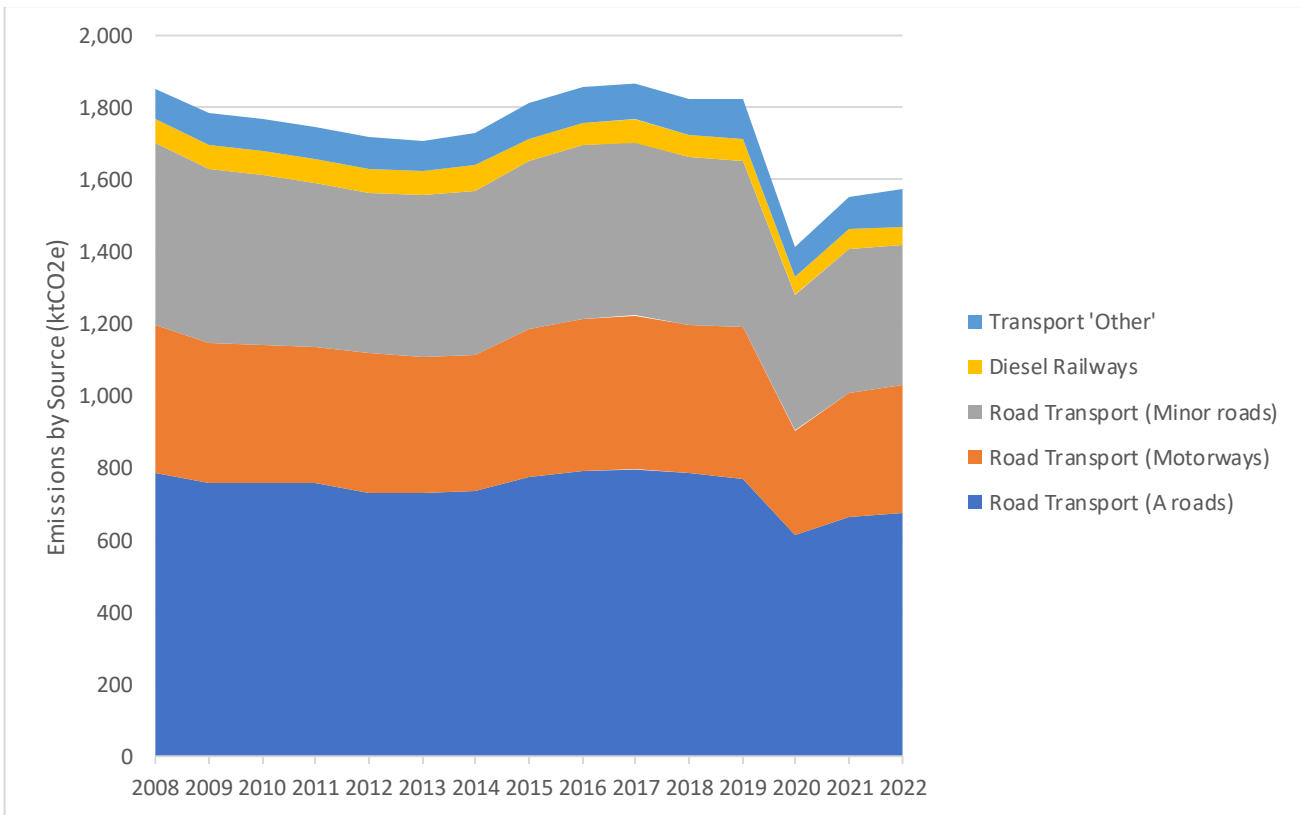


Figure 5: Transport emissions by source⁶ 2008 to 2022

⁶ Excludes aviation emissions

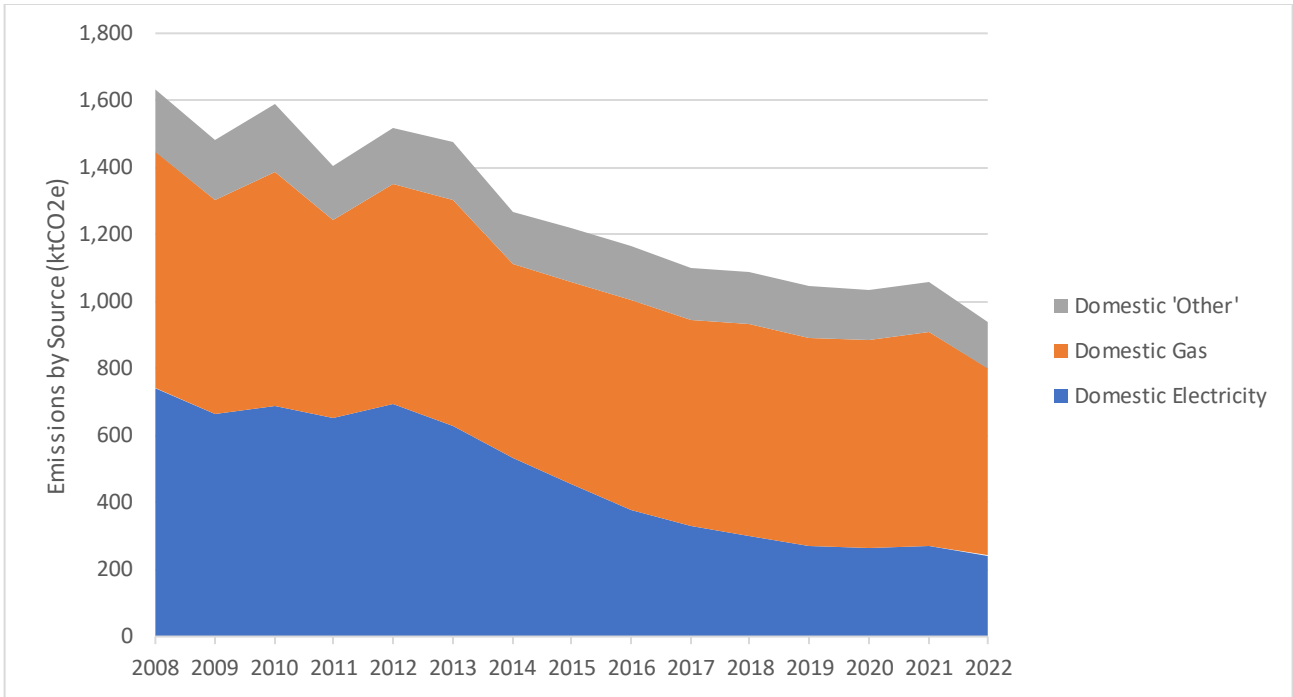


Figure 6: Domestic emissions by source 2008 to 2022

Monitoring Progress Towards Net Zero – Carbon Budgets

17. To inform progress toward the county's net zero target, the Oxfordshire Net Zero Route Map and Action Plan (ONZRMAP) has provided five-yearly countywide carbon budgets (starting from 2021 and ending in 2050), based on combined projected emissions of carbon dioxide across the industrial, commercial, domestic and transport sectors⁷ (Figure 7).

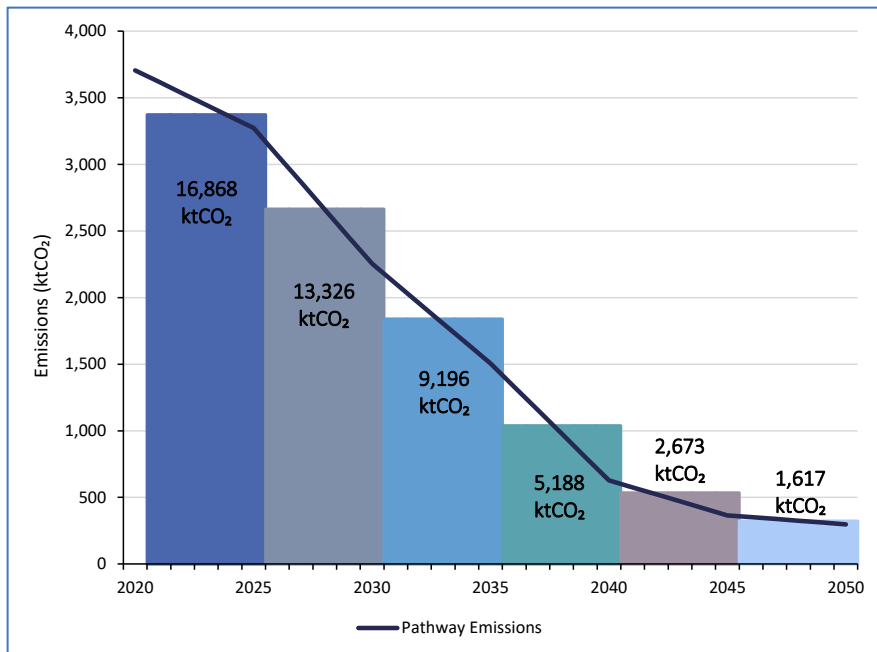


Figure 7: Oxfordshire Five Yearly Carbon Budgets

⁷ NB: The budgets only include CO₂ emissions, the dataset presented in the previous section includes emissions of nitrous oxides and methane.

18. The carbon budgets are the maximum quantity of cumulative emissions which can be emitted within the five-year period that will not exceed the projected pathway and provide a useful tool to monitor progress.
19. These budgets were set under the 'Oxfordshire Leading the Way' scenario, which combined widespread cultural and behavioural change with high deployment of new local electricity generation. This is an ambitious pathway that goes beyond national commitments, and the carbon budgets reflect this level of ambition.
20. A total of 3,413 kt CO₂ was emitted from these sectors in 2022, accounting for 20.2% of the 2021-2025 budget. The ONZRMAP indicates an annual average reduction of 9% will be needed between 2021 and 2025 to stay within the 5 year cumulative budget, with an annual average carbon budget of 3,374 kt CO₂ for the first budget period. Between 2021 and 2022 CO₂ emissions decreased by 5%, compared to the 9% necessary to be consistent with the ONZRMAP budget.
21. Since the COVID-19 pandemic, emissions have rebounded, and have not decreased at the rate necessary to stay within the carbon budgets outlined in the ONZRMAP. However, further analysis has shown that Oxfordshire is still within the carbon budget set by the Climate Change Committee, and extrapolation of historic CO₂ emissions data suggests that the county may recover its position in relation to the ONZRMAP carbon budgets later in this budget period. A comparison with other local authorities in England with a similar profile to Oxfordshire shows that the changes in annual emissions within the county is consistent with these comparator authorities.
22. There are also external factors which have affected Oxfordshire's carbon emissions, such as the carbon intensity of the grid. This increased up to 2021 due to the proportion of gas and coal in the fuel mix, but has been decreasing since this point.
23. Data on emissions is currently limited, as DESNZ reporting runs two years behind, however this trajectory will be updated in future reports to understand the full implications on Oxfordshire's progress towards net zero.

Taking Action to Decarbonise

24. Decarbonisation across the county is informed by the actions set out in the ONZRMAP, including vehicle electrification, retrofit, development of a Local Area Energy Plan and carbon sequestration.
25. More ambitious government policy is required in many areas to support the continued decarbonisation of transport, buildings and other areas which are largely outside of the control of the county.
26. There has been some progress from the new government, including lifting the de facto ban on onshore wind generation, consultations on planning reform, the launch of Great British Energy, and the announcement of the Warm Homes – Local Grant to address energy performance and heating of low-income households in England.

Emissions by District – Overall Emissions

27. The greenhouse gas emissions data provides a breakdown of the emissions for each of the five districts within Oxfordshire. This section addresses the overall emissions from each district, as well as a breakdown by sector and source.
28. Figure 8 shows the breakdown of emissions from each district. West Oxfordshire has the lowest overall emissions at 596 kt CO₂e, and Cherwell has the highest at 1,162.9 kt CO₂e due to the presence of the M40 within the district.
29. These results are reflected in the emissions per capita (Figure 9), with per capita emissions lowest in Oxford City (3.7 kt CO₂e) and highest in Cherwell (7.1 ktCO₂e).

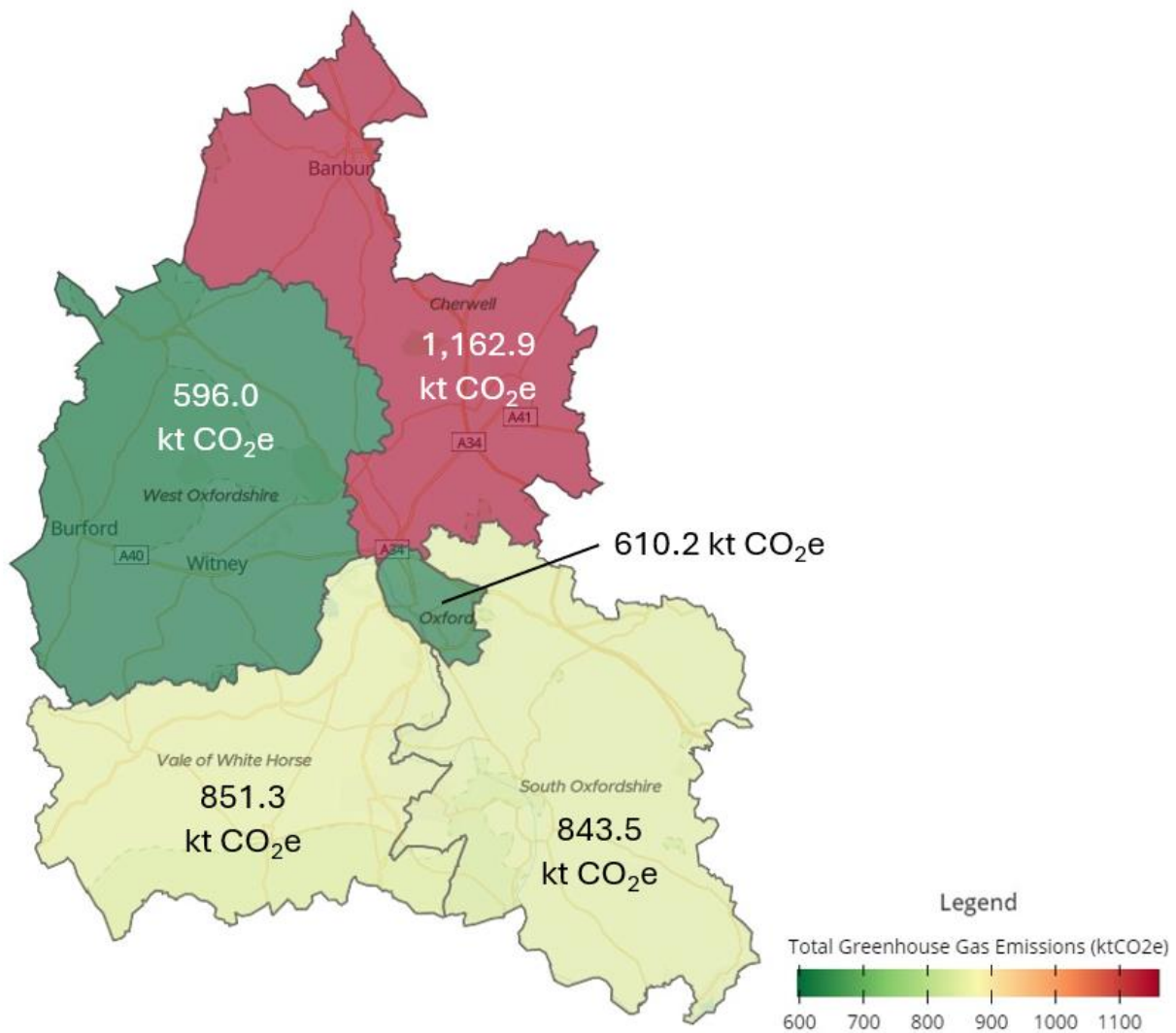


Figure 8: Overall Greenhouse Gas Emissions by District (2022)

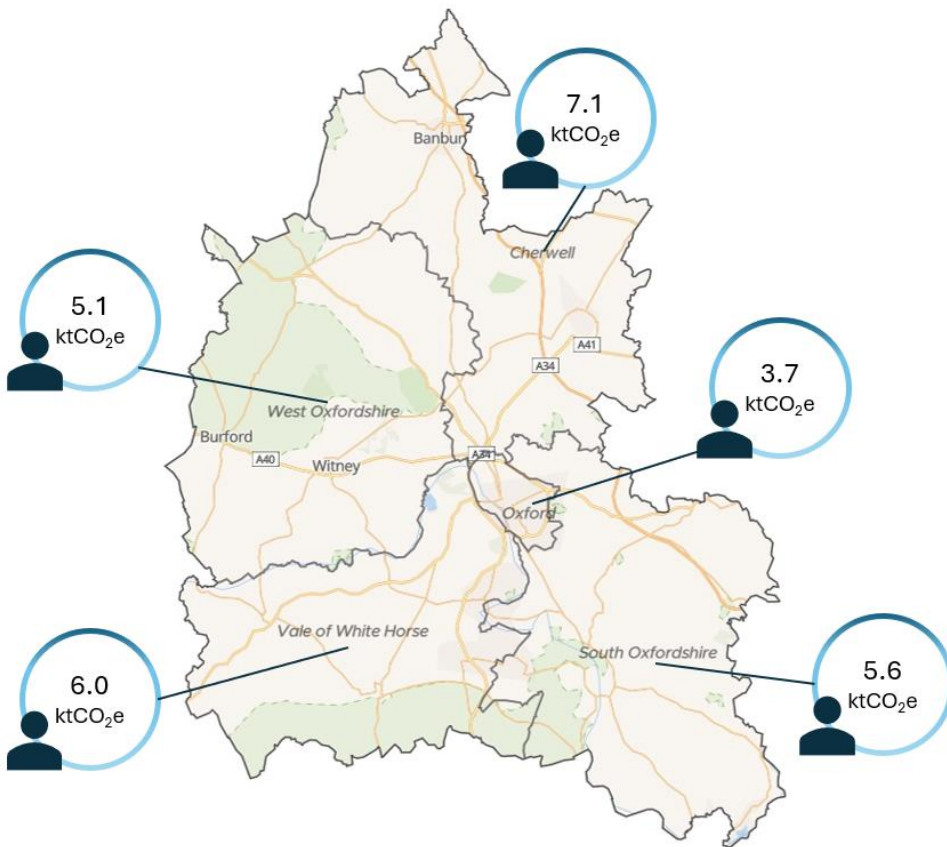


Figure 9: Per Capita Emissions by District (2022)

30. Figure 10 shows the change in emissions within each district from 2019 to 2022. Emissions have fallen in all five districts; the greatest decrease in emissions was seen in South Oxfordshire (12% decrease) followed by Cherwell (11%). The smallest decrease is in Oxford City (8%). Much of the decrease in emissions is likely to be driven by grid decarbonisation and electrification of fleets and services.

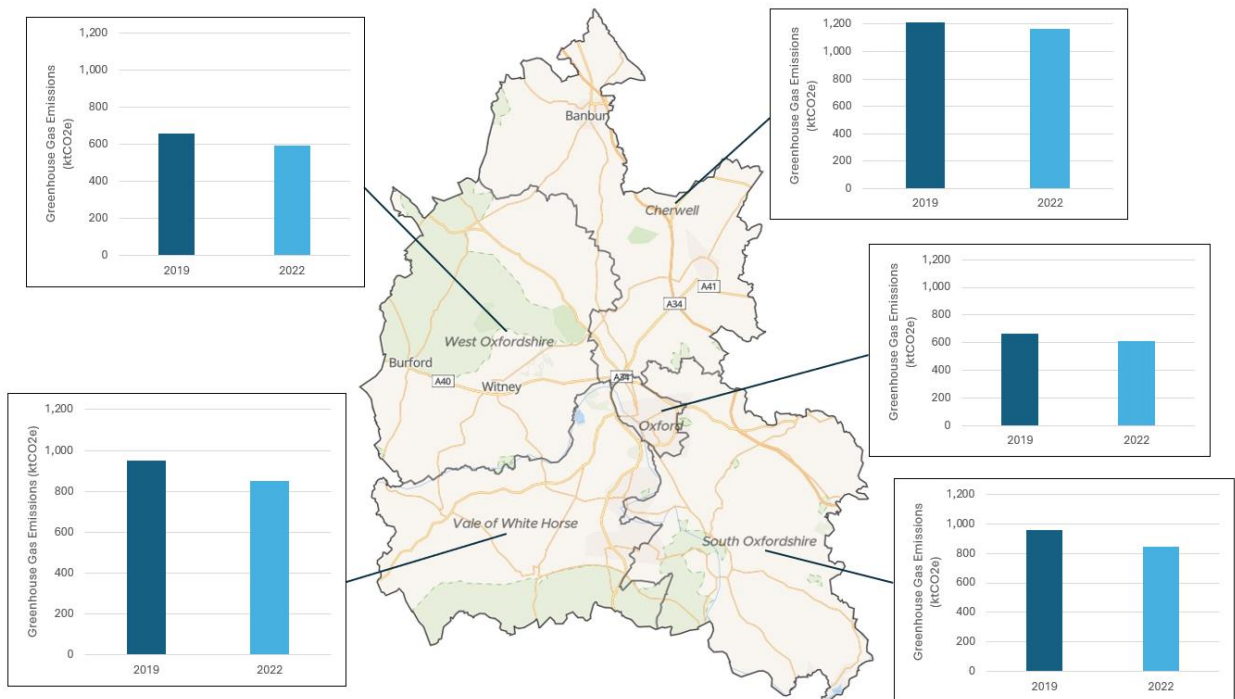


Figure 10: Change in Greenhouse Gas Emissions from 2021 to 2022 by District

Emissions by District – Source and Sector

31. This section provides an overview of district emissions by source and sector. Full results for each district are provided in Annex 1.
32. Figure 11 shows the proportion of emissions from each of the seven sectors. Transport comprises the majority of emissions in three districts; Cherwell (48%), Vale of White Horse (42%) and South Oxfordshire (41%). The M40 and the A34 run through these districts and contribute significantly to the overall emissions from transport. Domestic emissions make up the second largest proportion in all districts (between 18 and 27%) followed by agriculture in every district other than Oxford City where commercial sources produce 22% of emissions. This reflects the different economic composition of the districts, with a greater focus on agricultural activity in rural areas.

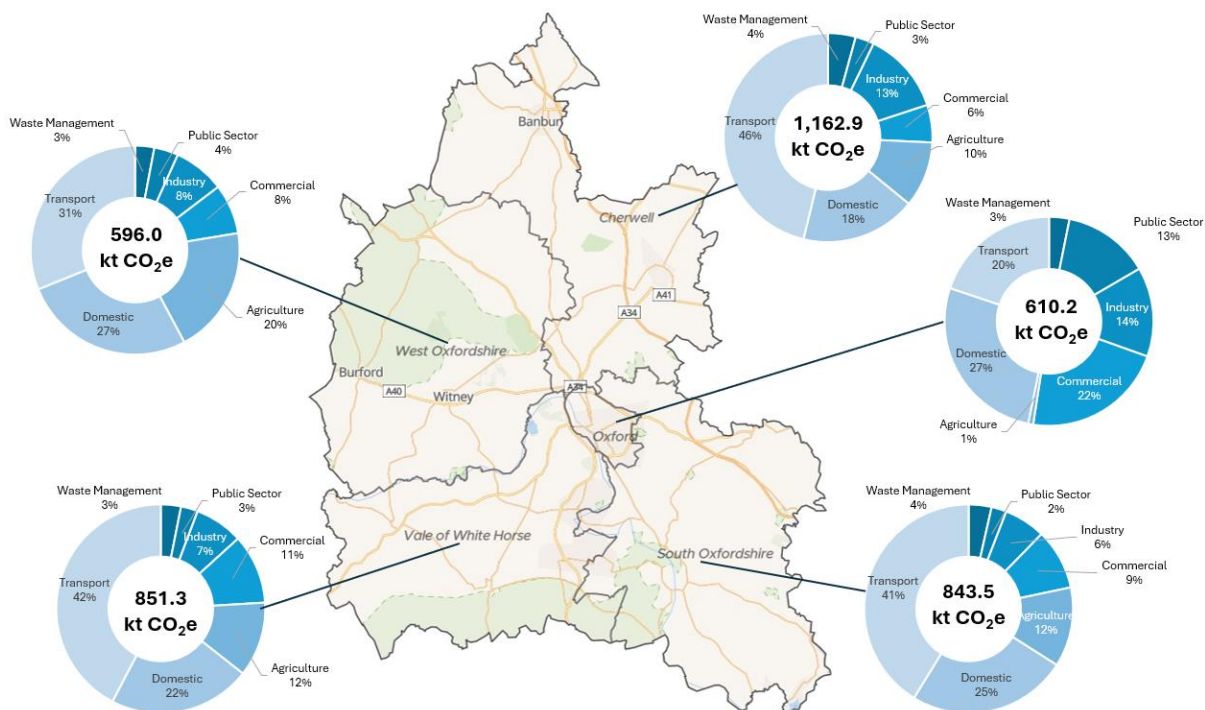


Figure 11: District Emissions by Sector (2022)

33. The greatest variation in emissions sources across the county is in transport, where the proportion of emissions from A-roads and motorways varies significantly between districts. Within the domestic sector, Oxford City has the highest proportion of emissions from gas. For the industrial sector, South Oxfordshire is the only district where electricity is responsible for the majority of sectoral emissions.

Emissions by District – Emissions Over Time

34. Since 2008, there has been a reduction in emissions across all sectors and all districts, other than agriculture in Oxford City (although the absolute difference in emissions is just 1.8ktCO₂e).
35. Table 1 shows the reduction in emissions since the baseline year (2008), and a full breakdown of emissions is provided in Annex 2. Waste management has seen the greatest reduction in emissions over time (although this only accounts for a small proportion of emissions overall), followed by emissions from commercial sources. Industrial emissions reductions have the greatest variation between districts (40%).

	West Oxfordshire	Vale of White Horse	City	Cherwell	South Oxfordshire
Waste Management	-76%	-70%	-82%	-54%	-68%
Agriculture	-12%	-12%	59%	-16%	-2%
Transport	-17%	-12%	-24%	-13%	-17%
Domestic	-43%	-41%	-45%	-41%	-42%
Public Sector	-36%	-49%	-52%	-25%	-49%
Commercial	-53%	-54%	-59%	-58%	-63%
Industry	-41%	-47%	-19%	-45%	-59%

Table 1: Percentage reduction in emissions between 2008 and 2022 by district and sector

Conclusion

36. Sources in Oxfordshire accounted for 4,063.9 kt CO₂e in 2022 (latest available data), 4% lower than in 2021 and 10% lower than in 2019 – there has been a recovery in most sectors since the 2020 Covid-19 pandemic but efforts to decarbonise have resulted in a decrease in emissions in most sectors since 2021.
37. Emissions have fallen by 37% since 2008 (the baseline year for the countywide target).
38. Transport and waste management are the only sectors which have seen an increase in emissions since 2021.

Annex:

- 1 – District Emissions by Source
- 2 – Change in District Emissions Over Time

Report by: Aoife Dudley, Zero Carbon Oxfordshire Policy & Projects Lead
 Contact Officer: Aoife Dudley, Zero Carbon Oxfordshire Policy & Projects Lead,
aoife.dudley@oxfordshire.gov.uk, 07867467797.

October 2024

Annex 1: District Emissions by Source

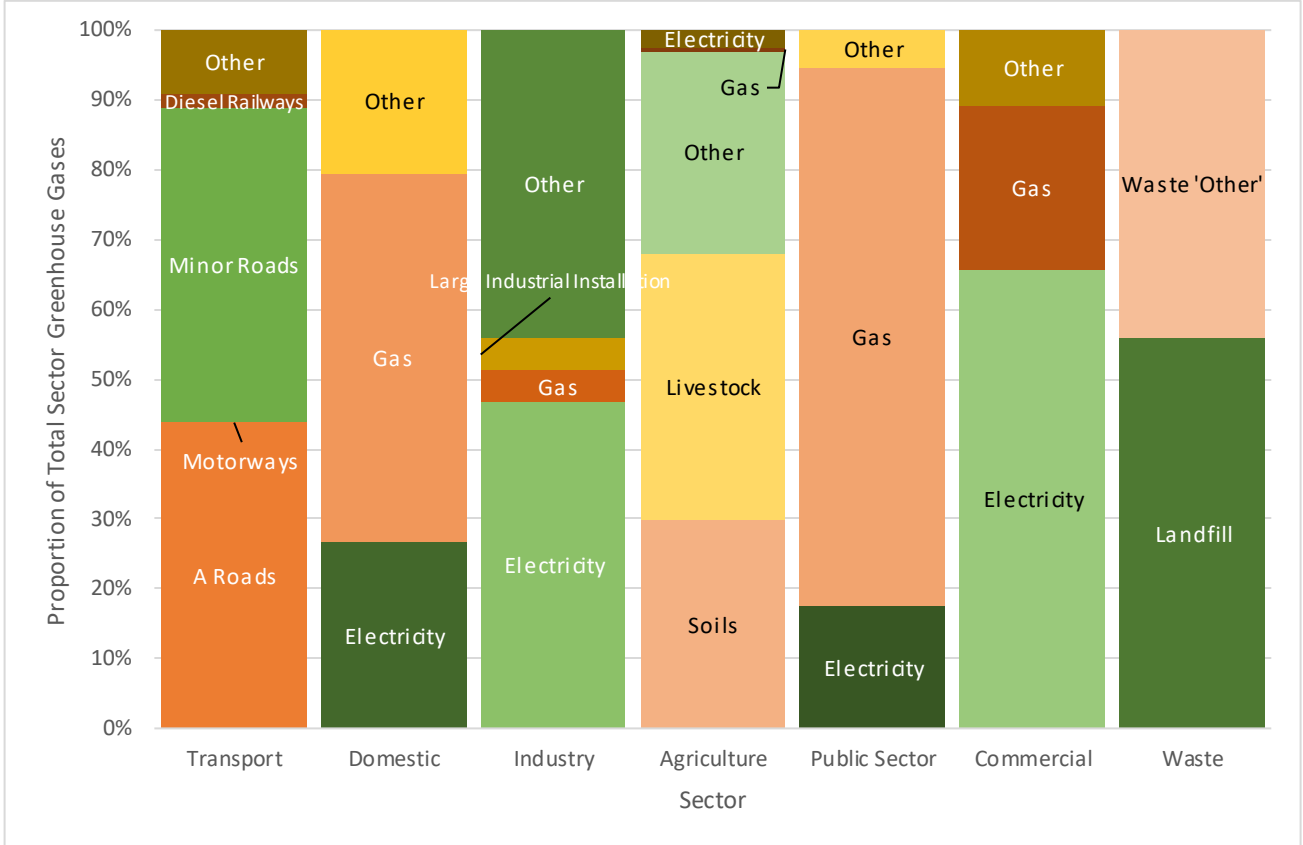


Figure 12: District emissions by sector and source (West Oxfordshire)

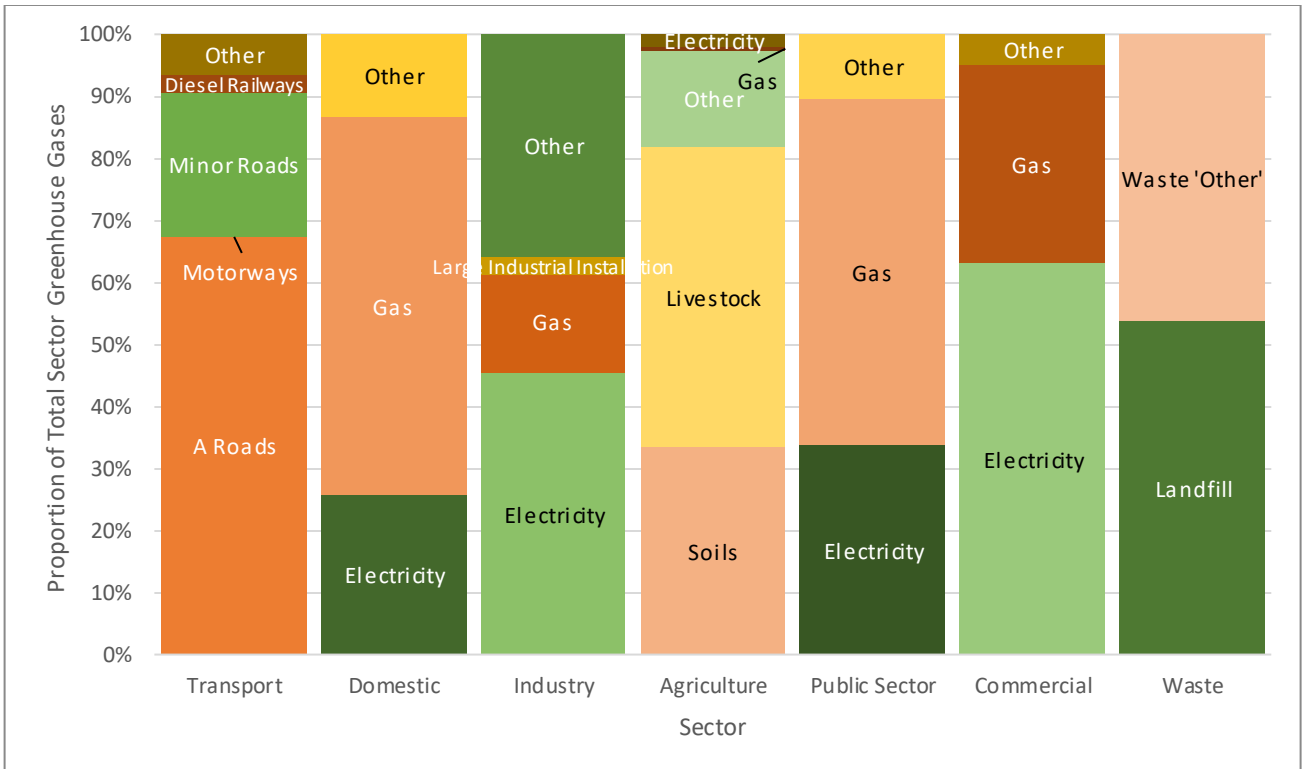


Figure 13: District emissions by sector and source (Vale of White Horse)

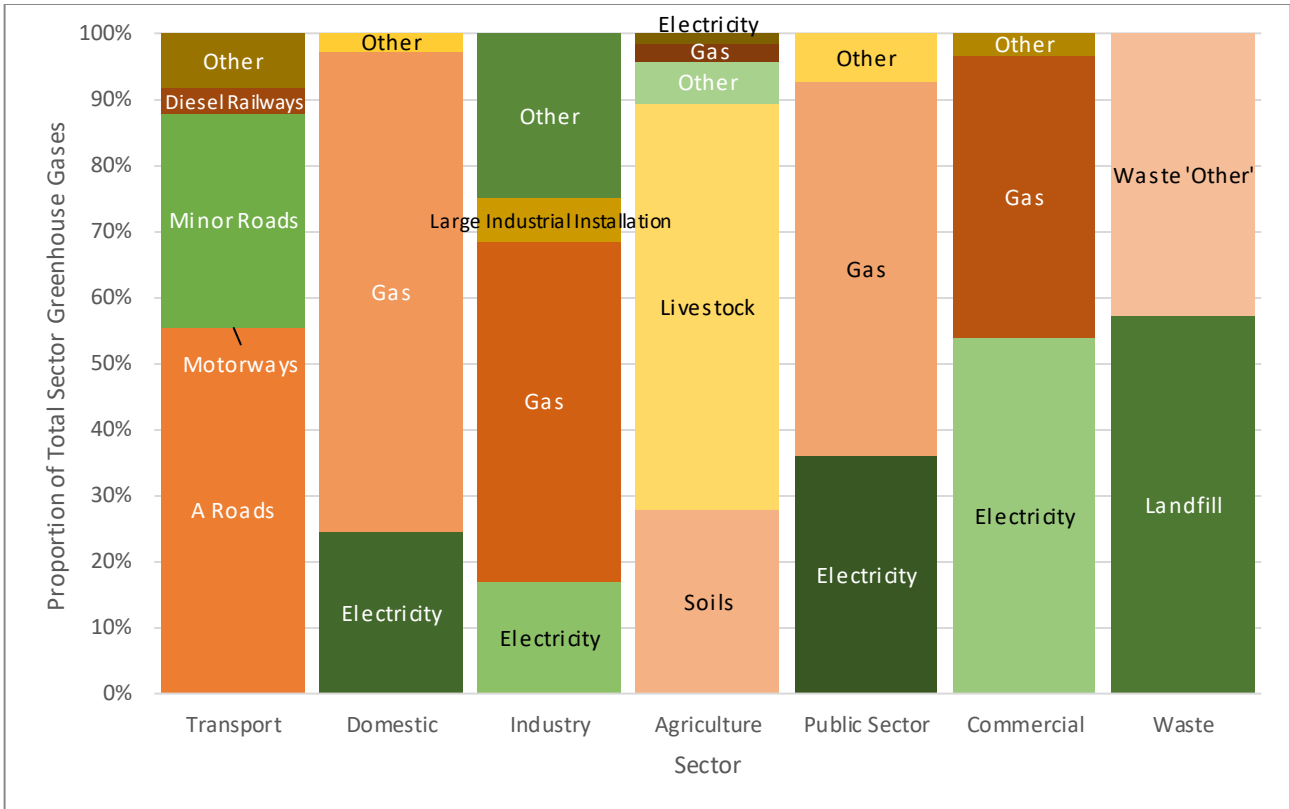


Figure 14: District emissions by sector and source (Oxford City)

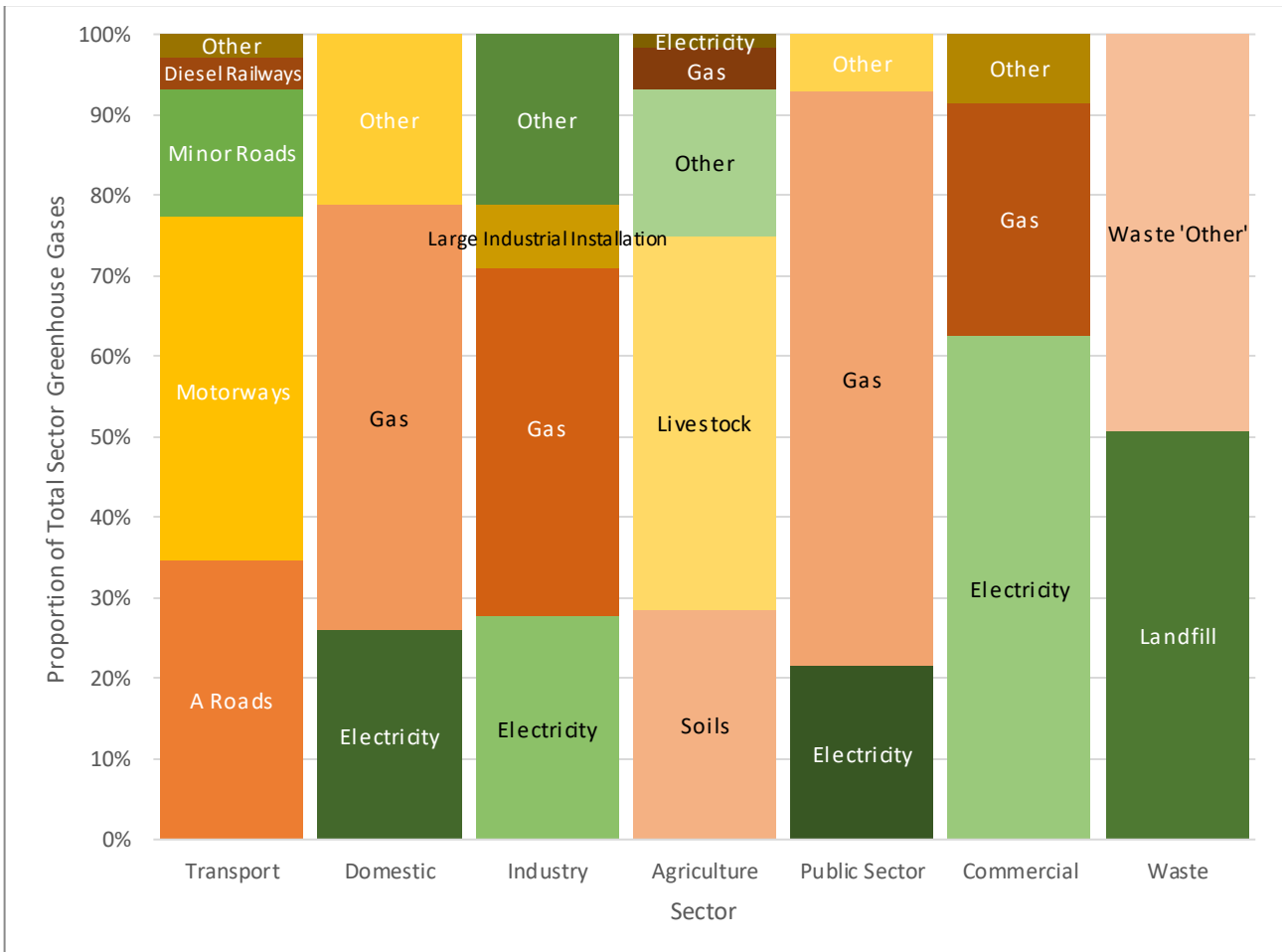


Figure 15: District emissions by sector and source (Cherwell)

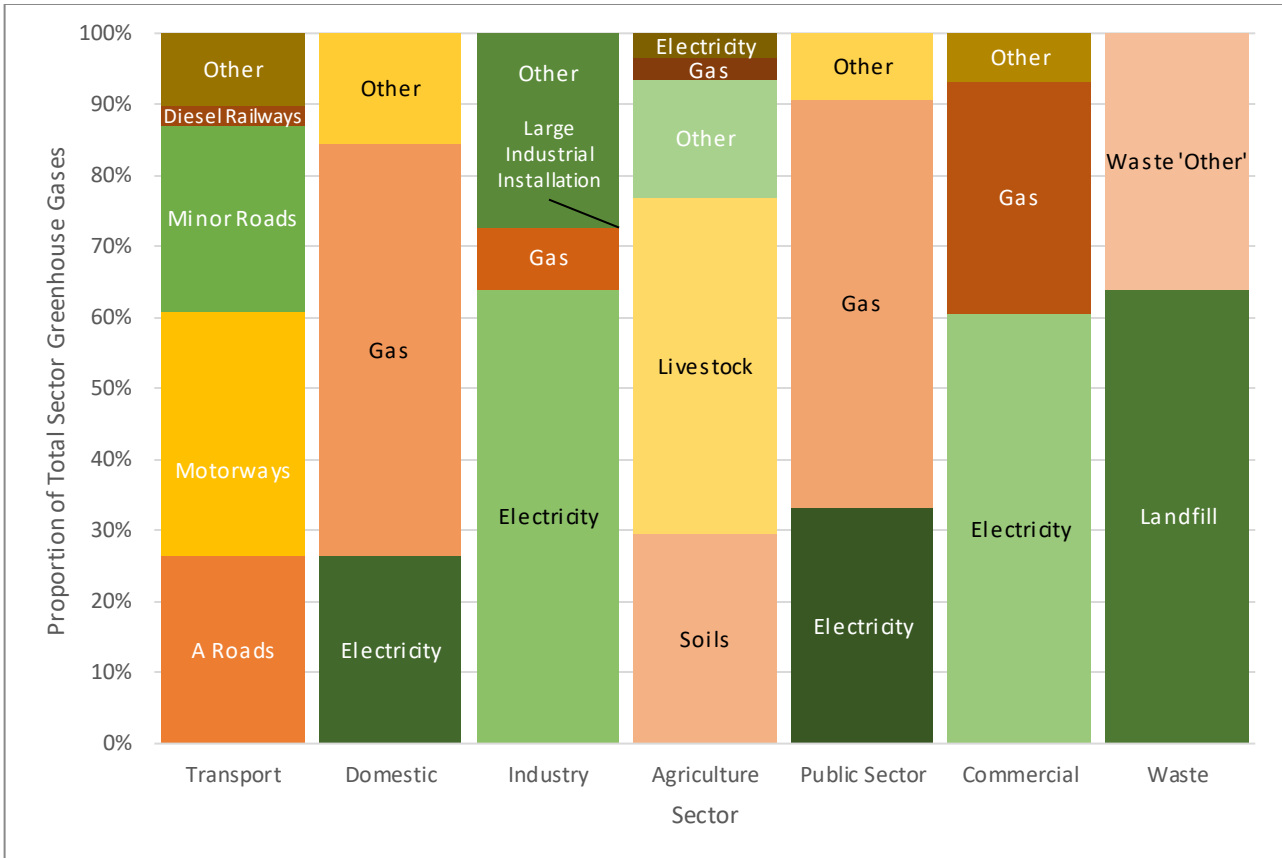


Figure 16: District emissions by sector and source (South Oxfordshire)

Annex 2: Change in District Emissions Over Time

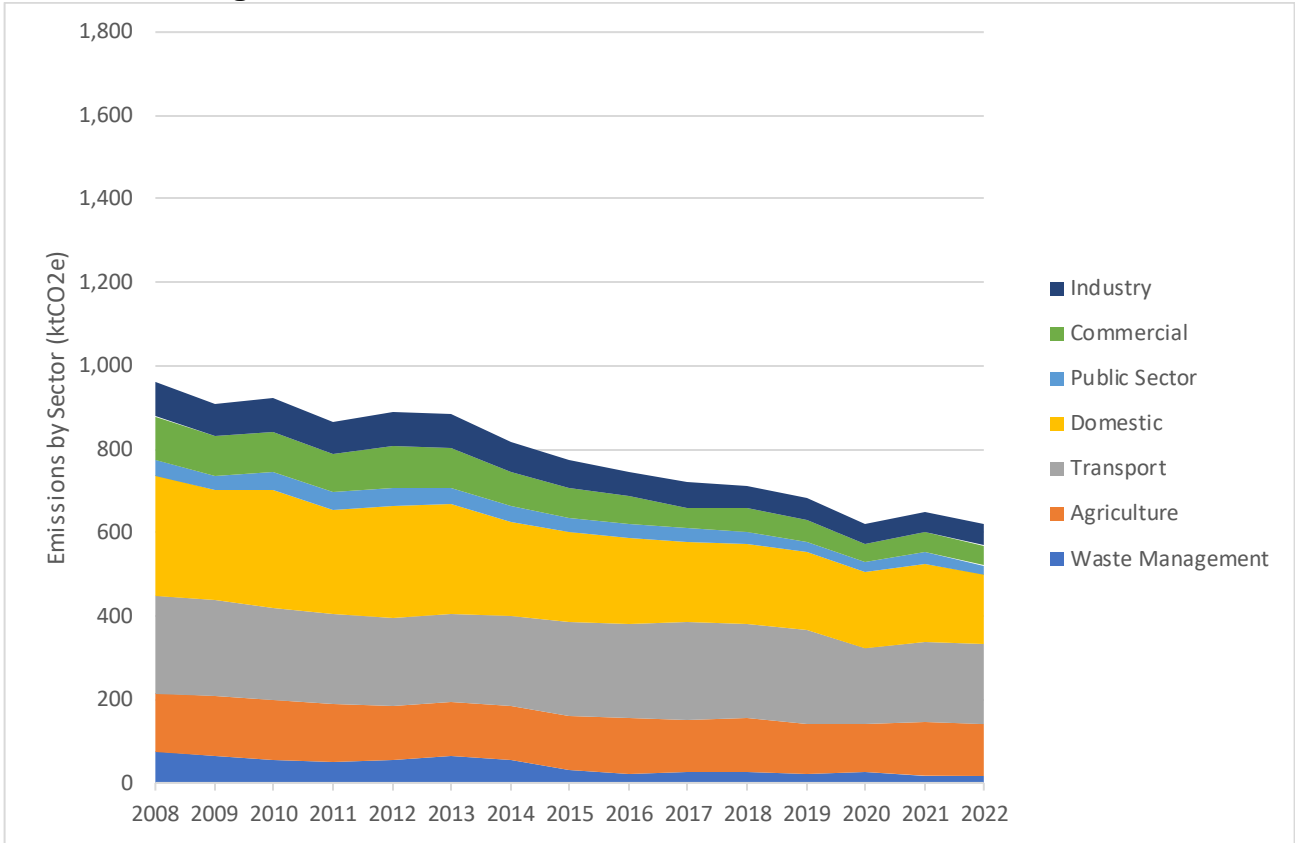


Figure 17: District emissions by sector 2008 - 2022 (West Oxfordshire)

