

Public Document Pack

To: Members of the Cabinet

Notice of a Meeting of the Cabinet

Tuesday, 18 September 2012 at 2.00 pm

County Hall, Oxford, OX1 1ND

Joanna Simons

Joanna Simons
Chief Executive

September 2012

Contact Officer: **Sue Whitehead**
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<i>Councillors</i>	Membership
Ian Hudspeth	- <i>Leader of the Council</i>
Rodney Rose	- <i>Deputy Leader of the Council</i>
Arash Fatemian	- <i>Cabinet Member for Adult Services</i>
Nick Carter	- <i>Cabinet Member for Business & Communications</i>
Louise Chapman	- <i>Cabinet Member for Children & the Voluntary Sector</i>
Melinda Tilley	- <i>Cabinet Member for Education</i>
C.H. Shouler	- <i>Cabinet Member for Finance</i>
Hilary Hibbert-Biles	- <i>Cabinet Member for Growth & Infrastructure</i>
Mrs J. Heathcoat	- <i>Cabinet Member for Safer & Stronger Communities</i>
Kieron Mallon	- <i>Cabinet Member for Police & Policies</i>

The Agenda is attached. Decisions taken at the meeting will become effective at the end of the working day on Wednesday 26 September 2012 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: 16 October 2012

Declarations of Interest

The duty to declare.....

Under the Localism Act 2011 it is a criminal offence to

- (a) fail to register a disclosable pecuniary interest within 28 days of election or co-option (or re-election or re-appointment), or
- (b) provide false or misleading information on registration, or
- (c) participate in discussion or voting in a meeting on a matter in which the member or co-opted member has a disclosable pecuniary interest.

Whose Interests must be included?

The Act provides that the interests which must be notified are those of a member or co-opted member of the authority, **or**

- those of a spouse or civil partner of the member or co-opted member;
- those of a person with whom the member or co-opted member is living as husband/wife
- those of a person with whom the member or co-opted member is living as if they were civil partners.

(in each case where the member or co-opted member is aware that the other person has the interest).

What if I remember that I have a Disclosable Pecuniary Interest during the Meeting?

The Code requires that, at a meeting, where a member or co-opted member has a disclosable interest (of which they are aware) in any matter being considered, they disclose that interest to the meeting. The Council will continue to include an appropriate item on agendas for all meetings, to facilitate this.

Although not explicitly required by the legislation or by the code, it is recommended that in the interests of transparency and for the benefit of all in attendance at the meeting (including members of the public) the nature as well as the existence of the interest is disclosed.

A member or co-opted member who has disclosed a pecuniary interest at a meeting must not participate (or participate further) in any discussion of the matter; and must not participate in any vote or further vote taken; and must withdraw from the room.

Members are asked to continue to pay regard to the following provisions in the code that *“You must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself”* or *“You must not place yourself in situations where your honesty and integrity may be questioned.....”*.

Please seek advice from the Monitoring Officer prior to the meeting should you have any doubt about your approach.

List of Disclosable Pecuniary Interests:

Employment (includes *“any employment, office, trade, profession or vocation carried on for profit or gain”*.), **Sponsorship, Contracts, Land, Licences, Corporate Tenancies, Securities.**

For a full list of Disclosable Pecuniary Interests and further Guidance on this matter please see the Guide to the New Code of Conduct and Register of Interests at Members' conduct guidelines. <http://intranet.oxfordshire.gov.uk/wps/wcm/connect/occ/Insite/Elected+members/> or contact Rachel Dunn on (01865) 815279 or Rachel.dunn@oxfordshire.gov.uk for a hard copy of the document.

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

AGENDA

1. Apologies for Absence

2. Declarations of Interest

- guidance note opposite

3. Minutes (Pages 1 - 14)

To approve the minutes of the meeting held on 17 July 2012 (**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

6. Proposal to Expand Botley School, Oxford (Pages 15 - 34)

Cabinet Member: Education

Forward Plan Ref: 2012/089

Contact: Diane Cameron, School Organisation Officer Tel: (01865) 816445

Report by Director for Children's Services (**CA6**).