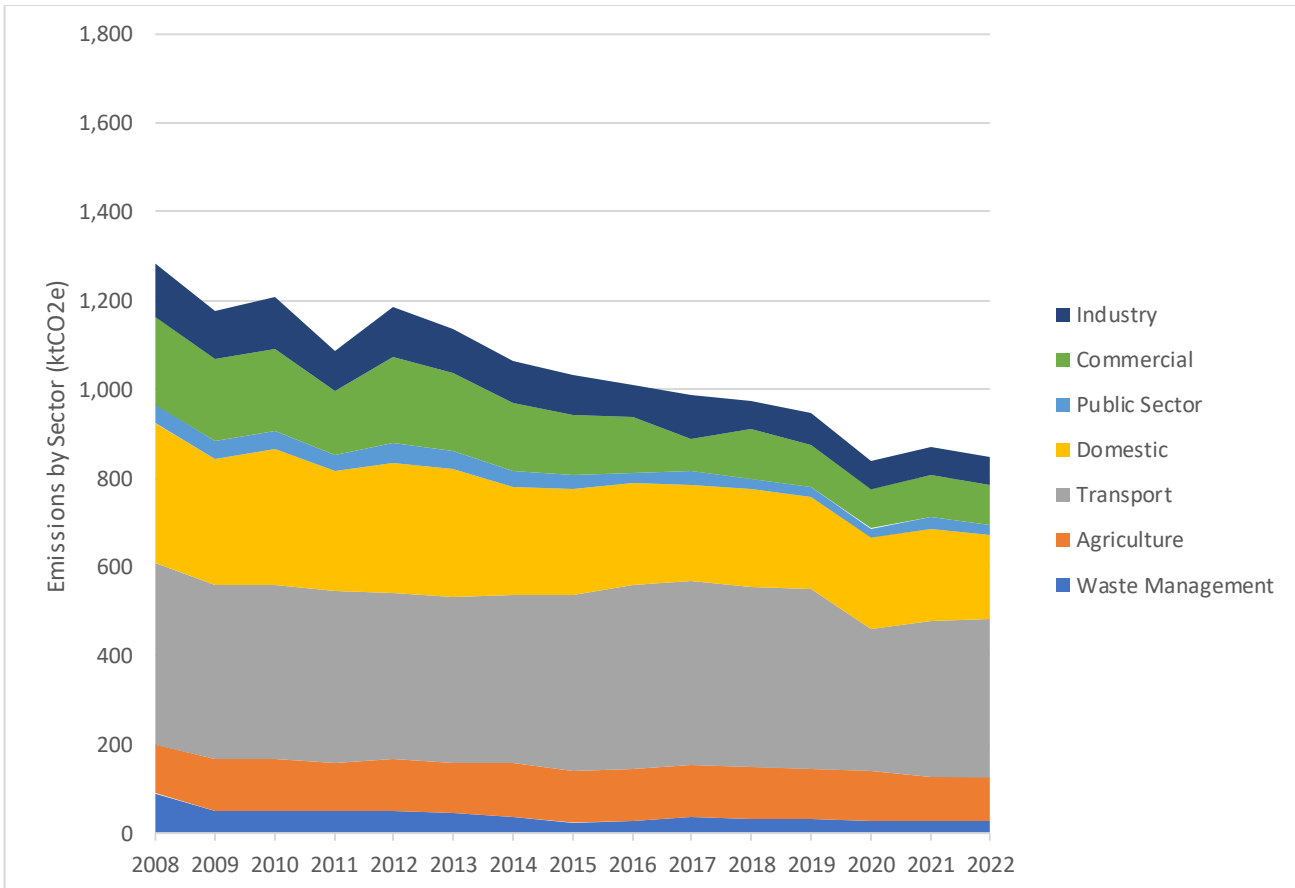


Figure 18: District emissions by sector 2008 - 2022 (Vale of White Horse)

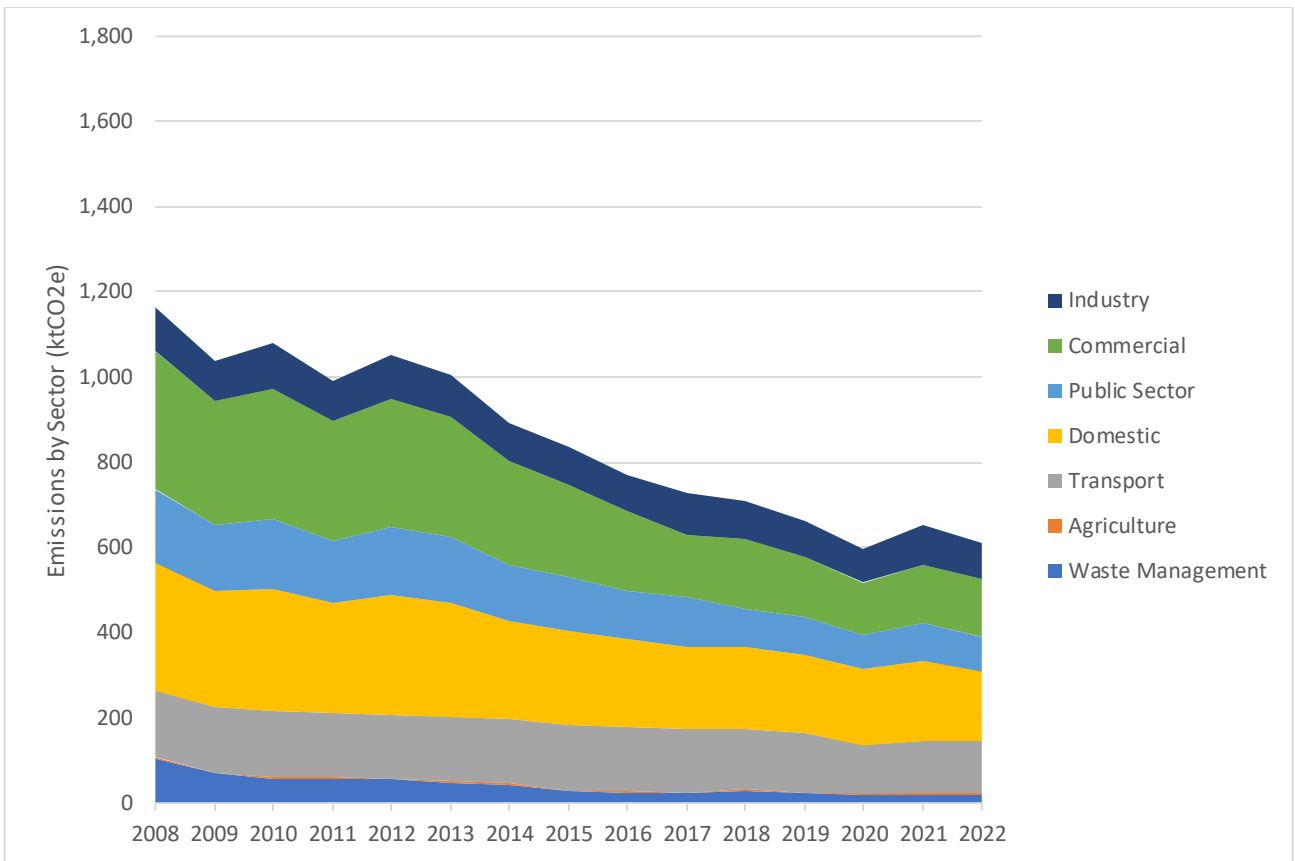


Figure 19: District emissions by sector 2008 - 2022 (Oxford City)

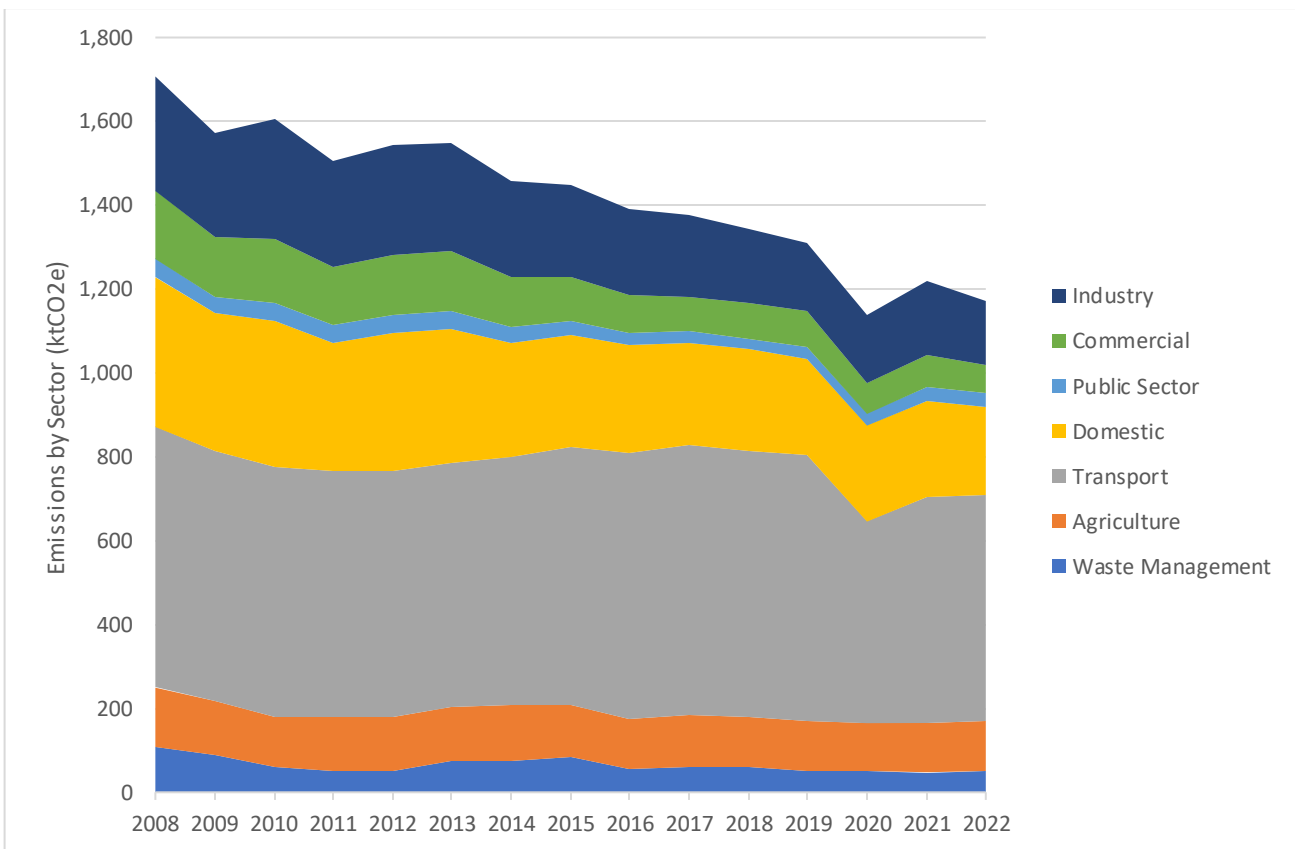


Figure 20: District emissions by sector 2008 - 2022 (Cherwell)

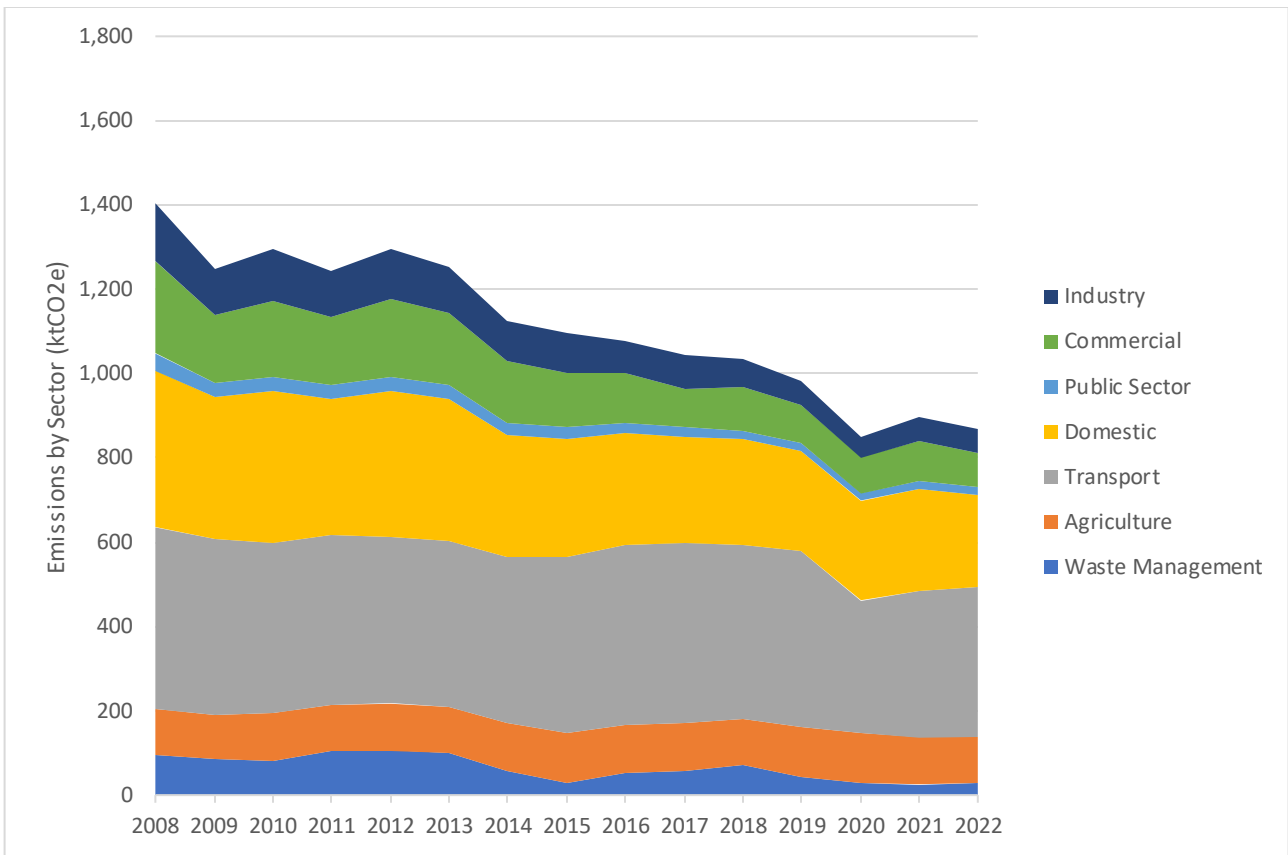


Figure 21: District emissions by sector 2008 - 2022 (South Oxfordshire)

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Divisions Affected - All

CABINET

19 November 2024

LOCAL ENTERPRISE PARTNERSHIP INTEGRATION – PHASE TWO

Report by Director of Economy and Place

RECOMMENDATION

Cabinet is **recommended** to

1. Note that the county council is now responsible for economic development functions previously the responsibility of the Oxfordshire Local Enterprise Partnership (OxLEP), including strategic economic planning.
2. Agree to retain the existing council owned company OxLEP, for the delivery of some of these economic functions as set out in a revised contract and based on the business case attached at Annex A.
3. Agree to establish a Shareholder Committee as a committee of Cabinet with Terms of Reference as set out in Annex B and, with the assumption that this is first agreed by Cabinet, that the Shareholder Committee will meet within one month of this Cabinet meeting.
4. Recommend to the to be established Shareholder Committee that they then make changes to the Articles of Association as attached at Annex C and change the trading name of the company to Enterprise Oxfordshire.
5. Agree to the Shareholder Committee immediately appointing the company directors and make any appointments that are required from time to time in accordance with revised Articles of Association.
6. Agree that the Cabinet will be responsible for developing a new Strategic Economic Plan, in consultation with other partners, founded on the strategic priorities of the council.
7. Agree to the Shareholder Committee tasking the company directors to oversee the development of a business plan and budget for 2025/26 and future years for sign off from the Shareholder Committee, in line with the economic priorities set out by Cabinet.

8. Agree to establish an Oxfordshire Economic Partnership Board to support the Cabinet in the discharge of its economic development functions.
9. Delegate authority to the Chief Executive in consultation with the Executive Director of Resources and the Director of Law and Governance and Monitoring Officer to agree and conclude the details of amendments to the contract with OxLEP Ltd including the revisions in recommendation 2 above, the extension of the contract to 31 March 2026 and confirmation of arrangements regarding the delivery of the Skills Bootcamps initiative.

Executive Summary

1. This report provides an update following the integration of functions previously exercised by the Local Enterprise Partnership into the council on 1 April 2024.
2. Following integration, the governance arrangements have been reviewed alongside the model for delivering economic functions. The strategic economic plan has also been reviewed and a draft business plan developed.
3. The report outlines the different delivery options that have been explored and proposes that the council retains the company model for delivering some former LEP functions and retains ownership of the legacy company as the sole Member.
4. The report sets out changes that will need to be made to the governance arrangements to ensure the effective running of the company, while also providing for the continued input of partners in the delivery of economic functions.
5. These changes include a new company trading name, a smaller company Board with new director appointments, the establishment of a Shareholder Committee as a committee of cabinet and creation of an Economic Partnership Board.

Background

6. In August 2023, the government confirmed that from April 2024, the government's sponsorship and funding of LEPs would cease. The associated guidance stated that the government expects that functions then delivered by LEPs – namely, business representation, strategic economic planning and the delivery of government programmes where directed – to be exercised by upper tier local authorities where they are not already delivered by a combined authority. In Oxfordshire's case this means Oxfordshire County Council.
7. In February 2024 cabinet agreed that the council would become the controlling member of OxLEP Ltd exercising its membership functions through cabinet. This change in control was agreed by OxLEP Board and came into effect on 1 April 2024.

8. The change in ownership formed the basis of the first phase of a three phased approach to LEP transition. These are:
 - Phase 1 – Transition (by 1 April 2024)
 - Phase 2 – Implementation (1 April 2024 – 30 September 2024)
 - Phase 3 – Establishment (1 October 2024 – 31 March 2025)
9. This report outlines the work undertaken as part of phase two, with the main body of the report focusing on the governance arrangements and future operation of the company and how these proposals will be implemented in the next phase of transition that focuses on establishing the future model. During the second phase the Strategic Economic Plan has also undergone an initial review and preparatory work undertaken to develop the medium-term business plan and budget for the company.

Overarching principles

10. The model for delivery of economic functions has been reviewed. The following principles were developed to evaluate the preferred delivery model.

The delivery model should:

 - Build stakeholder engagement into the model
 - Demonstrate council control
 - Provide operational flexibility to support commercialisation and income generation
 - Be deliverable within timeframes
 - Minimise financial risk for the council
11. These principles informed the assessment criteria for identifying the preferred delivery model. The options have been assessed against these principles as set out in the Business Case at Annex A.
12. In addition to these principles the council has a clear strategic intent set out in the strategic plan 2023 – 2025. This sets out the council's vision to lead positive change by working in partnership to make Oxfordshire a greener, fairer and healthier county and outlines the priorities to achieve this vision.
13. The strategic priorities of the company will be founded on the council's vision and priorities.
14. As such, the role of the revised company will be in refreshing the economic focus to ensure benefits are felt by the whole of the county population and delivering programmes and interventions that deliver these benefits. These economic priorities will need to form the basis for future economic strategy development and implementation.
15. To deliver the council's responsibility for setting economic strategy, the cabinet will be accountable for agreeing significant economic policy, in collaboration

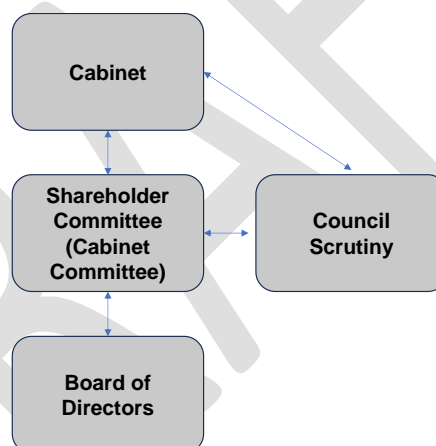
with partner organisations and with engagement from the wider business and employer community.

Options Appraisal

16. To support LEP transition a joint working group was established with representatives from OxLEP and the council. This working group has undertaken a detailed options appraisal, that is set out in detail in the Business Case attached at Annex A. The recommendation is that the council continues to deliver some economic development programmes through the existing council owned company, OxLEP Ltd trading as Enterprise Oxfordshire, and that the council retains ownership of the company as the sole member.

Governance Framework

17. To further enhance the delivery of economic functions it is recommended that a new governance framework is put in place that includes the creation of a Shareholder Committee as a committee of cabinet. This will align to the current governance structure as follows:



Proposed governance structure

18. The Shareholder Committee's Terms of Reference are attached at Annex B and will include providing strategic oversight of the company and providing assurance to the cabinet that the company is compliant with the council's constitution, rules and procedures including achieving best value.
19. The Shareholder Committee will also take decisions on any matters that are reserved to the Council as member in the company's Articles of Association or Shareholders Agreement and will receive annual and periodic reports for the company.
20. The council's Chief Executive, the Executive Director of Resources (Section 151 Officer) and the Monitoring Officer will support the Shareholder Committee and the representatives of the company, including the Company Secretary, shall be invited to all meetings on a non-voting basis.

21. Scrutiny oversight will be undertaken through existing council scrutiny arrangements.
22. Whilst the Shareholder Committee will be responsible for providing the oversight of the company through the reserved matters set out in the Articles, there will also need to be a board of directors appointed so to comply with company law regulations (Companies Act 2006). The primary purpose of the company will be to deliver projects and programmes on behalf of the council. The current company board consists of six local authority non-executive directors (NEDs) (Leaders), three further and higher education NEDs and nine private sector NEDs alongside the LEP Chief Executive (ex officio). It is proposed that all directors will resign. In the new structure, the council would retain control and exercise that through the Shareholder Committee. Additional directors will be appointed to the company board that would be focused on the day to day running of the company. As part of this transition the company trading name will be changed to Enterprise Oxfordshire.
23. A number of options have been explored to identify the composition of the company board, these are included in Annex A. It is proposed that the new company board will be a board of three non-executive directors appointed by the Shareholder Committee. This will include a cabinet member and senior officer from the council alongside an external independent non-executive director who would also chair the company board. The board may also be supported with one or two co-optees (for example from the Economic Partnership Board – see below) and be advised by the company Chief Executive and council Director of Economy and Place. The existing Company Secretary would also advise the Board on company law, governance and other compliance matters. The proposed changes to the Articles of Association for the company are attached at Annex C.
24. Those officers or members who may be nominated as directors of the revised company will have a primary fiduciary duty to the company and will need to vote in its best interests and manage its affairs in accordance with what is in the best interest of the revised company. That raises a potential risk of conflicts of interest in connection with their separate responsibilities to the Council. However, as the main object of the company as set out in the articles of association is to bring about sustainable economic growth of the county through the implementation of a strategic economic plan that will be agreed by the Council, these risks of conflict are minimised.
25. Acting as a director can give rise to personal liability, and it is recommended that the Council should offer indemnities to members or officers serving as company directors, to prevent members or officers from being deterred from taking up a position on the board. Board member training will also be provided.

Business Engagement

26. The government guidance issued in August 2023 encouraged upper tier local authorities to create or continue to engage with an Economic Growth Board (or similar) made up of local business leaders and relevant representative bodies

to provide the view of local businesses as part of regional decision making and work with local leaders to create a broad economic strategy for the area. Demonstrating a strong business voice is also an eligibility requirement for some government programmes (including Growth Hubs).

27. The guidance also set out a broad base for membership – a wide range of business types, sizes, and locations relating to local economic strengths and priorities. A board should have a diversity of voices, involve business representative organisations (e.g., local Chamber of Commerce, the Federation of Small Businesses) and there should also be a clear conflict of interest policy (where private interests, both pecuniary and non-pecuniary are declared).
28. As such, it is recommended to establish an Economic Partnership Board (EPB) to support the Cabinet in the discharge of its economic development functions. This will invite a range of voices to advise on the development of economic strategy in line with government guidance. The guidance also asks upper tier authorities to consider the inclusion of local economic partners outside of the business community in the membership for the board. This will be important in Oxfordshire given the strength of expertise in the wider system.
29. The Terms of Reference for the Economic Partnership Board are to be defined in engagement with partners and ratified by cabinet at a future date. However, it is likely membership will include representatives from lower tier authorities, the private sector, further and higher education, health and community and voluntary sector. This broader membership would add significant value to the board.
30. While the initial function of the EPB will be to advise the council on the development of economic strategy and the design and deployment of programmes, its terms of reference should be flexible enough to act as a business engagement vehicle on wider economic matters in the county. For example, business and employer engagement in support of the broader functions of the revised Future Oxfordshire Partnership or any future joint arrangement or potential devolution arrangements will require engagement with broader economic actors. It would be duplicative to have multiple economic partnership boards for the county-footprint and therefore, in consultation with board members and partner organisations, there is the potential for a single economic partnership board to facilitate engagement.
31. The existing board of OxLEP (that is before the changes are made as envisaged in paragraph 22) includes private sector directors who have already been through a Nolan compliant recruitment process alongside further and higher education directors. These board directors will form the EPB should they choose to do so. The initial membership of the EPB will also include representation from lower tier authorities. A review and further recruitment will be undertaken to ensure appropriate diversity alongside relevant sector specialisms and geographical representation. The December 2023 government guidance states that any new business board members must be appointed through an open process. The process should ensure appointees are able to provide a constructive check and challenge on local decision making using their private

sector perspective. This guidance will continue to be followed in making future board member appointments and the appointment process will be owned by Cabinet.

Contract for the provision of services

32. The contract for the provision of services is the means by which the Council commissions the delivery of certain initiatives by the company. The contract sets out that the company will deliver the overall strategic objectives for Oxfordshire set annually in the Business Plan as agreed by the Shareholder Committee.
33. Following the change of control of the company to sole membership through the Council, the contract is now the means by which the Council sets out the scope of economic development and business support services that the Teckal company is to deliver for the council, without the need for the council to undertake a procurement process to commission this work. The contract was amended earlier in the year to extend its lifetime for a limited period to April 2025. It now needs further amendment to extend its lifetime even further to provide certainty of commission, but also requires amendments to confirm arrangements relating to the Skills Bootcamps initiative.

Business Plan and Budget

34. A revised business plan is being developed for the company setting out priorities including the delivery of government programmes and economic development programmes across the county on behalf of local authorities. During phase two of LEP transition, the company has taken on additional delivery priorities around green investment, business support and secured additional funding to extend the 'No Limits' programme providing support for individuals seeking employment, education, or training. The draft business plan also includes arrangements for the continuation of the Business and Intellectual Property Centre from 2025/26.
35. If the proposed delivery model is agreed, the Shareholder Committee will task the new company board with developing a multi-year Business Plan and Budget for 2025/26 and future years building on the work already undertaken. The revised Business Plan and Budget for 2025/26 and future years will be brought to the Shareholder Committee for sign off under the reserved matters for the Shareholder Committee.

Strategic Economic Planning

36. The Strategic Economic Plan was agreed by OxLEP Board in December 2023. Further guidance was released by government in December 2023 that stated that from April 2024, government encouraged areas to produce (or update) economic strategies on an ongoing basis to support local decision making, furthering the work previously undertaken by LEPs. The guidance also states that government expects areas to publish their strategy within six months of receiving funding.

37. Following this guidance and the council becoming the controlling member, the SEP has been reviewed over the summer. This included the company holding workshops with partners and refreshing to include the council's inclusive growth priorities.
38. During the time the SEP review was being undertaken a new government has been elected. This has led to a shift in national economic policy and the council has received confirmation that government will work in partnership with local leaders to implement Local Growth Plans. Further guidance is expected from government by early 2025 and the work undertaken to date on the Strategic Economic Plan will leave the council well placed to respond to this and other future requirements from the new government as they emerge. In the meantime, SEP is available on council's website noting that it is under review.
39. Following the government guidance the intention is that the council (cabinet) retains the accountability for strategic economic planning including any associated documents such as a Local Growth Plan, depending on revised government guidance. Cabinet has the option to develop this via the company or via the Economy and Place service area. With either option, the council (cabinet) would retain responsibility for setting the terms of reference and signing off the resultant strategy. In so doing, the cabinet would want to ensure stakeholders are extensively engaged in the development of economic strategy to establish broad ownership. The company would be one of the delivery mechanisms for realising the strategy.

Next Steps

40. The next steps are as follows:
 - Cabinet to agree to establish Shareholder Committee and its terms of Reference and to establish the Economic Partnership Board
 - Shareholder Committee to meet and amend the articles of association and appoint company board directors
 - The revised Company Board to meet and develop multi-year Business Plan and Budget for recommendation to the Shareholder Committee
 - Economic Partnership Board to meet
41. The governance arrangements set out in this paper are in the context of a wider economic partnership landscape that includes the Future Oxfordshire Partnership. As part of the next phase of transition a review of how the new operational arrangements relate to these partnerships will be undertaken to ensure continued positive engagement within the wider system.

Corporate Policies and Priorities

42. LEP transition aligns with the vision set out in the council's strategic plan 2023 – 2025 to lead positive change by working in partnership to make Oxfordshire a greener, fairer and healthier county. It also supports the priorities of:
- Putting action to address the climate emergency at the heart of our work
 - Tackling inequalities in Oxfordshire
 - Investing in an inclusive, integrated and sustainable transport network
 - Working with local businesses and partners for environmental, economic and social benefit

Financial Implications

43. The Government confirmed on 19 December 2023 that they will provide up to £240,000 per local authority area in 2024/25 to deliver the functions previously delivered by LEPs – namely business representation, local economic planning, and delivery of Government programmes where directed – subject to final business case approval and the approval of integration plans. Funding beyond 2024/25 will be subject to future spending review decision. This core funding is separate to any programme funding that may be provided to support the delivery of, for example, Growth Hubs or Careers Hubs. Funding for the delivery of government programmes as directed will be communicated to authorities by the responsible government department or body as per usual processes. The operational costs and risks assessed as part of the transfer are afforded through several funding sources including government grants, delivery programme funding streams alongside Enterprise Zone funding.
44. In line with this previous assurance framework and compliance checks and to reflect the transfer of LEP functions to local government, this financial year, government have revised the assurance process with a new Assurance Framework that requires the council's S151 Officer to provide a Statement of Grant Usage for the Council's 2024/25 Local Economic Development Fund (LEDF) allocation (LEP Integration Core Funding). This LEDF funding has been retained by the council.
45. The framework expects the S151 Officer to ensure that their oversight of the proper administration of financial affairs relating to the funding for the prescribed activity continues throughout the year and lifespan of the funding programmes requirements.
46. On 1 October 2024, OxLEP Board's Finance and Audit Committee received the external auditors verbal report and audited financial statements and letters for financial year 2023/24. The auditors presented a clean audit report for the period, with no comments to be made on the qualitative aspects or on the controls and no adjusted or unadjusted errors identified during the audit. The audit team highlighted the strong control environment and the efficiency of the OxLEP finance team.

Comments checked by:
Rob Finlayson, Strategic Finance Business Partner,
rob.finlayson@oxfordshire.gov.uk (Finance)

Legal Implications

47. The main body of the report and annexes contain legal implications and detailed consideration of (amongst others):
- (a) the Council's continued ownership of OxLEP as a Teckal company
 - (b) the establishment of a Shareholder Committee to carry out responsibilities of the Council as owner and sole "Member" of the company
 - (c) responsibilities of Board Directors and conflict of interest, and
 - (d) the contractual arrangement with the company for it to deliver certain services as commissioned by the Council.

Comments checked by:
Paul Grant, Head of Legal and Deputy Monitoring Officer
paul.grant@oxfordshire.gov.uk (Legal)

Staff Implications

48. Under the recommended option, Local Authority Company, the staff implications are limited as the company will operate as it does currently. OxLEP operates different terms and conditions and working patterns to the council and these could be reviewed in the future. Legal advice would be taken on any proposed changes and consultation requirements.

There will need to be consideration as to whether teams need to be reconfigured to enable delivery of the strategy and Business Plan that is in development.

Comments checked by:
Caroline Bing, HR Business Partner – Organisational Change
Caroline.Bing@oxfordshire.gov.uk (HR)

Equality & Inclusion Implications

49. A full Equality Impact Assessment has been undertaken and there are positive impacts in terms of a focus on inclusive economy and areas of deprivation. The company board regularly receives updates on attainment as well as information about those in unemployment by district which will continue. Equalities will be considered when reviewing board membership and HR implications.

Sustainability Implications

50. There are no direct sustainability implications from this report. Sustainability will be considered within new policy development and service areas as they are developed.

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LEP Transition – Phase 2

Business Case

November 2024

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Introduction

1. In August 2023, government confirmed that from April 2024, the government's sponsorship and funding of LEPs will cease. This means that LEPs will no longer have official recognition and that existing LEP functions will transfer to upper-tier local authorities or combined authorities, where they exist.
2. To support this transition a joint working group was established with representatives from Oxfordshire Local Enterprise Partnership and Oxfordshire County Council. This working group has undertaken detailed due diligence and options appraisal, with the output being discussed with cabinet members from Oxfordshire County Council, members of the OxLEP Board, and chief executives and Leaders via the Future Oxfordshire Partnership.
3. The option of retaining the company model is recommended, alongside changes to the company governance that would see a slimmed down company board, the creation of a Shareholder Committee as committee of the cabinet and an Economic Partnership Board being established.
4. This business case sets out more detail on the options to support decision making on future LEP functions.

Strategic Context

5. In August 2023 government provided guidance that from 31 March 2024, Local Enterprise Partnerships (LEPs) would cease to have official recognition. Further guidance was issued in December 2023 to support the transition of function to upper tier local authorities.
6. The government guidance states that the government expects the functions then delivered by LEPs – namely, business representation, strategic economic planning, and the delivery of government programmes where directed – to be exercised by upper tier local authorities, where they are not already delivered by a combined authority. In Oxfordshire's case this means Oxfordshire County Council.
7. In Oxfordshire, these functions have been delivered by the Oxfordshire Local Enterprise Partnership (OxLEP). Formally launched in March 2011, OxLEP Ltd was initially established as a partnership with the local authorities, businesses and education sector in the area, and was incorporated as a not-for-profit company limited by guarantee on 31 March 2015.
8. In February 2024 the cabinet agreed that the council would become the controlling member of the OxLEP Board exercising its membership functions through cabinet. This change in control was agreed by OxLEP Board and came into effect on 1 April 2024.
9. The council also agreed a three-phase approach to transition to cover transition, implementation, and establishment. These are:

Annex A - Business Case

- Phase 1 – Transition (by 1 April 2024)
 - Phase 2 – Implementation (1 April 2024 – 30 September 2024)
 - Phase 3 – Establishment (1 October 2024 – 31 March 2025)
10. The working group has continued to meet to during the implementation phase and has reviewed the options for delivering LEP functions, alongside due diligence on financial, legal and HR implications.
11. The recommended option is that the council retains the company model for delivering some former LEP functions and retains ownership of the company as the sole member. The company would continue to operate as a Company Limited by Guarantee, this would mean that the risks and liabilities for the council are ringfenced. Under this option the company would continue to qualify for the Teckal exemption, thereby limiting public procurement and VAT reclaim issues.
12. Under this option a ‘Shareholder Committee’ will be established as a committee of cabinet to oversee the council’s company interests. The company board would be amended to have a reduced number of directors to oversee the company. Alongside this an Economic Partnership Board will be established to support the Cabinet in the discharge of its economic development functions. This will build on the best practice established by OxLEP and will invite a wider range of voices to advise on the development of economic strategy in line with government guidance.

Evaluation Criteria and Overarching Principles

13. A number of different options for the delivery of economic functions have been reviewed. The following principles have been developed to evaluate the preferred delivery model. The delivery model should:
- Build stakeholder engagement into the model
 - Demonstrate council control
 - Provide operational flexibility to support commercialisation and income generation
 - Be deliverable within timeframes (by 31 March 2025)
 - Minimise financial risk for the council
14. These principles have been used to evaluate the delivery model, alongside the due diligence undertaken regarding financial, legal and HR matters.
15. In addition to these principles the council has a clear strategic intent set out in the strategic plan 2023 – 2025. This sets out the council’s vision to lead positive change by working in partnership to make Oxfordshire a greener, fairer and healthier county and sets out the priorities to achieve this vision.
16. The strategic priorities of the company will be founded on the council’s vision and priorities.
17. As such, the role of the revised company will be in refreshing the economic focus to ensure benefits are felt by the whole of the county population and delivering

programmes and interventions that deliver these benefits. These economic priorities will need to form the basis for future economic strategy development and implementation.

Overview of Services

18. As noted above the guidance states that government expects LEP functions as previously required under LEPs' annual core funding agreements (business representation, strategic economic planning, and delivery of government programmes) to be exercised by the respective upper tier local authority or authorities.

19. These functions form the basis of OxLEP's work programme, however alongside these core functions OxLEP also delivers additional programmes on behalf of the county and district councils. The work programme is agreed annually. In summary, at present OxLEP Ltd:

- Leads on business engagement to support economic development activities and prioritisation
- Convenes and engages with the Oxfordshire Whole System on behalf of Oxfordshire businesses
- Is responsible for the production the strategic economic plan, and other related strategies, including Destination Management Plan, Clean Growth Strategy and PAZCO
- Delivers Department for Business and Trade (DBT) funded Growth Hub. Delivers Careers Enterprise Company provision
- Delivers Skills Bootcamps
- Leads Internationalisation and Inward Investment with DBT
- Leads Social Contract programme
- Leads Visitor Economy Renaissance Programme
- Manages legacy capital programmes

20. OxLEP Ltd also currently has responsibility for the delivery of agreed Enterprise Zone (EZ) outcomes and the allocation of associated retained business rates across the two Enterprise Zones amounting to 216 hectares (ha) these are Science Value UK (EZ1) and Didcot Growth or Science Vale Growth Accelerator Enterprise Zone (EZ2).

21. It is proposed that a multi-year business plan and budget is prepared as part of the next phase of LEP transition. This will be developed by the OxLEP Board and approved by the Shareholder Committee.

Options Appraisal

22. Three options were considered as part of phase one of LEP transition, these were:

- Transfer current LEP employees directly into county council employment

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- Create a new county council owned company and transfer LEP employees and functions to this
- Create a county council controlling interest within the existing company structure

23. The working group was tasked to look again at the options during the implementation phase to ensure the delivery model met the overarching principles set out above. This evaluation discounted the option of creating of a new county council owned company and transfer the LEP employees and functions to this. This was because there were no perceived benefits to this option.

24. The options considered during phase two are set below and summarised in the following table below, alongside the benefits and risks of each model.

Local Authority Company – County Council is Sole Member

25. With this option the county council retains the company model for delivering LEP functions and retains ownership of the company as the sole Member. The company would continue to qualify as a Teckal company, thereby limiting public procurement and VAT reclaim issues. The company would continue to operate as a Company Limited by Guarantee, this would mean that the risks and liabilities for the council are ringfenced. However, the company board would be amended to have a reduced number of directors.

26. The benefits of the company model are that it enables the delivery of existing projects in line with funding agreements (such as Skills Bootcamps), positions the county council well to respond to new government policy and funding announcements and, provides operational flexibility, maintains tax status and meets the Teckal exemption under procurement law meaning the need to undergo competitive tenders can be avoided.

27. The disadvantages are that there is potential duplication with council services that would need to be considered, potential additional overheads of having a separate company and potential disconnect with county council activity and strategic priorities. In addition, the company trading limits will need to be monitored to ensure the company continues to remain Teckal compliant.

Local Authority Company - county council invites additional Members in Shareholder A / Shareholder B ownership model

28. An alternative company model has also been explored to deliver broader membership of the company to enhance engagement. This would have involved creating two different classes of membership, with the council being Member A and inviting other organisations to apply for B Membership. While the control of the company would have remained with the county council, this option would have included stakeholders as B Members with the ability to nominate directors to the Board. This model is not recommended as it is considered to create risk for the Teckal status of the company, and so compromise programme delivery and future ambitions for the company. It would also lead to ambiguity and complexity for stakeholders on control (a principle set out above) and accountability.

In House

29. Under ‘in house’ option, the economic functions delivered by the LEP would be brought into the county council to be delivered directly. The service would form part of the newly established Economy and Place service area and would involve the TUPE of existing OxLEP employees delivering the functions transferring to the council. Under this option OxLEP Ltd would be wound up. More information on this is set out in the final option considered below.
30. The benefits of this model are that it would provide the county council with a perceptible direct control of economic functions and direct link to council priorities. It would also avoid the need to provide separate company and consolidated financial accounts. The disadvantages include the potential delay to programme delivery and service continuity, and the potential loss of cohesive inter-disciplinary operating model that delivers flexibility, effectiveness and efficiency, together with the ability to respond to new policy direction from government. It may also be the case that losing the flexibility of a company structure may reduce the opportunities to act in innovative and commercial ways in the future. There could also be implications for the programmes that the company delivers on behalf of partners (for example through the UK Shared Prosperity Fund).

Wind up OxLEP

31. The final option considered was to Wind up OxLEP with no agreed structure for the delivery of economic functions. This process is likely to take at least three months following the appointment of liquidators. The fundamental disadvantage of this model is that the county council is unable to demonstrate how it will deliver the economic functions as required by government. This existing stakeholder relationships through the company would need to be reestablished. There are also the significant costs, time taken and possible reputational risks that could arise from winding up the existing LEP company that would need to be considered. Finally, terminating projects/programme mid-delivery cycle is likely to introduce avoidable risk and incur additional costs and some legal and statutory obligations will continue for some years beyond company closure and will need to be undertaken by OCC. There were no identified benefits for the county council in pursuing this option in isolation.

Option	Benefits	Risks
Local Authority Company – keep existing company to deliver functions county council as sole member	<ul style="list-style-type: none"> • Partnership and influence through EPB and Company Board • Operational flexibility and forming basis for a more commercial approach • Provides vehicle for delivering county council services 	<ul style="list-style-type: none"> • Potential duplication with county council services • Potential additional overheads of having a separate company • Potential disconnect with county council activity and strategic priorities.

	<ul style="list-style-type: none"> • Deliverable within timeframes • Provides county council control • Financial risk limited through CLG structure 	<ul style="list-style-type: none"> • Company trading limits need to be monitored for Teckal exemption • Need to provide company accounts
<p>Local Authority Company – keep existing company to deliver functions county council invites additional Members in Shareholder A / Shareholder B ownership model</p>	<ul style="list-style-type: none"> • Partnership and influence through EPB and Company Board • Operational flexibility and forming basis for a more commercial approach • Provides vehicle for delivering county council services • Deliverable within timeframes • Financial risk limited through CLG structure 	<ul style="list-style-type: none"> • Potential duplication with county council services • Potential additional overheads of having a separate company • Potential disconnect with county council activity and strategic priorities. • Need to provide company accounts • No longer meets all of the limbs in the Teckal exemption test • No longer under sole county council control • Need to hold an AGM
<p>In house – functions transferred to county council</p>	<ul style="list-style-type: none"> • Direct control of functions • Direct alignment to council priorities • Direct link to wider council services 	<ul style="list-style-type: none"> • Loss of continuity of service delivery, funding and impactful initiatives • Impact on relationships with partners and government • Transfer process will take time and could delay programme

		<p>delivery and risk losing employees</p> <ul style="list-style-type: none"> • Potential for additional costs such as Local Government Pension Scheme (LGPS).
<p>Wind Up LEP – with no agreed model to deliver functions</p>	<ul style="list-style-type: none"> • No benefits identified 	<ul style="list-style-type: none"> • No agreed model for delivery of economic functions • Unable to demonstrate control test • Stakeholder relationships would need to be reestablished • Wind up process will take time and incur redundancy costs • Terminating projects/programme mid-delivery cycle is likely to introduce avoidable risk and incur additional costs • Some legal and statutory obligations will continue for some years beyond company closure and will need to be undertaken by OCC

32. These options have been assessed against the evaluation criteria set out above and are summarised in the matrix below.

	Company - Sole Member	Company - Multiple Members	In House	Wind Up
Stakeholder Engagement	Yes	Yes	No	No
Council Control	Yes	No	Yes	No
Operational Flexibility	Yes	No	No	No
Deliverability	Yes	Yes	No	No
Minimises Financial Risk	Yes	Yes	No	No

33. From this assessment the option of delivering economic functions via the Local Authority Company – County Council is Sole Member is the only option that meets all the evaluation criteria and is therefore recommended.

Legal Considerations

34. OxLEP is a company limited by guarantee which is wholly owned by Oxfordshire County Council (the Council). As part of the transition of Local Enterprise Partnership functions to upper tier local authorities, the council has reviewed the governance arrangements and model for delivering economic functions via OxLEP, trading as Enterprise Oxfordshire.

35. The company would continue to operate as a Company Limited by Guarantee, this would mean that the risks and liabilities for the council are ringfenced.

36. To avoid public procurement and VAT reclaim issues, the company would most likely need to qualify as a “Teckal” company.

37. Teckal is short-hand for a procurement exemption, whereby the need to undergo competitive tenders can be avoided if Teckal applies. The Teckal exemption recognises that where a contracting authority contracts with a company that it owns, the position is effectively no different from the services being provided in-house.

38. Regulation 12(1) of the Public Contracts Regulations 2015 (PCR) codifies the Teckal exemption and confirms that it will apply where all of the following conditions are met:

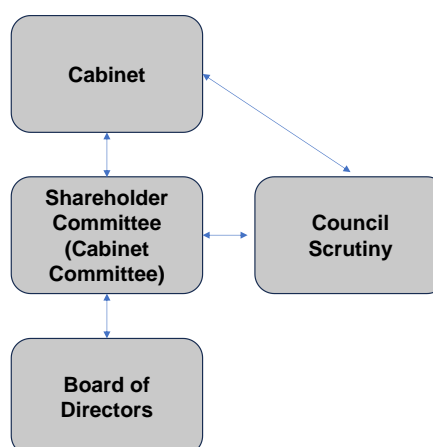
- the contracting authority (e.g. the Council) exercises over the legal person concerned (OxLEP) a control which is similar to that which it exercises over its own departments
- more than 80% of the activities of the controlled legal person are carried out in the performance of tasks entrusted to it by the controlling contracting authority; and
- there is no direct private capital participation in the controlled legal person

39. The working group is satisfied that recommended option meets all three limbs of the Teckal test and will continue to assess the company’s operations against these conditions to ensure compliance.

40. A non-Teckal structure would have significant impact on the company as it would need to compete in the open market for council contracts. This may impact upon the company’s VAT status and thereby introduce additional costs, and it would also introduce delay as the council would need to build in additional time to run procurement processes.

Governance

41. As noted above, OxLEP is set up as a company limited by guarantee, this means that it has a 'member' rather than 'shareholder' structure.
42. The council has considered how it exercises control of the company and how oversight will be undertaken. Best practice guidance from Local Partnerships has been considered and while aimed primarily at Local Authority Trading Companies with a shareholder structure, provides a model that can be adapted for companies limited by guarantee. This guidance has helped to inform the initial principles which are explored in the following paragraphs.
43. The role of the member includes:
- Oversight of any decisions that can only be made by the member, rather than left to the entity (known as 'reserved matters')
 - The necessary oversight from the member's perspective that the parameters, policies and boundaries that the council has established are being adhered to
 - A mechanism to communicate the member's views to the entity
44. In addition, there should be evidence that the individual undertaking the member role is provided with suitable training and support commensurate with the role and is independent of the company. This responsibility may be delegated to a committee rather than an individual. If this is the case, there must be terms of reference drawn up and a suitable cohort of elected members identified to sit on the committee.
45. The council has taken external legal advice in relation to company law issues. It is recommended that a Shareholder Committee is established as a committee of Cabinet to oversee the council's company interests. The governance model is set out in the diagram below:



46. The purpose of the Shareholder Committee is to approve and oversee the council's strategic objectives for the council's company and to support the development of

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the company in line with the council's regulations and ambitions and the constitutional instruments of the company.

47. Membership of the Shareholder Committee will be comprised of such Cabinet Members as the Cabinet shall determine in line with the Terms of Reference to be agreed by Cabinet.
48. In summary, the Shareholder Committee will provide oversight of the company as set out in the Articles of Association, this includes responsibility for:
- appointment and removal of directors;
 - approval of an annual business plan for the Company;
 - approval of an annual budget for the Company; and
 - appointment of external auditors.
49. The Shareholder Committee will also receive regular performance reports on the company. The council's Chief Executive, the Executive Director of Resources (Section 151 Officer) and the Monitoring Officer will support the Shareholder Committee and the representatives of the company, including the Company Secretary, shall be invited to all meetings on a non-voting basis.
50. Scrutiny oversight will be undertaken through existing council scrutiny arrangements.
51. Whilst the Shareholder Committee will be responsible for providing the oversight of the company through the reserved matters set out in the Articles, there will also need to be a board of directors appointed so to comply with company law regulations (Companies Act, 2006). The primary purpose of the company will be to deliver projects and programmes on behalf of the council. The current OxLEP Ltd company board consists of six local authority non executive directors (NEDs) (Leaders), three further and higher education NEDs and nine private sector NEDs alongside the LEP Chief Executive (ex officio). It is proposed that all directors will resign. In the new structure, the council would retain control and exercise that through the Shareholder Committee which is a committee of cabinet. Additional directors will be appointed to the company board that would be focused on the day to day running of the company. As part of this transition the company trading name will be changed to Oxfordshire Futures.
52. A number of options have been explored to identify the optimum composition of the company board. This includes having an all member board, an all officer board, or a board with both officers and members and independents. These options and the advantages and disadvantages are set out in the matrix below.

	Advantages	Disadvantages
3 Members	Strong political oversight of company	Possible conflicts of interest between the relevant duties owed to company and council respectively

		<p>If Cabinet Member they will be unable to vote on LEP items at Cabinet due to conflict of interest</p> <p>Members wouldn't be able to be on the Cabinet Committee</p> <p>Potential loss of clarity over roles of company and that of Cabinet Committee</p> <p>Potential risk to board continuity and company management if changes due to political cycle</p> <p>Depending on identity of appointee(s) may not have experience of board directorship or relevant skills upon appointment</p>
<p>3 Officers</p>	<p>Mirrors how council services are delivered with officers providing technical expertise</p>	<p>Lacks diversity of input to company board</p> <p>Possible disconnect from strategic direction set by Cabinet Committee</p> <p>Possible conflicts of interest between the relevant duties owed to company and council respectively (exacerbated for Statutory Officers due to legal duties owed to Council)</p> <p>Officers will need to balance both their duties as employee to the authority and their duties when acting as a director of a council owned company – having 3 council officers may make this more challenging</p> <p>Depending on identity of appointee(s) may not have experience of board directorship or relevant skills upon appointment</p>

<p>3 Members / Officers</p>	<p>Provides both political input and officers technical expertise</p>	<p>Possible challenge to independence of officers if take a different view to members</p> <p>Possible conflicts of interest between the relevant duties owed to company and council respectively (exacerbated for Statutory Officers due to legal duties owed to Council)</p> <p>Lacks diversity of input from beyond council</p> <p>Lack of external and objective challenge may limit company's performance and growth</p> <p>Depending on identity of appointee(s) may not have experience of board directorship or relevant skills upon appointment</p>
<p>3 = Cabinet Member, Officer, Independent</p>	<p>Introduction of an independent NED will bring experience and objectivity</p> <p>Independent NED could help establish a more commercial mindset</p> <p>Enables partner engagement</p> <p>Provides clear political connectivity</p> <p>Brings technical expertise from officer</p> <p>Credibility of having independent director</p>	<p>Perception that having independent NED could see as loss of control</p> <p>Possible challenge to independence of officers if take a different view to members</p> <p>Possible conflicts of interest between the relevant duties owed to company and council respectively (exacerbated for Statutory Officers due to legal duties owed to Council)</p> <p>Cabinet Member unable to vote on LEP items at Cabinet due to conflict of interest</p> <p>Cabinet Member wouldn't be able to be on the Cabinet Committee</p> <p>Members/Officers will need to balance both their duties as employee to the authority and</p>

		<p>their duties when acting as a director of a council owned company</p> <p>Depending on identity of appointee(s) may not have experience of board directorship or relevant skills upon appointment</p>
<p>3 = Non-Cabinet Member, Officer, Independent</p>	<p>NED will bring experience and objectivity</p> <p>Independent NED could help establish a more commercial mindset</p> <p>Credibility of having independent director</p> <p>Enables partner engagement</p> <p>Provides clear political connectivity</p> <p>Brings technical expertise from officer</p> <p>Board appointment could be drawn from a broader pool of elected members</p> <p>No conflicts for the non-Cabinet Member in Cabinet decisions on LEP items</p>	<p>Perception that having independent NED could see as loss of control</p> <p>Possible challenge to independence of officers if take a different view to members</p> <p>Possible conflicts of interest between the relevant duties owed to company and council respectively (exacerbated for Statutory Officers due to legal duties owed to Council)</p> <p>Members/Officers will need to balance both their duties as employee to the authority and their duties when acting as a director of a council owned company</p> <p>Depending on identity of appointee(s) may not have experience of board directorship or relevant skills upon appointment</p>

53. Following this assessment, it is recommended that the new company board will be a board of three non-executive directors appointed by the Shareholder Committee. This will include a cabinet member and senior officer from the council and alongside an external independent non-executive director who would also chair the company board. The board may also be supported with one or two co-optees (for example from the Economic Partnership Board – see below) and be advised by the company Chief Executive and council Director of Economy and Place. The existing Company Secretary would also advise the Board on company law,

governance and other compliance matters. The proposed changes will mean changes to the Articles of Association.

54. Those officers or members who may be nominated as directors of the revised company will have a primary fiduciary duty to the company and will need to vote in its best interests and manage its affairs in accordance with what is in the best interest of the revised company. That raises a potential risk of conflicts of interest in connection with their separate responsibilities to the Council. However, as the main object of the company as set out in the articles of association is to bring about sustainable economic growth of the county through the implementation of a strategic economic plan that will be agreed by the Council, these risks of conflict are minimised.
55. Acting as a director can give rise to personal liability, and it is recommended that the Council should offer indemnities to members or officers serving as company directors, to prevent members or officers from being deterred from taking up a position on the board. Board member training will also be provided.

Business Engagement

56. It is recommended to establish an Economic Partnership Board (EPB) to support the Cabinet in the discharge of its economic development functions. This will build on the best practice and will invite a range of voices to advise on the development of economic strategy in line with government guidance. The guidance also asks upper tier authorities to consider the inclusion of local economic partners outside of the business community in the membership for the board. This will be important in Oxfordshire given the strength of expertise in the wider system.
57. The Terms of Reference for the Economic Partnership Board are to be defined in engagement with partners and ratified by cabinet at a future date. However, it is likely that this will include representatives from lower tier authorities, the private sector, further and higher education, health and community and voluntary sector. This broader membership will add significant value to the board.
58. While the initial function of the EPB will be to advise the council on the development of economic strategy and the design and deployment of programmes, its terms of reference should be flexible enough to act as a business engagement vehicle on wider economic matters in the county.
59. The existing board of OxLEP (that is before the changes are made as envisaged in paragraph 51) includes private sector directors who have already been through a Nolan compliant recruitment process alongside further and higher education directors. These board directors will form the EPB should they choose to do so. The initial membership of the EPB will also include representation from lower tier authorities. A review and further recruitment will be undertaken to ensure appropriate diversity alongside relevant sector specialisms and geographical representation. The December 2023 government guidance states that any new business board members must be appointed through an open process. The process should ensure appointees are able to provide a constructive check and

challenge on local decision making using their private sector perspective. This guidance will continue to be followed in making future board member appointments and the appointment process will be owned by Cabinet.

Evaluation

60. The following section highlights the findings of the detailed options analysis, focusing on the implications of the preferred company model option. The working group has further evaluated the recommended option against the criteria recommend in the Local Partnerships guidance on Local Authority Trading Companies to test the viability and benefits of retaining the company model as the recommended option.

Analysis	Advantages	Disadvantages
Strategic Fit	The model meets government guidance and allows for county council to set strategic direction for the company	County council company governance structure needs to ensure that the control of strategic direction and policy is retained by county council
Legal	Contracts do not need to be novated	Company structure is unfamiliar and requires members and officers to have full understanding of company law and process
Financial	County council can decide what financial obligations and authority rests within the company	Additional requirement to provide group accounts
Governance and Risk	<p>County council is sole member of company demonstrating overall control and specific control over listed reserved matters</p> <p>Shareholder Committee allows the cabinet to delegate specific matters for expediency</p> <p>Company Board of Directors appointed by the council are directly accountable to the Shareholder Committee and have formal fiduciary</p>	New governance structure to be established

	<p>duties to the company under company law</p> <p>CLG structure minimises financial risk for the council</p>	
People	<p>No TUPE impacts at this stage</p> <p>Employment contracts continue with existing company</p>	<p>Terms and conditions may need to be reviewed over time</p>
Commercial	<p>Provides operational flexibility to support commercialisation and income generation</p> <p>Builds on strong track record of existing company</p> <p>Enables the continuation of existing contracts</p> <p>Provides platform for future growth</p>	<p>Need to maintain a balance of directly awarded and competed or otherwise awarded external business to continue to meet Teckal conditions</p>
Stakeholders	<p>Stakeholder engagement built into the model via board and EPB</p> <p>There is support for the model from members and senior officers</p> <p>District council senior officers and members have been engaged as proposals have been developed</p>	<p>Will need to establish the EPB and set out how links to wider county governance arrangements.</p>
Skills and Capability	<p>The company has been running successful since 2015 meeting all compliance requirements, maintaining financial stability and delivering impact in Oxfordshire</p>	<p>Training will be needed for those company board directors without previous experience, and for any county council officers directly interfacing with the company</p>

	<p>Legal advice has been taken on HR and governance matters</p>	
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Financial Case

61. The Government confirmed on 19 December 2023 that they will provide up to £240,000 per local authority area in 2024/25 to deliver the functions previously delivered by LEPs – namely business representation, local economic planning, and delivery of Government programmes where directed – subject to final business case approval and the approval of integration plans. Funding beyond 2024/25 will be subject to future spending review decision. This core funding is separate to any programme funding that may be provided to support the delivery of, for example, Growth Hubs or Careers Hubs. Funding for the delivery of government programmes as directed will be communicated to authorities by the responsible government department or body as per usual processes.
62. OxLEP receives income annually from a number of government departments including £261,000 Growth Hub and £120,000 Careers Enterprise Company grant funding. In addition, OxLEP has been successful in securing up to £1.7m Skills Bootcamps grant funding. Remaining funding has been taken from Enterprise Zone 1 business rates drawdown and OxLEP reserves. In addition to this OxLEP has secured contracts to deliver programmes on behalf of the district councils that will be funded by UKSPF and to support the council develop a Green Investment Pipeline.
63. As at March 2024, OxLEP Ltd’s audited financial statements show total reserves held of £2.087 million, £225,000 of which was retained by the Council on its Balance Sheet in its capacity as Accountable Body. The latest balance sheet at the 30 September 2024 shows a reserves balance of £1.95m. The difference being the amount approved by cabinet in July 2024 for approved budgets of £142k to be reprofiled and carried forward from 2023/24.
64. During phase two of LEP transition, OxLEP has developed a multi-year Business Plan that sets out that OxLEP will also be seeking to secure additional funding to support programme delivery, but this is subject to competitive funding process. As part of phase three OxLEP will refine this business plan and budget and this will be brought to the Shareholder Committee for approval.
65. Oxfordshire County Council is the accountable body for OxLEP Ltd. As an accountable body, the Council takes responsibility for receipt and financial probity of external funding on behalf of the OxLEP Ltd and ensures the proper and effective use of those funds. As required in Financial Regulations, where the Council acts as an Accountable body, a formal agreement (memorandum of understanding) is in place which sets out the operational protocols between the Council and OxLEP Ltd.

66. The Council has undertaken due diligence to ensure it understands the financial position of OxLEP and any risks associated with the transfer of ownership of the company to the Council.

Assurance Framework

67. To demonstrate value for money/best value and meet defined strategy, delivery, governance and transparency requirements LEPs have been required to comply with a national assurance framework that specifies a wide range of requirements to meet and assurances to be provided. The assurance cycle was managed jointly by the Ministry of Housing, Communities and Local Government (MHCLG) and the Department for Business and Trade (DBaT), aspects of which were undertaken by the Cities and Local Growth Unit (CLGU) and others by departmental assurance teams. As well as six monthly formal interviews, involving OxLEP's Corporate Management Team, the Board Chair and OCC's Section 151 Officer, CLGU and the departments also conducted independent compliance checks and risk assessments resulting in a formal compliance outcome being published and core funding allocation for the following year. The process included signed and published assurance statements prepared by the Board Chair and OCC's S151 Officer, together with a separate assurance letter signed by the S151 Officer.

68. In line with this previous assurance framework and compliance checks and to reflect the transfer of LEP functions to local government, this financial year, MHCLG and DBaT have revised the assurance process with a new Assurance Framework that requires the council's S151 Officer to provide a Statement of Grant Usage for the Council's 2024/25 Local Economic Development Fund (LEDF) allocation (LEP Integration Core Funding). This LEDF funding has been retained by the council.

69. The statement sets out specific assurances to ensure compliance in the following areas:

- Business representation is in place
- Economic strategy is published
- Legacy funds - referring to the delivery of a Growth Hub and a Careers Hub, as directed by the relevant departments, together with the ongoing oversight, reporting and evaluation of legacy capital programmes, (including LGF, GBF and GPF) and managing any residual funds as necessary.

70. The framework expects the S151 Officer to ensure that their oversight of the proper administration of financial affairs relating to the funding for the prescribed activity continues throughout the year and lifespan of the funding programmes requirements.

71. This assurance cycle will include further independent checks by the relevant central government teams. Through routine engagement with the Council, the Cities and Local Growth Unit (CLGU) Area Team will also secure up to date intelligence as to the governance and delivery of the three functions set out in the guidance (set out in bullets above).

72. A separate independent annual audit of OxLEP's Growth Hub service and related returns is also required each year to provide assurances to DBaT, the funding department.

Additional independent assurances

73. In addition to the assurances required by central government, OxLEP must meet company law assurance requirements and undertakes several other voluntary assurance steps, including:

- An annual internal controls review conducted independently by OxLEP's external auditors to confirm compliance with OxLEP's financial regulations, financial scheme of delegation and financial procedures, together with other standard controls.
- An annual external audit to provide an audit opinion on the financial statements and other assurance outputs prepared by OxLEP and to provide full audited accounts for OxLEP Board and audited filing accounts for Companies House.

74. On 1 October 2024, OxLEP Board's Finance and Audit Committee received the external auditors verbal report and audited financial statements and letters for financial year 2023/24. The auditors presented a clean audit report for the period, with no comments to be made on the qualitative aspects or on the controls and no adjusted or unadjusted errors identified during the audit. The audit team highlighted the strong control environment and the efficiency of the OxLEP finance team.

75. From 2024/25 group accounts will be required to incorporate the accounts for the OxLEP Ltd Teckal company into the County Council's Statement of Accounts

People

76. Under the recommended option of Local Authority Company the staff implications are limited as the company will operate as it does currently. OxLEP operates different terms and conditions and working patterns to the county council and these could be reviewed in the future. Legal advice would be taken on any proposed changes and consultation requirements.

77. Under the In House option there would be a TUPE transfer of those employees assigned to the activities transferring to the county council. Under TUPE, the county council as the new employer would need to inform and consult with a recognised trade union or employees and their representatives. Employees would transfer with their current terms and conditions, including continuous service. Any subsequent change to terms and conditions or redundancies would only be justifiable if there is an 'economic, technical or organisational' reason involving a change in the workforce. Employees transferring to the council would be enrolled into the Local Government Pension Scheme (if they are not already a member of that scheme).

78. In the event that OxLEP Ltd's status changes in the future, OxLEP Ltd has maintained a level of financial reserves to mitigate the operational risks of future

funding challenges. The total reserves figure currently exceeds any potential employee costs in the event of termination of employment.

79. In arriving at the recommended option there has been consideration of the employment law risks in relation to the options and how these risks can be managed, whilst also maintaining effective operational delivery and working relationships.

Risks

80. There are a number of risks associated with the council retaining OxLEP as a company as the means by which the council delivers economic functions:

Risk	Mitigation
Business representation becomes less-engaged as no longer on company board	Engagement with OxLEP Chair and 121s with Board Members Economic Partnership Board to be established
New company board directors may take some time to fully understand role and purpose on a council company	Training to be provided to new company board directors Company Secretary in place
Company does not meet the conditions of the Teckal exemption under procurement regulations	The Teckal conditions have been applied and the company currently meets the control, trading and private capital tests meaning the procurement exemption applies. The delivery of programmes will be closely monitored to ensure the company continues to meet conditions
The governance structure is not implemented effectively to ensure the adherence to parameters, policies, and boundaries set by Shareholder Committee	Regular performance reports to Shareholder Committee
The changes unsettle company employees leading high turnover of employees and impacting on business continuity	Regular and effective communication to company employees

Conclusion

81. A full evaluation has been undertaken of the viable options for continuing to assume full responsibility for the economic development functions that have transferred to the county council by government. This has identified a preferred option to retain the existing company structure and control mechanism.

82. The preferred option has then been considered against best practice assessment criteria and this has demonstrated its viability and clear benefits.
83. Consequently, it is recommended that the county council retains the company structure for the delivery of economic functions with the county council being the sole member of the company.
84. To further enhance the delivery of economic functions it is recommended that a new governance framework is put in place that includes the creation of a Shareholder Committee as a committee of cabinet and smaller company board with revised articles of association, alongside the establishment of an Economic Partnership Board to meet the government's business representation requirements.

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Annex B – Oxfordshire Shareholder Committee

Draft Terms of Reference

Purpose

1. The purpose of the Shareholder Committee is to approve and oversee the council's strategic objectives for the council's company and to support the development of the company in line with the council's regulations and ambitions and the constitutional instruments of the company.
2. The Shareholder Committee will provide strategic oversight of the council's company and provide assurance to the cabinet that the company is compliant with the council's constitution, rules and procedures including achieving best value.
3. The Shareholder Committee will take decisions on any matters that are reserved to the council as member or shareholder in the company's Articles of Association or Shareholders Agreement and will receive annual and periodic reports for the company.
4. The Shareholder Committee will not have operational control over the council's company. The day-to-day operation of the company is the responsibility of the Directors. The Shareholder Committee will provide overarching oversight including business case sign off in line with the company constitutional governance. Operational liaison with the council's company will be between the client service of the Council and the Chief Executive Officer/Managing Director of the company.

Membership

5. The Shareholder Committee shall subject to (7) below comprise such of the Cabinet Members as the Cabinet shall determine.
6. The Leader of the Council and Deputy Leader of the Council shall have the right to attend and speak at meetings of the Committee.
7. In the absence of any or all the members referred to in (5) above any Cabinet Member(s) nominated by the Leader of the Council or the Deputy Leader of the Council may act in their place as full voting members of the Committee.

Chair

8. The Committee shall appoint one of its members to act as its Chair, but that member shall not be entitled to cast a second or casting vote.

Quorum

9. The Shareholder Committee quorum will be two voting members.

Competency

10. All members of the Shareholder Committee and Cabinet members attending as reserves must:

- have undertaken mandatory training in the relevant law and procedures which relate to the Committee's work; and
- undertake further mandatory training, on an ad hoc basis, when there are changes to procedure or relevant legislation that are deemed significant by the relevant Director

Meeting Frequency

11. The Committee will meet at such times as shall be agreed by its members. Any member of the Council shall be entitled to attend and observe any meeting of the Committee.

Decision making

12. Decisions will be taken by a consensus of members present unless any member of the Shareholder Committee requests a vote, in which case a majority decision will be taken with each member present having a single vote.

Attendees

13. The council's Chief Executive, the Executive Director of Resources (Section 151 Officer) and the Monitoring Officer will advise the Shareholder Committee and representatives of the company, including the Company Secretary, shall be invited to all meetings on a non-voting basis.

14. Other members may be invited to attend meetings on a non-voting basis.

15. Meetings will be operated in accordance with the following rules:

- Agendas will be published 5 clear working days in advance of meetings.
- Members of the public will be able to observe the public parts of meetings and access papers relating to any public business for each company and joint venture
- Officers on the Council will be able to observe the public parts of meetings and access papers relating to any public business for each company and joint venture but will only be able to attend private parts of meetings and access papers relating to private business where specifically authorised to do so by the Chair or a statutory officer.

Relationship to Scrutiny

16. The Performance and Corporate Services Overview and Scrutiny Committee has the ability to scrutinise the business and decisions of the Shareholder Committee and to make recommendations to the Shareholder Committee. Decisions of the Shareholder Committee will be subject to call in by the Chair of the Scrutiny Committee or any 4 members.

Annex C – Proposed Changes to the Articles of Association for OxLEP

Annex C – Proposed Changes to the Articles of Association for OxLEP

Article to be changed	Current Position	Proposed Change
Definitions and Interpretation		Insert a new Definition: Shareholder Committee : is the sub-committee of the Oxfordshire County Council appointed to deliberate on matters relation to the Company;
Directors (Article 7.1)	Unless otherwise determined by ordinary resolution, the number of directors (other than alternate directors) shall not be subject to any maximum but shall not be less than six.	The minimum number of directors shall not be less than two.
Directors (Article 7.2)	The CEO of the Company shall be a director <i>ex officio</i>	Delete the current Article 7.2 in its entirety and Article 7.3 will be re-numbered to become the new Article 7.2
Directors' Powers (Article 9.2)	The directors may from time to time change the name of the company to any name considered by the directors to be advantageous, expedient or otherwise desirable.	Delete the current Article 9.2 in its entirety and Articles 9.3, 9.4 and 9.5 will be re-numbered to become the new Articles 9.2, 9.3 and 9.4
Quorum for Directors' Meetings (Article 14.2)	The quorum for directors' meetings may be fixed from time to time by a decision of the directors and unless otherwise fixed it is any 3 Eligible Directors	The quorum for directors' meetings may be fixed from time to time by a decision of the directors and unless otherwise fixed it is any two Eligible Directors
Reserved Matters (Article 21.1)	<p>21.1 The rights of the directors to make decisions with regard to the Company shall be subject to a number of Reserved Matters for consideration by the Member only which may be amended by it from time to time by giving notice to the Company in writing.</p> <p>These shall include:</p> <p>21.1.1 appointment</p>	<p>21.1 The rights of the directors to make decisions with regard to the Company shall be subject to a number of Reserved Matters for consideration by the Member only which may be amended by it from time to time by giving notice to the Company in writing.</p> <p>These shall include:</p> <p>21.1.1 appointment and removal of directors;</p> <p>21.1.2 approval of an annual business plan for the Company;</p> <p>21.1.3 approval of an annual budget for the Company;</p> <p>21.1.4 appointment of external auditors;</p> <p>21.1.5 admission of any new member;</p>

	<p>and removal of directors;</p> <p>21.1.2 approval of an annual business plan for the Company;</p> <p>21.1.3 approval of an annual budget for the Company; and</p> <p>21.1.4 appointment of external auditors.</p>	<p>21.1.6 alteration of constitutional documents;</p> <p>21.1.7 loans/borrowings/mortgages/guarantees (above specified limits);</p> <p>21.1.8 making of loans;</p> <p>21.1.9 approval of balance sheet/Profit & Loss account;</p> <p>21.1.10 acquisition/disposal/leasing of material assets/business/shares;</p> <p>21.1.11 commencing/settling material litigation;</p> <p>21.1.12 change of accounting policies;</p> <p>21.1.13 appointment/removal of senior management;</p> <p>21.1.14 Entering into long-term service agreements;</p> <p>21.1.15 pension provision;</p> <p>21.1.16 exclusive agency or distribution agreements;</p> <p>21.1.17 intellectual property licences;</p> <p>21.1.18 change of cheque signing authorities; and/or</p> <p>21.1.19 appointing any committee/delegating any of the powers of the board.</p>
<p>Reserved Matters (Article 21.2)</p>	<p>The sole member of the Company shall be the Member. The sole member shall authorise the Leader of the County Council (or such other person as the sole member sees fit) to act as its authorised representative at any general meeting of the Company or in relation to any Reserved Matters and the person so authorised shall be entitled to exercise the same powers on behalf of the sole member as the sole member would exercise if it were an individual member of the Company. The sole member shall</p>	<p>The sole member of the Company shall be the Member. The Member shall through its Shareholder Committee authorise the Leader of the County Council (or such other person as the Member sees fit) to act as its authorised representative at any general meeting of the Company or in relation to any Reserved Matters and the person so authorised shall be entitled to exercise the same powers on behalf of the Member as the Member would exercise if it were an individual member of the Company. The Member shall notify the directors in writing of its authorised representatives for the purposes of general meetings.</p>

Annex C – Proposed Changes to the Articles of Association for OxLEP

	notify the directors in writing of its authorised representatives for the purposes of general meetings.	
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Division(s): N/A

CABINET - 19 NOVEMBER 2024

TREASURY MANAGEMENT MID TERM REVIEW 2024/25

Report by the Executive Director of Finance and Section 151 Officer

RECOMMENDATION

1. Cabinet is **RECOMMENDED** to note the council's treasury management activity in the first half of 2024/25 and recommend Council to note the council's treasury management activity in the first half of 2024/25.

Executive Summary

2. Treasury management is defined as: "The management of the organisation's borrowing, investments and cash flows, including its banking, money market and capital market transactions, the effective control of the risks associated with those activities, and the pursuit of optimum performance consistent with those risks."
3. The Chartered Institute of Public Finance and Accountancy's (CIPFA's) 'Code of Practice on Treasury Management 2021' requires that committee to which some treasury management responsibilities are delegated, will receive regular monitoring reports on treasury management activities and risks. This report sets out the position at 30 September 2024.
4. Throughout this report, the performance for the first half of the year (1 April to 30 September 2024) is measured against the budget agreed by Council in February 2024.
5. As at 30 September, the council's outstanding debt totalled £279m and the average rate of interest paid on long-term debt during the year was 4.41%. No new external borrowing was arranged during the first half of the year, whilst a £5m LOBO was repaid during the first half of the year. The Council's forecast debt financing position for 2024/25 is shown in Annex 1.
6. The [Treasury Management Strategy for 2024/25](#) agreed in February 2024 assumed an average base rate of 4.50%.
7. The average daily balance of temporary surplus cash invested in-house was expected to be £463m in 2024/25, with an average in-house return of 4.25%.
8. During the first half of the year the Council achieved an average in-house return of 4.95% on average cash balances of £478.542m, producing gross interest receivable of £11.876m. In relation to external funds, the return for the for six months was £1.834m, bringing total investment income to £13.709m. This compares to budgeted investment income of £9.276m, giving a net overachievement of £4.433m.
9. At 30 September 2024, the council's investment portfolio of £540.964m comprised £391.000m of fixed term deposits, £51.103m at short term notice in money market funds

and £98.861m in pooled funds with a variable net asset value. Annex 4 provides an analysis of the investment portfolio at 30 September 2024.

Treasury Management Activity

Debt Financing & Maturing Debt

10. The Strategy for Long Term Borrowing agreed in February 2024 included the option to fund new or replacement borrowing up to the value of £230m through internal borrowing. The aim was to reduce the Council's exposure to credit risk and reduce the long term cost of carry (difference between borrowing costs and investment returns).
11. The council is able to borrow from the Public Works Loan Board (PWLB), through the money markets or via community municipal investments. High inflation over the last 3 years has led to bond yields, and therefore PWLB rates, remaining high. The expectation is that PWLB rates should reduce over the medium term. Given the forecast for borrowing rates, the strategy for 2024/25 assumes the majority of the increase in capital financing requirement to be met through internal borrowing. A small amount of borrowing is planned to be raised via community municipal investments to help finance net zero schemes.
12. As at 30 September 2024, the authority had 43 PWLB loans totalling £244.383m, 6 LOBO¹ loans totalling £30m and one £5m money market loan. The average rate of interest paid on PWLB debt was 4.52% and the average cost of LOBO debt in 2023/24 was 3.91%. The cost of debt on the money market loan was 3.95%. The combined weighted average for interest paid on long-term debt was 4.89%. The Council's debt portfolio as at 30 September 2023 is shown in Annex 1.
13. The Council also repaid one Lender's Option/Borrowers' Option Loan (LOBO) of £5m without penalty when the provider used their option to "call" the loan. No PLWB loans matured during the first half of the year. The weighted average interest rate payable on the matured loans was 3.8%. The forecast outturn for interest payable in 2024/25 is £12.21m which is below the budgeted figure of £15.32m. The details are set out in Annex 2.

Investment Strategy

14. The Council holds deposits and invested funds representing income received in advance of expenditure plus balances and reserves. The guidance on Local Government Investments in England gives priority to security and liquidity and the Council's aim is to achieve a yield commensurate with these principles. The Council continued to adopt a cautious approach to lending to financial institutions and continuously monitored credit quality information relating to counterparties.
15. During the first half of the financial year term fixed deposits have been placed with other Local Authorities as per the approved lending list, whilst Money Market Funds have been utilised for short-term liquidity. Inter Local Authority lending remains an attractive market to deposit funds with from a security viewpoint, whilst the Government's Debt Management Deposit Facility (DMADF) has also provided a competitive and secure counterparty from time to time.

¹ LOBO (Lender's Option/Borrower's Option) Loans are long-term loans which include a re-pricing option for the bank at predetermined intervals.

16. The Treasury Management Strategy Statement and Annual Investment Strategy for 2024/25 included the use of external fund managers and pooled funds to diversify the investment portfolio through the use of different investment instruments, investment in different markets, and exposure to a range of counterparties. It is expected that these funds should outperform the Council's in-house investment performance over a rolling three-year period. The strategy permitted up to 50% of the total portfolio to be invested with external fund managers and pooled funds (excluding Money Market Funds). The performance of the pooled funds will continue to be monitored by the Treasury Management Strategy Team (TMST) throughout the year against respective benchmarks and the in-house portfolio.
17. At the start of the year the UK Bank Rate was 5.25% which was in line with the forecast. The Bank of England cut rates to 5% in August 2024, with further cuts forecast to bring base rate down to 4.25% by the end of the financial year. Longer term, base rate is expected to fall to 3.00% during 2026.

The Council's Lending List

18. In-house cash balances are deposited with institutions that meet the council's approved credit rating criteria. The approved lending list, which sets out those institutions, is updated to reflect changes in bank and building society credit ratings. Changes are reported to Cabinet as part of the Business Management & Monitoring Report. The approved lending list may also be further restricted by officers, in response to changing conditions and perceived risk. There were no changes to the lending list during the first half of 2024/25.

Investment Performance

19. Temporary surplus cash balances include: developer contributions; council reserves and balances; and various other funds to which the Council pays interest at each financial year end. The budgeted annual return on these in-house balances for 2024/25 was 4.25% and assumed an average annual in-house cash balance of £361.622m.
20. The actual average daily balance of temporary surplus cash invested in-house was £456.059m for the first half of 2024/25 and the average in-house return was 4.95%, producing gross interest receivable of £11.876m. Gross distributions from pooled funds totalling £1.834m were also realised in the first half of the year, bringing total investment income to £13.710m. This compares to budgeted investment income of £9.276m, giving a net overachievement of £4.434m. This reflects a combination of higher than forecast average cash balances, and higher than forecast interest rates.
21. Cash balances for the year are forecast to be lower than they otherwise would be as a result of negative Dedicated Schools Grant balances relating to High Needs. The cumulative negative DSG balance is forecast to be £81.90m by the end of 2024/25. Since this reflects actual cash spent by the council this means there is an estimated opportunity cost of £3.4m in unearned interest for the year. The cumulative opportunity cost of lost interest is estimated to be £6.38m by the end of 2024/25.
22. The Council operates a number of instant access call accounts and money market funds to deposit short-term cash surpluses. During the first half of 2024/25 the average balance held on instant access was £54.376m, at an average rate of 5.12%.

23. At 30 September 2024 the total value of pooled fund investments was £98.861m. This is up from the value as at 30 June 2024 of £97.442m.
24. At 30 September 2024, the council's investment portfolio of £540.964m comprised £391.000m of fixed term deposits, £51.103m at short term notice in money market funds and £98.861m in pooled funds with a variable net asset value. Annex 4 provides an analysis of the investment portfolio at 30 September 2024.
25. The Council's Treasury Management Strategy Team regularly monitors the risk profile of the Council's investment portfolio. An analysis of the credit and maturity position of the portfolio at 30 September 2024 is included at Annex 4.

Prudential Indicators for Treasury Management

26. During the financial quarter, the Council operated within the treasury limits and Prudential Indicators set out in the Council's Treasury Management Strategy for 2024/25. The position as at 30 September 2024 for the Prudential Indicators is shown in Annex 3.

Financial Implications

27. This report is mostly concerned with finance and the implications are set out in the main body of the report.

Comments checked by:

Ian Dyson, Director of Financial & Commercial Services, ian.dyson@oxfordshire.gov.uk

Legal Implications

28. The report meets the requirements of both the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management and the CIPFA Prudential Code for Capital Finance in Local Authorities. The Council is required to comply with both Codes through Regulations issued under the Local Government Act 2003. There are no other legal implications.

Comments checked by:

Paul Grant, Head of Legal, paul.grant@oxfordshire.gov.uk

Sustainability Implications

29. This report is not expected to have any negative impact with regards to the Council's zero carbon emissions commitment by 2030.

Contact officer: Tim Chapple – Treasury Manager

Contact number: 07917 262935

October 2024

OXFORDSHIRE COUNTY COUNCIL DEBT FINANCING 2023/24

<u>Debt Profile</u>		£m
1. PWLB	54%	244.38
2. Other Long Term Loans	9%	<u>40.00</u>
3. Sub-total External Debt		284.38
4. Internal Balances	37%	<u>166.54</u>
5. Actual Debt at 31 March 2024	100%	450.92
6. Prudential Borrowing		77.02
7. Borrowing in Advance		0.00
8. Minimum Revenue Provision		<u>-14.23</u>
9. Forecast Debt at 31 March 2025		513.71
<u>Maturing Debt</u>		
10. PWLB loans maturing during the year		-3.00
11. PWLB/LOBO loans repaid prematurely		<u>-10.00</u>
12. Total Maturing Debt		-13.00
<u>New External Borrowing</u>		
13. PWLB Normal		0.00
14. PWLB loans raised in the course of debt restructuring		0.00
15. Money Market LOBO loans		<u>0.00</u>
16. Total New External Borrowing		0.00
<u>Debt Profile Year End</u>		
17. PWLB	47%	241.38
18. Money Market loans (incl £25m LOBOs)	6%	<u>30.00</u>
19. Forecast Sub-total External Debt		271.38
20. Forecast Internal Balances	47%	<u>242.33</u>
21. Forecast Debt at 31 March 2025	100%	513.71

Line

- 1 – 5 This is a breakdown of the Council's debt at the beginning of the financial year (1 April 2024). The PWLB is a government agency operating within the Debt Management Office. LOBO (Lender's Option/ Borrower's Option) loans are long-term loans, with a maturity of up to 60 years, which includes a re-pricing option for the bank at predetermined time intervals. Internal balances include provisions, reserves, revenue balances, capital receipts unapplied, and excess of creditors over debtors.
- 6 'Prudential Borrowing' reflects Prudential Borrowing taken by the authority there is a robust invest to save model; or the council has a significant unmet capital need.
- 7 'Borrowing in Advance' is the amount the Council borrowed in advance to fund future capital finance costs.
- 8 The charge to revenue made in respect of paying off the principal sum of the borrowing undertaken to finance the capital programme.
- 9 The Council's forecast total debt by the end of the financial year, after taking into account new borrowing, debt repayment and movement in funding by internal balances.
- 10 The Council's normal maturing PWLB debt.
- 11 PWLB debt repaid early during the year.
- 12 Total debt repayable during the year.
- 13 The normal PWLB borrowing undertaken by the Council during 2024/25.
- 14 New PWLB loans to replace debt repaid early.
- 15 The Money Market borrowing undertaken by the Council during 2024/25
- 16 The total external borrowing undertaken.
- 18-22 The Council's forecast debt profile at the end of the year.

Long-Term Debt Maturing 2024/25**Public Works Loan Board: Loans maturing during 2024/25**

Date	Amount £m	Rate %
22/11/2024	3.000	4.250%
Total	3.000	

LOBO Loans called & repaid during 2024/25

Date	Amount £m	Rate %
31/07/2024	5.000	3.800%
02/10/2024	5.000	4.010%
Total	10.000	

Prudential Indicators Monitoring at 30 September 2024

The Local Government Act 2003 requires the Authority to have regard to CIPFA's Prudential Code for Capital Finance in Local Authorities (the Prudential Code) when determining how much money it can afford to borrow. To demonstrate that the Authority has fulfilled the requirements of the Prudential Code the following indicators must be set and monitored each year.

Authorised and Operational Limit for External Debt

Actual debt levels are monitored against the Operational Boundary and Authorised Limit for External Debt below. The Operational Boundary is based on the Authority's estimate of most likely, i.e. prudent, but not worst case scenario for external debt. The council confirms that the Operational Boundary has not been breached during the first quarter of 2024/25.

The Authorised Limit is the affordable borrowing limit determined in compliance with the Local Government Act 2003. It is the maximum debt that the Authority can legally owe. The authorised limit provides headroom over and above the operational boundary for unusual cash movements. The Authority confirms that the Authorised limit was not breached in the first quarter of 2024/25.

Authorised limit for External Debt	£570,000,000
Operational Limit for External Debt	£555,000,000
Capital Financing Requirement for year	£513,527,972

	Actual	Forecast
	30/09/2024	31/03/2025
Borrowing	£279,382,618	£271,382,618
Other Long-Term Liabilities	£ 836,000	£ 836,000
Total	£280,218,618	£272,218,618

Interest Rate Exposures

These indicators are set to control the Authority's exposure to interest rate risk. The upper limits on fixed and variable rate interest exposures. Fixed rate investments are borrowings are those where the rate of interest is fixed for the whole financial year. Instruments that mature during the financial year are classed as variable rate.

Fixed Interest Rate Exposure

Fixed Interest Net Borrowing limit	£350,000,000
Actual at 30 September 2024	-£142,617,382

Variable Interest Rate Exposure

Variable Interest Net Borrowing limit	£0
Actual at 30 September 2024	-£119,127,560

Principal Sums Invested over 365 days

Total sums invested for more than 364 days limit	£215,000,000
Actual sums invested for more than 364 days	£ 30,000,000

Maturity Structure of Borrowing

This indicator is set to control the Authority's exposure to refinancing risk. The upper and lower limits on the maturity structure of fixed rate borrowing and the actual structure at 30 September 2024, are shown below. Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment.

	Limit %	Actual %
Under 12 months	0 – 20	3.58
12 – 24 months	0 – 25	5.01
24 months – 5 years	0 – 35	17.90
5 years to 10 years	5 – 40	30.92
10 years +	25 – 95	42.59

OXFORDSHIRE COUNTY COUNCIL INVESTMENT PORTFOLIO 30/09/2023

Fixed term deposits held at 30/09/2024

Counterparty	Principal Deposited	Maturity Date
Falkirk Council	£5,000,000.00	01/10/2024
Great Yarmouth Borough Council	£5,000,000.00	08/10/2024
Orkney Islands Council	£3,000,000.00	10/10/2024
The Highland Council	£5,000,000.00	16/10/2024
London Borough of Haringey Council	£5,000,000.00	18/10/2024
West Dunbartonshire Council	£5,000,000.00	23/10/2024
Fife Council	£5,000,000.00	24/10/2024
Police and Crime Commissioner for Lancashire	£5,000,000.00	28/10/2024
Fife Council	£5,000,000.00	31/10/2024
Worthing Borough Council	£5,000,000.00	19/11/2024
Aberdeen City Council	£5,000,000.00	19/11/2024
Aberdeen City Council	£8,000,000.00	19/11/2024
Aberdeen City Council	£5,000,000.00	20/11/2024
Blackpool Council	£7,000,000.00	22/11/2024
Cambridgeshire County Council	£5,000,000.00	22/11/2024
Cheshire East Council	£5,000,000.00	22/11/2024
Moray Council	£5,000,000.00	26/11/2024
Surrey County Council	£5,000,000.00	02/12/2024
Police and Crime Commissioner for Merseyside	£5,000,000.00	11/12/2024
London Borough of Newham Council	£5,000,000.00	23/12/2024
Merthyr Tydfil County Borough Council	£5,000,000.00	27/12/2024
Falkirk Council	£5,000,000.00	03/01/2025
Aberdeen City Council	£5,000,000.00	03/01/2025
Conwy County Borough Council	£5,000,000.00	03/01/2025
Police and Crime Commissioner for Lancashire	£5,000,000.00	06/01/2025
Surrey County Council	£3,000,000.00	07/01/2025
South Ayrshire Council	£5,000,000.00	08/01/2025
Surrey County Council	£5,000,000.00	23/01/2025
Merthyr Tydfil County Borough Council	£5,000,000.00	24/01/2025
Police and Crime Commissioner for Merseyside	£5,000,000.00	24/01/2025
Surrey County Council	£5,000,000.00	27/01/2025
East Dunbartonshire Council	£5,000,000.00	29/01/2025
Falkirk Council	£5,000,000.00	31/01/2025
London Borough of Waltham Forest Council	£5,000,000.00	31/01/2025
West Dunbartonshire Council	£5,000,000.00	06/02/2025
Fife Council	£5,000,000.00	14/02/2025
Bolton Metropolitan Borough Council	£5,000,000.00	14/02/2025
Monmouthshire County Council	£5,000,000.00	17/02/2025
Somerset Council	£5,000,000.00	17/02/2025
Fife Council	£5,000,000.00	18/02/2025

Cambridgeshire County Council	£3,000,000.00	24/03/2025
East Dunbartonshire Council	£5,000,000.00	24/03/2025
High Peak Borough Council	£5,000,000.00	09/04/2025
London Borough of Newham Council	£5,000,000.00	11/04/2025
Police and Crime Commissioner for Lancashire	£5,000,000.00	14/04/2025
South Ayrshire Council	£5,000,000.00	17/04/2025
Plymouth City Council	£5,000,000.00	22/04/2025
Rushmoor Borough Council	£5,000,000.00	25/04/2025
Rushmoor Borough Council	£5,000,000.00	29/04/2025
West Dunbartonshire Council	£5,000,000.00	30/04/2025
Rushmoor Borough Council	£5,000,000.00	06/05/2025
North Lanarkshire Council	£5,000,000.00	12/05/2025
Plymouth City Council	£5,000,000.00	13/05/2025
London Borough of Waltham Forest Council	£5,000,000.00	23/05/2025
London Borough of Waltham Forest Council	£5,000,000.00	23/05/2025
Darlington Borough Council	£5,000,000.00	29/05/2025
London Borough of Waltham Forest Council	£5,000,000.00	30/05/2025
Police and Crime Commissioner for Lancashire	£5,000,000.00	02/06/2025
Isle of Wight Council	£5,000,000.00	09/06/2025
Monmouthshire County Council	£5,000,000.00	10/06/2025
Plymouth City Council	£5,000,000.00	07/08/2025
West Dunbartonshire Council	£5,000,000.00	12/08/2025
North Lanarkshire Council	£5,000,000.00	12/08/2025
Gloucester City Council	£5,000,000.00	13/08/2025
Kirklees Council	£5,000,000.00	15/08/2025
Cambridgeshire County Council	£5,000,000.00	20/08/2025
South Tyneside Council	£5,000,000.00	20/08/2025
London Borough of Haringey Council	£5,000,000.00	22/08/2025
Derbyshire County Council	£5,000,000.00	26/08/2025
The Highland Council	£5,000,000.00	26/08/2025
Babergh District Council	£7,000,000.00	02/09/2025
Wrexham County Borough Council	£5,000,000.00	04/09/2025
Short Term Deposit Total	£361,000,000.00	
	Principal Deposited	Maturity Date
Counterparty		
North East Lincolnshire Council	£5,000,000.00	21/11/2025
Worthing Borough Council	£5,000,000.00	21/11/2025
Great Yarmouth Borough Council	£5,000,000.00	22/04/2026
Derbyshire County Council	£5,000,000.00	25/08/2026
Kirklees Council	£5,000,000.00	22/01/2027
Kirklees Council	£5,000,000.00	17/03/2027
Long Term Deposit Total	£30,000,000.00	
Total Deposits	£391,000,000.00	

Money Market Funds

Counterparty	Balance at 30/09/24 (£)	Notice period
Aberdeen Liquidity Fund	18,000,000.00	Same day
Goldman Sachs Sterling Liquid Fund	0.00	Same day
Deutsche Sterling Liquid Fund	0.00	Same day
Federated Sterling Liquidity Funds	23,216,121.91	Same day
Legal & General Sterling Liquidity Fund	9,869,864.66	Same day
CCLA Public Sector Deposit Fund	628.61	Same day
J P Morgan Sterling Liquidity Fund	4,684.23	Same day
Morgan Stanley Sterling Liquid Fund	0.00	Same day
Total	51,091,299.41	

Notice / Call Accounts

Counterparty	Balance at 30/09/24 (£)	Notice period
Santander Call Account	27.75	Same day
Barclays Current	9,169.56	Same day
Handlesbanken	2,389.13	Same day
Total	9,435.44	

Strategic Bond Funds

Fund	Balance at 30/09/24 (£)	Notice period
Threadneedle strategic bond fund (income)	12,570,238.08	4 days
Threadneedle Global Equity Income Fund	17,035,972.74	4 days
Kames Diversified Income	9,632,489.77	4 days
Ninety One Diversified Income	9,077,726.35	4 days
M&G Strategic Corporate Bond Fund	11,383,112.89	4 days
Schroder Income Maximiser	11,431,596.17	4 days
CCLA Diversified Income Fund	4,919,057.72	4 days
Total	76,050,193.71	

Property Funds

Fund	Balance at 30/09/24 (£)	Notice period
CCLA Local Authorities Property Fund	22,810,481.27	Monthly
Total	22,810,481.27	

CABINET
19 November 2024

BUSINESS MANAGEMENT AND MONITORING REPORT
September 2024
Report by the Executive Director of Resources & Section 151 Officer

RECOMMENDATION

1. The Cabinet is RECOMMENDED to

Note the report and annexes.