At the request of the Local Authority, Botley School admitted an additional class (15 places) of F1 (Reception) class pupils in September 2010 to meet demand for pupil

places within Oxford city. Demand for pupil places across Oxford city has risen very sharply and the expectation is that the rise in pupil numbers will be sustained. Similarly, the West Oxford partnership of schools, of which Botley School is a member, lies both within and on the outskirts of Oxford itself and is experiencing very high demand for places. Plans for additional housing within the school's catchment area are included in the draft Vale of White Horse Local Plan, and the district's current housing projections indicate over 500 homes are expected to be built in the area over the next six years, with significant developments already approved or underway.

The proposal to expand Botley School to 2 forms of entry is one part of the county council's strategy to meet the need for primary school places in Oxford and its immediate surrounds.

Cabinet is RECOMMENDED to approve the publication of a statutory notice for the expansion of Botley School, Oxford.

7. New Academies and Free Schools in Oxfordshire - Creating New Schools to Meet Housing Growth Post Education Act 2011 (Pages 35 - 52)

Cabinet Member: Education

Forward Plan Ref: 2012/105

Contact: Allyson Milward, Academies Manager Tel: (01865) 816447

Report by Director for Children's Services (**CA7**).

In the next five years the authority is likely to have to procure a number of new schools due to planned housing growth. The Education Act 2011 determined that all new schools should be academies or Free schools unless no sponsor can be found by the authority or DfE. Existing legislation which deals with the creation of new maintained schools is no longer applicable to the Authority's decision making process. The authority has embraced the idea of academies and seeks to identify the best provision it can for school places in Oxfordshire.

The purpose of this report is to set out procedures which will allow the authority to identify preferred providers, by agreement with the Secretary of State, to open new academies or free schools for the benefit of local communities. The DfE has recently issued guidance on procedures for local authorities in this matter and the proposed system to be used by the County Council based upon this guidance, along with the outcome of consultation with interested parties, is set out in the report.

Cabinet is RECOMMENDED to approve the process to identify academy and free school providers for new schools in Oxfordshire.

8. 2012/13 Financial Monitoring & Business Strategy Delivery Report - July 2012 (Pages 53 - 90)

Cabinet Member: Finance

Forward Plan Ref: 2012/064

Contact: Kathy Wilcox, Principal Financial Manager Tel: (01865) 323981

Report by Assistant Chief Executive & Chief Finance Officer (**CA8**).

This report focuses on the delivery of the Directorate Business Strategies which were agreed as part of the Service and Resource Planning Process for 2012/13 – 2016/17. Parts 1 and 2 include projections for revenue, reserves and balances as at the end of July 2012. The Capital monitoring is included at Part 3.

The Cabinet is RECOMMENDED to:

- (a) **note the report;**
- (b) **approve the virement requests set out in Annex 2a;**
- (c) **Agree the transfer of the LACSEG refund to the Efficiency Reserve as set out in paragraph 23;**
- (d) **Agree the creation of new reserves as set out in Annex 3b;**
- (e) **Agree the change of use of the Learning Disabilities underspend from 2011/12 as set out in paragraph 29;**
- (f) **Agree the bad debt write off as set out in paragraph 25;**
- (g) **note the updated Treasury Management lending list at Annex 7;**
- (h) **Approve the changes to the Capital Programme in Annex 8c.**

9. Business Strategy and Service & Resource Planning Report for 2013/14 - 2017/18 - September 2012 (Pages 91 - 112)

Cabinet Member: Finance

Forward Plan Ref: 2012/065

Contact: Lorna Baxter, Assistant Chief Finance Officer Tel: (01865) 323971

Report by Assistant Chief Executive & Chief Finance Officer (**CA9**).