- a) Approve the virement requests in Annex B-2a and note the requests in Annex B-2b.
- b) Approve an introduction of a new charge in 2024/25 for monitoring of biodiversity net gain compliance.
- c) Approve the increased charges in 2024/25 for the Disclosure and Barring Service (DBS)

2. Executive Summary

- a) The business management reports are part of a suite of performance, risk and budget documents which set out the council's ambitions, priorities, and financial performance. The [2022 – 2025 Strategic Plan](#) sets out the Council's ambitions. It also shows the priority activities for the current financial year.
- b) This report presents the September 2024 performance, risk, and finance position for the council.
- c) Further information is provided in the following annexes to the report:
 - i. Annex A – Performance
 - ii. Annex B – Finance
 - iii. Annex C – Climate Action Programme Quarter 2 update
 - iv. Annex D – Equality, Diversity & Inclusion Plan Quarter 2 update
- d) The performance section of this report concentrates on performance exceptions (measures reporting Red (off target), or Amber, (slightly off target, Amber for the last two consecutive months or more). The full performance report is included at Annex A.

3. Amendments to Measures

- a) Measure **OCC10.04 Customer enquires resolved via telephony contact channel at first contact** has been removed and replaced by upgrading the below service level measure:

OCC10.04 - Answer 80% of calls to the Customer Service Centre within 30 seconds (exclude Social and Health Care Team (SHCT)): With the

introduction of the new omnichannel contact centre platform in early November 2024, this gives the council the opportunity to look wider across the customer journey and experience received across multiple channels once implemented.

- b) Measure **OCC04.04 % Adults aged 65+ (per 100,000) whose support needs met by residential and nursing care home** has been revised to:

OCC04.04 Adults aged 65+ (per 100,000) admitted to residential and care homes: This measures the number of adults aged 65 and over whose long-term support needs are met by admission to residential and nursing care homes (per 100,000 population). The target has been set to monitor how the council is performing against the rest of the country.

- c) Removed measure **OCC04.05 % of people transferring from homecare to care homes** has been replaced with:

OCC04.05 - Adults aged 65+ (per 100,000 population) admitted to residential and care homes (stretched target): This measure is in addition to measure **OCC04.04**

This stretched target is provided as part of the Better Care Fund (BCF), where the council agrees an improvement target with the Department of Health and Social Care, which must show improvement on the previous year.

4. Measures where the data is unavailable.

- a) **OCC03.06 Percentage of births that have received a face-to-face New Birth Visit:** A new contract with the service provider started on the 1 April 2024, it is anticipated that data will be available for Quarter 3 reporting.
- b) **OCC07.01 % of 2-2½ year review showing children at or above the expected level of development:** A new contract with the service provider started on the 1 April 2024, it is anticipated that data will be available for Quarter 3 reporting.

5. Performance Overview

- a) The Outcomes Framework for 2024/2025 reports on the council's nine strategic priorities. A further priority relates to running the business and includes the customer contact centre and measures included in the council's Financial Strategy. The Outcomes Framework which sits underneath the strategic priorities comprises monthly, quarterly, termly, six-monthly and annual measures which may change as the year progresses. At the appropriate period, relevant measures will be included in the report.
- b) As at the end of September 2024 the indicators were rated as follows:

September 2024	Green		Amber		Red		Monitoring Only		Data Unavailable		Complaints measures – where no complaint received		Total	
Monthly	19	58%	4	12%	0	0%	6	18%	0	0%	4	12%	33	59%
Quarterly	14	70%	1	5%	3	15%	0	0%	2	10%	0	0%	20	36%
Biannual	0	0%	1	100%	0	0%	0	0%	0	0%	0	0%	1	2%
Annual	1	50%	0	0%	1	50%	0	0%	0	0%	0	0%	2	3%
Total	34	61%	6	11%	4	7%	6	11%	2	3%	4	7%	56	100%

Table 1: Summary of September 2024 performance for all measures. RAG = Green = meets or exceeds target, Amber = misses target by narrow margin and Red = misses target by significant margin. This table does not include measures from priority OCC11 (finance).

- c) A total of 56 measures reported in September 2024 (Table 1), consisting of:
- 34 measures rated as Green (meeting or exceeding target).
 - Six measures rated as Amber (missing the target by a narrow margin), of which five were Amber for 2+ months.
 - Four measures rated as Red (missing the target by a significant margin).
 - Six measures rated as Monitoring only (No target).
 - Two measures as Data unavailable.
 - Four measures as no data due to no complaints being received.

- d) This bi-monthly Cabinet report is the third of 2024/2025. The table (Table 2) below compares monthly measures for the 2024/2025 reporting year, please note the number of reported measures fluctuates throughout the year.

Reporting month	Green		Amber		Red		Monitoring Only / No data		Complaints measures where no complaints were received		Total
April 2024	14	44%	3	9%	1	3%	7	22%	Not applicable		32
May 2024	22	58%	6	15%	2	7%	7	18%	Not applicable		38
June 2024	32	56%	7	12%	2	4%	9	16%	Not applicable		57
July 2024	22	57%	6	15%	4	10%	7	18%	Not applicable		39
August 2024	17	52%	5	15%	1	3%	6	18%	Not applicable		33
September 2024	43	61%	9	12%	7	10%	8	11%	4	6%	71

Table 2: Comparison of monthly reporting measures for Financial Year 2024/2025. *April, June and August measures do not include measures from priority OCC11 (finance).

- e) There are seven measures reporting as Red for the reporting period. Table 3 lists the performance measures reporting as Red at the end of September 2024. Full details can be found in Annex A.

Performance measures reporting Red for September 2024	
OCC01.04	Oxfordshire Greenhouse gas emissions as published annually by Department for Energy security and Net Zero (DESNZ with a 2-year lag)
OCC03.08	Average response time to emergency incidents within Oxfordshire
OCC03.10	Money saved or recovered for the victims of scams, doorstep crime & other forms
OCC03.12	Number of accidental dwelling fires per 100,000 population within Oxfordshire
OCC11.02	Achievement of planned savings
OCC11.06	Total outturn variation for DSG funded services (high needs)
OCC11.11	Debt requiring impairment - Adult Social Care contribution debtors

Table 3: Red RAG Status Measures September 2024 Reporting Period.

- f) This table indicates the direction of travel of measures compared to August 2024.

Status changes – August to September 2024	
Red to Green	OCC09.02 Participation in innovation funding bids or new projects in support of living Oxfordshire
Amber to Green	OCC05.03 204.6 KM (4.4%) of the road network to be treated, OCC10.06 Overall customer satisfaction rates for standard Registration Service
Red to Amber	Not applicable
Green to Amber	OCC10.04 Answer 80% of calls to the Customer Service Centre within 30 seconds (exclude SHCT)
Amber to Red	Not applicable
Green to Red	OCC03.10 Money saved or recovered for the victims of scams, doorstep crime & other forms

Table 4: Change in Performance across August to September 2024.

6. Performance Exceptions

This section of the report details all measures reporting Red or Amber status (*consecutive for two months or more*) with extracted supporting commentary from the Directorate, the full commentary can be seen at Annex A. The exception report focuses on fourteen exceptions, seven measures have Red ratings, and seven measures have Amber ratings for two months or more.

Priority OCC01: Put action to address the climate emergency at the heart of our activities.

This priority has five measures being reported in September 2024: three (60%) are reporting as Green, one (20%) is reporting as an Amber exception, and one (20%) is reporting as Red.



Figure 1: Priority OCC01 Monthly performance for 2024/2025 financial year

Measure	August Status:	September	Director:
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		Status:	
OCC01.04 Oxfordshire Greenhouse gas emissions as published annually by DESNZ with a 2-year lag	No previous data available to enable comparison	Red	Robin Rogers
OCC01.07 Total % of household waste which is reused, recycled or composted	Amber	Amber	Paul Fermer

Table 5: Priority OCC01 Measure Exception - September 2024

OCC01.04 Oxfordshire Greenhouse gas emissions as published annually by DESNZ with a 2-year lag

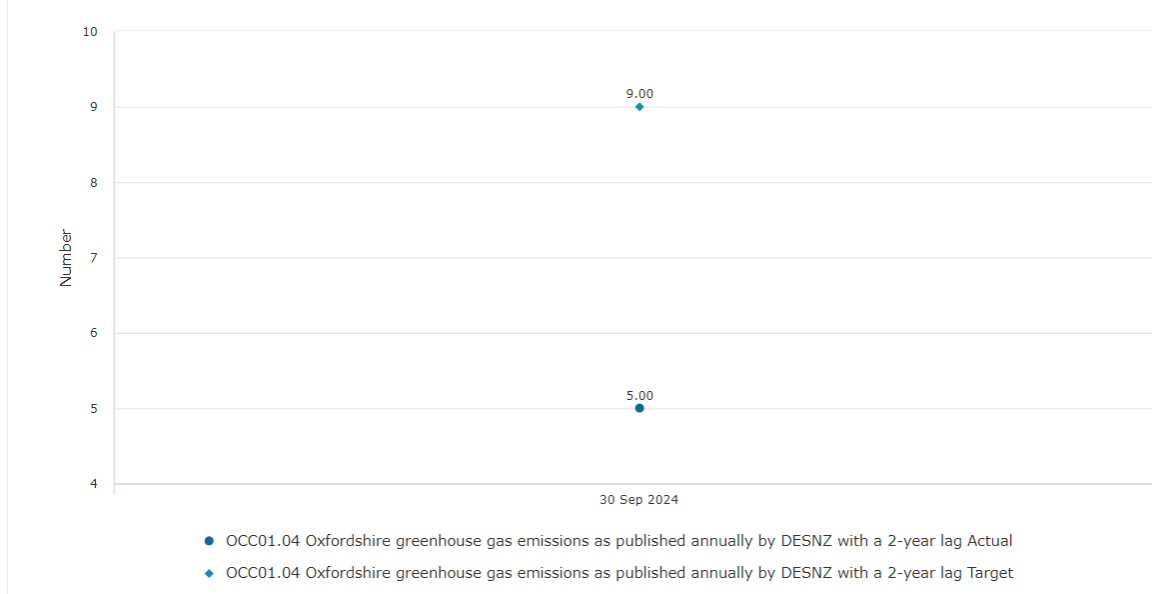


Figure 2: OCC01.04 Annual performance for 2024/2025 financial year

Oxfordshire's Greenhouse gas emissions reduced by 5% compared to the previous year. The 9% annual reduction is needed to stay within the five-year cumulative carbon budget set by the Oxfordshire Net Zero Route Map and Action Plan (ONZRMAP) and to keep the county on track to meet its net zero emissions target by 2050. While Oxfordshire did not meet the ambitious pathway to a zero carbon Oxfordshire (PAZCO) trajectory for Oxfordshire Leading the Way, it did meet the Climate Change Committee carbon budget.

The council is prioritising investment in climate initiatives to drive emissions reductions and is making efforts to collaborate closely with various partners to enhance the effectiveness of these actions.

OCC01.07 Total % of household waste which is reused, recycled, or composted

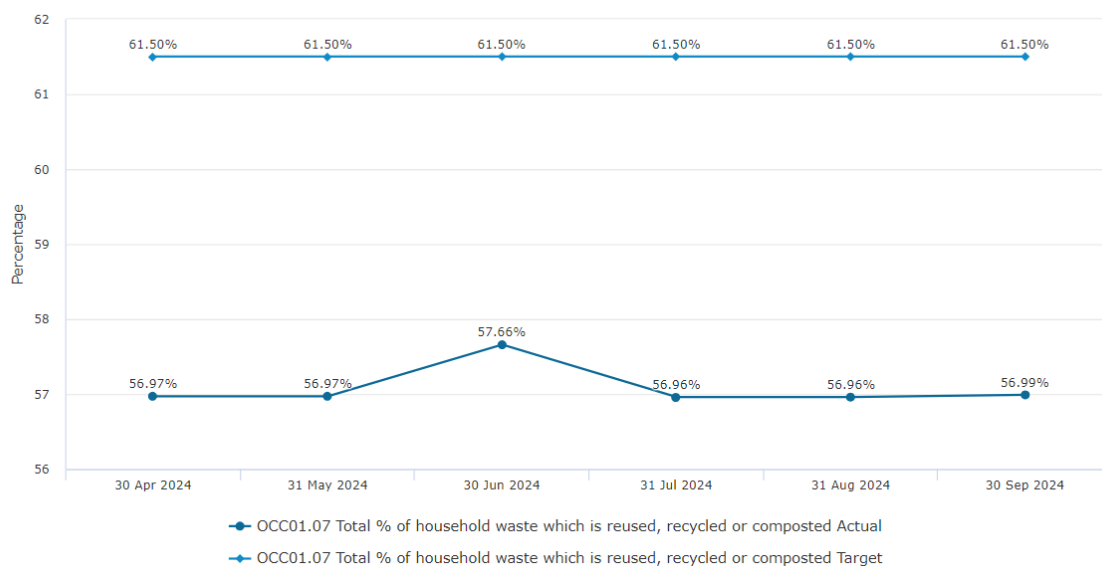


Figure 3: OCC01.07 Monthly performance for 2024/2025 financial year

The Service continues to await policy guidance from DEFRA regarding the national approach.

Priority OCC03: Prioritise the health and wellbeing of residents

This priority has nine measures being reported in September 2024: four (45%) are reporting as Green, one (11%) is reporting as an Amber exception, and three (33%) are reporting as Red. One (11%) measure is reported as data unavailable.



Figure 5: Priority OCC04. Monthly performance for 2024/2025 financial year

Measure	August Status:	Sept Status:	Director:
OCC03.08 Average response time to emergency incidents within Oxfordshire	Green	Red	Rob MacDougall
OCC03.10 Money saved or recovered for the victims of scams, doorstep crime & other forms	Green	Red	Rob MacDougall
OCC03.11 No of people directly reached with Trading Standards preventative advice and support	Amber	Amber	Rob MacDougall
OCC03.12 Number of accidental dwelling fires per 100,000 population within Oxfordshire	Green	Red	Rob MacDougall

Table 6: Priority OCC03 Measure Exceptions - September 2024

OCC03.08 Average response time to emergency incidents within Oxfordshire

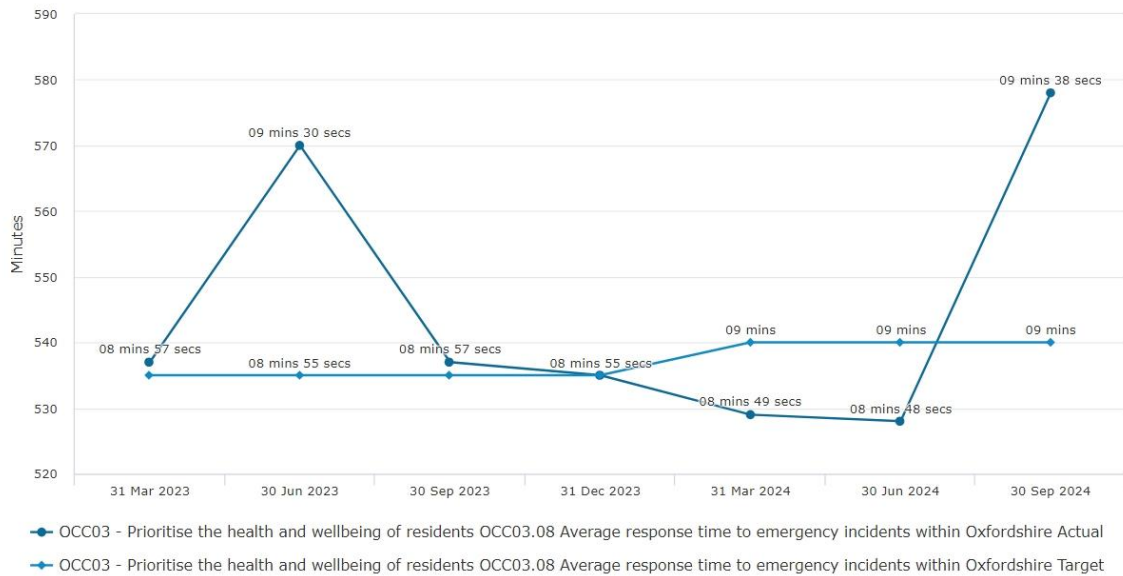


Figure 6: OCC03.08 Quarterly performance for 2024/2025 financial year

The service aims for an average response time of 9 minutes, the current performance is 9 minutes and 38 seconds. This 38-second deviation, representing a 7.04% increase, highlighting the impact of on-call station availability on response times. To address this The service is working hard to improve the availability of our on-call stations and has plans to implement measures that are aimed at improving and maintaining a stable, minimum level of fire cover

OCC03.10 Money saved or recovered for the victims of scams, doorstep crime & other forms

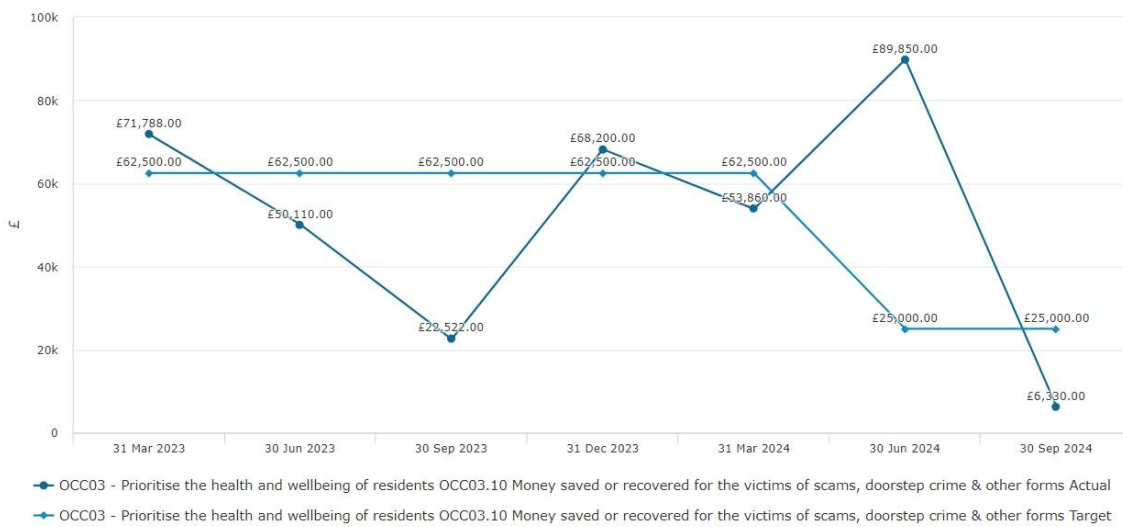


Figure 7: OCC03.10 Quarterly performance for 2024/2025 financial year

This measure aims to recover or save money for victims of crime, with an aspirational target set at £25,000. However, the actual performance in Quarter 2 stands at £6,330, which is approximately 25% of the target.

Performance in Quarter 1 was well above the target and the year-to-date performance is Green. The service has managed to save residents nearly £96,180 this financial

year, showcasing its effectiveness and the importance of timely intervention.

OCC03.11 No of people directly reached with Trading Standards preventative advice and support

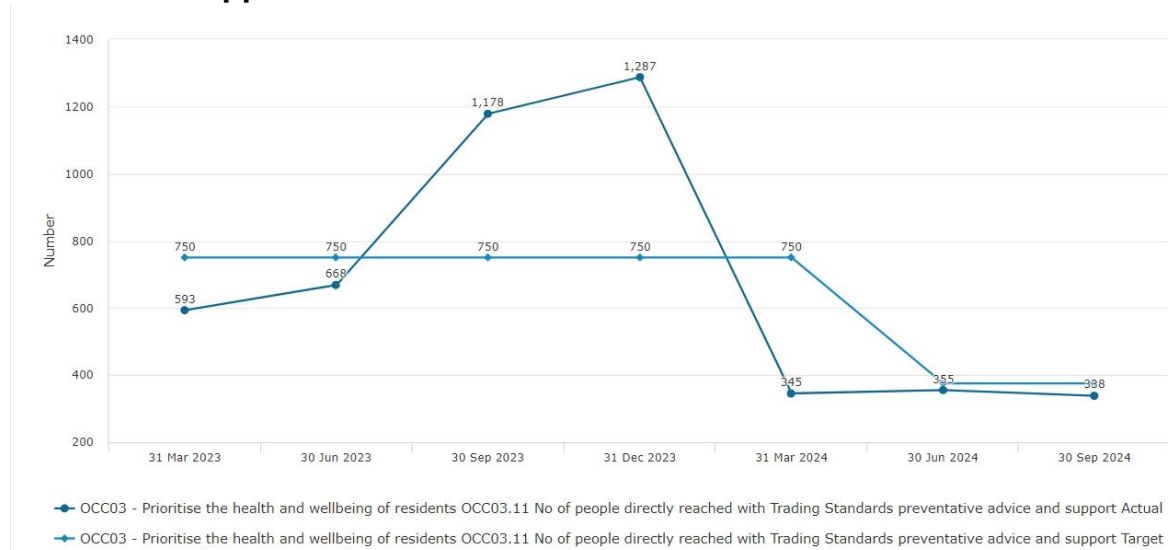


Figure 8: OCC03.11 Quarterly performance for 2024/2025 financial year

In Quarter 2 338 people were directly reached, 30 residents received one-on-one scam and fraud intervention support, and 16 call blockers were installed to protect residents from scam and nuisance calls.

The primary focus of the preventative advice and support activities is on scam prevention, scam interventions, with sub activities such as the number of electric blankets tested for safety.

OCC03.12 Number of accidental dwelling fires per 100,000 population within Oxfordshire

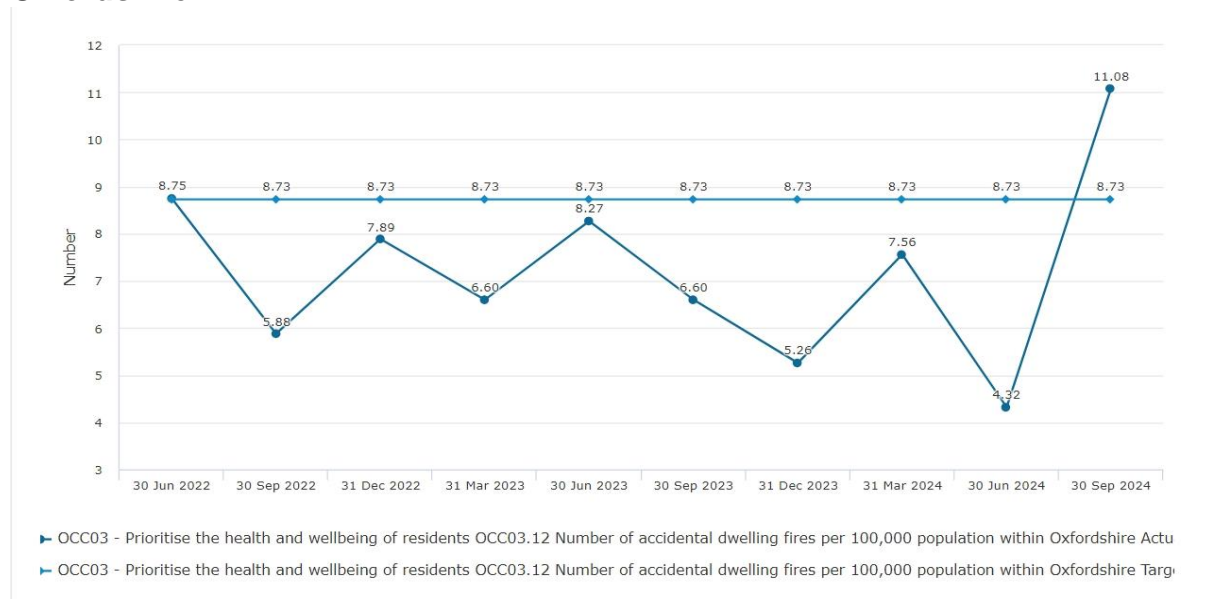


Figure 9: OCC03.12 Quarterly performance for 2024/2025 financial year

The service aims to keep the number of accidental dwelling fires per 100,000 population within Oxfordshire at or below 8.73, the actual figure for Quarter 2 is 11.08,

which is above target and below the previous three-year average of 15.6 for this time of year and below the Great Britain average of 44.7 in 2022/2023.

For 2024/25, the service is focusing on proactive fire prevention by agreeing on performance measures with Community Risk and Response Managers. Stations will receive community risk profiles to target those most at risk of fires. Fire prevention activities include a multi-agency approach, social media awareness campaigns, and Safe and Well visits that provide referrals to other health and wellbeing services.

The service remains committed to protecting the community, Reducing harm, and saving lives through targeted prevention and protection efforts.

Priority OCC04: Support carers and the social care system

This priority has five measures being reported in September 2024: two (40%) are reporting as Green and two (40%) are reporting as Amber exceptions. One measure is reported as monitoring only.



Figure 10: Priority OCC04 Monthly performance for 2024/2025 financial year

Measure	August Status:	Sept Status:	Director:
OCC04.01 % of people who received short-term services during 24/25 with no further support request	Amber	Amber	Karen Fuller
OCC04.05 Adults aged 65+ (per 100,000) admitted to residential and care homes (stretched target)	Amber	Amber	Karen Fuller

Table 7: Priority OCC04 Measure Exceptions - September 2024

OCC04.01 % of people who received short-term services during 24/25 with no further support request

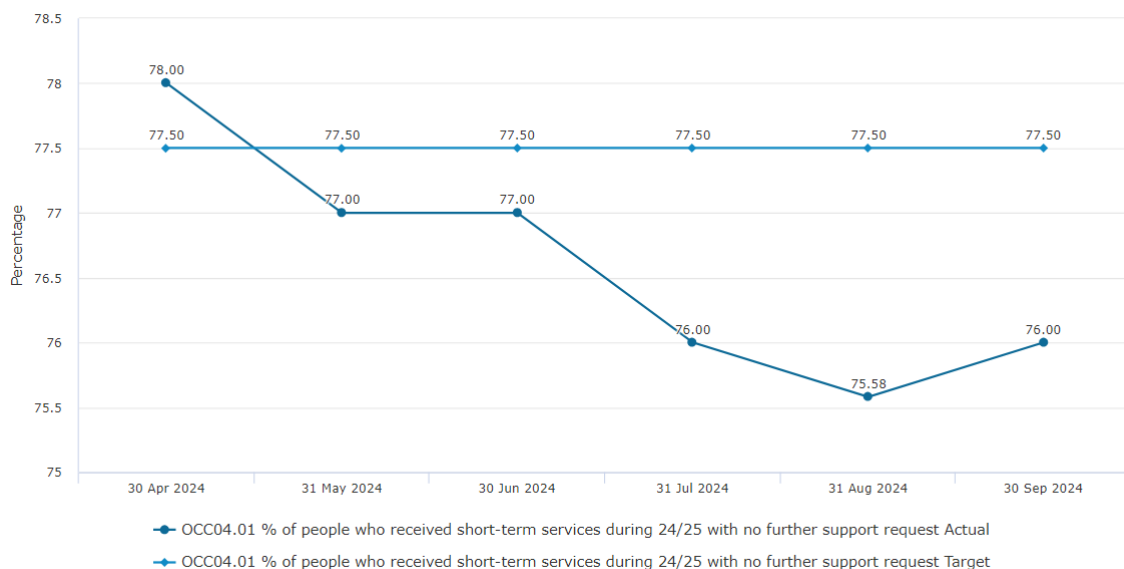


Figure 11: OCC04.01 Monthly performance for 2024/2025 financial year

The reablement service in Oxfordshire aims to help individuals regain their independence after an illness. In September, the service achieved a 76% success rate, slightly below the national average target of 77.5%. This is an improvement from

the August position of 75.58%.

In the first six months of this year, 1,239 people completed reablement, a 14% increase from last year. While 750 people became completely independent, 150 had reduced care needs. So far in 2024/25 85.3% of service users have seen a decrease in their care needs, and the number of residents supported to become more independent has risen by over 4%.

Performance demonstrates ongoing progress and a strong commitment to helping residents maintain their independence. The service will continue to work with system partners and residents to ensure that people are able to access reablement support in the community as well as via the hospital discharge pathways.

OCC04.05 Adults aged 65+ (per 100,000) admitted to residential and care homes (stretched target)

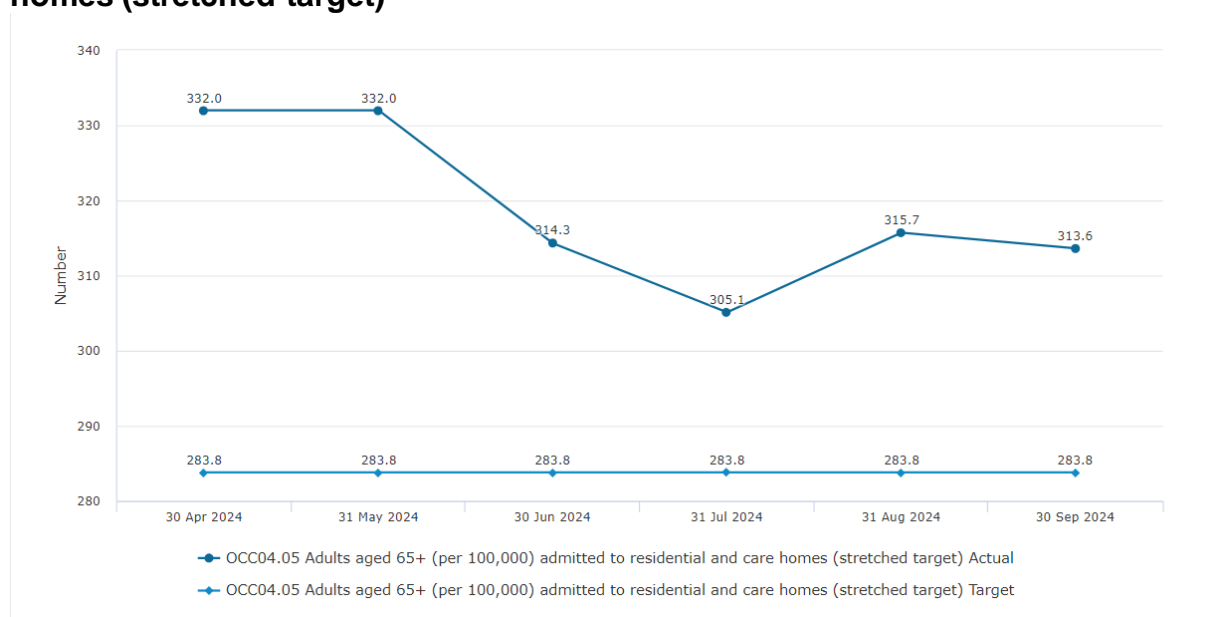


Figure 12: OCC04.05 Monthly performance for 2024/2025 financial year

The actual rate of admissions for adults aged 65+ decreased from 315.7 per 100,000 population in August to 313.6 per 100,000 in September.

This national measure tracks the number of people whose support needs are met by permanent care home admissions. While most people prefer to live at home, sometimes a care home is the best option. The goal is to reduce the number of permanent care home admissions. Last year (2023/24), 453 people were admitted, a rate of 346.2 per 100,000, which is better than the national average of 560.8 per 100,000 population. In the last 12 months, 442 people were admitted, a reduction from 2023/24, placing Oxfordshire in the top 10% nationally.

For 2022/23, Oxfordshire's rate was 357.7, ranking 16th out of 151 authorities. As part of the Better Care Fund (BCF), the Council agreed an improvement target with the Department of Health and Social Care, which must show improvement on the previous year. The stretched target for 2024/25 is 400 admissions or a rate of 294 per 100,000 population. Last year the BCF target for the council was 326 per 100,000 population, compared to the current target of 283.8 per 100,000.

Efforts to support people at home include increasing home care services and extra care housing, with a 6% increase in home care hours purchased.

Priority OCC06: Preserve and improve access to nature and Green spaces

This priority has three measures being reported in September 2024: two (67%) are reporting as Green and one (33%) is reporting as an Amber exception.



Figure 13: OCC06: Preserve and improve access to nature and Green spaces. Monthly performance for 2024/2025 financial year.

Measure	August Status	Sept Status	Director
OCC06.04% [by length] of Public Rights of Way network free from serious issues or obstruction	Amber	Amber	Paul Fermer

Table 8: Priority OCC06 Measure Exceptions - September 2024

OCC06.04% [by length] of Public Rights of Way network free from serious issues or obstruction

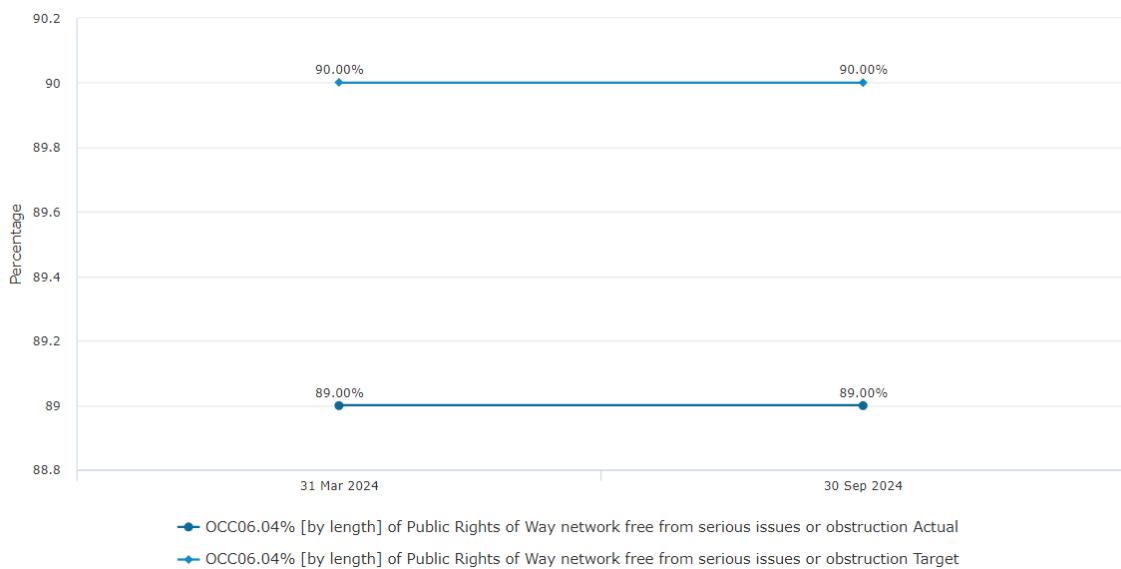


Figure 14: OCC06.04 Biannual performance for 2024/2025 financial year

The performance for the percentage of the Public Rights of Way (PRoW) network free from serious issues or obstructions is 89%, just below the target of 90%. This figure has remained consistent since March 2024.

The council is responsible for 4266 km of PRoW network, and so despite an increase of 4.8 km (0.1% of the total network) in the length of links free from significant issues this quarter, the overall percentage did not change. The Countryside Access GIS system (CAMs) splits PRoW into ‘links,’ and the percentage is calculated by identifying all significant unresolved issues on the network, such as barbed wire fences, locked gates, unauthorised structures, unauthorised excavation, and buildings on the path. The total length of links associated with these issues is then determined to calculate the percentage of PRoW free from serious issues or obstructions. It is important to note that a link can be several kilometres long, even if the issue only affects a short section.

Many public right of way projects require extended time to complete, but efforts are being made to promptly address issues identified during inspections or reported by residents.

Priority OCC11: Running the business

This priority has 12 bi-monthly and three quarterly measures being reported in September 2024: nine (60%) are Green, three (20%) Amber, and three (20%) Red.



Figure 15: OCC011 Finance: Bi-Monthly performance for 2024/2025 financial year

Measure:	July Status:	Sept Status:	Director:
OCC11.02 Achievement of planned savings	Red	Red	Lorna Baxter
OCC11.05 Total outturn variation DSG funded services (Schools / early years)	Amber	Amber	Lorna Baxter
OCC11.06 Total outturn variation for DSG funded services (high needs)	Red	Red	Lorna Baxter
OCC11.10 Debt requiring impairment – Corporate debtors	Amber	Amber	Lorna Baxter
OCC11.11 Debt requiring impairment – Adult Social Care contribution debtors	Red	Red	Lorna Baxter

Table 9: Priority OCC11 Measure Exceptions - September 2024.

Please refer to 'Financial Position' Section and Annex B for additional information relating to OCC11: Running the business - Finance.

7. Performance Highlights

This section of the report concentrates on several highlights achieved this period in delivering the council's strategic priorities.

Put action to address the climate emergency at the heart of our work.

Link: [Energy efficient classrooms for Whitchurch Primary School](#)

Pupils at Whitchurch Primary School are set to benefit from environmentally friendly classrooms after successfully applying for a schools' energy efficiency loan from Oxfordshire County Council. The school applied to the council for £22,000, out of an £800,000 fund, to finance the installation of solar photovoltaic (PV) technology, designed to convert sunlight into electrical energy.

Tackle inequalities in Oxfordshire

Link: [More success for Oxfordshire's innovative employment service](#)

Oxfordshire County Council has been graded "good" under new European accreditation guidelines for its support of adults with additional needs in finding and retaining stable employment. The council's Oxfordshire Employment service, part of its adult social care services, provides crucial work experience and support. This

rating, awarded through the Supported Employment Quality Framework (SEQF), highlights the council's nearly 80 years of dedication to supported employment and its role as one of the first to undergo this new assessment.

Prioritise the health and wellbeing of residents

Link: [Eligible groups encouraged to get their flu and COVID boosters](#)

People in Oxfordshire eligible for annual winter flu and COVID jabs are encouraged to get vaccinated promptly. The flu vaccine is free for pregnant women, children aged two to three or in primary and secondary education, individuals in clinical risk groups (e.g., those with diabetes, heart disease, or weakened immune systems) and their close contacts, care home residents, carers, frontline health and social care workers, and everyone over 65.

Support carers and the social care system

Link: [Robots being used in Oxfordshire to help research the importance of touch](#)

Robots are being used in Oxfordshire as a training tool for the council's occupational therapists, helping them to gain a greater understanding of the impact of touch during physical and seated assessments. Occupational therapists from the County Council's adult social care team are working with experts from University College London (UCL) and the Oxford Robotics Institute (ORI), University of Oxford, on the innovative research which uses robots to take the place of a person being assessed, programmed to take on different life like characteristics and health concerns.

Invest in an inclusive, integrated, and sustainable transport network

Link: [North Oxford travel improvements complete](#)

Residents in and around Cherwell and north Oxford are now benefitting from easier travel as construction work is complete on Oxfordshire County Council's Kidlington roundabout project. The project has improved footways and cycleways, added much needed pedestrian crossings and extended bus lanes. This completes the county council's North Oxford corridor improvements programme, which provides transport infrastructure to support the expected housing growth across Cherwell district.

Preserve and improve access to nature and Green spaces.

Link: [Reclaiming nature: taking inspiration from a rare and extraordinary Oxfordshire meadow that's barely changed for 1,000 years](#)

Oxfordshire County Council is transferring the lease of a meadow it owns in Swinford to the owners of the nearby Thames Valley Wildflower Meadow Restoration Project in Long Mead. The aim is to allow local experts in biodiversity to bring the meadow back to its full potential and help create a nature recovery network and habitat corridor linking a series of ancient meadows together. Some of the people involved in the project explain why it's taking place and how it will work.

Creating opportunities for children and young people to reach their full potential

Link: [Oxfordshire's Adopt Archie campaign needs 'forever families'](#)

Oxfordshire County Council and Adopt Thames Valley have launched a campaign to dispel myths about adoption and encourage more residents to consider adopting. The campaign features Archie, a lively two-year-old boy in need of a loving home. Archie enjoys racing toy cars, messy play, and sensory toys. The campaign aims to show that anyone with experience in caring for children can be a great candidate for adoption.







Work with local businesses and partners for environmental, economic, and social benefit

Link: [Food labelling and safety tests helping to keep residents safe](#)

Businesses that produce or sell food are being urged to ensure they are not putting customers at risk after over half of recently assessed food samples were found to be incorrectly labelled. Oxfordshire County Council's Trading Standards team regularly undertakes testing on food products to ensure that labelling is accurate, and products do not contain any harmful materials or Undeclared allergens such as peanuts or milk.

8. Strategic Risk Management Overview

1. A strategic risk is a risk to the council's strategic priorities or long-term outcomes; or a risk with a significance that has an impact at the corporate level.
2. The table below provides an overview of the current strategic risk position. Strategic risks are reviewed monthly as part of the business management and monitoring process. Risks can be added and escalated at any time during the year.
3. Of the ten strategic risks, eight remain static, with the same scoring as reported in August 2024 and two risks have seen improvement.

Status Indicator	Status Description
	Residual risk rating is high
	Residual risk rating is medium
	Residual risk rating is low
	Residual risk rating has decreased
	Residual risk rating has maintained
	Residual risk rating has increased

Risk Name	Risk Description	30 Sep 2024				
		Inherent Score	Previous Residual Risk Score	Current Residual Risk Score	Current Residual Risk Rating	Direction of Travel
01. Financial Resilience	The council is not financially sustainable in the immediate/medium term.	25	12	12	●	➡
02. Cyber security	A successful and significant Cyber-attack leading to disruption, damage or compromise of any of the council's computer services, information systems, infrastructure or data.	25	15	15	●	➡
03. HIF1&HIF2	HIF1 and HIF2 become undeliverable and/or potential financial risk to the council	16	12	12	●	➡
04. Managing Demand across Adult's and Children's Services	Fluctuating demand of community across Oxfordshire can result in varying requirements in resource.	15	8	8	★	➡
05. Special Educational Needs and Disability (SEND)	Local area SEND partnership inspection outcomes found widespread systemic failure. Delay for children having their SEND needs met. Reputational damage (locally, regionally, and nationally).	20	12	8	★	↘
06. Oxford Core Schemes	Failure to deliver Oxford Core Schemes (Traffic Filters, Workplace Parking Levy, Zero Emissions Zone and associated city area schemes such as Low Traffic Neighbourhoods) with public support.	20	16	16	▲	➡
07. Strategic Workforce Planning	A risk that the county council's workforce does not have capacity, capability or resilience to deliver key functions, statutory services or transformational changes required to ensure the councils objectives and long-term priorities are met. Further, that the diversity of the workforce satisfies statutory requirements.	16	6	4	★	↘
08. Policy & Budget	Inability to seek agreement in relation to the policy and budget framework from a minority administration.	25	8	8	★	➡
09. Delivering the Future Together	Failure to deliver organisation wide transformation.	25	12	12	●	➡
10. Climate Impact	Increasing vulnerability to climate impacts leads to failure of key infrastructure and services with a direct impact on health, safety, environment, and businesses.	25	20.00	20.00	▲	➡

Table 10 Strategic Risk Overview for September 2024.

9. Climate Action Programme Quarter 2 update

Table 10 provides an overview of the status of projects included in the 2024/25 Climate Action Programme, across its three pillars:

- Becoming a climate active council
- Decarbonising our estate and operations by 2030
- Enabling Oxfordshire's transition to net zero.

The Quarter 1 reporting focused on the 19 measures which are being taken forward by the Climate Action service, while this Quarter 2 update also includes the nine projects being taken forward by other services. From Quarter 3 onwards, it is proposed that all 28 projects will be reported on a quarterly basis.

Plan	Green		Amber		Red		Data unavailable		Total
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	
Quarter 1	15	79%	4	21%	0	0%	0	0%	19
Quarter 2	20	71%	7	25%	1	4%	0	0%	28

Table 11: RAG status of Climate Action Programme projects for Quarter 1 and 2 2024/25

Annex C provides additional information on the Climate Action programme Quarter 2 progress.

10. Equality, Diversity and Inclusion (EDI) Action Plan Quarter 2 update

Table 11 provides an overview of the status of measures included in the 2024/25 EDI action plan.

EDI Action Plan	Green		Amber		Red		Data unavailable		Total
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	
Quarter 1									
Employer of Choice	9	75%	1	8%	0	0%	2	17%	12
Partner of Choice	2	50%	0	0%	0	0%	2	50%	4
Place shaper of choice	8	89%	1	11%	0	0%	0	0%	9
Total	19	76%	2	8%	0	0%	4	16%	25
Quarter 2									
Employer of Choice	11	92%	1	8%	0	0%	0	0%	12
Partner of Choice	4	100%	0	0%	0	0%	0	0%	4
Place shaper of choice	9	100%	0	0%	0	0%	0	0%	9
Total	24	96%	1	4%	0	0%	0	0%	25

Table 12: RAG status of EDI action plan for Quarter 1 2024/25

EDI Measure 24 - Better Housing Better Health services offer support to residents living in poor quality housing in all areas – this measure is now completed.

Annex D outlines the progress of the Equality, Diversity, and Inclusion Action Plan for Quarter 2 2024/25.

11. Financial position

As shown below there is a forecast service area overspend of £6.1m, an increase of £1.0m from the position reported to the September 2024 Cabinet. After taking account of additional interest receivable on balances held by the council and anticipated capital financing costs, the overall position is a forecast underspend of £1.3m.

	Latest Budget Sept-24 £m	Forecast Spend Sept-24 £m	Forecast Variance Sept-24 £m	Forecast Variance Sept-24 %	Forecast Variance July-24 £m	Change Since July-24 £m
Adult Services	250.2	250.2	0.0	0.0%	0.0	0.0
Children's Services	200.4	204.0	3.5	1.8%	2.3	1.3
Environment & Highways	69.7	70.3	0.6	0.9%	0.9	-0.3
Economy & Place	1.8	1.8	0.0	0.0%	0.0	0.0
Oxfordshire Fire & Rescue Service and Community Safety	28.7	29.3	0.7	2.3%	0.6	0.0
Public Health & Communities	12.6	12.6	0.0	0.0%	0.0	0.0
Resources and Law & Governance	57.8	59.1	1.3	2.3%	1.3	0.0
Transformation, Digital & Customer Experience	7.7	7.7	0.0	0.0%	0.0	0.0
Service Areas Total	628.9	635.0	6.1	0.0	5.1	1.0
Budgets Held Centrally						
Capital Financing	20.7	17.3	-3.5	-16.6%	-3.1	-0.4
Interest on Balances	-10.7	-14.6	-3.9	37.0%	-2.5	-1.4
Contingency	7.4	7.4	-0.0	0.0%	0.0	-0.0
Pay Inflation	14.4	14.4	0.0	0.0%	0.0	0.0
Un-ringfenced Specific Grants	-55.3	-55.3	-0.0	0.0%	0.0	-0.0
Insurance	1.7	1.7	0.0	0.0%	0.0	0.0
Contribution from COVID-19 reserve	-3.8	-3.8	0.0	0.0%	0.0	0.0
Contribution from Budget Priority Reserve	-1.4	-1.4	0.0	0.0%	0.0	0.0
Contributions to reserves	11.5	11.5	0.0	0.0%	0.0	0.0
Total Budgets Held Centrally	-15.4	-22.8	-7.4	48.1%	-5.6	-1.8
Net Operating Budget	613.5	612.2	-1.3	-0.2%	-0.4	-0.9
Business Rates & Council Tax funding	-613.5	-613.5	0.0	0.0%	0.0	0.0
Forecast Year End Position	0.0	-1.3	-1.3	-0.2%	-0.4	-0.9

Table 13 Finance overall forecast position

- a) The breakeven position for Adult Services reported to the September Cabinet remains unchanged.

- b) The forecast overspend of £3.5m for Children's Services has worsened by £1.3m and is due to pressures within Home to School Transport and risks in the delivery of previously agreed savings built into the 2024/25 budget.
- c) The overspend for Environment & Highways has reduced by £0.3m since July 2024. The £0.6m pressure includes a £2.2m overspend in Network Management relating to the underachievement of lane rental income savings, offset by a £1.6m underspend in Highways maintenance from a reduction in energy costs from lower energy activity.
- d) The breakeven position for Economy and Place reported to the September Cabinet remains unchanged.
- e) Public Health & Communities are forecasting a breakeven position. Within that a forecast £0.2m underspend against the Public Health grant funding is assumed to be transferred to reserves at year end.
- f) The forecast overspend of £0.7m for Oxfordshire Fire & Rescue Service and Community Safety has remained unchanged from the July position and is due to risks in the delivery of previously agreed savings built into the 2024/25 budget.
- g) The forecast overspend of £1.3m for Resources and Law & Governance has remained unchanged from the position reported to Cabinet in September, the pressure is mainly driven by high locum costs in the Legal service.
- h) Transformation, Digital & Customer Experience are reporting a breakeven position.
- i) £7.4m on-going budget was agreed to be held in contingency as part of the 2024/25 budget. This will be held to meet potential risks around pay inflation and anticipated winter pressures in Adults and Children's Services later in the financial year. The current forecast assumes that there is no underspend against the contingency budget on the basis of these potential risks. However, as the year progresses and there is more certainty over the forecast position, any variances against the contingency budget will be factored in.
- j) The 2024/25 budget includes planned service areas savings of £30.1m. 43% of these savings are assessed as delivered and 71% are forecast to be delivered.
- k) The risk assessed level of one – off funding held in general balances in 2024/25 is £30.2m. A residual balance of £2.3m relating to the underspend at the end of 2023/24 was agreed to be held in balances as part of the Provisional Outturn Report for 2023/24. After taking account of the forecast underspend, balances are currently forecast to be £3.6m above the risk assessed level at 31 March 2024.
- l) The forecast 2024/25 deficit compared to Dedicated Schools Grant (DSG) funding for High Needs is £26.1m, £4.9m higher than the budget approved by Council in February 2024. The CIPFA code of practice requires negative High Needs DSG

balances to be held in an unusable reserve. The forecast deficit would increase the cumulative negative High Needs DSG balance held in this reserve from £55.8m as at 31 March 2024 to £81.9m at 31 March 2025.

Financial Implications

- a) This report includes an update on the forecast financial position and risks for the council along with action being taken to manage the budget within the position agreed by Council in February 2024. Strong and sustained financial management, collective action and oversight continues to be required to ensure that services are managed within budgets in 2024/25 and on-going into 2025/26.

Comments checked by: Ian Dyson, Director of Financial and Commercial Services

Legal Implications

- a) The Council's constitution at Part 3.2 (Budget and Policy Framework) and Part 3.3 (Virement Rules) sets out the obligations and responsibilities of both the Cabinet and the Full Council in approving, adopting and implementing the council's budget and policy framework.
- b) 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 and the need to act in good faith in relation to compliance with statutory duties and exercising statutory powers. The report sets out as at 30 September 2024 performance, risk and finance position for the Council as part of its fiduciary duty to implement budgetary controls and monitoring.

Comments checked by: Paul Grant, Head of Legal and Deputy Monitoring Officer

LORNA BAXTER

Executive Director of Resources & Section 151 Officer

Contact Officers:





Louise Tustian, Director Transformation, Digital and Customer Experience
Ian Dyson, Director of Financial and Commercial Services

Annex A - Performance - September 2024

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Key

Status Indicator	Status Description
	Misses target by significant margin
	Misses target by narrow margin
	Meets or exceeds target
	Data missing
n/a	Monitoring only

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Put action to address the climate emergency at the heart of our work

We will lead by example, setting ambitious targets to reduce our own carbon emissions and aligning our carbon net zero commitments to the principles of the Climate and Ecology Bill. Our environmental and planning ambitions will prioritise climate action and community resilience.

Status of Indicators	30/09/2024
OCC01 - Put action to address the climate emergency at the heart of our work	★

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Finance Impact	Risk Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC01.02 Total No. of streetlights fitted with LED Lanterns	Paul Fermer	Cllr A Gant	During the month of September 2024, the target delivery has been exceeded.					213	119	★	898	582	★
OCC01.04 Oxfordshire greenhouse gas emissions as published annually by DESNZ with a 2-year target	Robin Rogers	Cllr A Gant	This latest data from DESNZ shows that Oxfordshire tracked the national trend in GHG reduction between 2021 and 2022 and showed a similar % reduction as the South East region and comparator authorities. While Oxfordshire met the Climate Change Committee carbon budget it did not meet the ambitious PAZCO trajectory for Oxfordshire Leading the Way. 2022 is the first full year post pandemic when normal economic activity resumed. During this period, transport emissions which are hard to decarbonise continued to dominate for the			The latest GHG data highlights the need to invest in climate action and work with partners to stay on course for our county net zero ambitions. The majority of financing for the net zero transition will come from private sources and the council is seeking to create policy and partnerships that enable that investment. The cost of climate impacts such as from recent floods will be increasingly felt as national and global emissions are not reducing fast enough	This is the first time that Oxfordshire has not been on track to deliver against the Oxfordshire Leading the Way trajectory. The county is tracking regional and national emissions reductions, showing that national policy is the key driver. Therefore there is a risk that insufficient government action will prevent Oxfordshire meeting its net zero ambitions, and our new public affairs function is key to continue pressing for a more ambitious	5.00	9.00	▲	5.00	9.00	▲

Page 353			<p>county. The carbon intensity of the grid also increased in 2021 due to more coal and gas in the mix has been gradually reducing since. The 9% year on year reduction target from the PAZCO Oxfordshire Leading the Way scenario applies to CO2 only and excludes some transport sources, waste and land use changes.</p>			to prevent climate breakdown.	policy framework nationally. There is a risk that Oxfordshire will not meet its ambitious carbon budgets as set out in the Net Zero Route map, however it is also possible that the county will recover its position given that the grid is decarbonising again since a peak in 2021 and that action is being taken at local and national level to tackle emissions. Further data will be available from DESNZ in summer 2025 relating to 2023 GHG emissions.						
	OCC01.05 Percentage of milestones delivered for the Local Nature Recovery Strategy	Paul Fermer	Cllr P Sudbury						100.00	100.00	★	200.00	200.00

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Finance Impact	Risk Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC01.06 Number of fully-funded retrofit measures delivered to low income/fuel poor homes	Robin Rogers	Cllr A Gant	Whilst this quarter covered the warmer, summer months, an impressive number of measures were installed, primarily through the delivery of capital grants from OCC's HUG2 programme, but also through Clean Heat Streets project where OCC is a delivery partner (this is part of the Heat Pump Ready programme, and is the only scheme that has successfully progressed through to capital installation stage).			For the HUG2 programme, Officers are about to assess if there is an opportunity to request additional capital funds for delivery to residents through that retrofitting project - this would be really positive for the programme and residents assisted as well as providing positive climate action.	There is a low risk impact here - whilst the change of direction is downwards, this is to be expected due to the warmer summer months.	86	50	★	190	100	★
OCC01.07 Total % of household waste which is reused, recycled or composted	Paul Fermer	Cllr A Gant	Waste performance is reported a month in arrears and is the forecast end of year performance for 2024/25. The forecasts are variable and show minor fluctuations through the year as seasonal factors are taken into account. Most local authorities including Oxfordshire have seen recycling rates decrease from 2021/22, and Oxfordshire's forecast recycling rate for 2024/25 is below the target of 65% recycling by 2025 in the Joint Municipal Waste			The financial cost of waste disposal can be reduced by increasing reuse, recycling and composting. Currently the main way of mitigating increased costs is through encouraging behavioural change to make more effective use of kerbside and HWRC recycling facilities until a step change can be achieved through partnership working and national waste reforms.	Target of recycling and composting at least 65% of household waste by 2025 in the Oxfordshire Joint Municipal Waste Management Strategy is unlikely to be achieved. The continued lack of clarity in some areas from Government about some elements of national waste reforms continues to make investment decisions by local authorities in significant service change	56.99%	61.50%	●	57.09%	61.50%	●

			<p>Management Strategy. However, Oxfordshire's performance remains one of the best in the country based on national data.</p> <p>Government plans for implementing Extended Producer Responsibility for packaging waste in 2025 and Simpler Recycling reforms for households by 31 March 2026 are expected to assist in increasing recycling nationally. Locally the Oxfordshire Resources and Waste Partnership are considering local approaches to boosting reuse and recycling.</p>			<p>Payments to local authorities for managing packaging waste under the EPR scheme will now not be received until after October 2025.</p>	<p>very difficult. This is a national issue.</p>							

Tackle inequalities in Oxfordshire

We will work with our partners and local communities to address health, social and educational inequalities focusing on those in greatest need.

We will seek practical solutions for those most adversely affected by the pandemic.

We will support digital inclusion initiatives that give our residents the skills, connectivity and accessibility to our services and provide alternative options for those who cannot access our services digitally.

Status of Indicators	30/09/2024
OCC02 - Tackle inequalities in Oxfordshire	★

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Finance Impact	Risk Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC02.01 Digital Inclusion through libraries (number of hours of use of library public computers)	Ansaf Azhar	Cllr N Fawcett	This figure remains above target and last month saw the highest usage since April. This month's figure includes usage from new devices as part of the pilot for a PN replacement programme. This pilot is being run at our 3 busiest libraries for computer use (Westgate, Abingdon and Cowley), and sees the pilot devices available for use alongside traditional PN computers..					7,886	6,000	★	45,580	34,500	★
OCC02.02 % of premises in Oxfordshire below legal Universal Service Obligation of 10Mb/s	Ansaf Azhar	Cllr N Fawcett						0.39	0.44	★	0.39	0.44	★

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Finance Impact	Risk Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC02.03 Number of physical visits to Libraries	Ansaf Azhar	Cllr N Fawcett	Visits have returned to a normal seasonal level after the busier summer period, but still represent an increase on last year. So far in 2024/25, the first six months have seen over a million visits to libraries (1,024,274) which is a 7.2% increase on the first six months of 2023/24.					162,329	120,000	★	1,022,082	745,000	★
OCC02.06 Digital engagement with Heritage Services Page 357	Ansaf Azhar	Cllr N Fawcett	We believe that this upturn in performance is largely due to the efforts of the local service teams and promotion of key summer events. The Quentin Blake exhibition at the Oxfordshire Museum was particularly well attended and a diverse range of engagement activity and social media connections were delivered over the last quarter.					242,591.0	222,000.0	★	398,427.0	333,000.0	★

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Finance Impact	Risk Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC02.08 Number of physical visits to Heritage sites (i.e. Museums, History Centre and VCH events)	Ansaf Azhar	Cllr N Fawcett	As per the digital engagement target performance (OCC02.06), the Heritage Service has been prioritising engagement activities and diversifying/developing audience reach and these efforts are paying off. The family-centred activity programme at the museum over the summer attracted record visits and the popular Quentin Blake exhibition has helped boost these figures.					35,456.00	19,500.00	★	69,915.00	38,000.00	★

Prioritise the health and wellbeing of residents

We will work with the health and wellbeing board and our partners to deliver and support services that make a vital contribution to our residents' physical and mental wellbeing.

We will support the wellbeing of those in our community who have been affected, physically and mentally, by the COVID-19 pandemic and will continue to support our volunteers and the voluntary sector.

Status of Indicators	30/09/2024
OCC03 - Prioritise the health and wellbeing of residents	★

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Finance Impact	Risk Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC03.01 % of successfully treated opiate users not requiring treatment again within 6 months	Ansaf Azhar	Cllr L Leffman	Period Q1-24 The Community Alcohol and Drug Service continues to achieve very high opiate successful completion rates. The service's performance is currently top of the group of 33 similar local authorities and significantly above the national average of 5.1%. At the same time, the service is working to meet the national drug strategy requirements to increase the number of people in treatment per annum, with an increasing focus on increasing opiate users in treatment.					12.0%	7.0%	★	12.0%	7.0%	★



Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Finance Impact	Risk Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC03.02 % of the eligible population aged 40-74 who have been offered NHS Health Check	Ansaf Azhar	Cllr L Leffman	Period Q1-24 The combined NHS Health Check invitations by Primary Care and the Supplementary NHS Health Check Service in Q1 2024/25 represents a positive start to 2024/25, with the vast majority of GP Practices offering health checks in the quarter.					4.10%	5.00%	★	4.40%	5.00%	★
OCC03.04 Reduce the % of women smoking in pregnancy to contribute towards OCC smoke free strategy	Ansaf Azhar	Cllr L Leffman	Period Q4-23 The new maternity in-house tobacco dependency advisor service (via NHS Long Term Plan funding) is live and supporting pregnant women to quit smoking. The local stop smoking service will also continue to support pregnant women to quit smoking. Younger pregnant women who smoke are offered an incentive to quit via the Family Nurse Partnership. An expression of interest was submitted in September 2024 by the ICB LMNS to the national incentive quit scheme for pregnant women via NHS England.					4.3%	6.0%	★	4.7%	6.0%	★

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Finance Impact	Risk Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC03.06 Percentage of births that have received a face to face New Birth Visit	Ansaf Azhar	Cllr N Ley	Q1 24/25 data - A new contract started on 1st April 2024 and data will be available at the end of October and will be reported in the next update						95%	?		95%	?
OCC03.08 Average response time to emergency incidents within Oxfordshire	Rob MacDougall	Cllr J Hannaby	The service is working hard to improve the availability of our on-call stations and has plans to implement measures that are aimed at improving and maintaining a stable, minimum level of fire cover. At present the increase in our response time is directly linked to the issue of availability and, until this is resolved, it is unlikely that our average response time can be positively impacted by other factors. Additionally however we are looking at how the metric is measured: there are concerns that crews are not booking "in attendance" at incident addresses they are sent to if they cannot immediately locate an actual incident. This then means that they continue "responding" until they actually locate	On-call availability is the focus of a set of "interim measures" being launched in 2025 which aims to place the focus and responsibility for this back on local stations and managers, whilst support from central teams will aim to ensure a minimum level of fire cover is provided. These measures will last until the launch of a new response model, which is the culmination of the CSS Review programme.	Initially there is a cultural and systemic change needed as part of these interim measures. This will take time for staff to adjust to, but will result in improved accountability for on-call availability and a greater level of oversight and management by local and senior leaders. As such, small, positive improvements should be seen within Q4, with more improvements seen in Q1 of 2025-2026.			09 mins 38 secs	09 mins	▲	09 mins 38 secs	09 mins	▲

			an incident, resulting in a lengthy recorded time. We have addressed this through a service-wide communication and will review this via dip-sampling next month to check whether crews are booking in when they should be (i.e. once they have arrived at the address they were sent to). Due to reductions in our on-call availability, incidents on certain station grounds are often being attended by crews from further afield. Additionally there has been a lack of guidance around when crews book themselves "in attendance" at incidents, which has led to a negative impact in the average response time calculations.										
OCC03.09 No of people contacted via Making Every Conversation Count	Ansaf Azhar	Cllr N Fawcett	MECC interactions remain well above target and continue to be an area of focus for library staff.					651	450	★	4,762	2,700	★

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Finance Impact	Risk Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC03.10 Money saved or recovered for the victims of scams, doorstep crime & other forms	Rob MacDougall	Cllr J Hannaby	This is an aspirational target with several variables outside of the services control. Performance can also vary significantly, as a small number of high value savings can impact on the total amount saved, or not. Performance in the first half of the year is above target, due to the service supporting a fraud victim through a financial institution's complaints process / Financial Ombudsman Service complaint. This resulted in a refund of approximately £76,000. New rights exist for victims of fraud to seek quicker redress from their banks in certain situations, however this is capped at a maximum limit and we know victims unfortunately lose sums much greater than this.					£6,330.00	£25,000.0	▲	£96,180.0	£50,000.0	★

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Finance Impact	Risk Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC03.11 No of people directly reached with Trading Standards preventative advice and support	Rob MacDougall	Cllr J Hannaby	This measure is slightly below target but expected to see an increase in Q3 as some of our annual one-off activities take place, such as electric blanket safety testing. In this quarter, 29 residents were supported on a 1-to-1 basis as part of scam/fraud intervention and support, with a further 10 call blockers fitted to protect residents from scam and nuisance calls.					338	375		693	750	

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Finance Impact	Risk Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC03.12 Number of accidental dwelling fires per 100,000 population within Oxfordshire	Rob MacDougall	Cllr J Hannaby	Whilst the year to date figure of 11.08 is above target, it is below the previous three-year average for this time in the year (15.6). Our purpose remains that of protecting the community, reducing harm and saving lives and we will continue to look to reduce the number and severity of emergencies that happen through our targeted prevention and protection work We have unfortunately seen a number of accidental dwelling fires across Oxfordshire, taking the number per 100,000 population to 11.08 above the target set which was 11.08. However the year to date figure is below the previous three-year average for this time in the year and also below the Great Britain average of 44.7 in 2022/2023.	Many factors can impact on the likelihood or risk of an accidental dwelling fire occurring, some of these are outside of our control – directly or indirectly. However, we undertake a range of prevention activities, such as Safe and Well visits, to reduce risk and save lives. Work is being undertaken to ensure that these activities are as effective as possible and directed to those most at risk	Due to the annual target, this performance indicator will continue to report as red, but we still expect to be below previous years and below the Great Britain average at year end.			11.08	8.73		15.40	17.46	

Support carers and the social care system

We will engage nationally to push for a fair deal for the funding of social care.

Locally, we will support carers, including young carers and help those who want to live independently.

We will work with communities and the voluntary sector to explore new ways to provide services and focus on preventative services, helping people to stay active and supported at all stages of their lives.

We will support intergenerational programmes to build strong and resilient communities.

We will work in collaboration across the health and social care system.

Status of Indicators	30/09/2024
OCC04 - Support carers and the social care system	★

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
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Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD	
Page 367	OCC04.01 % of people who received short-term services during 24/25 with no further support request	Karen Fuller	Cllr T Bearder	<p>This is a national measure which aims to monitor the effectiveness of reablement support. Reablement is a short term service which aims to help people regain their independence following a hospital admission or in the community. This measure monitors of the people who have completed a reablement episode the proportion that need no on-going care. Performance has increased in recent years - improving from 57% in 2020/21; to 76% in 23/24. This is slightly below the latest reported national figure of 77.5%</p>	<p>Whilst the number of people not requiring ongoing support is currently at 72.5% in year it must be noted that so far this year 85.3% of people who have used this service have seen a decrease in their care needs and the actual number of residents supported to become more independent via this service has risen by over 4% from 869 to 907. The service will continue to work with system partners and residents to ensure that people are able to access reablement support in the community as well as via the hospital discharge pathways.</p>		<p>If people do not receive effective reablement where a need for it is identified there is a risk that the opportunity to recover from illness and regain their independence will not be fully utilised.</p>	<p>Supporting people to regain and maintain their independence wherever possible is widely associated with better health and wellbeing outcomes and also ensures that unnecessary costs to residents and the council are not incurred.</p>	76.00	77.50		76.00	77.50	
	OCC04.02 % of residents 18-64 with Learning Disability support who live on their own or with family	Karen Fuller	Cllr T Bearder						89.63%		n/a	89.63%		n/a

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC04.03 % Section 42 safeguarding enquiries where identified risk was reduced or removed	Karen Fuller	Cllr T Bearder						93.11	93.00	★	93.11	93.00	★
OCC04.04 Adults aged 65+ (per 100,000) admitted to residential and care homes	Karen Fuller	Cllr T Bearder						313.60	437.70	★	313.60	437.70	★
OCC04.05 Adults aged 65+ (per 100,000) admitted to residential and care homes (stretched target)	Karen Fuller	Cllr T Bearder	<p>This is a national measure that looks at the number of people whose support needs are met by a permanent care home admission. Most people want to live in their own home and we work to help people stay at home as long as possible. However there are occasions where a person is best supported in a care home. The aim is to therefore reduce the number of people needing a permanent care home admission. Last year (2023/24) 453 people were permanently admitted to a care home or a rate of 346.2 people per 100,000 population. This is lower (i.e. better than the national average). The latest comparative data which is for</p>					313.6	283.8	●	313.6	283.8	●

Page 369			<p>22/23, Oxfordshire's rate was 357.7 and the 16 best of 151 reporting authorities. As part of the Better Care Fund the Council agrees an improvement target with the Department of Health and Social Care, which must show improvement on the previous year. This stretched target for 2024/25 is 400 admissions or a rate of 284 per 100,000 people 65+.</p> <p>In the last 12 months 442 people have been permanently admitted to a care home, whilst this is a reduction on last year and in the top 10% in the country it is below the stretched target. People are supported to live at home through increasing the availability of services such as home care and extra care housing. In the last 12 months we have purchased over 6% more hours of home care.</p>								

Invest in an inclusive, integrated and sustainable transport network

We will create a transport network that makes active travel the first choice for short journeys and invest in public transport to significantly reduce our reliance on car journeys.

In areas of planned housing growth, we will prioritise active and public transport over road capacity for cars.

Status of Indicators	30/09/2024
OCC05 - Invest in an inclusive, integrated and sustainable transport network	★

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC05.03 204.6 KM (4.4%) of the road network to be treated Page 370	Paul Fermer	Cllr A Gant	The annual target for the 2024/25 total surfacing program has been set at 4.4% of the network (excluding patching). <ul style="list-style-type: none"> 7.06 km were treated during September (0.15 % of the network). As at 30th of September, 198.33 km (4.30% of the network) has been treated. This means we are on track against the final target. 					7.06	2.00	★	198.33	194.20	★
OCC05.04 % of Annual change in average nitrogen dioxide concentrations in AQMAs	Paul Fermer	Cllr A Gant	There are currently 13 air quality management areas (AQMAs) in Oxfordshire declared in relation to nitrogen dioxide concentrations. The highest levels in each of the 13 AQMAs areas within Oxfordshire were recorded by the District and City			Delivery is on target and there are no impacts on risk at this stage.	There is no impact on finance at this stage.	11.00%	10.00%	★	11.00%	10.00%	★

<p style="text-align: center;">Page 371</p>			<p>Councils. The average of the highest levels was 32.33 $\mu\text{g}/\text{m}^3$ which is less than the UK's statutory limit value of 40 $\mu\text{g}/\text{m}^3$. The 2023 figure is an 11% reduction in the average of highest nitrogen dioxide levels recorded in each of the 13 AQMAs in Oxfordshire compared to last year and a 35% reduction compared to the baseline year of 2019. Every year air pollutant levels are likely to fluctuate due to weather conditions and other local conditions such as road closures near monitoring sites. However, the downward trend is apparent across the UK, with most monitoring sites showing reductions in NO levels. This is likely to be due to newer road vehicles having to meet stricter emission standards and the uptake of electric road vehicles. A national move away from coal usage in power generation has also impacted nitrogen dioxide levels.</p>									

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC05.08 % of delivery against Countywide 20mph plan	Paul Fermer	Cllr A Gant	Good overall progress with fairly high confidence that the project will be very substantially complete by 31/03/2025.					35.00%	23.53%	★	57.69%	46.22%	★

Preserve and improve access to nature and green spaces

We will work with partners to provide safe and clean green spaces across the county that support the physical and mental wellbeing of our residents.

We will take action to protect and increase biodiversity, supporting nature recovery, in both rural and urban environments.

Status of Indicators	30/09/2024
OCC06 - Preserve and improve access to nature and green spaces	★

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC06.02 Percentage of newly planted trees still alive on land OCC own & manage	Paul Fermer	Cllr P Sudbury	No change since last month. Watering has now been completed for the year.			No impact identified.	No financial implications	94.90%	90.00%	★	94.90%	90.00%	★
OCC06.03 Volunteer hours on the PRoW network through established groups	Paul Fermer	Cllr A Gant	Q2 - July to October 2024 Chiltern Society - 1547 Cotswolds Wardens - 225 Thame & Wheatley Ramblers group - 71 Vale Ramblers - 160 Total: 2003					2,003.00	1,750.00	★	3,756.00	3,500.00	★
OCC06.04% [by length] of Public Rights of Way network free from serious issues or obstruction	Paul Fermer	Cllr A Gant	This figure has remained at 89%. However, it should be noted that there was an increase of 4.8km in length of links free from significant issues but as this is just a small fraction of the network the overall figure did not change. The Countryside Access GIS system CAMs splits public rights of way (PRoW) into 'links' which all have					89.00%	90.00%	●	89.00%	90.00%	●

length data associated with them. A link is a section of path that runs from one path or road to where it connects/intersects with another path or road. In order to generate the % figure we find all significant issues recorded on the entire network that are 'unresolved'. This includes issues such as barbed wire fences, locked gates, unauthorised structures, unauthorised excavation, buildings on path. These are issues that would generally have an impact on people using the paths although in some cases there may be alternative routes used to get around them. We then find all the 'links' that these issues are associated with and can then find the total length of these links. From this we can work out the % by length of PRow that are free from these serious issues or obstructions. It should be noted that a link can be a few kilometres in length while the

			issue only affects a short section.										

Create opportunities for children and young people to reach their full potential

We will support all our children and young people, and their families, to achieve their very best and to prepare them for their future, including safeguarding, and supporting those more vulnerable and with additional needs.

We will continue to work with partners to provide help early so children and families are less likely to be in need.

Status of Indicators	30/09/2024
OCC07 - Create opportunities for children and young people to reach their full potential	★

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC07.01 % of 2-2½ year review showing children at or above the expected level of development	Ansaf Azhar	Cllr L Leffman	Q1 24/25 data - A new contract started on 1st April 2024 and data will be available at the end of October and will be reported in the next update						85.10	?		85.10	?
OCC07.02 No of children we care for who are Unaccompanied Asylum Seeking Children	<ul style="list-style-type: none"> ■ Lisa Lyons ■ Stephen Chandler 	Cllr J Howson						101		n/a	583		n/a

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Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC07.03 % of children we care for placed out of county and more than 20 miles away from home	<ul style="list-style-type: none"> ■ Lisa Lyons ■ Stephen Chandler 	Cllr J Howson	At the end of September 275 people out of 791 were placed out of Oxfordshire and more than 20 miles away from their home address	Through the Oxfordshire Way we continue to develop community assets to keep people independent for as long as possible. Where people need care we continue to develop services that will allow them to stay in their own homes such as increasing the availability of home care, providing aids and adaptations, and developing additional extra care housing	The aim is to deliver the stretch target by the end of the year, but current we remain in the top 10% nationally	Most residents want to live in their own home for as long as possible. Supporting this supports Oxfordshire as a place of choice	There are no clear financial risks	35.00		!	34.17		!
OCC07.04 Number of Children and Young People accessing the Music Service	<ul style="list-style-type: none"> ■ Kate Reynolds ■ Lisa Lyons 	Cllr N Fawcett						8,129.00	8,500.00	★	8,129.00	8,500.00	★
OCC07.05 The number of children subject of a child protection plan	<ul style="list-style-type: none"> ■ Lisa Lyons ■ Stephen Chandler 	Cllr J Howson						509.00	618.00	★	517.83	618.00	★
OCC07.06 Number of Oxfordshire children we care for	<ul style="list-style-type: none"> ■ Lisa Lyons ■ Stephen Chandler 	Cllr J Howson						690		n/a	690		n/a
OCC07.07 % of Education Health & Care Plans completed within 20 weeks	<ul style="list-style-type: none"> ■ Lisa Lyons ■ Stephen Chandler 	Cllr J Howson						40.0%		n/a	41.9%		n/a

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC07.08 The number of Education Health Care Plans maintained by the local authority	<ul style="list-style-type: none"> ■ Lisa Lyons ■ Stephen Chandler 	Cllr J Howson						7,046.00		n/a	6,812.50		n/a

Play our part in a vibrant and participatory local democracy

We are committed to taking decisions in an open and inclusive way.

We will engage and listen to Oxfordshire residents.

We will be open to scrutiny and regularly provide progress updates.

We will put the impact on the climate and future generations at the heart of decision making.

We will manage our own resources carefully.

Status of Indicators	30/09/2024
OCC08 - Play our part in a vibrant and participatory local democracy	?

This report does not contain any data

This priority has no measures to report in this reporting period

Work with local businesses and partners for environmental, economic and social benefit

We will help Oxfordshire become a recognised centre of innovation in green and sustainable technologies.

We will use our purchasing power for environmental, social and economic benefit and ensure that our pandemic recovery planning supports sustainable job creation.

Status of Indicators	30/09/2024
OCC09 - Work with local businesses and partners for environmental, economic and social benefit	★

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC09.01 No of overdue inspections from Risk Based Inspection Programme Page 380	Rob MacDougall	Cllr J Hannaby	At the end of September we have zero inspections overdue on our Risk Based Inspection Programme. Concentrated hard work, across the team, has ensured that we are up to date with inspections of our highest risk premises					0	0	★	19	0	●
OCC09.02 Participation in innovation funding bids or new projects in support of Living Oxfordshire	Lorna Baxter	Cllr N Fawcett						12.00	1.00	★	23.00	6.00	★
OCC09.03 No of Trading Standards interventions conducted with businesses	Rob MacDougall	Cllr N Ley						454	375	★	973	750	★
OCC09.04 % of Gigabit capable (DOCSIS 3.1 or Full Fibre) Broadband	Lorna Baxter	Cllr N Fawcett						85.60	78.50	★	85.60	78.50	★

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC09.05 % of Full Fibre To The Premises broadband (FTTP) premises in Oxfordshire.	Lorna Baxter	Cllr N Fawcett						59.70	52.00	★	59.70	52.00	★

Running the Business - Customer Experience

Status of Indicators	30/09/2024
OCC10 - Customer Service	★

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC10.01 % of Adult Social Care complaints (Stage 1) responded to within statutory timescales	Louise Tustian	Cllr N Fawcett	6 Adult Social Care statutory stage 1 complaints have been received in September 2024. 2 cases are closed within timescale and 4 are still open within timescale.					100.00	80.00	★	500.00	480.00	★
OCC10.02 % of Adult Social Care complaints (Stage 2) responded to within statutory timescales	Louise Tustian	Cllr N Fawcett	No Adult Social Care statutory stage 2 complaints were received in September 2024.						80.00	?		480.00	?
OCC10.03 Overall customer satisfaction rate for the Customer Service Centre – telephony	Louise Tustian	Cllr N Fawcett	Latest satisfaction survey: In September 2024, 22% of calls answered were surveyed which is a decrease of 3% compared to the previous month. 100% of customers surveyed were satisfied or very satisfied					100%	80%	★	100%	80%	★

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC10.04 Answer 80% of calls to the Customer Service Centre within 30 seconds (exclude SHCT)	Louise Tustian	Cllr N Fawcett	In September the number of calls answered increased by 2,305 to 10,483 calls and 8,234 of these were answered within 30 seconds equalling 79%. This compared to August where 8,178 were presented and 6,646 calls were answered within 30 seconds (81%) For this area of the contact centre, we have tracked 47,6 days to unforeseen absence	The move to Zoom (from the 8x8 software) and a review of meaningful KPIs will enable us to better understand the individual customer journeys. This includes the introduction of improved workforce management software that enables us to better align staffing to arrival patterns.	This metric is does not accurately reflect the customers experience of the Contact Centre as we are currently unable to understand the number of customers that this actually affects. The introduction of Zoom from November onwards as the Contact Centre platform will enable greater insight into the customers experience. A review of all KPI's is underway to be implemented in the new service delivery plan.	The risk of not answering calls in a timely manner leads to a risk of reputational damage to the Council	Not answering 80% of calls within 30 seconds, does not have a direct financial impact, but can lead to increased waiting times, increased stress and therefore higher staff sickness and turnover.	79.00%	80.00%		79.00%	80.00%	

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC10.05 Percentage of FOIs responded to within timescales	Louise Tustian	Cllr N Fawcett	A total of 127 requests for information were received during, with an additional 7 requests redirected to the other organisations, mainly the local district councils. This is an increase of 22% compared to August (104), and a decrease of 4% compared to September 2023 (132).	We consistently support and motivate colleagues throughout the organisation to highlight the importance of meeting statutory timeframes.	In the initial six months of the 2024-25 financial year, we successfully responded to 98% of initial requests within the statutory timeframe. We are committed to maintaining this high level of performance for the remainder of the financial year.			100.00	90.00		600.00	540.00	
			A total of 48 requests were responded to on-time (100%), and 79 requests remain open and on-time (100%). Even with the rise in requests throughout September compared to August, we continue to achieve an impressive response rate for 8 consecutive months.							★			★
OCC10.06 Overall customer satisfaction rates for standard Registration Service	Anita Bradley	Cllr N Fawcett						97%	95%	★	95%	95%	●
OCC10.07 Overall customer satisfaction rate for Coroners Inquest Service	Anita Bradley	Cllr N Fawcett						100%	99%	★	100%	99%	★

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC10.08 % of Children Social Care complaints (Stage 1) responded to within statutory timescales	Louise Tustian	Cllr N Fawcett	9 Children Social Care statutory stage 1 complaints were received in August 2024. 2 cases are closed within timescale and 7 are still open within timescale.					100.00	80.00	★	200.00	480.00	▲
OCC10.09 % of Children Social Care complaints (Stage 2) responded to within statutory timescales	Louise Tustian	Cllr N Fawcett	No Children's Social Care statutory stage 2 complaints were received in September 2024.						80.00	?		480.00	?
OCC10.10 % of Children Social Care complaints (Stage 3) responded to within statutory timescales	Louise Tustian	Cllr N Fawcett	No Children's Social Care statutory stage 3 complaints were received in September 2024.						80.00	?		480.00	?
OCC10.11 % of Corporate Complaints (Stage 1) responded to within timescales	Louise Tustian	Cllr N Fawcett	33 Corporate stage 1 complaints have been received in September 2024. 8 were closed within timescale, 2 closed outside of time scale(1 Highways and Environment directorate and 1 Children services) , 19 are still open within timescale and 4 are overdue. Of these, 3 falls into the Highways and Environment directorate,1 into the Children's corporate directorate.					80.00	80.00	★	80.00	80.00	★

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC10.12 % of Corporate Complaints (Stage 2) responded to within timescales	Louise Tustian	CIr N Fawcett	3 Corporate stage 2 complaints were received in September 2024. All the cases are still open within timescale.						80.00	?		80.00	?
OCC10.13 The percentage of customer telephone calls abandoned at the Customer Service Centre	Louise Tustian	CIr N Fawcett	In September 2024, the Customer Service Centre was offered 13,136 calls across all services. Of these, 712 were abandoned equating to 5.4% of calls. Compared to the previous month, there was an increase of 2,393 calls offered. Compared to September 2023, there is a 3.3% decrease in the abandonment call rate					5.00%	10.00%	★	5.40%	10.00%	★

Running the business - Finance

Status of Indicators	30/09/2024
OCC11 - Finance	▲

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC11.01 Overall forecast revenue variance across the Council	Lorna Baxter	Cllr D Levy	This measures the overall forecast revenue variance across the Council. The target is to breakeven or underspend. September position is -0.2% (ie underspend)					-0.20	0.00	★	-0.10	0.00	★
OCC11.02 Achievement of planned savings	Lorna Baxter	Cllr D Levy	The target for the achievement of planned savings is 90%. September position is 71% of savings are on track to be delivered by year end.					71.00	90.00	▲	70.67	90.00	▲
OCC11.03 General balances are forecast to remain at or above the risk assessed level	Lorna Baxter	Cllr D Levy	General balances are forecast to remain within 85% of the risk assessed level for 2024/25 (£30.2m). September position is 112% as balances are forecast to be £33.8m at year end.					112.00	85.00	★	109.67	85.00	★

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC11.04 Directorates deliver services and achieve planned performance within agreed budget	Lorna Baxter	Cllr D Levy	This measures service areas delivering services and achieving planned performance within budget. The target is 1% variance. September performance is 1% overspend.					1.00	1.00	★	0.77	1.00	★
OCC11.05 Total Outturn variation for DSG funded services (schools/early years)	Lorna Baxter	Cllr D Levy	Total Outturn variation for DSG funded services (schools and early years). Target is breakeven or underspend. September position is 0% variance.					0.00	0.00	●	0.00	0.00	●
OCC11.06 Total Outturn variation for DSG funded services (high needs)	Lorna Baxter	Cllr D Levy	Total Outturn variation for DSG funded services (high needs). Target is overspend no higher than £21.3m. September position is £26.1m overspend.					£26,148,0	£21,300,0	▲	£22,890,6	£21,300,0	▲
OCC11.07 Use of non-DSG revenue grant funding	Lorna Baxter	Cllr D Levy	Use of non-DSG revenue grant funding, target is at least 95% is spent by the year end. September position is on track to spend 95%.					95.00	95.00	★	95.00	95.00	★
OCC11.08 % of agreed invoices paid within 30 days	Lorna Baxter	Cllr D Levy						97.10	95.00	★	96.48	95.00	★

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC11.09 Invoice collection rate - Corporate Debtors	Lorna Baxter	Cllr D Levy	This measure identifies the percentage of invoices issued that have been paid within 120 days. In this period, we measured invoices issued in April 2024. The collection rate was 97.18%, above the target of 95%.					97.18	95.00	★	97.39	95.00	★
OCC11.10 Debt requiring impairment - Corporate Debtors	Lorna Baxter	Cllr D Levy	Debt requiring impairment is the value of invoices with potential to become unrecoverable. The potential loss requires recording in the accounts at year end. If at year end there is an overall increase in the value of invoices at risk, we are required to top up the impairment balance. Consequently, this figure is tracked through the year. Debt requiring impairment this month is £0.515m. The top five cases, including two which are in liquidation, account for 37% of the total bad debt and is being actively worked on by Legal Services and Debt Recovery Officers.					515,000	300,000	●	506,397	300,000	●

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD	
Page 390	OCC11.11 Debt requiring impairment - Adult Social Care contribution debtors	Lorna Baxter	Clr D Levy	The 2023-24 year-end adults care contribution impairment for bad debt was £4.52m. At 30 September 2024 it is £5.16m, an increase of £0.65m. As reported previously, wider economic factors have had a significant effect on means tested social care contribution debt levels, as have delays with the court of protection and related activity. This tracks with other local authorities' experience. We are revising our approach to overdue debt and bringing together a debt reduction and recovery plan.					5,163,000	3,500,000	▲	4,919,788	3,500,000	▲
	OCC11.12 Average cash balance compared to forecast average cash balance	Lorna Baxter	Clr D Levy					£535,784,	£462,628,	●	£508,270,	£462,628,	★	
	OCC11.13 Average interest rate achieved on in-house investment portfolio	Lorna Baxter	Clr D Levy					4.51	4.25	★	4.68	4.25	★	
	OCC11.14 Average annualised return achieved for externally managed funds	Lorna Baxter	Clr D Levy					3.75	3.75	★	3.75	3.75	★	

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC11.15 Invoice Collection Rate - Adult Social Care contribution debtors	Lorna Baxter	CLlr D Levy	In this period, we measured invoices issued in April 2024. The 120-day invoice collection rate was 92.20% for this period, above the 92% target.					92.20	92.00	★	91.93	92.00	★

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Introduction

1. This annex sets out the third financial monitoring information for the 2024/25 financial year and is based on information to the end of September 2024. Key issues, as well as risks relating to inflation, demand and other factors, plus areas of emerging pressure are explained below.

The following information is also provided within the annex:

Annex B – 1 (a) to (e)	Detailed service areas positions
Annex B – 2a	Virements to approve
Annex B – 2b	Virements to note
Annex B – 3	Earmarked reserves
Annex B – 4	Government grants
Annex B – 5	General Balances

Overall Financial Position

2. As shown below there is a forecast service area overspend of £6.1m, an increase of £1.0m from the position reported to the September Cabinet. After taking account of additional interest receivable on balances held by the council and anticipated capital financing costs, the overall position is a forecast underspend of £1.3m.

	Latest Budget Sept-24 £m	Forecast Spend Sept-24 £m	Forecast Variance Sept-24 £m	Forecast Variance Sept-24 %	Forecast Variance July-24 £m	Change Since July-24 £m
Adult Services	250.2	250.2	0.0	0.0%	0.0	0.0
Children's Services	200.4	204.0	3.5	1.8%	2.3	1.3
Environment & Highways	69.7	70.3	0.6	0.9%	0.9	-0.3
Economy & Place	1.8	1.8	0.0	0.0%	0.0	0.0
Oxfordshire Fire & Rescue Service and Community Safety	28.7	29.3	0.7	2.3%	0.7	0.0
Public Health & Communities	12.6	12.6	0.0	0.0%	0.0	0.0
Resources and Law & Governance	57.8	59.1	1.3	2.3%	1.3	0.0
Transformation, Digital & Customer Experience	7.7	7.7	0.0	0.0%	0.0	0.0
Service Areas Total	628.9	635.0	6.1	1.0%	5.1	1.0
Budgets Held Centrally						
Capital Financing	20.7	17.3	-3.5	-16.6%	-3.1	-0.4
Interest on Balances	-10.7	-14.6	-3.9	37.0%	-2.5	-1.4
Contingency	7.4	7.4	-0.0	0.0%	0.0	-0.0
Pay Inflation	14.4	14.4	0.0	0.0%	0.0	0.0
Un-ringfenced Specific Grants	-55.3	-55.3	-0.0	0.0%	0.0	-0.0
Insurance	1.7	1.7	0.0	0.0%	0.0	0.0
Contribution from COVID-19 reserve	-3.8	-3.8	0.0	0.0%	0.0	0.0
Contribution from Budget Priority Reserve	-1.4	-1.4	0.0	0.0%	0.0	0.0
Contributions to reserves	11.5	11.5	0.0	0.0%	0.0	0.0
Total Budgets Held Centrally	-15.4	-22.8	-7.4	48.1%	-5.6	-1.8
Net Operating Budget	613.5	612.2	-1.3	-0.2%	-0.4	-0.9
Business Rates & Council Tax funding	-613.5	-613.5	0.0	0.0%	0.0	0.0
Forecast Year End Position	0.0	-1.3	-1.3	-0.2%	-0.4	-0.9

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3. The breakeven position for Adult Services reported to the September Cabinet remains unchanged.
4. The forecast overspend of £3.5m for Children's Services has worsened by £1.3m and is due to pressures within Home to School Transport and risks in the delivery of previously agreed savings built into the 2024/25 budget.
5. The overspend for Environment & Highways has reduced by £0.3m since July 2024. The £0.6m pressure includes a £2.2m overspend in Network Management relating to the underachievement of lane rental income savings, offset by a £1.6m underspend in Highways maintenance from a reduction in energy costs from lower energy activity.
6. The breakeven position for Economy and Place reported to the September Cabinet remains unchanged.
7. Public Health & Communities are forecasting a breakeven position. Within that a forecast £0.2m underspend against the Public Health grant funding is assumed to be transferred to reserves at year end.
8. The forecast overspend of £0.7m for Oxfordshire Fire & Rescue Service and Community Safety has remained unchanged from the July position and is due to risks in the delivery of previously agreed savings built into the 2024/25 budget.
9. The forecast overspend of £1.3m for Resources and Law & Governance has remained unchanged from the position reported to Cabinet in September, the pressure is mainly driven by high locum costs in the Legal service.
10. Transformation, Digital & Customer Experience are reporting a breakeven position.
11. £7.4m on-going budget was agreed to be held in contingency as part of the 2024/25 budget. This will be held to meet potential risks around pay inflation and anticipated winter pressures in Adults and Children's Services later in the financial year. The current forecast assumes that there is no underspend against the contingency budget on the basis of these potential risks. However, as the year progresses and there is more certainty over the forecast position, any variance against the contingency budget will be factored in.
12. The 2024/25 budget includes planned service areas savings of £30.1m. 43% of these savings are assessed as delivered and 71% are forecast to be delivered.
13. The risk assessed level of one – off funding held in general balances in 2024/25 is £30.2m. A residual balance of £2.3m relating to the underspend at the end of 2023/24 was agreed to be held in balances as part of the Provisional Outturn Report for 2023/24. After taking account of the forecast underspend, balances are currently forecast to be £3.6m above the risk assessed level at 31 March 2024.
14. The forecast 2024/25 deficit compared to Dedicated Schools Grant (DSG) funding for High Needs is £26.1m, £4.9m higher than the budget approved by Council in

February 2024. The CIPFA code of practice requires negative High Needs DSG balances to be held in an unusable reserve. The forecast deficit would increase the cumulative negative High Needs DSG balance held in this reserve from £55.8m as at 31 March 2024 to £81.9m at 31 March 2025.

Service Areas Forecasts

Adult Services

15. Adult Services are reporting a breakeven position against a budget of £250.2m.

Service Area	Latest Budget Sept-24 £m	Forecast Spend Sept-24 £m	Forecast Variance Sept-24 £m	Forecast Variance July-24 £m	Change Since July-24 £m
Adult Social Care	27.2	27.5	0.3	0.3	0.0
Health, Education & Social Care Commissioning	5.5	5.2	-0.3	-0.3	0.0
Housing & Social Care Commissioning	1.4	1.4	0.0	0.0	0.0
Business Support Service	1.1	1.1	0.0	0.0	0.0
Pooled Budgets	214.9	214.9	0.0	0.0	0.0
Total Adult Services	250.2	250.2	0.0	0.0	0.0

16. The position assumes that all savings are delivered. Further detail is provided in the savings section of the report.