This report is the first in a series on the Service & Resource Planning process for 2013/14 to 2016/17, providing councillors with information on budget issues for 2013/14 and the medium term. The report presents the known and potential financial issues for 2013/14 and beyond which impact on the existing Medium Term Financial Plan (MTFP), the assumptions on which the current MTFP is based and proposes a process for Service & Resource Planning for 2013/14 including a timetable of events.

Cabinet is RECOMMENDED to:

- (a) **Note the report;**
- (b) **approve the Service and Resource Planning process for 2013/14.**

10. Staffing Report - Quarter 1 (Pages 113 - 118)

Cabinet Member: Deputy Leader

Forward Plan Ref: 2012/066

Contact: Sue Corrigan, Strategic HR Manager Tel: (01865) 810280

Report by Head of Human Resources (**CA10**).

This report gives an update on staffing numbers and related activity during the period 1 April 2012 to 30 June 2012. It gives details of the agreed staffing numbers and

establishment at 30 June 2012 in terms of Full Time Equivalents. These are also shown by directorate in Appendix 1. In addition, the report provides information on vacancies and the cost of posts being covered by agency staff.

The report also tracks progress on staffing numbers since 1 April 2010 as we implement our Business Strategy.

The Cabinet is RECOMMENDED to:

(a) note the report;

(b) confirm that the Staffing Report meets the Cabinet's requirements in reporting and managing staffing numbers.

11. Forward Plan and Future Business (Pages 119 - 120)

Cabinet Member: All

Contact Officer: Sue Whitehead, Committee Services Manager (01865 810262)

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 **CA11**. 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.

Agenda Item 3

CABINET

MINUTES of the meeting held on Tuesday, 17 July 2012 commencing at 2.00 pm and finishing at 4.28 pm

Present:

Voting Members: Councillor Ian Hudspeth – in the Chair

Councillor Arash Fatemian
Councillor Nick Carter
Councillor Louise Chapman
Councillor Melinda Tilley
Councillor Kieron Mallon
Councillor Hilary Hibbert-Biles
Councillor Mrs J. Heathcoat

Other Members in Attendance:

Councillor M Altaf-Khan (Agenda Items 7 & 8)
Councillor Janet Godden (Agenda Item 12)
Councillor Charles Mathew (Agenda Item 16)
Councillor Zoe Patrick (Agenda Items 6 & 16)
Councillor Charles Shouler (Agenda Item 14)
Councillor Michael Wayne (agenda item 8 & 14)

Officers:

Whole of meeting: Joanna Simons, Chief Executive; Sue Whitehead (Chief Executive's Office)

Part of Meeting:

Item	Name
6	Dave Etheridge, Chief Fire Officer; Colin Thomas, Deputy Chief Fire Officer
7	Jim Leivers, Director for Children's Services; Frances Craven, Deputy Director – Education & Early Intervention
8	Jim Leivers, Director for Children's Services; Frances Craven, Deputy Director – Education & Early Intervention
9	Hannah Doney (Corporate Finance)
10	Kathy Wilcox (Corporate Finance)
11	Huw Jones, Director for Environment, Economy & Customer Services
12	Jim Leivers, Director for Children's Services; Jonathan McWilliam, Director for Public Health
13	Barbara Chillman (Children, Young People & Families)
14	Barbara Chillman (Children, Young People & Families)
15	Barbara Chillman (Children, Young People & Families)

The Committee 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.

79/12 APOLOGIES FOR ABSENCE

(Agenda Item. 1)

Apologies were received from Councillor Rodney Rose.

80/12 DECLARATIONS OF INTEREST

(Agenda Item. 2)

Councillor Nick Carter commented that in respect of Item 7 although he had no disclosable pecuniary interest he would abstain from voting as the company his wife worked for was mentioned briefly in the report.

81/12 MINUTES

(Agenda Item. 3)

The Minutes of the meeting held on 19 June 2012 were approved and signed.