Pooled Budgets

Age Well Pooled Budget

17. The Age Well pool combines health and social care expenditure on care homes, activity relating to hospital avoidance and prevention and early support activities for older people.

18. Budgets within the pool are managed on an aligned basis with the Integrated Care Board (ICB) for Buckinghamshire, Oxfordshire, and Berkshire West (BOB) so each partner is responsible for the variation against their element of the funding.

19. The council elements of the Age Well pool as at the end of September are forecast to breakeven.

20. The council's share of the Better Care Fund (BCF) being utilised within the pool is £31.1m in 2024/25, an increase of 5.7% from 2023/24.

21. There are significant risks and assumptions within the forecast where certainty is not possible at this stage. These include:

- Growth in placements, particularly residential, through the year. Although there is a seasonal trend, it is difficult to predict accurately how activity will move. The forecast includes an element of growth held to mitigate this risk.

- Requests for fee uplifts for unit costs over and above ceiling rates are still being requested and this is being managed through a fee uplift panel. A deadline for requests to be put forward for consideration is to be communicated to providers. Funding is held to cover further requests any unallocated budget will be released to the wider system or cover future risks within the service.
- The ICB have begun a programme of package reviews, resulting in a number of packages being assessed as no longer having a health need and therefore becoming a social care commitment. To date the increase in costs to the council within older people is £1.0m in 2024/25. This has potential to increase depending on the outcomes of any further assessments taking place by the ICB.

Live Well Pooled Budget

22. The Live Well pool supports a combination of health and social care needs for adults of working age with learning disabilities, acquired brain injury or mental health needs and adults with physical disabilities.
23. Budgets within the pool are managed on an aligned basis with the Integrated Care Board (ICB) for Buckinghamshire, Oxfordshire, and Berkshire West (BOB).
24. The council elements of the Live Well pool are forecast to spend to budgets.
25. Risks or uncertainties in both service groups relate to:
- The ICB have begun a programme of package reviews, resulting in a number of packages being assessed as no longer having a health need and therefore becoming a social care commitment. To date the increase in costs to the council within learning and physical disabilities is £1.1m in 2024/25. This has potential to increase depending on the outcomes of any further assessments taking place by the ICB.
 - Transport costs are forecast to overspend by £0.7m. This is due to market conditions rather than increased demand. Work is ongoing to reduce these costs in future years via a transport working group.
 - Growth in care packages, particularly for supported living and home support, through the year. It is difficult to predict accurately how activity will move throughout the remaining four months of the year.
 - A paper is going to the ICB's Executive Management Committee on the 11th November to formally agree to their share of the costs for adults with Section 117 aftercare support under the Mental Health Act for service users with a physical disability.

Non-Pool Services

26. A breakeven position is forecast across all other services.

Reserves

27. £1.0m held in the Budget Priorities reserve for Adult Social Care at 1 April 2024 will be used to fund known pressures in 2024/25.
28. £0.6m held in reserves because of additional contributions made by the ICB in

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previous years will be allocated in 2024/25 and 2025/26 as agreed with the Joint Commissioning Executive.

29. As the Supervisory Body the council has a statutory obligation to assess and authorise Deprivation of Liberty Safeguarding (DoLS) requests. The number of requests the council receives has increased so £0.4m has been held in the Budget Priorities reserve to help meet its statutory obligation. This funding will be utilised in 2024/25.
30. £0.1m held in the Government Initiative Reserve relates to ongoing costs associated with charging reforms prior to implementation which is now scheduled for autumn 2025.
31. £0.3m of Apprenticeship funding is held within the grants and contributions reserve, funding was awarded to the council late in February 2024 to increase social work capacity within adult social care, the funding will be used before March 2025. Noting the positive impact of the recruitment campaign, 300 applications were received for social work apprenticeships from which 30 were appointed.
32. £0.2m Accelerated Reform Fund funding awarded in January 2024 will be used to address barriers to adopting innovative practices and build capacity and capability within adult social care.

Ringfenced Grants

33. As set out in Annex 4, ring-fenced government grants expected to be received by Adult Services in 2024/25 total £23.2m.
34. The Improved Better Care Fund Grant is £10.7m, with no change since 2023/24. The conditions attached to the grant funding require it to be used for the purposes of meeting adult social care needs, including contributing to the stabilisation of local care markets and supporting the NHS in addressing pressures such as delayed discharges.
35. The Market Sustainability and Improvement Fund is £10.0m and is being used to support the provider fee uplift in 2024/25 in line with the terms of the grant, to enhance the uplift, and to maintain uplifts from 2023/24 funded through the Market Sustainability and Fair Cost of Care grant which now forms part of this grant.
36. The Adult Social Care Discharge Fund is £2.5m. This will be used to provide interventions that improve discharge of patients from hospital to the most appropriate location for their ongoing care.

Virements

37. There are a number of virements to note reflecting budget movements within the pools linked to inflationary uplifts, and allocation of Deprivation of Liberty Safeguards funding.

Savings

38. The 2024/25 budget includes planned savings of £4.3m. 98% of savings are expected to be delivered and 2% are currently unconfirmed and have an element

39. The unconfirmed savings relate to an action to reduce the outstanding unsecured debt. This will not be confirmed until the end of the financial year but while action continues to be taken early reports indicate that this will not be achieved. Updates will continue to be provided in future reports.
40. There are also £0.3m of savings brought forward from 2023/24 to be delivered in 2024/25. 100% of this is expected to be delivered.

Investments

41. Planned one – off investments of £1.4m were agreed as part of the 2024/25 budget. Initial plans have been discussed to spend £0.6m of the investment with further work being carried out to utilise the remaining investment. To maximise the effect of this funding an element may be required to be carried forward into the following year, an update will be provided within the next report. £0.2m of the investment linked to the Oxfordshire Way is to be managed by the Partnership Delivery Service.
42. Options are being worked through to fully understand the benefits to the council as a result of the investment in digital technologies. The scoping exercise linked to these projects and any implementation flowing from this may require some of the funding to be moved into to an earmarked reserve for use in 2025/26.
43. The digital acceleration allocation is likely to be oversubscribed and the ambition would be to reallocate part of the investment set against shared lives which is unlikely to fully utilise this allocation.
44. Any investment opportunities to be funded from the shared lives investment budget is not identified until quarter three of the current financial year following recommendations to be made from project work beginning in September 2024. Opportunities need to be identified to ensure the benefit of the investment to be spent against transport is maximised county wide.

Children’s Services

45. Children’s services are forecasting an overspend of £3.5m against a budget of £200.4m.
46. For High Needs DSG there is a forecast in year deficit of £26.1m, £4.9m higher than the budget approved by Council in February 2024.

Service Area	Latest Budget Sept-24 £m	Forecast Spend Sept-24 £m	Forecast Variance Sept-24 £m	Forecast Variance July-24 £m	Change Since July-24 £m
Education & Learning	52.9	53.9	1.0	0.0	1.0

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Schools ¹	0.2	0.2	0.0	0.0	0.0
Subtotal Education	53.1	54.1	1.0	0.0	1.0
Early Help, Front Door & Social Care Provider Services & Safeguarding	87.0	84.9	-2.1	1.4	-3.5
Subtotal Childrens' Social Care	138.6	136.6	-2.0	1.4	-3.5
Children's Services Central Costs	8.8	13.3	4.5	0.8	3.7
Total Childrens' Services	200.4	204.0	3.5	2.3	1.3
Overspend on High Needs DSG that will be transferred to the unusable reserve	88.4	114.6	26.1	21.3	4.9

Education

47. Within Education & Learning, Home to School Transport continues to be high risk. At this point in the year expenditure is forecast to exceed the budget by £1.0m based on the pupils and transport requirement for the new academic year from September.

Children's Social Care & Central Costs

48. There is a forecast overspend of £2.5m for Children's Social Care and Central Costs.

49. The forecast overspend is as a result of risks to the delivery of previously agreed reductions to budgets or savings built into the budget for 2024/25 mitigated by funding to cover increasing demand and underspends noted in investments.

50. In relation to staffing, several initiatives are planned to support the reduction of agency social workers. For 2024/25 this is currently expected to be managed within the budget, however there could be risks in future financial years should the number and cost of agency social workers not reduce in line with expectations.

51. The latest activity for Children's Social Care is as below:

	Q2 2022/23	Q3 2022/23	Q4 2022/23	Q1 2023/24	Q2 2023/24	Q3 2023/24	Q4 2023/24	Q1 2024/25	Q2 2024/25
Oxfordshire born children	778	755	735	709	677	651	624	623	643
Disabled Children	61	62	58	56	51	50	49	48	43
Subtotal	839	817	793	765	728	701	673	671	686
Unaccompanied	69	73	108	100	94	108	95	99	99
Total	908	890	901	865	822	809	768	770	785

52. The downward trend in the number of children we care for during 2023/24 has in recent months broadly stabilised and is in line with the numbers forecast for the budget at this point in the year.

Dedicated Schools Grant (DSG)

¹ *Maintained Schools are funded by Dedicated Schools Grant

53. The forecast overspend against High Needs DSG funding is a deficit of £26.1m, £4.9m higher than the budget approved by Council in February 2024.

Summary of DSG funding	2024/25 Budget £m	2024/25 Projected Outturn £m	Variance £m
Schools block	129.1	129.1	0.0
Central Services Schools block	5.2	5.2	0.0
High Needs block	88.4	114.6	26.1
Early Years block	74.8	74.8	0.0
Total	297.5	323.6	26.1

54. The CIPFA code of practice requires negative High Needs DSG balances to be held in an unusable reserve. The forecast deficit would increase the cumulative negative DSG balance held in this reserve from £45.6m as at 31 March 2024 to £71.7m at 31 March 2025.

Savings

55. The 2024/25 budget includes planned savings of £12.3m. Although some of the savings have already been secured or are expected to be delivered, there remains £6.1m of savings to deliver through activities during the year to manage demand and the cost of care. The savings also include a reduction in agency costs which is at risk of delivery.

Investments

56. Planned investments of £6.7m agreed as part of the 2024/25 budget include:

- £1.5m investment for additional capacity in the SEND service.
- £1.0m investment to extend the Family Safeguarding model to reduce demand.
- £1.0m investment on Recruitment & Retention Strategy.
- £0.8m investment on Home to School Transport to improve data and systems and increase independent travel.
- £0.5m investment in Digital innovation to assist customer pathways and user experience in information finding and advice.
- £0.7m to develop the Oxfordshire Way approach.

Virements

57. A temporary virement is requested to reallocated £1.3m of the children's demography from social care to transport. The budget agreed in February 2024 reflected the demographic pressure being used for both services and this reflects the actual position in year.

Environment & Highways

58. Environment & Highways is forecasting an overspend of £0.6m against a budget of £69.7m.

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Service Area	Latest Budget Sept-24 £m	Forecast Spend Sept-24 £m	Forecast Variance Sept-24 £m	Forecast Variance July-24 £m	Change Since July-24 £m
Infrastructure Delivery	1.2	1.2	0.0	0.0	0.0
Environment	37.1	37.1	0.0	0.0	0.0
Transport Policy	13.2	13.2	0.0	0.0	0.0
Highways & Maintenance	20.7	19.1	-1.6	-1.3	-0.3
Network Management	-6.4	-4.2	2.2	2.2	0.0
Supported Transport	1.9	1.9	0.0	0.0	0.0
Senior Management Team	0.3	0.3	0.0	0.0	0.0
Data Intelligence & Business Support	1.7	1.7	0.0	0.0	0.0
Total Environment & Highways	69.7	70.3	0.6	0.9	-0.3

Infrastructure Delivery

59. The Infrastructure Delivery service area is forecasting a breakeven position.

Environment

60. The Environment service area is forecasting a breakeven position.

61. Waste Management are forecasting a breakeven position. The service is confident that the risks identified around waste pressures can be managed throughout the year.

62. The table below summarises budgeted and actual waste activity.

**	Budget				Outturn Forecast*			
Waste Stream	Annual	Tonnage		Price/ Tonne	Annual	Tonnage		Price/ Tonne
	£m	K'Tonnes	%	£	£m	K'Tonnes	%	£
Recycling/ Composting	8.362	175	60%	47.86	8.078	151	56%	53.24
ERF	16.167	105	36%	154.41	17.114	111	41%	154.71
Landfill	1.624	11	4%	149.30	1.304	7	3%	167.58
Total	26.153	291	100%	90.09	26.497	269	100%	98.09
*September figures presented as the latest dataset.								
** Please note that budget, outturn & variance figures are rounded to the nearest 1000								

63. Other services within Environment & Circular economy are also forecasting a break-even position. All investments in flood management activity are currently on

Transport Policy

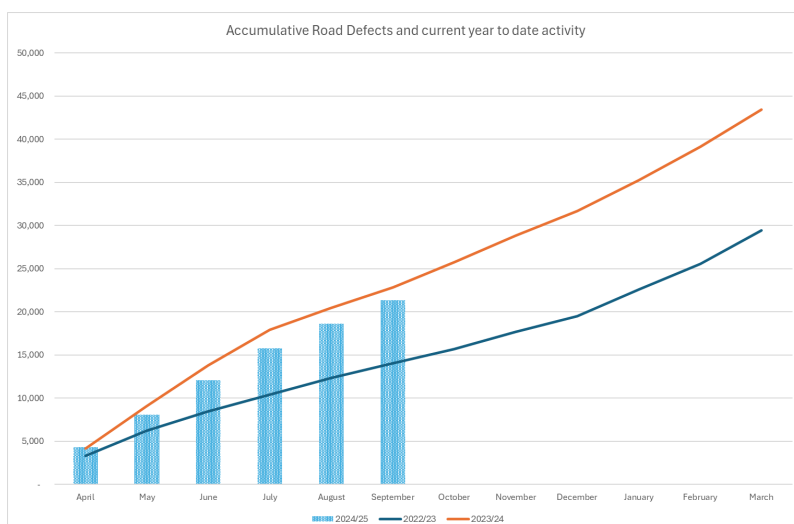
64. The Transport policy service area is forecasting a breakeven position

Highways & Maintenance

65. Highways & Maintenance are forecasting an underspend of £1.6m. This reflects a reduction in energy consumption for street lighting and the ongoing effect of a price update received during 2023/24 setting out more favourable energy prices.

66. Although there is currently an underspend position, it has been reported that the price for energy is likely to rise in October thus potentially reducing the overall forecast underspend. However, services have not had an updated price point from Crown Commercial Services.

67. Current level of defects remains lower than last year and in line with the current budget.



Network Management

68. Network Management is forecasting an overspend of £2.2m. This is due to a delay in approval of the council's application to implement charging for Lane Rental by the Department for Transport. Although the full level of income will not be achieved options and risks are being assessed to mitigate the impact, such as delays in other planned expenditure, income trends and additional drawdown of the parking account reserve.

Supported transport

69. The Supported transport service area is forecasting a breakeven position.

Senior Management Team

70. The Senior management team area have incurred £0.6m associated with early pension and redundancy costs from the layering of the Tiers 1 and 2 management structure, this will be funded through the Redundancy reserve.

71. The services have also noted that there is a risk of not fully achieving the Agency, Delaying and Commercial savings proposed for 2024/25.

Data Intelligence & Business Support

72. The Data Intelligence & Business Support service area is forecasting a breakeven position.

Virements

73. There are number of virements that predominantly realign and correct internal budgets as detailed in Annex B-2b.

Savings

74. The 2024/25 budget includes planned savings of £8.1m. 57% are forecast to be delivered. Savings at risk of delivery include:

- Lane rental an introduction of charges for all works on the business roads at the busiest times to minimise disruption: the service anticipates that the full £2.2m income expectation is unlikely to be achieved. As noted in paragraph 67 this is due to delay at DfT of approving the application. Pending a decision being made, there is a forecast overspend of £2.2m.
- Income of £0.2m from introduction of a new Controlled Parking Zones (CPZs): Income realisation is likely to be between December 2024 and March 2025 through a mix of permit fees and fines. An update on additional CPZ income will be reported later in the monitoring cycle.
- Prevention of unsorted waste at Household Waste Recycling Centres. A saving of £0.2m is now unlikely to be delivered this year due to implementation delays.
- £0.5m commercial savings to be achieved through contractual negotiation is not likely to be fully delivered by the end of this financial year.

Investments

75. The 2024/25 budget includes planned investments of £2.5m. 94% are on track to be delivered and include:

- £0.2m to improve the collection of fees, charges, and penalties.
- £0.5m for gully and ditch clearing and repairs in areas recently flooded.
- £0.5m to reclaim footpaths and cycleways and manage vegetation.
- £0.1m investment in improved enforcement of Controlled Parking Zones.

76. Investments that are at risk of being delivered include:

- £0.2m to introduce new Controlled Parking Zones: the Network and Co-ordination service is currently working on CPZ programme prioritisation to identify, design and consult four new schemes. New CPZs could go live by December 2024 at the earliest depending on the complexity/consultation

response.

- £0.2m investment in Automatic Number Plate Recognition to improve enforcement of moving traffic offences. Additional sites are being identified with an expectation that they will be live from October 2024.

Reserves

77. The parking account is managed to allow for variances in income across the years.

78. The parking account is forecasting a reduction in the net contribution to reserve, due to a 20% reduction in income received in 2024/25, when compared to the same period last year. Although this will not have an in-year impact on the revenue account, the reduction in income, if it continues, could put at risk the longer-term financial viability of the reserve. This will be monitored closely throughout the remainder of the year.

Review of Charges

79. A new charge is being introduced in 2024/25 for the monitoring of biodiversity net gain compliance. This charge is for the costs of the council's Biodiversity Officers undertaking assessments and making site visits to monitor biodiversity net gains. The charges proposed are £772 for a Principal Officer and £605 for an Officer.

80. The table below sets out the proposed charges.

Service Area	Charge	Unit	Proposed Charge exc VAT 2024/25 £	Proposed Charge inc VAT 2024/25 £	Proposed date effective from	Discretionary or Statutory	VAT Class
Environment & Heritage	NEW CHARGE in 2024/25 - Monitoring of biodiversity net gain compliance by Biodiversity Officer	Daily rate for Senior Biodiversity Officer undertaking report review and site visits for biodiversity net gain monitoring (for inclusion in the biodiversity monitoring calculator)	643.50	772.20	01/12/2024	Discretionary	SR
		Daily rate for Biodiversity Officer undertaking report review and site visits for biodiversity net gain monitoring (for inclusion in the biodiversity monitoring calculator)	504.90	605.88	01/12/2024	Discretionary	SR

81. The Disclosure and Barring Service (DBS) are recommending an increase in the Home to School Transport - DBS application charge due to parliamentary approval to increase costs of an enhanced DBS application by £11.50. This increase in cost is expected to be passed onto service providers as part of the DBS vetting process. The charges proposed are:

- Increase the charge from £132.79 to £133.10 effective from 19th November 2024
- Further increase the charge from £133.10 to £144.40 effective from 2nd

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December 2024.

82. The table below sets out the existing agreed and proposed charges.

Service Area	Charge	Unit	Current Charge exc VAT 2024/25 £	Current Charge inc VAT 2024/25 £	Proposed Charge exc VAT 2024/25 £	Proposed Charge inc VAT 2024/25 £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class
Supported Transport	Home to School Transport - DBS Vetting and Safeguard Training	Per application	132.79	132.79	133.10	133.10	0.23%	19/11/2024 to 01/12/2024	Discretionary	NB
Supported Transport	Home to School Transport - DBS Vetting and Safeguard Training	Per application	133.10	133.10	144.40	144.40	8.5%	02/12/2024 to 31/03/2025	Discretionary	NB

Economy & Place

83. Economy & Place is forecasting an overspend against a budget of £1.8m.

Service Area	Latest Budget Sept-24 £m	Forecast Spend Sept-24 £m	Forecast Variance Sept-24 £m	Forecast Variance July-24 £m	Change Since July-24 £m
Economy	0.0	0.0	0.0	0.0	0.0
Strategic Planning	0.7	0.7	0.0	0.0	0.0
Climate Action	1.2	1.2	0.0	0.0	0.0
Place Making	-1.9	-1.9	0.0	0.0	0.0
Innovation	0.3	0.3	0.0	0.0	0.0
Senior Management Team	1.0	1.0	0.0	0.0	0.0
Business Performance & Services Improvement	0.5	0.5	0.0	0.0	0.0
Total Environment & Place	1.8	1.8	0.0	0.0	0.0

84. All services in Economy & Place are forecasting a breakeven position.

85. The Senior management team area have incurred £0.6m associated with early pension and redundancy costs from the delayering of the Tiers 1 and 2 management structure, this will be funded through the Redundancy reserve.

Savings

86. The 2024/25 budget includes planned savings of £1.0m. 100% are forecast to be delivered.

Public Health and Communities

87. Public Health and Communities are forecasting a breakeven position against a budget of £12.5m.

Service Area	Latest Budget Sept-24 £m	Forecast Spend Sept-24 £m	Forecast Variance Sept-24 £m	Forecast Variance July-24 £m	Change Since July-24 £m
Public Health Functions	40.0	39.8	-0.2	0.0	0.0
Public Health Recharges	0.6	0.6	0.0	0.0	0.0
Other Income	-1.4	-1.4	0.0	0.0	0.0
Grant Income	-34.4	-34.4	0.0	0.0	0.0
Transfer to Public Health Reserve	0.0	0.2	0.2	0.0	0.0
Total Public Health	4.8	4.8	0.0	0.0	0.0
Total Libraries & Heritage	7.8	7.8	0.0	0.0	0.0
Total Public Health and Communities	12.6	12.6	0.0	0.0	0.0

88. A £0.2m underspend in services funded by the Public Health ringfenced grant will be transferred to the Public Health reserve at year end.

89. Sexual health services are reporting a £0.1m underspend due to activity levels being lower than anticipated.

90. Tobacco Control are reporting a £0.1m underspend due to an increased Section 31 grant to support the increase in tobacco control and stop smoking activity.

Ringfenced Government Grants

91. The ringfenced Public Health grant totals £34.4m in 2024/25.

92. A ringfenced Stop Smoking Services Grant £0.8m has been awarded to the council to increase the number of smokers engaging with effective interventions to quit smoking.

Use of Un-ringfenced Government Grant Funding

93. Un-ringfenced grants held centrally and agreed to be used to support expenditure budgets within Public Health include:

- £1.2m Domestic Abuse Duty Grant supporting the provision of accommodation-based support to victims of domestic abuse and their children.
- £0.6m Substance Misuse Treatment & Recovery Housing Grant being used to deliver the Government's aim that by 2024/25 there will be more people recovering from addiction in stable and secure housing.
- £1.2m Supplementary Substance Misuse Treatment and Recovery grant. This is the second year of a three-year scheme where the Office for Health Improvement and Disparities (OHID) is working alongside other government departments to support a process of investment in a whole system approach to

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tackling illicit drug use, including enforcement, diversion and treatment and recovery interventions.

- £0.2m Employment Individual Placement Support in community drug and alcohol treatment grant, to improve quality of life for people with alcohol and 'other drug' dependence.
- £1.1m Rough Sleeping Drug and Alcohol Grant is being used to provide specialist support for rough sleepers and those at risk.

Reserves

94. Public Health earmarked reserves were £4.5m at 1 April 2024. £1.4m is earmarked to be spent in 2024/25, £1.1m in 2025/26, £0.4m in 2026/27 and £0.4m in 2027/28, leaving a balance of £0.8m. The use of the reserve is continuously being reviewed and it is anticipated that there will be further commitments against this funding agreed throughout 2024/25.

95. £0.1m is being held to expand the Making Every Contact Count work programme in Oxfordshire; this will be spent in 2024/25.

96. The History Service donations reserve of £0.02m is earmarked to be spent in 2024/25

97. The Museum Service donations reserve of £0.1m is earmarked to be spent equally over the next 3 years.

Virements

98. There is one small virement to note reflecting increased expenditure on stop smoking services funded by grant.

Savings

99. The 2024/25 budget includes planned savings of £0.5m. 100% are forecast to be achieved due to uncertainty about the delivery of full savings early in the financial year.

Oxfordshire Fire & Rescue Service and Community Safety (OFRSC)

100. Oxfordshire Fire & Rescue Service and Community Safety are forecasting a £0.7m overspend position against a budget of £28.1m, unchanged from the July position.

Service Area	Latest Budget Sept-24 £m	Forecast Spend Sept-24 £m	Forecast Variance Sept-24 £m	Forecast Variance July-24 £m	Change Since July-24 £m
Community Safety Management	0.0	0.0	0.0	0.0	0.0
Fire & Rescue	27.0	27.7	0.7	0.7	0.0
Emergency Planning	0.3	0.3	0.0	0.0	0.0
Trading Standards	1.4	1.4	0.0	0.0	0.0

Total Oxfordshire Fire & Rescue Service and Community Safety	28.7	29.4	0.7	0.7	0.0
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101. All services are forecasting a breakeven position with the exception of Fire and Rescue which is forecasting an overspend of £0.7m due to staffing savings that are not expected to be achieved.

Use of Un-ringfenced Government Grant Funding

102. Un-ringfenced grant funding held centrally and agreed to be used to support expenditure budgets within Oxfordshire Fire & Rescue Service includes:

- £0.1m Firelink Grant - The council has been notified of a 20% reduction in this grant from the previous year and that this grant will continue to reduce by 20% in each of the next two years.

Reserves

103. £3.2m is held in reserves for the renewal of fire and rescue vehicles and breathing apparatus equipment. A fleet replacement strategy has been developed and several vehicles have been ordered and expected to be received in 2024/25.

104. The Fire Uplift Grant reserve held £0.5m at 1 April 2024. This is being held to fund employee costs expected to be incurred over the next three to five years.

105. £0.5m is being held to cover the cost of the replacement of Airwave for Oxfordshire Fire and Rescue Service and the implementation of the new national Emergency Service Mobile Communications Programme.

Resources and Law & Governance

106. The services within Resources are forecasting an overspend of £1.3m against a budget of £57.8m, unchanged from the July forecast.

Service Area	Latest Budget Sept-24 £m	Forecast Spend Sept-24 £m	Forecast Variance Sept-24 £m	Forecast Variance July-24 £m	Change Since July-24 £m
Corporate Services	10.7	11.6	0.9	0.9	0.0
HR & Cultural Change	5.1	4.9	-0.2	-0.2	0.0
Financial & Commercial Services	9.5	9.5	0.0	0.0	0.0
Property & Assets	19.3	19.3	0.0	0.0	0.0
Public Affairs, Policy & Partnership	4.3	4.3	0.0	0.0	0.0
Law, Governance, Coroner & Registration Services	8.9	9.5	0.6	0.6	0.0
Total Resources	57.8	59.1	1.3	1.3	0.0

107. There is a forecast overspend of £0.9m within **Corporate Services** due to previously agreed savings of £0.9m which were held corporately but expected to

Business Management and Monitoring Report September 2024

be achieved through reductions in costs related to IT expenditure across the organisation. Since further work has identified that these are not achievable there is a forecast pressure in 2024/25 and the on-going impact will need to be considered as part of the 2025/26 budget process.

108. **Human Resources & Organisational Development (HR&OD)** are forecasting an underspend of £0.2m due to in year savings from staff seconded to transformation projects. All savings are expected to be fully delivered.
109. **Financial & Commercial Services** are forecasting a breakeven position, all savings and investments are expected to be fully delivered.
110. **Property & Assets Services** are forecasting a breakeven position, however some risks identified by the service will require mitigation. All savings are expected to be fully delivered.
111. **Public Affairs, Policy & Partnership services** are forecasting a breakeven position. All savings and investments are expected to be fully delivered.
112. **Law, Governance, Coroners & Registration Services** are forecasting an overspend of £0.6m as a result of high locum costs in the Legal service where recruitment continues to be a challenge.

Savings

113. The 2024/25 budget includes planned savings of £1.9m. 98% are forecast to be achieved.

Transformation, Digital & Customer Experience (TDCE)

114. The services within TDCE are forecasting a breakeven position against a budget of £7.7m.

Service Area	Latest Budget Sept-24 £m	Forecast Spend Sept-24 £m	Forecast Variance Sept-24 £m	Forecast Variance July-24 £m	Change Since July-24 £m
Delivery Unit	3.4	3.4	0.0	0.0	0.0
Customer Experience	3.4	3.4	0.0	0.0	0.0
Insight & Corporate Programmes	0.7	0.7	0.0	0.0	0.0
TDCE Management	0.2	0.2	0.0	0.0	0.0
Total Resources	7.7	7.7	0.0	0.0	0.0

115. **Delivery Unit** is forecasting a breakeven position.
116. **Customer Experience** service are forecasting a breakeven position, 100% of savings are expected to be delivered.
117. **Insight & Corporate Programmes and TDCE Management** are forecasting breakeven positions.

Overview of Medium Term Financial Strategy Investments and Savings

118. The 2024/25 budget includes planned services savings of £30.1m. 43% of these savings are assessed as delivered with 71% are forecast to be delivered by the year end. Work is continuing to ensure that these savings are achieved.

Service areas	2024/25 Planned Savings	Actual Delivery to Date	Actual Delivery to Date	Forecast delivery	Forecast delivery
	£m	£m	%	£m	%
Adult Services	4.3	2.9	67%	4.2	98%
Children's Services	12.3	4.6	37%	7.3	59%
Environment & Highways	8.1	2.7	33%	4.6	57%
Economy and Place	1.0	0.3	36%	1.0	100%
Public Health & Communities	0.5	0.2	53%	0.5	100%
Oxfordshire Fire & Rescue Service and Community Safety	0.5	0.1	15%	0.4	83%
Resources and Law & Governance	1.9	1.8	94%	1.9	98%
Transformation, Digital & Customer Experience	1.5	0.4	23%	1.5	100%
TOTAL	30.1	12.9	43%	21.4	71%

119. The 2024/25 budget includes planned service areas investments of £11.6m, 4% are assessed as delivered and 85% are forecast to be delivered by the year-end.

Service Areas	2024/25 Planned Investments	Actual Delivery to Date	Actual Delivery to Date	Forecast delivery	Forecast delivery
	£m	£m	%	£m	%
Adult Services	1.4	0.0	0%	0.6	42%
Children's Services	6.7	0.1	2%	5.9	88%
Environment & Highways	2.5	0.3	11%	2.4	94%
Economy and Place	0.3	0.0	0%	0.3	100%
Resources and Law & Governance	0.6	0.0	7%	0.6	100%
TOTAL	11.6	0.5	4%	9.8	85%

Adult Services

120. The 2024/25 budget includes planned savings of £4.3m. 98% are forecast to be delivered, the £0.1m saving to reduce outstanding unsecured debt is at risk of being delivered.

Children's Services

121. The 2024/25 budget includes planned savings of £12.3m. 59% of these savings are forecast to be delivered, there remains £6.1m of savings to deliver through activities during the year to manage demand and cost of care which includes agency costs which are at risk of delivery. 88% of planned investments of £6.7m are forecast to be delivered, there is a risk to the delivery of a £0.5m investment

Environment & Highways

122. The 2024/25 budget includes planned savings of £8.1m. 57% are forecast to be delivered. The savings at risk of being delivered include the £2.2m lane rental income underachievement, £0.2m to reduce the amount of waste that is sent to the Energy Recovery Facility, £0.1m reduction in fleet management costs, and £0.5m contracts savings. 94% of planned investments of £2.5m are on track to be delivered.

Economy and Place

123. The 2024/25 budget includes planned savings of £1.0m. 100% are forecast to be delivered. 100% of planned investments of £0.3m are on track to be delivered.

Public Health & Communities

124. The 2024/25 budget includes planned savings of £0.5m. 100% are forecast to be delivered.

Oxfordshire Fire & Rescue Service and Community Safety

125. The 2024/25 budget includes planned savings of £0.5m. 46% are forecast to be delivered, £0.3m staffing savings is at risk of being delivered.

Resources and Law & Governance

126. The 2024/25 budget includes planned savings of £1.9m. 94% of these savings have been delivered and 98% are forecast to be delivered. 100% of planned investments of £0.6m are expected to be achieved.

Transformation, Digital & Customer Experience

127. The delayering staffing savings of £1.5m has been reallocated from service areas to the Transformation service. Budgets for senior managers have been adjusted to reflect the new structure. £0.4m of the £1.5m saving has been achieved so far and it is anticipated that this will increase later in the year as the programme progresses.

Debt Management

Corporate Debtors

128. The combined collection rate, based on invoice volumes up to September 2024 is 97%, 2% above the 95% target. The collection rate based on value of invoices for the same period is 94%.

129. Debt requiring impairment at the end of September is £0.5m, £0.2m above the year-end target of £0.3m. The top five debt cases account for 37% of all bad debt; two of those cases relates to companies in liquidation so will remain through the year.

Adult Social Care Debtors

130. The combined 120-day invoice collection rate up to September 2024 is 92%, equaling the target collection rate of 92%. The collection rate based on value of invoices for the same period is 82%.

131. The 2023/24 year-end adults care contribution impairment for bad debt was £4.5m. The current projected 2024/25 year-end bad debt position is £5.2m, £0.7m higher. In addition, there is a 2024/25 £0.1m saving linked to reducing social care debt, as reported in the Adults' service section this is not expected to be delivered. The cumulative impact this period is a total projected pressure of £0.8m. Financial services continue to work with the service to support activity to reduce the debt.

Budgets Held Centrally

132. After taking account of the use of contingency and additional interest on balances to support the forecast service areas overspend, there is a combined underspend of £7.4m against budgets held centrally.

Capital Financing Costs

133. The borrowing costs and minimum revenue provision (MRP) for capital projects funded by Prudential Borrowing are either recharged to service areas where savings arising from the scheme are expected to meet them or met corporately from the budget for capital financing costs. It is anticipated that after taking account of recharges to service areas costs will be in line with budget.

134. Interest payable is currently forecast to be £11.9m, £3.4m below budget. This reflects the early repayment of two LOBO loans and actual interest costs being lower than budgeted. This is expected to be one – off in 2024/25 as interest payable is expected to increase in 2025/26.

Interest on Balances

135. The forecast for in house interest receivable is £25.7m, £6.5m above the budget. The additional interest is a result of higher than forecast cash balances coupled with higher than forecast deposit rates. Of the £6.5m, an estimated £2.6m of this will be applied to developer contribution balances.

136. Cash balances for the year are forecast to be £81.9m lower than they would otherwise have been as a result of negative DSG balances. The impact of this is an estimated opportunity cost of £3.4m in unearned interest during 2024/25.

Pay Inflation and Contingency

137. Ongoing funding for pay inflation in 2024/25 total £14.4m and the contingency budget for 2024/25 totals £7.4m. This is held to meet potential risks around pay inflation and potential winter pressures in Adults and Children's services later in the financial year.

138. The pay inflation budget includes funding for an estimated pay award equivalent to 5.0% for all green book staff.

139. Agreement to the green book pay award applicable from April 2024 was reached on 22 October 2024. The increase is £1,290 on all pay points up to SCP 43 and 2.50% for all other pay points Agreement has also been reached for a 2.5%

increase for local authority Chief Executives.

140. After taking account of the number of staff employed on different points on the pay scale the current pay offer is estimated to cost £6.5m which equates to an overall estimated increase equivalent to 3.5%. As a result of the pay award being lower than budgeted, there will be an underspend of at least £3.0m which will be confirmed and reflected in the forecast in the next report.

141. Cabinet is recommended to approve the transfer of budgeted funding for inflation held centrally to directorates as set out in Annex 2a to meet the additional cost relating to staff in post.

142. Further virements will be transacted to add funding for the pay award to vacant posts when those are recruited to.

Reserves

143. As set out in Annex B - 3 Earmarked Reserves are forecast to be £174.0m at 31 March 2025.

Transformation Reserve

144. £10.0m funding was agreed to be added to the Transformation Reserve as part of the budget agreed in February 2024. £2.3m of this funding is being used to support revenue budget investments, with £1.5m supporting the 2024/25 budget and a further £0.8m in 2025/26.

145. As stated in the monitoring report to Cabinet in September, £5.3m of this funding is expected to be used in 2024/25. To date £4.5m has been transferred to the Transformation service to support Transformation priorities.

Redundancy Reserve

146. The balance held in the Redundancy Reserve was £2.4m at 31 March 2024. Reflecting the need to reduce the size of the council to be sustainable in future £5.0m was agreed to be added to the reserve as part of the 2024/25 budget. To date the redundancy costs to be funded from this reserve are £1.4m.

Dedicated Schools Grant (DSG) Unusable Reserve

147. An unusable reserve was created in 2020/21 to hold **negative High Needs DSG balances** in line with a change to the CIPFA code of practice on DSG High Needs deficits. The net deficit of £26.1m for 2024/25 will increase the total High Needs deficit held in the reserve to £81.9m as at 31 March 2025. The regulations which require the negative balance to be held in an unusable reserve will come to an end on 31 March 2026. The impact of the unusable reserve on the council's ability to set a balanced budget over the medium term will need to be considered through the Budget & Business Planning Process for 2025/26.

Grants

148. As set out in Annex B - 4 government grants totalling £513.1m are expected to be received by the Council during 2024/25. This includes £18.9m in schools' grants for additional mainstream funding, early years funding and pupil premium,

Homes for Ukraine

149. Following the launch of the Homes for Ukraine (HfU) scheme by the UK government in March 2022, upper tier councils have been in receipt of a tariff fund for individual arrivals in their area of responsibility as well as funding for thank you payments for hosts. Funding for the tariff element was originally provided as a one-off payment at the level of £10,500 per guest, falling to £5,900 for all new arrivals from 1 January 2023. For eligible minors the tariff continues at £10,500.

150. Based on the position as at the end of September 2024, £27.7m of the grant funding received to date has now been allocated and £3.3m remains unallocated. A further £0.8m funding is expected to be received following the quarter 1 claim and the quarter 2 2024/25 claim has been submitted.

General Balances

151. The risk assessed level of balances for 2024/25 is £30.2m.

152. As set out in the Provisional Outturn Report for 2023/24, a one-off balance of £2.3m has been held in balances pending a decision about future use.

153. After taking account of the forecast underspend and the additional £2.3m, balances are currently forecast to be £3.6m above the risk assessed level at 31 March 2025.

Business Management & Monitoring Report
Position to the end of September 2024
Budget Monitoring

Directorate	Net Budget (Latest Estimate)	Projected Full Year Spend	Projected Year End Variance	Projected Year End Variance	Variance Last Reported (July Position) Reporting Month	Change in Variance	Projected Year End Traffic Light
	£000	£000	underspend- overspend+	%	£000	£000	Red > 1.5% Amber >1.1% <1.5% Green on track
Adult Services	250,201	250,201	0	0.00%	0	0	G
Children's Services	200,448	203,963	3,515	1.75%	2,254	1,261	R
Environment & Highways	69,707	70,307	600	0.86%	900	-300	G
Economy and Place	1,778	1,778	0	0.00%	0	0	G
Oxfordshire Fire & Rescue Service and Community Safety	28,676	29,326	650	2.27%	650	0	R
Public Health & Communities	12,600	12,600	0	-1.03%	0	0	G
Resources and Law & Governance	57,769	59,089	1,320	2.28%	1,320	0	R
Transformation, Digital & Customer Experience	7,704	7,704	0	0.00%	0	0	G
Directorate Total Net	628,883	634,968	6,085	0.97%	5,124	961	G

Business Management & Monitoring Report
Position to the end of September 2024
Budget Monitoring

Directorate	Net Budget (Latest Estimate)	Projected Full Year Spend	Projected Year End Variance	Projected Year End Variance	Variance Last Reported (July Position) Reporting Month	Change in Variance	Projected Year End Traffic Light
	£000	£000	underspend- overspend+	%	£000	£000	Red > 1.5% Amber >1.1% <1.5% Green on track
Budget held Centrally							
Capital Financing							
Capital Financing - Principal	14,933	14,933	0	0.00%	0	0	
Prudential Borrowing Recharges	-9,557	-9,557	0	0.00%	0	0	
Capital Financing - Interest	15,351	11,900	-3,451	-22.48%	-3,051	-400	
Interest on Balances	-10,673	-14,620	-3,947	36.98%	-2,507	-1,440	
Contingency	7,364	7,364	0	0.00%	0	0	
Pay Inflation held corporately	14,375	14,375	0	0.00%	0	0	
Unringfenced Specific Government Grants	-55,264	-55,264	0	0.00%	0	0	
Insurance	1,737	1,737	0	0.00%	0	0	
Contribution from COVID-19 Reserve	-3,756	-3,756	0	0.00%	0	0	
Contribution from Budget Priorities Reserve	-1,396	-1,396	0	0.00%	0	0	
Contributions to (+)/from (-)reserves	11,487	11,487	0	0.00%	0	0	
Total Budget held Centrally	-15,399	-22,797	-7,398	48.04%	-5,558	-1,840	
Net Operating Budget	613,484	612,171	-1,313	-0.21%	-434	-879	
Business Rates & Council Tax Funding	-613,483	-613,483	0	0.00%	0	0	
Forecast Year End Position	0	-1,312	-1,313	-0.21%	-434	-879	

Business Management and Monitoring Report: Adult Services
Position to the end of September 2024
Revenue Budget Monitoring

		Net Budget (Latest Estimate)	Projected Full Year Spend	Projected Year End Variance	Variance Last Cabinet Reporting Month	Change in Variance
		£000	£000	underspend- overspend+	£000	£000
SCS1	Adult Social Care	27,209	27,509	300	300	0
SCS2	Other Adult Social Care Services	5,531	5,231	-300	-300	0
SCS3	Housing & Social Care Commissioning	1,378	1,378	0	0	0
SCS4	Business Support Service	1,141	1,141	0	0	0
SCS5	Pooled Budget Contributions	214,942	214,942	0	0	0
Total Adult Services		250,201	250,201	0	0	0

Business Management & Monitoring Report: Children's Services
Forecast Position at the end of September 2024
Revenue Budget Monitoring

		Net Budget (Latest Estimate)	Projected Full Year Spend	Projected Year End Variance	Variance Last Cabinet Reporting Month	Change in Variance
		£000	£000	underspend- overspend+	£000	£000
CEF1	Education & Learning	52,891	53,891	1,000	0	1,000
CEF2	Early Help, Front Door + Social Care	87,023	84,934	-2,089	1,439	-3,528
CEF3	Provider Services & Safeguarding	51,557	51,622	65	0	65
CEF4	Schools	215	215	0	0	0
CEF5	Children's Services Central Costs	8,762	13,301	4,539	815	3,724
CEF9	Children's Services Corporate Overheads	0	0	0	0	0
Total Children's Services		200,448	203,963	3,515	2,254	1,261
MEMORANDUM: DEDICATED SCHOOLS GRANT - DSG Funded Expenditure (Gross)						
	Schools DSG	129,099	129,099	0	0	0
	High Needs DSG	88,440	114,588	26,148	21,262	4,886
	Early Years DSG	74,767	74,767	0	0	0
	Central DSG	5,154	5,154	0	0	0
Total DSG Funded Expenditure		297,460	323,608	26,148	21,262	4,886

Business Management & Monitoring Report : Oxfordshire Fire & Rescue Service and Community Safety
Position to the end of September 2024
Revenue Budget Monitoring

		Net Budget (Latest Estimate)	Projected Full Year Spend	Projected Year End Variance	Variance Last Cabinet Reporting Month	Change in Variance
		£000	£000	underspend- overspend+	£000	£000
CDA3	Community Safety					
COM4-1	Community Safety Management	0	0	0	0	0
COM4-2	Fire & Rescue	26,987	27,637	650	650	0
COM4-3	Emergency Planning	309	309	0	0	0
COM4-5	Trading Standards	1,381	1,381	0	0	0
Total Community Safety		28,676	29,326	650	650	0

Business Management & Monitoring Report : Public Health & Communities
Position to the end of September 2024
Revenue Budget Monitoring

		Net Budget (Latest Estimate)	Projected Full Year Spend	Projected Year End Variance	Variance Last Reported	Change in Variance
		£000	£000	underspend- overspend+	£000	£000
PH1	PH - Mandatory Functions	19,470	19,370	-100	-100	0
PH2	PH - Non Mandatory Functions	19,180	19,080	-100	-100	0
PH3	Public Health Recharges	577	577	0	0	0
PH4	Grant Income	-34,401	-34,401	0	0	0
	Transfer to Public Health Reserve	0	200	200	200	0
Total Public Health		4,826	4,826	0	0	0
COD1-2	Homes for Ukraine	0	0	0	0	0
COD5-3	Libraries & Heritage	7,774	7,774	0	0	0
COD9-3	Migration	0	0	0	0	0
Total Libraries & Heritage		7,774	7,774	0	0	0
Total Public Health & Communities		12,600	12,600	0	0	0

Business Management & Monitoring Report: Economy and Place
Position to the end of September 2024
Revenue Budget Monitoring

		Net Budget (Latest Estimate)	Projected Full Year Spend	Projected Year End Variance	Variance Last Cabinet Reporting Month	Change in Variance
		£000	£000	underspend- overspend+	£000	£000
EP1	OXLEP	0	0	0	0	0
EP2	Economy	0	0	0	0	0
EP3	Strategic Planning	696	696	0	0	0
EP4	Climate Action	1,184	1,184	0	0	0
EP5	Place Making	-1,881	-1,881	0	0	0
EP6	Innovation	303	303	0	0	0
EP7	Senior Management Team	980	980	0	0	0
EP8	Business Performance & Services Improvement	496	496	0	0	0
Total Economy & Place		1,778	1,778	0	0	0

Business Management & Monitoring Report: Environment & Highways
Position to the end of September 2024
Revenue Budget Monitoring

		Net Budget (Latest Estimate)	Projected Full Year Spend	Projected Year End Variance	Variance Last Cabinet Reporting Month	Change in Variance
		£000	£000	underspend- overspend+	£000	£000
EH1	Infrastructure Delivery	1,243	1,243	0	0	0
EH2	Environment	37,066	37,066	0	0	0
EH3	Transport Policy	13,170	13,170	0	0	0
EH4	Highways & Maintenance	20,740	19,140	-1,600	-1,300	-300
EH5	Network Management	-6,361	-4,161	2,200	2,200	0
EH6	Supported Transport	1,875	1,875	0	0	0
EH7	Senior Management Team	279	279	0	0	0
EH8	Data Intelligence & Business Support	1,695	1,695	0	0	0
Total Environment & Highways		69,707	70,307	600	900	-300

Business Management & Monitoring Report: Resources and Law & Governance
Position to the end of September 2024
Revenue Budget Monitoring

		Net Budget (Latest Estimate)	Projected Full Year Spend	Projected Year End Variance	Variance Last Cabinet Reporting Month	Change in Variance
		£000	£000	underspend- overspend+	£000	£000
HRCCDIR	HR & Cultural Change	5,076	4,896	-180	-180	0
FCSDIR	Financial & Commercial Services	9,506	9,506	0	0	0
PADIR	Property & Assets	19,318	19,318	0	0	0
PAPDIR	Public Affairs, Policy & Partnership	4,330	4,330	0	0	0
CORPDIR	Corporate Services	10,661	11,561	900	900	0
LGCRDIR	Law & Governance	8,878	9,478	600	600	0
Total Resources and Law & Governance		57,769	59,089	1,320	1,320	0

Business Management & Monitoring Report: Transformation, Digital & Customer Experience
Position to the end of September 2024
Revenue Budget Monitoring

		Net Budget (Latest Estimate)	Projected Full Year Spend	Projected Year End Variance	Variance Last Cabinet Reporting Month	Change in Variance
		£000	£000	underspend- overspend+	£000	£000
TDCE1	Delivery Unit	3,415	3,415	0	0	0
TDCE2	Customer Experience	3,437	3,437	0	0	0
TDCE3	Digital	0	0	0	0	0
TDCE4	Insight & Corporate Programmes	676	676	0	0	0
TDCE5	TDCE Management	176	176	0	0	0
Total Transformation, Digital & Customer Experience		7,704	7,704	0	0	0

Business Management Report
Position to the end of September 2024

CABINET IS RECOMMENDED TO APPROVE THE VIREMENTS AS DETAILED BELOW:

Directorate (CD = Cross Directorate)	Month of Cabinet meeting	Month of Directorate MMR	Narration	Budget Book Line	Service Area	Permanent / Temporary	Expenditure + increase / - decrease £000	Income - increase / + decrease £000
CD	Nov	Sept	Green Book Pay Award 2024/25 (back dated to 1 April 2024)	SCSMGT	Adults	P	1,496	
				CEFMGT	Children's	P	1,853	
				EHMGT	Environment & Highways	P	841	
				EPMGT	Economy & Place	P	297	
				FRCSMGT	OFRS & Community Safety	P	184	
				PHMGT	PH & Communities	P	332	
				RLGMGT	Resources, Law & Governance	P	1,273	
				TDCMGT	Transformation, Digital & Cust Exp	P	236	
				VSMMGT	Strategic Measures	P	-6,512	
CD	Nov	Sept	Reallocation of Children's Services demography to reflect current demand pressures between social care and transport	CEF1-4	Access to Learning	T	1,300	0
				CEF2-3	Childrens Social Care	T	-1,300	0
				EH6	Supported Transport	T	1,300	-1,300
Grand Total							1,300	-1,300

Business Management Report
Position to the end of September 2024

NEW VIREMENTS THAT HAVE BEEN ACTIONED FOR CABINET TO NOTE

Directorate (CD = Cross Directorate)	Month of Cabinet Meeting	Month of Directorate MMR	Narration	Budget Book Line	Service Area	Permanent / Temporary	Expenditure + increase / - decrease £000	Income - increase / + decrease £000		
CS	Nov	Aug	Social Work Apprentices - Budget realignment - Move investment budget from holding code	CEF2-3	Childrens Social Care	P	-300	0		
				CEF3-2	QA Safeguarding + Recruit + Retention	P	300	0		
		Sept	Early Years SEN Intervention Team salaries	CEF1-2	SEND	P	124	-124		
				CEF4-2	Early Years Funding Formula	P	-124	124		
				To fund "Evaluate My School" for extending our Oxfordshire PRO licence to include EY settings	CEF1-2	SEND	T	10	-10	
					CEF4-2	Early Years Funding Formula	T	-10	10	
				YJB grant and PCC funding budget realignment	CEF3-1	Provider Services	P	-154	154	
				NRM Grant 24.25	CEF3-1	Provider Services	T	48	-48	
		A4C Contract - Reserve drawdown	CEF3-1	Provider Services	T	-77	77			
		AS	Nov	Aug	ASC Inflation Budget Reallocation 24/25 (Panel)	ACSNPOOL	Live Well Pool	P	190	-190
BCFPOOL	Age Well Pool					P	11	-11		
SCS5	Pooled Budget Contributions					P	0	0		
DOLs assessment Adjustment	SCS1-2					Safeguarding & Mental Health	P	150	0	
	SCS5					Pooled Budget Contributions	P	-150	0	
	Panel Meeting Inflation reallocation					ACSNPOOL	Live Well Pool	P	117	-117
BCFPOOL						Age Well Pool	P	56	-56	
SCS5						Pooled Budget Contributions	P	0	0	
Uplift to 24/25 budget for ECH Central costs	BCFPOOL					Age Well Pool	P	86	-86	
	SCS5			Pooled Budget Contributions	P	0	0			
	Sept			Panel Meeting Inflation reallocation & HIA uplift	ACSNPOOL	Live Well Pool	P	172	-172	
BCFPOOL					Age Well Pool	P	30	-30		
SCS5					Pooled Budget Contributions	P	0	0		
EP	Nov			Aug	Realign budgets based on Accountable Officer assessment of activity.	EP5	Place Making	P	-407	407
SM	Nov			Sept	Strategic Measures Un-ringfenced grant budgets	VSMMGT	Strategic Measures	T	41	-41
CD	Nov	Aug	Head of Change move from CSI A21011 to HR BCE001	PAPPDIR	Public Affairs, Policy & Partnership	P	-94	0		
				TDCEDIR	Transformation, Digital & Customer Service	P	94	0		
				TDCEDIR	Transformation, Digital & Customer Service	T	4,448	0		
				VSMMGT	Strategic Measures	T	-4,448	0		
		Sept	Allocate 25hrs post3259889 G8/9 scp26	CEF3-1	Provider Services	T	-30	0		

**Business Management Report
Position to the end of September 2024**

NEW VIREMENTS THAT HAVE BEEN ACTIONED FOR CABINET TO NOTE

Directorate (CD = Cross Directorate)	Month of Cabinet Meeting	Month of Directorate MMR	Narration	Budget Book Line	Service Area	Permanent / Temporary	Expenditure + increase / - decrease £000	Income - increase / + decrease £000
				SCS2	Health Ed. & Social Care Commissioning	T	30	0
			Teacher Pay Award 2024-25	CEF1-2	SEND	P	6	0
				CEF1-9	Attendance	P	1	0
				VSMGMT	Strategic Measures	P	-7	0
				Top up of 22/23 pay award for Cleaning & Catering Staff	PADIR	Property & Assets	P	164
				VSMGMT	Strategic Measures	P	-164	0
EH	Nov	Aug	Budget Tidy NTH370	EH4	Highways & Maintenance	P	-640	640
		Sept	Move of OxTog team	EH2	Environment	T	-57	0
				EH4	Highways & Maintenance	T	57	0
PH & C	Nov	Aug	Local stop smoking services and support update	PH2	Public Health - Non-Mandatory Functions	P	5	-5
RLG	Nov	Aug	24-25 Virement CSI A21011 to HR ICOM001 - £5k Training Membership Subscription for New Local as agreed by Lorna & Martin to fund from A23000	HRCCDIR	HR & Cultural Change	P	5	0
				PAPPDIR	Public Affairs, Policy & Partnership	P	-5	0
				CORPDIR	Corporate Services	P	-20	0
				PAPPDIR	Public Affairs, Policy & Partnership	P	20	0
Grand Total							-521	521

Business Management & Monitoring Report
Position to the end of September 2024
Earmarked Reserves

	2024/25			Description
	Balance at 1 April 2024	Forecast Movement	Forecast Balance at 31 March 2025	
	£m	£m	£m	
Revenue Grants Unapplied				
Grants and Contributions Reserve	33.7	-13.4	20.2	This reserve holds unspent ring-fenced grants and contributions committed to be spent in future years. This includes Public Health ringfenced grant and funding for the Homes for Ukraine Scheme in Oxfordshire.
Covid-19 Reserve	7.9	-3.8	4.1	This reserve is set up to meet ongoing and emerging pressures and longer term service demands arising from the COVID-19 Pandemic. The use of £6.1m funding from the reserve is built into the council's Medium Term Financial Plan agreed in February 2024. After taking account of the position at the end of 2023/24 £1.4m is uncommitted and available to support pressures.
Government Initiatives Reserve	3.2	-0.5	2.7	This reserve is used to hold underspends on budgets funded by unringfenced grants held that relate to specific agreed outcomes or the implementation of Government initiatives.
Subtotal Revenue Grants Unapplied	44.7	-17.6	27.1	
Corporate Priorities				
Budget Priorities Reserve	10.7	-9.2	1.6	This reserve is being used to support the implementation of the Council's priorities and the Medium Term Financial Strategy.
Transformation Reserve	1.8	3.2	5.0	This reserve is needed to fund the implementation costs of the Council's Transformation programme.
Zero Emissions Zone (ZEE)	1.2	0.0	1.2	This reserve holds surpluses generated by Network Coordination for the development and expansion of the ZEE in the future years.
Youth Provision Reserve	0.0	0.0	0.0	Funding for locality based youth provision
Commercial Pump Priming Reserve	0.0	2.0	2.0	This reserve is being used to support the Council's Commercial Strategy
Subtotal Corporate Priorities	13.8	-4.0	9.8	

Business Management & Monitoring Report
Position to the end of September 2024
Earmarked Reserves

	2024/25			Description
	Balance at 1 April 2024	Forecast Movement	Forecast Balance at 31 March 2025	
	£m	£m	£m	
Funding for Risk				
Insurance Reserve	10.3	0.0	10.3	This reserve covers the County Council for insurance claims that, based on the previous experience of the County Council, are likely to be received, as well as a number of insurance related issues.
Demographic Risk Reserve	17.0	4.0	21.0	In light of the significant pressures relating to High Needs DSG and other budgets with demographic volatility this reserve is being held to help manage demographic risk. The MTFS includes a budgeted contribution of £4.0m in each year.
Council Elections	0.6	0.2	0.8	This will be used to fund future elections. In years where no County Elections take place any underspend on the Council Elections budget will be transferred to this reserve.
Redundancy Reserve	2.4	2.5	4.8	This reserve is available to fund redundancy costs arising from Transformational Change.
Trading Accounts	0.1	-0.1	0.0	This reserve holds funds relating to traded activities to help manage volatility year to year or future investments.
Council Tax Collection Fund Reserve	3.0	-3.0	0.0	This reserve holds any surplus/ deficit as a result of income from council tax being more or less than originally estimated. This reserve has been replaced with the Collection Fund reserve in 2024/25.
Business Rates Reserve	11.7	-11.7	0.0	This reserve is to smooth the volatility of Business Rates income and to mitigate risk around future changes to Business Rates. This reserve has been replaced with the Collection Fund reserve in 2024/25.
Collection Fund Reserve	0.0	8.4	8.4	Create one new collection fund reserve and remove balances from Business Rates and CT reserves. Total includes £4.0m planned balance + additional Business Rates funding of £2.0m received in 2023/24 and a further £2.2m forecast additional funding in 2024/25.
IFRS 9 (Changes in the Value of Treasury Management Pooled Funds)	0.0	5.0	5.0	New reserve created as part of the 2024/25 budget to smooth the potential impact of IFRS9 (changes in the value of Treasury Management Pooled Funds at year end) which may otherwise impact on the revenue account if the statutory override which removes changes in their value from the accounts ends on 1 April 2025.
Subtotal Risk	45.0	5.3	50.2	

Business Management & Monitoring Report
Position to the end of September 2024
Earmarked Reserves

	2024/25			Description
	Balance at 1 April 2024	Forecast Movement	Forecast Balance at 31 March 2025	
	£m	£m	£m	
Capital & Equipment				
Capital Reserves	80.8	-16.2	64.7	This reserve has been established for the purpose of financing capital expenditure in future years. Drawdown will be confirmed later in the year.
Vehicle and Equipment Reserve	4.1	-1.0	3.1	This reserve is to fund future replacements of vehicles and equipment.
Investment Pump Priming Reserve	0.1	0.0	0.1	Funding held to meet the costs of self-financing schemes which require pump priming until the funds are returned. Agreed to be used to support the following schemes as part of the 2023/24 budget: Low Carbon Business Travel Project (grey fleet) £0.8m, Energy Efficiency Recycling Fund for OCC Maintained Schools £0.8m, Initial funding to develop plans for the workplace charging levy £0.2m.
Subtotal Capital & Equipment	85.1	-17.2	67.9	
Other Reserves				
Schools' Reserves	13.0	0.0	13.0	In accordance with the Education Reform Act 1988, the scheme of Local Management of Schools provides for the carry forward of individual schools surpluses and deficits. These reserves are committed to be spent on schools. Other School Reserves cover a number of miscellaneous education activities, including amounts loaned to individual schools against school reserves, and School Partnership Accounts which are operated in respect of inter-school activities.
Partnership Reserves	2.1	-0.3	1.7	This relates to funding for the Growth Deal
On Street Car Parking Reserve	6.5	-2.2	4.3	This surplus has arisen under the operation of the Road Traffic Regulation Act 1984 (section 55). The purposes for which these monies can be used are defined by statute.
Subtotal Other Reserves	21.6	-2.5	19.0	
Total Earmarked Reserves	210.1	-36.2	174.0	

**Business Management & Monitoring Report
Position to the end of September 2024
Earmarked Reserves**

	2024/25			Description
	Balance at 1 April 2024	Forecast Movement	Forecast Balance at 31 March 2025	
	£m	£m	£m	
DSG Unusable Reserve *	-45.6	-26.1	-71.7	
DSG High Needs deficit within Unusable Reserve *	-55.8	-26.1	-81.9	* total excluding positive balances (eg. new schools set up fund offset by High Needs Deficit)
Total Earmarked Reserves after DSG Unusable Reserve	164.5	-62.3	102.3	

Business Management Report
Position to the end of September 2024
Government Grants 2024/25

Ringfenced	Directorate	Issued By	Estimate 2024/25 £000	In year Adjustments / New Allocations previously reported £000	In year Adjustments/ New Allocations reported this time £000	Latest Allocation £000
	Adult Services					
R	Improved Better Care Fund	DHSC	10,705	0	0	10,705
R	Adult Social Care Market Sustainability and Improvement Fund	DHSC	10,026	0	0	10,026
R	Adult Social Care Discharge Fund	DHSC	1,501	1,000	0	2,501
	TOTAL ADULT SERVICES		22,232	1,000	0	23,232
	Children's Services					
	Dedicated School Grants					
R	Dedicated Schools Grant (DSG) - Schools Block	DfE	132,163	-3,721	0	128,442
R	Dedicated Schools Grant (DSG) - Central Block	DfE	5,153	1	0	5,154
R	Dedicated Schools Grant (DSG) - Early Years Block	DfE	73,221	386	0	73,607
R	Dedicated Schools Grant (DSG) - High Needs Block	DfE	89,405	81	0	89,486
	Subtotal DSG Grants		299,942	-3,253	0	296,689
	School Grants					
R	Pupil Premium	DfE	8,194	-122	0	8,072
R	Education Funding Agency - Sixth Form Funding and Threshold	DfE	321	0	0	321
R	PE and Sport Grant	DfE	2,217	0	0	2,217
R	Universal Infant Free School Meals	DfE	4,047	0	0	4,047
R	Teacher's Pay Grant	DfE	0	0	0	0
R	Teacher's Pension Grant	DfE	10	0	2,342	2,352
R	Recovery Premium Grant	DfE	0	0	137	137
R	National Tutoring Grant	DfE	0	0	96	96
R	Teacher's Pay Additional Grant	DfE	0	0	1,684	1,684
R	ESFA Training Grant	DfE	0	0	19	19
R	Early Years Supplement Grant	DfE	0	0	0	0
	Subtotal School Grants		14,789	-122	4,278	18,945

Business Management Report
Position to the end of September 2024
Government Grants 2024/25

Ringfenced	Directorate	Issued By	Estimate 2024/25 £000	In year Adjustments / New Allocations previously reported £000	In year Adjustments/ New Allocations reported this time £000	Latest Allocation £000
	Other Children's Services Grants					
	<u>Education</u>					
R	Role of Virtual School Heads to children with a social worker	DfE	0	0	88	88
R	Multiply	DfE	0	0	717	717
R	Music Service	AC	844	0	0	844
	<u>Social Care</u>					
R	Youth Justice Grant	YJB	704	0	9	713
R	Asylum (UASC and Post 18)	HO	4,636	1,335	0	5,971
R	Extended Personal Adviser Duty Grant - Care Leavers Staffing	DfE	112	0	0	112
R	Staying Put Implementation Grant - Fostering Main	DfE	288	0	0	288
R	Remand Framework	YJB	37	0	0	37
R	Reducing Parental Conflict Workforce Development Grant	DWP	0	60	0	60
R	Matching project - Adoption Grant	DfE	0	114	0	114
R	Holiday Activities and Food Programme	DfE	0	1,547	0	1,547
R	Family Group Conferences	DfE	0	178	0	178
R	Turnaround Programme	YJB	0	150	20	170
R	Child Decision Making Pilots (NRM)	HO	0	48	0	48
R	Fostering Recruitment Support Hub Mobilisation	DfE	0	42	0	42
R	Employer Support Fund - Social Work Apprenticeships	DfE	0	2	0	2
U	Implementation of Supported Accommodation Reforms	DfE	299	691	-990	0
	Subtotal Other Children's Services Grants		6,920	4,167	-156	10,931
	TOTAL CHILDREN'S SERVICES		321,651	792	4,122	326,565

Business Management Report
Position to the end of September 2024
Government Grants 2024/25

Ringfenced	Directorate	Issued By	Estimate 2024/25 £000	In year Adjustments / New Allocations previously reported £000	In year Adjustments/ New Allocations reported this time £000	Latest Allocation £000
R	Economy & Place					
R	Zero Emissions Transport City		0	0	187	187
R	LEP		0	0	615	615
R	OBS		0	0	205	205
	TOTAL ECONOMY & PLACE		0	0	1,007	1,007
R	Environment & Highways					
R	Bus Service Operators Grant	DfT	309	0	0	309
R	Natural England	DEFRA	227	0	0	227
R	PMO	H&GD	70	0	0	70
R	LNRS Natural Environment	NE	0	111	0	111
R	Active travel	ATE	0	90	0	90
R	Capability & Ambition Fund	ATE	0	1,136	0	1,136
R	Bus Service Improvement Plan	DfT	0	0	3,564	3,564
	TOTAL ENVIRONMENT & HIGHWAYS		606	1,337	3,564	5,507
R	Public Health & Communities					
R	Public Health Grant	DHSC	34,401	0	0	34,401
R	Local Stop Smoking Grant	DHSC	790	5	0	795
R	Homes for Ukraine	DLUHC	0	0	0	0
	TOTAL PUBLIC HEALTH & COMMUNITIES		35,191	5	0	35,196

Business Management Report
Position to the end of September 2024
Government Grants 2024/25

Ringfenced	Directorate	Issued By	Estimate 2024/25 £000	In year Adjustments / New Allocations previously reported £000	In year Adjustments/ New Allocations reported this time £000	Latest Allocation £000
R	Fire & Rescue Service and Community Safety					
R	Fire Fighter's Pension Fund Grant	DLUHC	1,061	0	0	1,061
R	Fire Fighter's Pension Fund Admin Grant	DLUHC	75	0	0	75
R	Fire Protection Uplift Grant	DLUHC	303	-51	0	252
R	Fire Fighter's New Dimensions Grant	DLUHC	40	0	0	40
	TOTAL FIRE & RESCUE and COMMUNITY SAFETY		1,479	-51	0	1,428
	Resources and Law & Governance					0
	TOTAL RESOURCES and LAW & GOVERNANCE		0	0	0	0
	Transformation, Digital & Customer Experience					0
	TOTAL TRANSFORMATION, DIGITAL & CUSTOMER EXPERIENCE		0	0	0	0
	Strategic Measures					
U	Lead Local Flood Authority	DEFRA	45	-45		0
U	Extended Rights to Free Travel	DfE	278	707		985
U	Firelink	DLUHC	213	-126		87
U	New Homes Bonus	DLUHC	1,700	-26		1,674
U	Local Reform & Community Voices Grant	DfE	328	0		328
U	Social Care in Prisons Grant	DfE	183			183
U	War Pensions Disregard Grant	DfE	4			4
U	Social Care Support Grant (including Independent Living Fund)	DLUHC	42,443			42,443
U	Services Grant	DfE	444	58		502
U	Supplementary Substance Misuse Treatment & Recovery Grant	OHID	635	501		1,136

Business Management Report
Position to the end of September 2024
Government Grants 2024/25

Ringfenced	Directorate	Issued By	Esimate 2024/25	In year Adjustments / New Allocations previously reported	In year Adjustments/ New Allocations reported this time	Latest Allocation
			£000	£000	£000	£000
U	Supplementary Substance Misuse Treatment & Recovery Housing Grant	OHID	622			622
U	Supplementary Substance Misuse Inpatient Detox & Rehabilitation	OHID	80			80
U	Rough Sleeping Drugs & Alcohol Grant	DLUHC	1,140			1,140
U	Domestic Abuse Duty Grant	DLUHC	1,151	38		1,189
U	Individual Placement and Support in community drug and alcohol treatment	OHID	228			228
U	Supporting Families - previously Troubled Families	DfE	1,048	245		1,293
U	Leaving Care Allowance Uplift Grant	DfE	0	136		136
U	Rough sleeping strategy - Care Leavers	DfE	0	95		95
U	Implementation of Supported Accommodation Reforms	DfE	0	0	990	990
U	Wraparound Childcare Programme	DfE	0	0	2,110	2,110
U	Financial Reporting Grant	DLUHC	0		41	41
	Subtotal Strategic Measures		50,541	1,583	3,140	55,264
	Business Rates					
U	Section 31 Grant for Business Rate Compensation	DLUHC	19,945	1,289		21,234
U	Business Rates S31 Grant Top-Up	DLUHC	42,128			42,128
U	Revenue Support Grant	DLUHC	1,394	141		1,535
	Subtotal Business Rates		63,467	1,430	0	64,897
	Grants held on behalf of Local Enterprise Partnership					
R	Dept for Business & Trade funding	BEIS	261		-261	0
R	DfE Skills Bootcamp funding	DLUHC	2,696		-2,696	0
	Subtotal Grants held on behalf of Local Enterprise Partnership		2,957	0	-2,957	0
	TOTAL STRATEGIC MEASURES		116,965	3,013	183	120,161
	Total All Grants		498,124	6,096	8,876	513,097

**Business Management Report
Position to the end of September 2024
Government Grants 2024/25**

Ringfenced	Directorate	Issued By	Estimate 2024/25 £000	In year Adjustments / New Allocations previously reported £000	In year Adjustments/ New Allocations reported this time £000	Latest Allocation £000
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R Ringfenced grant

U Un-ringfenced grant

Issued by

HO Home Office

DHSC Department of Health & Social Care

DfT Department for Transport

DfE Department for Education

DLUHC Department for Levelling Up, Housing and Communities

BEIS Department for Business, Energy & Industrial Strategy

OHID Office for Health Improvement and Disparities

DEFRA Department for Environment, Food and Rural Affairs

AC Arts Council

YJB Youth Justice Board

NDTi National Development team for Inclusion

Business Management & Monitoring Report
Position to the end of September 2024
General Revenue Balances

	Forecast 2024/25	
	£m	£m
General Balances: Outturn 2023/24	42.026	
County Fund Balance		42.026
Planned Contribution from Balances (February 2024)		-3.700
Planned Contribution from Balances (June 2024)		-5.800
Original forecast outturn position 2023/24		32.526
Additions		0.000
Calls on balances deducted		0.000
Automatic calls on/returns to balances		0.000
Additional Strategic Measures		0.000
Net General Balances		32.526
Calls on / returns to balances requested in this report		0.000
Forecast Variation at Year End		1.313
Less forecast (overspend)/underspend (as set out in Annex 1)		
Forecast Outturn position		33.839
Risk Assessed Level of Balances for 2024/25		30.200
Surplus/(deficit) balances compared to risk assessed level		3.6

Annex C – Overview of Climate Action Programme 2024/25 Delivery Plan

The table below provides an overview of the actions included in the 2024/25 delivery plan for the Climate Action Programme, across its three pillars:

- Becoming a climate active council
- Decarbonising our estate and operations by 2030
- Enabling Oxfordshire’s transition to net zero.

Climate Action Programme 2024/25 delivery plan		
Becoming a climate active council		RAG
Expand Carbon Literacy training – targeting silver status	Head of Climate Action / Organisational Development	A
<ul style="list-style-type: none"> • OCC is currently behind in its ambition to reach Silver Accreditation as a Carbon Literate Organisation. • 367 staff have now completed the nationally recognised Carbon Literacy Training since 2021. • 8 staff are now trained to deliver Carbon Literacy Training, up from 7 in 2023/24. • A scoping paper has been prepared to chart a pathway to attaining Silver Accreditation. • Staff capacity has been allocated following filling a vacancy and 12 training sessions will be delivered in Q4. 		
Decarbonising our estate and operations by 2030		RAG
Deliver Carbon Management Plan 2022-30: planned actions for 2024/25 (estate, fleet, highway assets and staff travel)	Director of Property and Assets / Head of Climate Action	A
<ul style="list-style-type: none"> • The Carbon Management Plan 2022-30 is being reviewed following conversation with portfolio member to update projections of residual emissions. • The majority of carbon savings to date have come from the streetlighting LED conversion programme which is now complete. • The property decarbonisation works – delayed in 23/24 - have now entered a design and build contract to deliver nearly all of the works. These are currently in the design stage with substantial activity taking place across the summer and output for the first 19 sites expected to be coming to the relevant governance process in October and November, with delivery to start following relevant approval. • £30 million of capital investment is agreed in the capital programme (this includes external capital grant funding) to support the decarbonisation and resilience of the council’s fleet and property. This investment will reduce emissions by a further 64% compared to 2019/20 over the next three years. • Currently a second phase of property decarbonisation works of £20 million is in the capital pipeline (unfunded) and will be requested to come forward into the capital programme. This cost is now around £25.5 million, as we have more detailed information from energy audits. It is predicted to help reduce corporate emissions by a further 38% compared to 2025/26. • Options to fast-track delivery for property and fleet decarbonisation works by 2028 are being explored. This will not increase the overall funding envelope for the programme but would require front loading of funding allocations from 2025-2027. • Electrification of our fleet vehicles has continued and there are now 55 fully electric vehicles in the fleet. 99 vehicles are due to be exchanged in year. 		

<ul style="list-style-type: none"> The key risks identified include delays in the property decarbonisation and fleet replacement programmes (which is currently reporting an amber status against the 99 vehicle deliveries in 24/25) and the need for additional funding. 		
Developing a carbon insetting/offsetting strategy and action plan for the council's own estate	Head of Climate Action	G
<ul style="list-style-type: none"> Work is underway to assess the council's offsetting requirements. This has identified a range of offset options with significant variability in pricing. It has also identified that the market around offsets is very constrained. A number of options including commercial investments in schemes such as biochar, solar generation and our ability to allocate these credits to our estate will be investigated. An early budget proposal for 2025/26 has been submitted for limited forward purchasing of offset credits through a nationally accredited schemes like the Woodland Carbon Code (WCC). The key risks identified are the limited availability of accredited offsets in the market and underdeveloped options for insetting using carbon reduction schemes. Mitigation of these factors will be central to the completed Strategy and Action Plan. There is also work taking place with the Local Nature Partnership to look how partners can catalyse more woodland carbon code accredited schemes coming to market in Oxfordshire. 		
Support schools through providing Action on Carbon and Energy in Schools (ACES) programme and deliver and evaluate success of loan scheme	Head of Climate Action	G
<ul style="list-style-type: none"> The ACES programme funded by the Council is now in its third year. It continues to provide valuable support to schools in implementing energy-saving measures to reduce carbon emissions. Since April 2024, the programme has completed 8 energy assessments, with 3 more scheduled for November, working toward the annual target of 15. Additionally, ACES has completed 1 detailed energy assessment, with 2 more planned, aiming to reach their target of 5 for the 2024/25 period. For the coming school year, ACES will focus on providing 1-to-1 support for 12 schools to further improve energy efficiency efforts. The Schools Energy Efficiency Loan Scheme has seen strong demand, with all funding (£800k) now allocated in principle. This funding will support energy efficiency improvements and energy generation projects across 14 schools. During the summer of 2024, 5 schools completed installations of photovoltaic (PV) panels and LED lighting to boost energy efficiency and provide energy generation. The remaining 9 schools are scheduled to carry out similar projects in Q3 and Q4 of the 2024/25 period, further contributing to carbon reduction efforts. A capital budget proposal to expand the energy efficiency schools loan scheme has been submitted, which would allow roll out across the majority of maintained schools providing energy efficiency upgrades and renewable energy installations. The key risks identified are limited school staffing capacity, which may prevent schools from utilising ACES support or completing loan scheme projects. ACES is due to be retendered this year. 		

Expand Scope 3 greenhouse gas reporting (supply chain emissions) and develop emissions reduction roadmaps with key suppliers (Scope 3)	Head of Procurement Contract Management	G
<ul style="list-style-type: none"> • We are working to increase the number of suppliers within the greenhouse gas reporting for OCC. Four suppliers have been included in 2023/24 year's report Annex 3. • An activity-based data approach has been taken. An initial supply chain emission estimation was made for 2020/21 expenditure data, which allowed for the identification of emissions hotspots within the supply chain, and higher emitting suppliers. • Top emitting suppliers are being targeted to provide actual emissions, which then replace the expenditure-based estimation. Our ability to progress in including more suppliers in our reporting largely depends on the relative readiness different suppliers (and sectors) have for collecting the required data and the capabilities they have to calculate the corresponding emissions. • One particular success has been the acquisition of activity-based data from the Oxford Bus Company. This has allowed the team to reflect the transition of the Oxford Bus Company's fleet over to fully electric, which reduces emissions, rather than using emissions data from an average bus company in the UK as a proxy. • A more efficient way of collecting this activity-based data is being developed (e.g. an online questionnaire) and reporting is also being encouraged among SMEs within Oxfordshire that are part of the OCC supply chain (approximately 12% of OCC suppliers are registered in Oxfordshire). 		
Develop process and toolkit to manage carbon in infrastructure projects	Director of Environment and Highways / Head of Climate Action	G
<ul style="list-style-type: none"> • Since June we have conducted a series of workshops with transport infrastructure, highways, property, procurement, planning, policy and leadership teams to understand OCC's position in relation to PAS2080 (framework principles of whole life carbon management in OCC's capital programme) which have been summarised in a PAS2080 Gaps report. • An implementation plan will be developed as part of the gap analysis exercise, which will be finalised and submitted for OCC leadership approval by December 2024. 		
Enabling Oxfordshire's transition to net zero (linked to PAZCO)		
Transport and connectivity		RAG
Implement Local Transport and Connectivity Plan (LTCP), including embodied carbon policy	Director of Environment and Highways	A
<ul style="list-style-type: none"> • Following adoption of the LTCP in July 2022 work has been ongoing to progress and implement the policies in the LTCP. This has included the following since Q1 of 2024: <ul style="list-style-type: none"> ○ Approval of the Strategic Active Travel Network ○ Progressing Phase 2 School Streets at 5 schools ○ Adoption of the Vision Zero Strategy and Action Plan ○ Adoption of the New Bus Service Improvement Plan ○ Launch of the new countywide, multi-operator MyBus ticket ○ Ongoing work to deliver a Horizon Europe funded project (Green-log) for a freight consolidation pilot in Oxford, with demonstration commencing in Winter 2024 		

<ul style="list-style-type: none"> ○ Central Oxfordshire Movement and Place Framework and development commenced. ● Ongoing delays to the reopening of the Botley Road have impacted the rollout of traffic filters and other central Oxford schemes within the LTCP. ● Overall, the LTCP monitoring report shows that there has been some positive progress against KPIs compared to last year. This includes an increase in bus and rail usage and a reduction of car trips and road fatalities or serious injuries. ● However, cycle trips have declined, and cycle, bus and rail usage all remain lower than the 2019 baseline. Similarly, private car related measures such as vehicle miles have continued to increase following the COVID-19 pandemic. This has been accompanied by a small increase in road transport emissions. ● The LTCP monitoring report also notes challenges around government’s approach to funding delivery, which requires significant work to identify and bid for individual opportunities, thus impacting OCC’s ability to deliver on the LTCP. 		
Evaluate and extend car-share schemes enabling reduced vehicle ownership, subject to receiving grant funding	Lead Technologist – EV Integration	A
<ul style="list-style-type: none"> ● OCC launched an Electric Vehicle (EV) car club pilot in April 2024 with 10 shared EVs based at Park and Charge hubs in towns and villages around the county (plus one in Oxford) ● The project received no council or grant funding and car clubs have been delivered at the risk and cost of car club operators Co Wheels, Zimbl, Enterprise CarClub and Thame EV Hire ● Some cars saw little usage and were removed during the pilot, others have seen significant usage and have remained in place, and EVs have also been added at new locations. ● Overall, the first year saw 1,000 new car club members/users join, more than 3,000 individual hiring sessions take place and over 165,000 electric miles driven. As a result, pilot was extended by 6 months. ● Recent conversations with partner councils and car club providers suggest that 11 of the car club vehicles will continue beyond the pilot end date in October, with 4 new locations also being added. ● The main stumbling block with the project is a lack of funding and dedicated resource to continue work on this beyond the pilot and scale up an equitable roll out of car clubs across the county. ● As the pilot has proven demand for car clubs outside of the city, next steps should be that we put a project/programme of works together and identify resources and funding to further expand the car club network as part of achieving our Net Zero goals and LTCP target of reducing 1 in 4 car trips. 		
Delivery of Oxfordshire Electric Vehicle Infrastructure Strategy through the OxLEVI programme	Team Leader – EV Integration	A
<ul style="list-style-type: none"> ● The OXLEVI programme is set to deliver at least 1,200 public EV chargers and 500 cable gullies across Oxfordshire by the end of 2026 ● Procurement is underway with final ITT documents near completion and awaiting final sign off from all partners and the funders, the Office for Zero Emission Vehicles (OZEV) ● Pending OZEV approval, we are due to tender for two chargepoint operator (CPO) concession contracts and a cable gully supplier in October 2024, leading to contract award in February 2025 and contract start in March 2025 ● Procurement of CPOs has been delayed due to the need to use open tender approach rather than the Oxford DPS, due to a legal challenge around the legitimacy 		

<p>of using frameworks to procure high value concession contracts. This has affected many other local authorities and their LEVI plans.</p> <ul style="list-style-type: none"> The greatest risk at present is a delay in getting sign off from OZEV and the tender having to go out under new procurement regulations after 28 October. 		
Buildings		RAG
Delivery of retrofit innovation programmes – Clean Heat Streets, Oxfordshire Energy Insights Project	Head of Climate Action	A
<ul style="list-style-type: none"> OCC's Energy Systems & Investment team has been working on the Alternative Energy Markets programme, funded by DESNZ. The Energy Saver App was launched in July 2024, offering energy insights to residents across Oxfordshire with a smart meter, plus the offer of smart technology to a select group of app users later in the year. The project is built on an innovative Intelligent Smart Energy Engine that is able to assess and recommend a combined tariff and technology offer, personalised for app users to their energy profile. The project aims to see c. 500 households be offered heat pumps, batteries, and solar PV, testing the impact of modelled tariffs not currently available on the market on the take up of energy smart appliances. The offer will be on a monthly fee basis, removing a significant barrier to adoption. The app has surpassed 1,000 downloads, however, we require many more active users in order to drive the other innovative elements of the trial. This therefore continues to be promoted both internally and externally to increase uptake. On the Clean Heat Streets project, part of the Heat Pump Ready programme, funded by DESNZ, a celebration event was held at Rose Hill community centre to update the local community and stakeholders with progress one year on from the start of the programme. Clean Heat Streets is the only one of the original four projects in the programme which is continuing to successfully deliver heat pumps to local communities. 150 homes registered for a free survey, of which 130 qualified. Heat pumps have been installed in 20 homes to date. 		
Expand retrofit delivery to homes in fuel poverty – complete Home Upgrade Grant 2 and apply for Local Authority Retrofit Scheme	Head of Climate Action	G
<ul style="list-style-type: none"> OCC was awarded over £6 million of capital retrofit grants through a government-backed scheme, Home Upgrade Grant phase 2 (HUG2). The purpose of this scheme is to tackle fuel poverty by upgrading the worst performing off-gas grid domestic properties. We are currently in the second, and final year of the HUG2 scheme. Delivery has scaled in year two and we have distributed £1.2 million since April. The next phase of funding from central government the 'Local Warmth fund' has now been announced with further detail expected in the autumn statement. Officers intend to put in an Expression of Interest to this scheme which is due to run for 3-5 years. 		
Input into the development of strong local planning policy driving environmental outcomes	Head of Strategic Planning	G
<ul style="list-style-type: none"> OCC is currently responding to the emerging District and City Local Plans, and also providing advice to strategic sites and Nationally Significant Infrastructure Projects. Since September 2024 the Climate Team has responded to the National Planning Policy Framework Consultation and the South East Strategic Reservoir Option 		

<p>consultation, and worked with the Strategic Planning team to promote the inclusion of climate action in the delivery of various strategic sites.</p> <ul style="list-style-type: none"> OCC is responsible for the production of the Local Nature Recovery Strategy for Oxfordshire by July 2025. The Biodiversity & Nature Recovery team has taken the lead in its production. The document is at an advanced stage and we are preparing to undertake a final consultation with partners prior to full public consultation. The Biodiversity & Nature Recovery team continues to work through the planning process on an ongoing basis to ensure positive outcomes for biodiversity, protected spaces and Biodiversity Net Gain. The Strategic Planning team coordinated submission of OCC's statements to the Oxford City Local Plan Examination Hearing Sessions. This reiterated our position that the Examination needs to carefully review the proposed spatial strategy to ensure the most sustainable patterns of development are brought forward, which will have positive implications on climate action. The Strategic Planning team also submitted responses to highlight the need for improved governance with the City's Community Infrastructure Levy allocations to support delivery of OCC projects such as active travel and other sustainable transport modes. 		
Energy		RAG
In partnership, delivery of Local Energy Oxfordshire Neighbourhoods (LEO-N) expanding our work on smart community energy systems	Head of Climate Action / Consortium	R
<ul style="list-style-type: none"> This is currently rated as red as the partners submission for a follow up programme to LEO programme: LEON, to the Strategic Infrastructure Fund of OfGEM was not successful. Deliverables intended to be funded by LEON that are critical to the Oxfordshire Local Area Energy Plan (OxLAEP), such as the integration of neighbourhood-level energy plans and community energy focus were strengthened in the LAEP tender specifications prior to going to market. The LEO-N project partners remain committed to the project, and OFGEM has confirmed that a resubmission is possible. This will be explored in line with feedback received from the bid submission. OCC and Oxford City Council have carried out a gap analysis to determine alternative pathways for the delivery of strategic LEO-N outputs, including opportunities under council service planning, and alternative funding sources. This work is ongoing. 		
Development and delivery of Local Area Energy plan for County	Head of Climate Action / FOP Infrastructure Advisory Group	G
<ul style="list-style-type: none"> The Future Oxfordshire Partnership agreed to allocate OxLAEP a budget of £600,000, in alignment with OxLAEP Outline Business Case Option 4: five district level LAEPs plus County-wide report, to be delivered by December 2025. Following the FOP decision at the end of July 2024 and permission to go to market through the Oxfordshire Commercial Board, OCC hosted two pre-procurement Open Days, attended by over 20 organisations. Officers from the OCC Climate Action Team worked with the County Procurement and Legal teams to issue the tender documentation on 21 August 2024. The ITT will close on 30 September 2024, and the contract is expected to start in mid-December 2024. 		

Development of green finance workstreams including Oxfordshire green prospectus, finance strategy, Green Bond and 2025 100together green finance conference	Head of Finance / Various	G
<ul style="list-style-type: none"> OCC has been working with Abundance Investment to explore green bonds. The development of a Green Prospectus is also underway, led by OxLEP. 31Ten have been appointed as the leaders of a small consortium which will support with the development of the prospectus. The 100together programme is continuing, with a networking event hosted by Lady Margaret Hall taking place in early September 2024. A date has been confirmed for the next conference, which will be held in June 2025. 		
Waste and consumption (circular economy)		RAG
Develop Oxfordshire circular economy strategy	Head of Environment and Circular Economy	A
<ul style="list-style-type: none"> Work on the Circular Economy Strategy was stalled for a while due to a lack of resource, although restarted in October 2024. A final strategy is expected to be ready for approval in May 2025 		
Delivery of strong climate outcomes in the Minerals and Waste Local Plan	Head of Strategic Planning	G
<ul style="list-style-type: none"> The adopted Minerals and Waste Local Plan, and its policies have been used in the determination of 17 Minerals and Waste planning applications which includes policies to ensure strong climate outcomes A review is underway to assess progress alongside a proposed new system for plan making. The team have been successful in bidding for Central Government funding for a new Sustainability Officer role within the team A Climate Impact Assessment tool is being explored which can be used to strategically assess minerals and waste sites. 		
Adaptation and resilience		RAG
Convene multiagency underwater summit to review 2023-24 Oxfordshire flooding to scope pre-emptive action to reduce harm from future recurrence	Director of Public Affairs, Policy and Partnerships	G
<ul style="list-style-type: none"> We are organising a round table with stakeholders in late November on water and flood resilience. It follows on from the water summit hosted by the county council in November 2022 and is designed to develop a shared understanding across different sectors about approaches to flood resilience in Oxfordshire, including how we can reduce incidents of flooding through nature-based and landscape-scale solutions. 		
Develop an adaptation strategy which incorporates the role of people, nature and technology in adapting and building resilience	Head of Climate Action	G
<ul style="list-style-type: none"> Sustainability West Midlands was commissioned in May 2024 to support the development of the Oxfordshire Climate Adaptation Route Map. The specification for the Route Map was agreed with the FOP Environment Advisory Group which is part-funding the Route Map. Two workshops were held as part of the Route Map development process both in terms of capacity building, and to engage stakeholders directly on the issues facing the county and the content of the Route Map 		

<ul style="list-style-type: none"> • Approximately 20 one-to-one interviews with internal and external stakeholders were also held to obtain information on adaptation activities which are already underway across the county, and candid views of the scope of the Route Map. • A survey was also shared with a wider stakeholder group. • The draft Climate Adaptation Route Map has been received and reviewed internally and by stakeholders. • A risk on the effects on Climate Change has been added to the council's Strategic Risk Register • A Storymap has been developed to summarise the Extreme Value Analysis carried out by Atkins, and provides a visual indication of the hazard exposure and risks facing communities across Oxfordshire under different future warming scenarios. This tool will be used to help local groups understand the risks they face in their areas (extreme heat, flooding, and what mitigation steps they can take. • An Adaptation Summit is scheduled for February 2025, with the intention of discussing and disseminating the actions from the Adaptation Route Map among a wider range of stakeholders. 		
Extend pilot flood wardens' engagement programme	Principal Officer – Flood Risk Management	G
<ul style="list-style-type: none"> • A flood warden pilot scheme was established by the Flood Risk Management Team following approvals from the Steering Group and ran for 6 months up to the end of March 2024. • This involved three areas across the county that identified groups that could be trained to undertake flood warden duties. The three areas were Witney, Ascott Under Wychwood and Sunningwell. • At the end of the pilot scheme a survey was sent to all the flood wardens to provide feedback. 100% positive feedback was received, and in July 2024 approval was given to move the scheme to business as usual and roll the scheme out to other areas across the county. • Following this a list of potential areas for initial rollout was developed, the first being Abingdon. • This will involve approaching parish/ town councils/ local flood groups in the areas to help advertise for volunteers. Training will then be arranged with the volunteers and link into any other community-based work. • Advertisements for volunteers in Abingdon have already been released, and a training session will run September – October 2024. 		
Natural environment		RAG
Develop Local Nature Recovery Strategy (LNRS) for Oxfordshire, integrating with adaptation strategy	Principal Biodiversity Officer	G
<ul style="list-style-type: none"> • From February to March 2024 the team held 12 workshops, 2 engagement events, and 1 online survey covering a 40-day period, involving over 1,000 people. The responses from this engagement have been analysed to get an understanding of top priorities from nature recovery in the county. • In May 2024 a public webinar was held to present a summary of the outcomes from the survey and workshops. Over 120 people joined the call and more watched the recording. • LNRS launched a mapping tool to identify local places where landowners and organisations were willing to improve or create habitats so the strategy can align with 'willingness' to increase the likelihood that the future recommendations are delivered. Over 170 individual locations were added and 15-20 emails were sent to us with mapped areas that covered larger areas of the county. 		

<ul style="list-style-type: none"> The LNRS partnership has developed the maps, and statutory documents based on local priorities and strategies and these are being prepared to be sent to local authorities, Natural England, and OCC for approval to go online for public consultation between October – November 2024. 		
Develop biodiversity net gain policy	Principal Biodiversity Officer	G
<ul style="list-style-type: none"> This work stream has been on hold since April 2024 due to insufficient staff resource. Work has begun again from September 2024 onwards. Next steps are to report against Biodiversity Actions in 2024, finish drafting the Biodiversity Action Framework and to develop a Biodiversity Action Plan for 2025 these work areas will be the focus up to December 2024. 		
Working with Natural Capital Investment Group for LNP to develop offset model for Oxfordshire	Oxfordshire Local Nature Partnership Manager	G
<ul style="list-style-type: none"> Draft nature market principles and framework draft are substantially progressed, drawing on British Standards Institution (BSI) nature markets framework and existing Oxford Offset Principles; currently assessing inseting strategy (whether to create in-house or utilise potential future BSI/market standard). Expecting to be in near final form (subject to stakeholder review) by end of October 2024. Two potential sites identified and discussions progressing with landowners; one site to test application of nature-based Wilder Carbon standard and another for potential woodland creation project delivering carbon benefits alongside biodiversity and flood protection benefit. Developing an investment fund that would stimulate revenue-generating, financially self-sustaining projects that deliver measurable benefits to biodiversity in alignment with the LNRS. 		
Deliver tree replacement programme, including development of County-wide partnerships and collaborations to increase tree cover.	Head of Environment and Circular Economy / Principal Officer - Arboriculture	G
<ul style="list-style-type: none"> As of April 2024 all Tree Aftercare & Planting Service (TAPS) posts have been fully recruited. The Sutton Farm workshop refurbishment has been completed, providing a viable storage and workspace for the TAPS team. Between May and August 2024, in-house aftercare and watering visits were undertaken by TAPS (>700 trees) and Tree Guardians / Community Groups (>80 trees). The Tree Planting feedback form was launched and promoted, and shows that 95% of respondents were pleased to see that OCC is planting trees, and that 96% of respondents who have seen trees being planted give the quality of planting a 4+ rating out of 5. Tree planting locations have been identified for this season (December 2024 – March 2025) and shared with internal stakeholders (OCC staff) and external stakeholders (parish councils, town councils, and OCC councillors). Letter drops have been made to residents with more than 10 trees planted on their street to raise awareness of the scheme. 		
Community support and engagement		RAG
Develop new climate engagement and comms strategy and activity	Head of Climate Action	G
<ul style="list-style-type: none"> The Climate Engagement Route Map is currently in development. A desktop/literature review has been completed to understand existing policies, partnerships and climate engagement/ survey results. 		





<ul style="list-style-type: none"> We are currently in the participatory phase of information gathering to provide an evidence-base for the route map. This phase consists of: <ul style="list-style-type: none"> A Knowledge, Attitudes and Practices (KAP) survey which was produced and circulated, and now has over 1,000 responses. Policy Lab research on minority groups in climate action Internal Geographical Information Systems mapping of second language data Embedding ourselves within the community at events and meetings with the Community Action Groups (CAG) and Oxfordshire Local Nature Recovery Partnership Oxfordshire Local Nature Partnership (OLNP) to listen and understand. This will launch us into the route map drafting in early 2025. 		
Continue to support scale up of Community Action Group (CAG) network	Head of Environment and Circular Economy	G
<ul style="list-style-type: none"> The CAG annual report for 2023/24 has been delivered. The report showed doubling of events and volunteer hours, indicating that the network continues to grow from strength to strength. 		
Partnership and Strategy		RAG
Support the creation of a Zero Carbon Oxfordshire Climate Partnership	Head of Climate Action	G
<ul style="list-style-type: none"> Work is underway to expand the Zero Carbon Oxford Partnership to a county-wide partnership. A Steering Group meeting was held in October 2024 to make key decisions about the formation of the new partnership, including name, branding and governance structure. 		
Play an active role in networks to promote OCC's work and lobby government	Various	G
<ul style="list-style-type: none"> OCC was nominated for the National Council or Local Authority of the Year at the Energy Efficiency Awards 2024. Members of the Climate Action Team have attended and spoken at a number of different external events, including the Heat Pump Summit, Local Authority Retrofit Forum, UK Real Estate Investment and Infrastructure Forum and the Installer Show. The team have also run a number of workshops to support various programmes including climate engagement, adaptation and off-setting/in-setting with attendees from the district councils and other local organisations. The potential for locally led Climate Action has been a core theme in the council's engagements with central government on devolution. The council continues to work jointly in a number of formal and informal forums on activity to tackle the climate emergency, including through the Greater South East Net Zero Hub, Local Nature Partnership, Future Oxfordshire Partnership, LEO and the Low Carbon Hub, and actively leading a number a workstreams under the Zero Carbon Oxford Partnership (ZCOP). Partnership with Oxfordshire businesses has continued through the Oxfordshire Greentech network, with the council supporting their Climate Solutions Conference in March 24. The council is an active member of the following key national networks through which it shares best practice with other local authorities and lobbies government on national climate policy: UK100, Association of Directors of Environment, Planning and Transport Climate Change and Environment Boards (ADEPT), Local Government Association Sustainability Action Network, Association of Public Service Excellence Energy (APSE) network. 		

Annex D - Equality, Diversity and Inclusion - September 2024

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Key

Status Indicator	Status Description
Page 449 	Misses target by significant margin
	Misses target by narrow margin
	Meets or exceeds target
	Data missing
n/a	Monitoring only

Employer of Choice

Status of Indicators	30/09/2024
EDI01 - Employer of Choice	

Measure	Measure description	Directorate	Measure Owner	Portfolio Holder	Period Actual	Period Target	Status	Comment	YTD Actual	YTD Target	YTD
02. Ensure our workforce is representative of the population and attract diverse candidates	Review the diversity of our workforce and engage with corporate activity to ensure that our workforce is representative of the Oxfordshire population and take more direct action to attract a diverse range of potential candidates	Adult Social Care	Karen Fuller		Delivering to plan	Delivering to plan	★	A corporate action plan is in place to increase our attraction of diverse candidates.	Delivering to plan	Delivering to plan	★
03. Promote programmes that promote diversity in leadership in social care	Promote programmes such as Skills for Care's Moving Up that promote diversity in leadership in social care	Adult Social Care	Karen Fuller		Delivering to plan	Delivering to plan	★	4 candidates are undertaking the Moving Up programme and we are considering a further cohort for next year - DLT to consider. The Principla OT and Principal SW are exploring EDI training for the workgroup.	Delivering to plan	Delivering to plan	★
04. Continue to recruit from diverse ethnic backgrounds including foster carers and volunteers	We aim to recruit a diverse workforce. This will also apply to foster carers and volunteers. We will continue to target recruitment on employees from diverse ethnic backgrounds (currently 10.8 of staff across CEF.	Children's Services	Lisa Lyons		Delivering to plan	Delivering to plan	★	There is a long lead in time with recruitment of foster carers (about nine months) but the action is on track. 25 new social workers have recently been recruited internationally and will be joining the team soon.	Delivering to plan	Delivering to plan	★
11. DTFT Champions & Team Leaders to promote e-learning re: awareness of EDI	DTFT Champions & Team Leaders to promote e-learning re: awareness of EDI	Transformation Digital and Customer Experience	Clare Martin		Delivering to plan	Delivering to plan	★	The need for new starters in the Customer Service Centre has been low, however we have embedded e learning and ongoing training in our induction training. Our CSC staff Focus Group recently celebrated National Customer Services week (7th - 14th October) which included topics such as Service with Respect and Celebrating Success.	Delivering to plan	Delivering to plan	★

Measure	Measure description	Directorate	Measure Owner	Portfolio Holder	Period Actual	Period Target	Status	Comment	YTD Actual	YTD Target	YTD
12. More DTFT champions engagement in relevant awareness events highlighting in huddles and VMBS	More DTFT champions engagement in relevant awareness events (e.g. south Asian week, EID etc) highlighting in huddles and VMBS	Transformat	Clare Martin		Delivering to plan	Delivering to plan	★	We continue to encourage DTFT champions to work across the CSC to promote engagement and awareness. The recent National Customer Servies week focused on Service with Respect and Customer Sucess. We continue to hold daily huddles to discuss and communicate relevant events	Delivering to plan	Delivering to plan	★
13. Advertise vacancies to wide diverse audiences to attract diverse applicants	Advertise vacancies to wide diverse audiences to attract diverse applicants	Resources	Cherie Cuthbertson		Delivering to plan	Delivering to plan	★	We are continuing to review our EDI recruitment audit and develop actions plans to increase advertising vacancies to a wider audience. Part of this will be to seek Disability Leader status and the finalisation of procurement of Diversity Jobs Group and links with advertising with our new in-house ATS.	Delivering to plan	Delivering to plan	★

Measure	Measure description	Directorate	Measure Owner	Portfolio Holder	Period Actual	Period Target	Status	Comment	YTD Actual	YTD Target	YTD
Page 452	14. Ensure diversity in our apprenticeship cohorts	Resources	Cherie Cuthbertson		Delivering to plan	Delivering to plan		<p>Apprenticeships</p> <ul style="list-style-type: none"> Supported apprenticeships – allows candidates with an EHCP Plan the flexibility to achieve the lower qualification of entry level 3 functional skills as part of the apprenticeship Ring fenced apprenticeship posts for Children in Care or Leaving Care <p>Work Experience</p> <ul style="list-style-type: none"> Tailored OCC work taster days for children and young people up to the age of 18 with complex special educational needs and disabilities. <p>Internships</p> <ul style="list-style-type: none"> Supported Internships – we provide unpaid work placements for young people aged 16 to 24, whose disability could be a barrier to employment. Change 100 – we offer paid summer internships for university students and recent graduates with any disability or long-term condition this expands our awareness and experience of how we provide inclusive working environments to people with disabilities.. Targeted Internships – paid internships for candidates from but not limited to the following: <ul style="list-style-type: none"> Care leavers. Young people not in education, employment, or training (NEET). Armed forces families. People with disabilities, learning disabilities, EHCPs, or special educational needs. People in our 10 priority wards. People returning to work after long-term unemployment. 	Delivering to plan	Delivering to plan	
	15. Deliver EDI training and learning across the council	Resources	Cherie Cuthbertson		Delivering to plan	Delivering to plan	★		Delivering to plan	Delivering to plan	★
	16. Ensure recruitment advertising processes is extended to include BAME & LGBTQ	Environment and Highways	Paul Fermer		Slightly behind schedule	Delivering to plan	●	Continue to be proactive on recruitment channels to be inclusive and reach as wider audience as possible.	Ahead of schedule	Ahead of schedule	★

Measure	Measure description	Directorate	Measure Owner	Portfolio Holder	Period Actual	Period Target	Status	Comment	YTD Actual	YTD Target	YTD
19. Ensure we have a representative workforce and opportunities reach all potential candidates	Review the diversity of our workforce and engage with corporate activity to ensure that our workforce is representative of the Oxfordshire population and that our employment opportunities within the sector are reaching all potential candidates.?	Law and Governance	Anita Bradley		Delivering to plan	Delivering to plan	★	Working with corporate centre on actions related to diverse recruitment	Delivering to plan	Delivering to plan	★
25. Creation of improvement actions for EDI following the findings from our reviews and inspections	Creation of improvement actions following the findings from our independent cultural review in March 2024 and the HMI inspection in early 2024 we will be considering any findings or recommendations relating to inclusion, equality and diversity to ensure improvement in this area.	Community Safety	Jo Bowcock		Delivering to plan	Delivering to plan	★	actions relating to EDI have formed part of our Fire improvement Pipeline and we have considered impact and opportunities for each area. We are now developing the timescales for the work to enable a clear implementation program	Ahead of schedule	Ahead of schedule	★
26. Creation of a reach and attraction framework for Wholetime Firefighter recruitment	Creation of a reach and attraction framework for Wholetime Firefighter recruitment to ensure that we are able to reach potential candidates that represent our communities. Review of Wholetime Firefighter recruitment assessments and undertaking EIA's for each assessment.	Community Safety	Jo Bowcock		Delivering to plan	Delivering to plan	★	We have a draft reach and attraction framework for Firefighter recruitment and now looking to consult with a wider group of stakeholders including our Talent Acquisition officer for further input.	Ahead of schedule	Ahead of schedule	★

DSE 453

Partner of Choice

Status of Indicators	30/09/2024
EDI02 - Partner of choice	★

Measure	Measure description	Directorate	Measure Owner	Portfolio Holder	Period Actual	Period Target	Status	Comment	YTD Actual	YTD Target	YTD
01. Include social value requirements when tendering contracts	Include social value requirements when tendering contracts such as creating apprenticeship opportunities to maximise benefit for local community?	Adult Social Care	Pippa Corner		Delivering to plan	Delivering to plan	★	Any contract over £100,000 will either be subject to social value, or have an exemption agreed through the formal process. This is now managed by Procurement so the action is complete.	Ahead of schedule	Ahead of schedule	★
05. Work with our partners to increase the number of SNAs	We will work with our partners to increase the number of Strengths & Needs Assessments (SNAs) particularly in areas of relative deprivation.	Children's Services	Lisa Lyons		Delivering to plan	Delivering to plan	★		Delivering to plan	Delivering to plan	★
07. Build partnership links and contacts for the single database, to share assets and information	Build partnership links and contacts for the single database, to share assets and information	Public Affairs, Policy and Partnerships	Susannah Wintersgill		Delivering to plan	Delivering to plan	★	Stakeholder database maintained. Team managing relationships with key EDI cohorts across county, and uses this to make introductions to other council services.E.g. as with the Autism Strategy. Also looking at opportunities for introducing SLT to community groups.	Delivering to plan	Delivering to plan	★
20. Engage with The Network and learn from best practice across UK and further afield	Engage with The Network and learn from best practice across UK and further afield.	Law and Governance	Anita Bradley		Delivering to plan	Delivering to plan	★		Delivering to plan	Delivering to plan	★

Placeshaper of Choice

Status of Indicators	30/09/2024
EDI03 - Placeshaper of choice	★

Measure	Measure description	Directorate	Measure Owner	Portfolio Holder	Period Actual	Period Target	Status	Comment	YTD Actual	YTD Target	YTD
06. Support the council's commitment to addressing inequality with hard to reach communities	Help support the council's commitment to addressing inequality through greater engagement with hard to reach communities and those who are excluded from the main council communications channels (evidencing inclusion in engagement and consultation practice).	Public Affairs, Policy and Partnerships	Susannah Wintersgill		Delivering to plan	Delivering to plan	★	When designing engagement exercises, ensure stakeholder mapping undertaken to inform this. Putting EDI at the front of the work, rather than at the end.	Delivering to plan	Delivering to plan	★
08. Using Oxfordshire conversation events for residents to ask questions of cabinet	Using Oxfordshire conversation events that will offer opportunities for residents to hear from and ask questions of members of the cabinet, including outreach activities to ensure the inclusion of seldom heard groups and those who are digitally excluded.	Public Affairs, Policy and Partnerships	Susannah Wintersgill		Delivering to plan	Delivering to plan	★	Focus of this work is on SEND and creating opportunities for senior leaders across the wider system to engage with seldom heard and target groups.	Delivering to plan	Delivering to plan	★
09. Support services to complete EIAs alongside budget and business planning	Support services to complete EIAs alongside budget and business planning		Susannah Wintersgill		Delivering to plan	Delivering to plan	★	EIA's were completed during budget and business planning, offering comments and feedback during the process. We have also provided equalities statements for capital budget proposals. Whilst that period has come to a close, we will continue to offer EIA advice and steer across the organisation, as well as creating the overarching EIA.	Delivering to plan	Delivering to plan	★

Measure	Measure description	Directorate	Measure Owner	Portfolio Holder	Period Actual	Period Target	Status	Comment	YTD Actual	YTD Target	YTD
17. Policy team create accessible documentation	The policy team carry out consultation on key stages of the plan and consultees can respond electronically or on hard copy. The documents we produce are checked for accessibility. We also carry out face to face meetings with organisations and residents for the areas in which preferred sites are proposed to be located. We also try to involve hard to engage groups.	Environment and Highways	Paul Fermer		Delivering to plan	Delivering to plan	★	Continue to use corporate systems for consultation making an effort to use accessible material/documents. It is not always possible to carry out face to face engagement but this is promoted where possible.	Ahead of schedule	Ahead of schedule	★
21. Ensure the design of school buildings consider accessibility so that buildings are inclusive	Ensure the design of school buildings consider accessibility; medical and therapy support; sensory needs; flexibility and adaptability; health and well-being and safety and security so that buildings are inclusive and pupils are not disadvantaged by facilities or services.	Resources	Vic Kurzeja		Delivering to plan	Delivering to plan	★		Ahead of schedule	Ahead of schedule	★
22. Completion of annual domestic abuse needs assessment	Completion of annual domestic abuse needs assessment	Public Health and Communities	Kate Holburn		Delivering to plan	Delivering to plan	★	Following the needs assessment, quarterly contract monitoring of commissioned Domestic Abuse Services includes a review data about service access and use of safe accommodation by individuals with protected characteristics. This allows us to monitor who is or is not engaging with the service to promote access.	Ahead of schedule	Ahead of schedule	★
23. Deliver phase 3 grants for community profiles	Deliver phase 3 grants for community profiles		David Munday		Delivering to plan	Delivering to plan	★	Following the setting up of grant schemes for phase 3 profile areas, the majority of grant funds have now been disbursed with just £5k remaining to be disbursed in one of the areas. The scheme is on track to have disbursed the remaining funds by the end of the financial year.	Ahead of schedule	Ahead of schedule	★
24. BHBH services offer support to residents living in poor quality housing in all areas	Better Housing, Better Health services offer support to residents living in poor quality housing in urban and rural areas	Public Health and Communities	Rosie Rowe		Delivering to plan	Delivering to plan	★	Measure Completed	Ahead of schedule	Ahead of schedule	★

Measure	Measure description	Directorate	Measure Owner	Portfolio Holder	Period Actual	Period Target	Status	Comment	YTD Actual	YTD Target	YTD
27. Continue to develop innovations and technologies with inclusion at the heart of our work	We will continue to develop innovations and technologies with inclusion at the heart of our work, to benefit all residents of Oxfordshire.	IT Operations	Laura Peacock		Delivering to plan	Delivering to plan	★	This approach has been embedded into business a usual processes. Please note that this responsibility now sits in Economy and Place, following the restructure.	Delivering to plan	Delivering to plan	★

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CABINET – 19 NOVEMBER 2024

CAPITAL PROGRAMME APPROVALS – NOVEMBER 2024

Report by the Executive Director of Resources & Section 151 Officer

Recommendations

1. The Cabinet is RECOMMENDED to:
 - a) approve the inclusion of East Oxford Mini Holland project into the capital programme with a value of £6.646m. £6.000m is to be funded from corporate resources, agreed by Council in February 2024, with the remaining £0.646m to be funded by S106 developer contributions.

Executive Summary

2. The Capital Programme was approved by Council in February 2024 and is updated during the year through the capital programme and monitoring reports. This report sets out change requests requiring Cabinet approval that will be incorporated into the agreed programme and included in the next update to the Capital Programme for Cabinet in December 2024.

Introduction

3. The Capital Programme sets out how the Council will use Capital expenditure to deliver the Council's priorities as set out in the Strategic Plan 2022-25. The Capital Programme is updated quarterly and fully refreshed annually as part of the Budget and Business Planning Process to ensure that it remains aligned to the latest priorities, reflects the latest cost projections and profile for delivery, and incorporates the current funding position.
4. On occasion, variations to the Capital programme are recommended to Cabinet. There are no variations included within this report.

Major Infrastructure

5. East Oxford Mini Holland

This project aims to deliver a programme of public realm, walking and cycling infrastructure improvement measures across East Oxford, connecting residential areas. It also focuses on increasing the durability of recent active travel schemes and accelerating quick-win projects. Completion of the scheme should positively enhance the ability of the County Council to bid for substantial additional grant

funding from Active Travel England (ATE) for similarly ambitious schemes for market towns and other parts of Oxford.

6. The East Oxford Mini Holland project will use a co-production approach to scheme development. It will see a cross section of external stakeholders working alongside the Council in the development of the project from the outset. A separate steering group comprising relevant local councillors will provide high-level input in steering the community voice.
7. The project will be subject to wider public engagement both informally and on formal consultation matters at relevant points once sufficiently developed. Further detail on the communications and engagement will be developed at an early stage of the project informed through the co-design process, engagement with local councillors and internal/external learnings of best practice. External expert assistance will be considered where this would be beneficial to the project with necessary budgetary allowances made within scheme.
8. Approval is required to enter this scheme into the Capital Programme at a cost of £6.646m. £6.000m will be funded from corporate resources, as agreed by Full Council in February 2024, with the remainder (£0.646m) to be met by S106 developer contributions.

Financial Implications

9. The financial implications are included within the report.
10. The capital programme approvals set out in this report have no adverse financial implications to the overall Capital Programme, which remains fully funded.

Comments checked by:

Lorna Baxter, Executive Director of Resources & Section 151 Officer

Staff Implications

11. There are no staffing implications arising directly from the report.

Equality & Inclusion Implications

12. There are no equality and inclusion implications arising directly from this report.

Legal Implications

13. In-year changes to the capital programme must be approved by Cabinet in accordance with Financial Regulations and in particular paragraph 5.1.1(iv) permitting Cabinet to agree resource inclusion into the capital programme via a periodic Capital Report to Cabinet, based on the recommendation of the Strategic Capital Board (chaired by the Chief Executive.)

Comments checked by:

Anita Bradley, Director of Law & Governance and Monitoring Officer

LORNA BAXTER

Executive Director of Resources & Section 151 Officer

Background papers: none

Contact Officer:

Natalie Crawford, Capital Programme Manager

November 2024

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Divisions Affected – N/A

CABINET

19 November 2024

Educational Psychology Assessment Service

Report by Director of Children's Services

RECOMMENDATION

The Cabinet is **RECOMMENDED** to:

- a) **Approve Oxfordshire County Council (“the Council”) joining appropriate single supplier framework agreements set up by external organisations to enable the Council access to call off contracts with the supplier/s for Educational Psychology services.**
- b) **Approve the Council entering call-off contracts under such framework agreements in November/December 2024 and for a budgetary commitment for a period of 3 years.**

Executive Summary

This report is to obtain approval, as per the Council's Scheme of Delegation and Contract Procedure Rules, to join appropriate Framework/s to provide Educational Psychology Services (EPS), to meet the needs of the local authority for the provision of high-quality Educational Psychologists.

Educational Psychology assessments and reports are required for children and young people who are being assessed for an Education, Health and Care assessment under the Children and Families Act 2014. The Code of Practice January 2015 Section 9.49 states the local authority must take into account the views, wishes and feelings of such children and young people.

The proposal is that Oxfordshire County Council (OCC) would enter into call-off contracts under Framework Agreement/s with the Service Provider/s for the provision of EPS. This is to provide statutory assessment advice to the local authority as part of the Education, Health and Care needs assessment (EHCNA) process and complete statutory assessments and reviews/reassessments within designated time scales, with immediate effect. The service from the framework provider will ensure management and co-ordination of Educational Psychologists (EPs) and support the existing OCC

Education Health & Care Plan (EHCP) timeliness and Quality Assurance Process that is in place.

The Providers for the frameworks are specialist health, social care and education recruitment agencies and recruit EPs for placements nationwide. The provider will ensure there are qualified and experienced EPs, with the knowledge and expertise to provide high quality advice that includes clear outcomes to carry out the required number of statutory assessments for OCC within set deadlines.

The Supplier Framework/s will meet the needs of the local authority to support and complete statutory Education, Health and Care needs assessments and reviews/reassessments.

Special Education Needs & Disability (SEND) in Oxfordshire are subject to a Local Area SEND Priority Action Plan and timelessness of EHCP statutory processes are a priority.

The Frameworks will allow Oxfordshire County Council to make efficiencies (where able to) to the cost EP assessments, and ensure we are paying a competitive rate in a challenging national market, where there is a shortage of available EPs. The proposal is to access the framework/s for up to three years as from December 2024.

Access to single supplier framework agreements will allow OCC to place an order (Direct Award) without the need for further competition. This will ensure accordance with the councils Contract Procedure Rules and Financial Procedure rules.

By joining the recommended Framework/s, this provides OCC the flexibility to access EPs to support and complement the in-house EPS both in the short, medium and long term. This will allow OCC to increase capacity to deliver EHCNAs advice reports, which should reduce the backlog and improve timeliness

1. **Exempt Information**
2. Exemption reason - Information relating to the financial or business affairs of any particular person (including the authority holding that information).
3. The public should therefore be excluded during consideration of Annex A because its discussion in public would be likely to lead to the disclosure to members of the public present of information in the following category

prescribed by Part I of Schedule 12A to the Local Government Act 1972 (as amended):

3. Information relating to the financial or business affairs of any particular person (including the authority holding that information),

and since it is considered that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

4. **Background and Local Context**

5. This paper outlines the proposal for Oxfordshire County Council to enter into Framework Agreement/s with the Service Provider/s for the provision of Educational Psychology Services. This is to provide statutory assessment advice to the local authority as part of the Education, Health and Care needs assessment process.
6. Educational Psychology assessments and reports are required for children and young people who are being assessed for an Education, Health and Care assessment under the Children and Families Act 2014.
7. The Code of Practice January 2015 Section 9.49 states the local authority must take into account the views, wishes and feelings of such children and young people. A decision not to educate a child or young person in a mainstream setting against the wishes of the child's parent or the young person should not be taken lightly. It is important that all decisions are taken on the basis of the circumstances of each case and in consultation with the parents or young person, taking account of the child or young person's views. Local authorities should consider reasonable steps that can be taken for mainstream schools and mainstream post-16 institutions generally to provide for children and young people with SEN and disabled children and young people
8. The demand for EHCNAs have significantly increased, once agreed the advice must be completed within a six-week statutory deadline. Capacity of the inhouse EPS is limited and this impact on the reduction of the current backlog of EHCNA of circa 200, which also impacts on OCC's timeliness figure.
9. The Providers for the frameworks are specialist health, social care and education recruitment agencies and recruit EPs for placements nationwide. The provider will ensure there are qualified and experienced EPs with the knowledge and expertise to provide high quality advice that includes clear outcomes to carry out the required number of statutory assessments for OCC within set deadlines.
10. Most children and young people with Special Educational Needs (SEN) or disabilities will have their needs met within local mainstream early years settings, school or colleges. Some children and young people may require an EHCNA for the local authority to decide whether it is necessary to make provision in accordance with an EHC plan.

11. Access to a single supplier framework will enable OCC to meet the statutory requirements. The Single Supplier Framework/s will meet the needs of the local authority with the accesses to high-quality EPs. This is to support and complete statutory assessments and reviews/reassessments in accordance with the template provided by OCC and within designated time scales.
12. **Local Context**
13. Special Education Needs & Disability (SEND) in Oxfordshire are subject to a Local Area SEND Priority Action Plan and timelessness and quality of EHCP statutory processes are a priority.
14. The Council's EPS is made up of a small team of Educational Psychologists, senior EPs, trainee EPs and Assistant EPs. The Service Delivery Model includes traded services (consisting of traded EP days bought by settings, and training and supervision programmes) and statutory work, which consists mainly of providing psychological advice reports for Education, Health and Care Needs assessments, and SEND Tribunals. The EPS also provides a response to Critical Incidents affecting school on behalf of the council (e.g. death of child or young person).
15. Due to the increase in the number of EHCPs required, the inhouse service has been unable to meet the increased statutory workload since 2019. This is replicated across other local authorities and is a national picture. EHCNA are expected to continue to increase in OCC as is the national trend.
16. To support the in-house EPS, OCC has been using an out of contract route with an agency provider since 2021. There was a formal procurement of the original contract to support a 200-assessment back log in 2018/2019, for what was meant to be an initial three-month period. This was carried out through a Statement of Works with Comensura in 2021.
17. The agency provider currently co-ordinates the supply of EPs and the allocation of work to individual agency EPs and makes the necessary arrangements for assessments to take place on behalf of OCC and works with OCC to ensure the information and processes are in place to for the allocation of assessments. The standard and quality of assessments are monitored via OCC's robust QA processes.
18. Alongside an in-house EP workforce strategy that will continue to develop the workforce against an ever-increasing shortage of EPs, we have identified accessing the identified frameworks will enable OCC to access additional EPs to meet the increasing demand and provide the assessments in an effective and timely manner.
19. By joining the recommended Framework/s, provides OCC the flexibility to access EPs to support and complement the in-house EPS both in the short, medium and long term. This will allow OCC to increase capacity to deliver EHCNAs advice reports, which should reduce the backlog and improve timeliness.

20. **Priorities**

- 21. The use of a Framework/s, incorporates key priorities set out in the Council's Strategic Plan, as below:
- 22. Priorities of the Strategic Plan 2023-2025.
 - Priority 2 – Tackle inequalities in Oxfordshire.
 - Priority 3 – Prioritise the health and wellbeing of residents.
 - Priority 7 – Create opportunities for children and young people to reach their full potential.

23. **Strategic Objectives**

- 24. In the provision of this Service, the Provider will ensure individual outcomes for each child are available and is able to demonstrate the impact of the Service in delivering outcomes to improve the lives of children, young people and their families.
- 25. The Service provided will also meet the following outcomes from the Oxfordshire Local Areas Special Educational Needs and Disability Strategy 2022-2027

<p>Strategic Objective 1 Improving outcomes for children with SEND</p>	<p>We want the Local Area to be equipped to effectively secure high-quality outcomes for children with SEND. High quality services that are accessed in a timely manner and at the earliest opportunity have a significant impact on outcomes for children and lay the foundations for better life chances.</p>
<p>Strategic Objective 2 Developing a continuum of local provision to meet the requirements of children and young people with SEND</p>	<p>There is a range of provision for children with SEND in Oxfordshire. It is essential that we develop more local provision so that more children have their holistic needs met within their own communities.</p>
<p>Strategic Objective 3 Good physical and mental health and wellbeing</p>	<p>We want healthy, happy children and young people who enjoy life. We will work in partnership with children and young people and their families to improve access to both the universal and specialised services they need.</p>
<p>Strategic Objective 4 Improving post-16 education, learning, employment, and training</p>	<p>All young people will have access to high quality provision in education, training, work experience, apprenticeships and study programmes that support them into meaningful, paid employment and provide them with skills for independent or supported living.</p>

<p>Strategic Objective 5 Positive move into adulthood for young people with SEND</p>	<p>All young people with SEND and their families should have a positive experience of moving into adulthood. We want young people with SEND to develop the skills, knowledge and confidence to have choice and control over their adult lives</p>
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26. **Financial Case**

27. Budget – Potential OCC Costs over 3 years

28. It is challenging to cost out the future service for OCC as this will be reliant on several factors e.g. the number of EHC Plans that maybe required. OCC and other Local Authorities are expecting the number of EHC Plans to increase significantly over the lifetime of the contract, and therefore the number of assessments required is also expected to increase.

29. Predicted Growth of EP assessments in the next three years.

Year	2024-25	2025-26	2026-27
EP assessments required (forecasted)	1861	2420	3146
*30% increase in requests for EHC needs assessments seen 23-24			

30. Modelling and the potential budget required on the expected number of EHCNAs required for 24/25, 25/26 and 26/27 have taken place, and can be seen in Annex A.

31. By joining the frameworks, provides OCC with an opportunity to flex the number of assessments purchased. However, investment is required if OCC wants to reduce the assessment backlog by utilising the current fixed price from framework provider to contribute to reducing our backlog.

32. TUPE will not apply

Comments checked by: Jane Billington, Strategic Finance Business Partner

Jane.Billington@oxfordshire.gov

33. **Legal Implications**

34. The statutory powers of the Council to provide these services under the Children and Families Act 2014 are set out at paragraphs 6 and 7 above.

35. Legal Services have confirmed that the proposal to procure the services through the use of external framework agreements in accordance with the Council’s Contract Procedure Rules creates no unusual legal implications nor risks. Risks

that have been identified specifically in relation to the proposed framework agreements have been included in the risk and mitigations log set out in section 53 below.

Comments checked by: Jonathan Pool, Solicitor (Contracts)
jonathan.pool@oxfordshire.gov.uk

37. Staff Implications

38. There are no new or additional implications and staff resource is included in the project.

39. Equality & Inclusion Implication

40. Positive Impacts

41. Children with SEND will be able to access support faster, as there will be sufficient EPs available to complete the required number of assessments to meet need.

42. The proposal does not discriminate disadvantaged disabled children and young people in Oxfordshire.

43. Risk Management

44. As part of the review process, see below a summary of the Risk and Mitigations in place

	Risk	Impact 0-5	Likelihood	Mitigation
1	Budget	5	medium	Budget implications included
2.	Call off contracts T&Cs not meeting OCC needs	5	low	Review of T&Cs will be completed and adapted to ensure we are compliant legally, and to ensure they meet our requirements
3	Framework 1 - no detailed pricing set out in the framework agreement itself. Risk therefore of a potential procurement challenge due to lack of transparency and subject to procurement challenge	5	low	The framework agreement is a single supplier framework, and any aggrieved bidder will have had the opportunity to challenge at the time of award of the framework. Any challenger likely to be time barred from bringing a claim.
4	Framework 1 - Contractual risk for the provider liability is 125% of the price payable in the year the liability arises, which is low.	5	medium	Provider has offered to increase level to 200% of the price payable in the year the liability arises. This is approximately £2.8m so may be acceptable. Insurance team to advise with T&Cs to be agreed, and risk of not being agreed is low.
5.	Framework 2 – Term of framework has been increased from 60 months to 78 months. Such extension was not allowed for in original procurement documents. Risk therefore of procurement challenge on the grounds of unlawful modification	5	low	Procuring organisation published a modification notice justifying the change so any aggrieved bidder would have been on notice of such modification. Any challenger now likely to be time barred from bringing a claim.
6	Performance issues	3	low	KPIs will be in place and the completion of EHC assessments will also be managed by the

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Division(s): N/A

CABINET – 19 NOVEMBER 2024

FORWARD PLAN AND FUTURE BUSINESS

Items identified from the Forward Plan for Forthcoming Decision

Topic/Decision

Portfolio/Ref

Cabinet, 17 December 2024

<ul style="list-style-type: none"> ▪ Capital Programme and Monitoring Report - October 2024 Financial Report on capital spending against budget allocations, including any necessary capital programme approvals. 	<p>Cabinet, 2024/224 - Cabinet Member for Finance</p>
<ul style="list-style-type: none"> ▪ City Centre Strategy Review options and officers recommendations with a view to deciding how to proceed on the next stage of the City Centre Strategy, including a Key Decision 	<p>Cabinet, 2024/294 - Cabinet Member for Finance</p>
<ul style="list-style-type: none"> ▪ Approval to Begin Re-Procurement for our Microsoft Enterprise Agreement (MEA) Our current MEA expires on 28 February 2025. We want to re-procure the agreement to ensure we continue to benefit from fixed prices for Microsoft Licences for the length of the new agreement. 	<p>Cabinet, 2024/332 - Cabinet Member for Community & Corporate Services</p>
<ul style="list-style-type: none"> ▪ Beyond Net Zero - Growing the Market for Carbon Dioxide Removals Agree policy to support growing market for carbon dioxide removals. 	<p>Cabinet, 2024/330 - Deputy Leader of the Council with Responsibility for Climate Change, Environment & Future Generations</p>
<ul style="list-style-type: none"> ▪ Infrastructure Funding Statement Approval to publish the statement to the Council's website. 	<p>Cabinet, 2024/322 - Cabinet Member for Infrastructure and Development Strategy</p>
<ul style="list-style-type: none"> ▪ Workforce Report and Staffing Data - Quarter 2 - July to September 2024 Quarterly staffing report providing details of key people numbers and analysis of main changes since the previous report. 	<p>Cabinet, 2024/336 - Cabinet Member for Community & Corporate</p>

	Services
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Delegated Decisions by Deputy Leader of the Council with Responsibility for Climate Change, Environment & Future Generations, 12 December 2024

<ul style="list-style-type: none"> ▪ Household Waste Recycling Centres (HWRC) - New CCTV provision with ANPR cameras To approve installation of new enhanced CCTV system across all HWRC's. including new ANPR (Automated Number Plate Recognition) 	Delegated Decisions by Deputy Leader of the Council with Responsibility for Climate Change, Environment & Future Generations, 2024/056 - Deputy Leader of the Council with Responsibility for Climate Change, Environment & Future Generations
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Delegated Decisions by Cabinet Member for Transport Management, 12 December 2024

<ul style="list-style-type: none"> ▪ Nuffield: Proposed 20mph Speed Limits Part of Phase 3 of Countywide 20mph Speed Limit Project 	Delegated Decisions by Cabinet Member for Transport Management, 2024/193 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Letcombe Regis: Proposed 20mph Speed Limits Part of Phase 3 Countywide 20mph Speed Limit Project. 	Delegated Decisions by Cabinet Member for Transport Management, 2024/151 - Cabinet Member for Transport Management

<ul style="list-style-type: none"> ▪ A4260: Vision Zero Speed Limit Review Proposed changes along the A4260 corridor include reductions to 50, 40 and 30mph on various lengths between Banbury and Shipton-on-Cherwell. Includes adjoining sections of B4030 at Hopcrofts Holt, and B4027 and A4095 at Bunkers Hill. 	Delegated Decisions by Cabinet Member for Transport Management, 2024/298 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Armstrong Road, Oxford - Proposed Waiting Restrictions To seek a decision on the proposed introduction of waiting restrictions on Armstrong Road, associated with a development. 	Delegated Decisions by Cabinet Member for Transport Management, 2024/319 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Proposed Raised Table - Denchworth Road, Grove To seek approval for the introduction of a raised table traffic calming feature on Denchworth Road, Grove. 	Delegated Decisions by Cabinet Member for Transport Management, 2024/317 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ A44 Begbroke - Proposed 20 & 40mph Speed Limits To seek a decision on proposals for 20mph in the village and 40mph speed limit on the A44, Begbroke. 	Delegated Decisions by Cabinet Member for Transport Management, 2024/316 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Westwell: Proposed 20mph Speed Limits To seek approval for the introduction of a 20mmph speed limit in Westwell. 	Delegated Decisions by Cabinet Member for Transport Management, 2024/311 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Asthall Leigh & Field Assarts: Proposed 20mph Speed Limits To seek approval for the introduction of 20mph speed limits in Asthall Leigh & Field Assarts. 	Delegated Decisions by Cabinet Member for Transport

	Management, 2024/310 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Proposed Controlled Parking Zone (CPZ) - Littlemore North, Oxford Under the County Council's policy to rollout new CPZs across Oxfordshire, a new scheme is being promoted to reduce opportunities for commuter parking and to reduce car use within the city. 	Delegated Decisions by Cabinet Member for Transport Management, 2024/276 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Highmoor: Proposed 20mph Speed Limits Part of Phase 3 Countywide 20mph Speed Limit Project 	Delegated Decisions by Cabinet Member for Transport Management, 2024/187 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Proposed Controlled Parking Zone (CPZ) - Hightown Road Area, Banbury To seek approval for the introduction of a new Controlled Parking Zone, for the Hightown Road area, Banbury 	Delegated Decisions by Cabinet Member for Transport Management, 2024/327 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Proposed Controlled Parking Zone (CPZ) - Cooper's Gate, Banbury To seek approval for the introduction of a new Controlled Parking Zone, for the Cooper's Gate, Banbury. 	Delegated Decisions by Cabinet Member for Transport Management, 2024/326 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ CPZ Parking Permit Eligibility (Various Locations, Oxford - September 2024) Periodically, the County Council carries out consultations to make changes to permit eligibility for individual dwellings which are associated with planning conditions, often through change of use or HMO's. 	Delegated Decisions by Cabinet Member for Transport Management, 2024/297 - Cabinet Member for Transport

	Management
<p>▪ Westbury Crescent, Oxford - Highway Improvements Scheme 2024/25</p> <p>Scheme has been developed following earlier informal consultation with residents to address local concerns with traffic speeds on Westbury Crescent as well as a higher volume of traffic using the southern half of the Crescent. Scheme includes the introduction of One-Way Streets and traffic calming.</p>	Delegated Decisions by Cabinet Member for Transport Management, 2024/296 - Cabinet Member for Transport Management
<p>▪ Lower Wolvercote, Oxford - Proposed Controlled Parking Zone (CPZ) 2024/25</p> <p>The County Council is planning to introduce a CPZ in Lower Wolvercote as part of wider strategy to manage on-street parking in the City, which aims to reduce traffic in Oxford.</p>	Delegated Decisions by Cabinet Member for Transport Management, 2024/295 - Cabinet Member for Transport Management
<p>▪ Hardwick with Yelford: Proposed 20mph Speed Limits</p> <p>A decision is sought on the proposed 20mph speed limits.</p>	Delegated Decisions by Cabinet Member for Transport Management, 2024/262 - Cabinet Member for Transport Management
<p>▪ Kingston Bagpuize: Proposed 20mph Speed Limits</p> <p>A decision is sought on the proposed 20mph speed limits.</p>	Delegated Decisions by Cabinet Member for Transport Management, 2024/261 - Cabinet Member for Transport Management
<p>▪ Eye & Dunsden: Proposed 20mph Speed Limits</p> <p>Part of Phase 3 Countywide 20mph Speed Limit Project.</p>	Delegated Decisions by Cabinet Member for Transport Management, 2024/188 - Cabinet Member for Transport Management
<p>▪ East Challow: Proposed 20mph Speed Limits</p> <p>Part of Phase 3 Countywide 20mph Speed Limit Project.</p>	Delegated Decisions by Cabinet Member

	for Transport Management, 2024/184 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Shenington with Alkerton: Proposed 20mph Speed Limits Part of Phase 3 Countywide 20mph Speed Limit Project. 	Delegated Decisions by Cabinet Member for Transport Management, 2024/178 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Rotherfield Peppard: Proposed 20mph Speed Limits Part of Phase 3 Countywide 20mph Speed Limit Project. 	Delegated Decisions by Cabinet Member for Transport Management, 2024/177 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Wheatley: Proposed 20mph Speed Limits Part of Phase 3 Countywide Speed Limit Project. 	Delegated Decisions by Cabinet Member for Transport Management, 2024/175 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Holton: Proposed 20mph Speed Limit Extension Part of Phase 3 Countywide 20mph Speed Limit Project. 	Delegated Decisions by Cabinet Member for Transport Management, 2024/174 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Shutford: Proposed 20mph Speed Limits Part of Phase 3 Countywide 20mph Speed Limit Project 	Delegated Decisions by Cabinet Member for Transport Management, 2024/169 - Cabinet Member

	for Transport Management
<ul style="list-style-type: none"> ▪ Proposed 20mph & 30mph Speed Limit - Bloxham, Grove Rd/ Ells Lane, Bloxham To seek a decision on proposed speed limit changes in Bloxham. 	Delegated Decisions by Cabinet Member for Transport Management, 2024/292 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Proposed Puffin Crossing - A417 Reading Road, West Hendred As a result of road safety concerns raised regarding access for residents, and in particular school children, to and from the bus stops located on either side of the A417 Reading Road in the vicinity of the junction with The Greenway, it is proposed to provide a Puffin (signal controlled) crossing. 	Delegated Decisions by Cabinet Member for Transport Management, 2024/302 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Goddington: Proposed 20mph Speed Limits Part of Phase 3 Countywide 20mph Speed Limit Project. 	Delegated Decisions by Cabinet Member for Transport Management, 2024/161 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Charlbury Proposed Parking Scheme (2024) To seek approval for the introduction of parking measures in the centre of Charlbury with an aim of managing commuter parking. 	Delegated Decisions by Cabinet Member for Transport Management, 2024/334 - Cabinet Member for Transport Management

Delegated Decisions by Cabinet Member for Infrastructure & Development Strategy, 12 December 2024

<ul style="list-style-type: none"> ▪ Infrastructure Delivery: Professional and Technical Services Framework To seek approval to enter into a professional and technical services framework and to delegate authority for the award of the professional and technical services framework to the Director of Environment and Highways. 	Delegated Decisions by Cabinet Member for Infrastructure & Development Strategy,
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	2024/321 - Cabinet Member for Infrastructure and Development Strategy
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Delegated Decisions by Cabinet Member for Adult Social Care, 17 December 2024

<ul style="list-style-type: none">▪ Technology Enabled Care Procurement of new TEC service from April 2025.	Delegated Decisions by Cabinet Member for Adult Social Care, 2024/288 - Cabinet Member for Adult Social Care
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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: Circular Economy Strategy

Lead Cabinet Member(s): Cllr Dr Pete Sudbury, Deputy Leader of the Council with Responsibility for Climate Change, Environment & Future Generations

Date response requested:² 18 June 2024

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. That the Council should arrange for improved communications, particularly about reuse, at Household Waste and	Accept	Oxfordshire has one of the highest recycling rates in England, and also one of the lowest residual waste arisings/head. This means residents are good at recycling, but also not producing waste in the first place. To support residents Oxfordshire County

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>Recycling Centres and in publicity about the same;</p>		<p>Council (OCC) has an active presence on social media, providing regular hints, tips and information on how people can reduce, reuse and repair, run events with the district councils like Oxfordshire reuses, have a look up tool on our website – the waste wizard, that tells residents where an item can be repaired or donated before providing information on which bin it goes in.</p> <p>OCC has also supported the Community Action Group network for over 20 years. That support has helped 4 libraries of things to be established across the county enabling people to borrow rather than buy items which they do not need that often, and in 2023/24 over 260 repair events were held enabling residents to source free or low cost repairs for electricals, textiles and bikes.</p> <p>At HWRCs charity permits are granted to those reusing household goods to enable them to easily and legally dispose of items that they cannot reuse, and reusable goods deposited at the HWRCs are taken to be sold by our contractor out of county.</p> <p>In response to this recommendation we will ensure that we do further promotion of the waste wizard on site, and advertise the repair café website near the electricals recycling bins at HWRC sites.</p> <p>Oxfordshire based reuse will form part of the next HWRC contract (to start in Oct 2027). Our sites are currently very space constrained and do not have the room required for onsite reuse (and associated parking), we will seek to incorporate onsite reuse as we deliver our HWRC infrastructure strategy and expand or replace sites, and investigate offsite, in county, reuse until that is possible.</p>
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Overview & Scrutiny Recommendation Response Pro forma

<p>2. That the Council should ensure that the outworking of the Circular Economy Strategy results in reduced costs and can demonstrate the scale of savings achieved;</p>	<p>Partially accept</p>	<p>When fully embedded, the transition of OCC to a Circular Economy will support a fair economy, keeping resources local, driving economic resilience and generating jobs and skills for people within Oxfordshire, it will help to create healthier and more connected communities, supporting residents to be independent and healthier for longer, it will enable a more resilient council, less exposed to global market fluctuations, and it will help us meet our net zero goals, reducing the impact of a changing climate on our residents. A circular council helps us become a place shaper of choice and meet our doughnut economic aspirations, ensuring that the needs of residents are met within planetary limits.</p> <p>This transition will ultimately result in stronger, healthier and more resilient localities and OCC delivering both savings and cost avoidance outputs. However, it will take time and investment to reach this state. Full transition requires reframing our relationship with 'stuff' on a fundamental level; changing attitudes and approaches so that borrowing, repairing and second hand becomes the norm. This will require sustained national communications whilst competing against private sector organisations that will continue to be keen to get us to purchase more new items.</p> <p>The transition to a Circular Economy will result in savings, however these may not all accrue to OCC, and not all the savings and benefits are currently able to be captured and audited. The metrics to fully measure the impact of the interplay between different interventions and polices are not yet fully developed and validated (for example how a repair café can help increase connectivity within communities, both avoiding waste, and reducing isolation and associated public health consequences) and OCC is aiming to link with think tanks and researchers in this</p>
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Overview & Scrutiny Recommendation Response Pro forma

		<p>space to enable better understanding and quantification of activities.</p> <p>In developing the strategy and action plan officers have been aware of the current state of Local Government finances. Action plan delivery will be based upon business cases so that OCC has visibility of the costs and benefits associated with change.</p>
<p>3. That the Council should work to introduce cross-border arrangements with neighbouring authorities so that Oxfordshire residents can use Household Waste and Recycling Centres outside the county;</p>	<p>Partially accept.</p> <p>Not totally within our gift to deliver</p>	<p>All of Oxfordshire’s neighbouring local authorities have introduced restrictions on cross border usage of their HWRCs in recent years as part of their own financial planning process.</p> <p>OCC has investigated the opportunities around joint working to allow our residents to continue to use sites outside of Oxfordshire for free, but this has not been financially possible to achieve at the current time. We remain open to discussions and are happy to explore ideas to achieve sustainable and best value services for Oxfordshire residents, while being mindful of both our financial situation, and that of other parties. Any changes will be subject to an EQIA and CIA and a full business case to demonstrate benefits and costs.</p>
<p>4. That the Council should make explicit its role in the Circular Economy Strategy as a lead partner and set out how it will build partnerships both within the county and across county borders.</p>	<p>Accept</p>	<p>OCC has already attended a Future Oxfordshire Partnership meeting to discuss the development of a countywide strategy and are working with the Local Enterprise Partnership to determine how both Doughnut Economics and the Circular Economy can be embedded into their programme. As part of the Pan-regional Partnership we have worked to update the environmental principles including those that underpin a Circular Economy approach. As a county authority OCC is one of the leaders in this sphere and is keen to keep innovating as we transition.</p>

Overview & Scrutiny Recommendation Response Pro forma

		Through the ORWP and our role on several national working groups we will continue to promote the circular agenda, and the role that Oxfordshire, and other Local Authorities can have in shaping the narrative.
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