82/12 QUESTIONS FROM COUNTY COUNCILLORS

(Agenda Item. 4)

Councillor Janet Godden **had** given notice of the following question to Councillor Rose:

“What has been the total cost of the work to realign the junction at the A34 slip road / West Way / North Hinksey Lane? If section 106 monies have been used, what alternative eligible local schemes could these have been used for?”

Councillor Rose replied:

Question

- What has been the total cost of the work to realign the junction at the A34 slip road / West Way / North Hinksey Lane?

Answer

The capital budget for the scheme is £248,232. The scheme has just finished on site and so the final (outturn) cost of the scheme is not yet available as some bills have yet to be received.

Question

- If section 106 monies have been used, what alternative eligible local schemes could these have been used for?’

Answer

The scheme is being fully funded from S106 developer contributions. The proposed funding of the scheme this year will come from a variety of S106 funds comprising around (because the actual cost is not yet available one can't be specific)

- £198k from development sites within North Hinksey, Botley and along Cumnor Hill and
- £50k from development sites within Oxford.

Because the various S106 agreements (the funds from which are to be put towards the cost of the West Way improvements) are not tying contributions towards specific named/identified schemes it is not practical to identify a specific list of alternative schemes to which the contributions could be used.

But any such alternative eligible schemes would need to fall within the scope of:

- Transport infrastructure between Botley and Oxford City Centre and/or
- Measures/aims within the Oxford Transport Strategy and/or
- Traffic management/highway safety measures in the vicinity of such as North Hinksey Lane

Councillor Zoe Patrick had given notice of the following question to Councillor Carter:

“Why did the Council contract out the school admissions work to Capita who subsequently failed to provide a good service to the residents of Oxfordshire who did not receive responses to their emails? This was made worse by subsequent telephone calls to the council not being answered. Is there not sufficient capacity in the service?”

Councillor Carter replied:

"I should start by clarifying the precise nature of our connection with Capita in relation to the admissions issues you raise. No admissions functions have been contracted out but the directorate does use Capita software for the administration of school admissions (which assists in the process of logging, processing, allocating and, if it works as it should, advising parents of places allocated).

The regrettable failure of the Capita system earlier this year to send out automatic confirmation e-mails to about 6,500 families compounded the challenge that was already being faced as result of a significantly increased number of children in the cohort (an increase of over 500 from last year) in parallel with a much smaller number of surplus places. There has been a steady increase in the number of applications to be processed over the last 5 years (rising from 12117 in 2007 to 14131 in 20110) but during this time the size of the admissions team has remained the same

The Directorate recognises that the service provided for customers this year has not been good enough and is taking steps to remedy the position. Two additional posts will be recruited to the Customer Services Centre (CSC) to provide a better 'front line' response service to parents when the CSC will be able to assist with aspects of the Admissions function later this year."

Supplementary: Councillor Patrick referred to problems with highways enquiries and Councillor Carter undertook to investigate, involving Councillor Rose and to respond to Councillor Patrick.

Councillor Jenny Hannaby had given notice of the following question to Councillor Fatemian:

"At the Council meeting on 10 July during consideration of the Cabinet report to Council a question was put to Deputy Leader Councillor Rodney Rose by Councillor Alan Armitage regarding the Corporate Plan Performance and Risk Management report for the Fourth Quarter 2011/12.

The report indicates some areas are not meeting their targets. Councillor Armitage asked if Councillor Rose was confident that all targets will be met. Councillor Rose answered Yes without further comment.

My question to Cabinet Member for Adult Services and Public Health Councillor Arash Fatemian is can he confirm he agrees with this statement, and if so, is he confident that the delayed transfer of care target will also be met."

Councillor Fatemian replied:

"Delayed Transfers of Care have steadily reduced between April and June 2012. The figures for the end of June were 148, compared to 182 at the end of March. As reported at the Health and Overview Scrutiny Committee targets have been agreed across the local health and social care system to reduce delays to

- 146 delays at July 1st
- 103 by September 30th
- 72 by January 10th, 2013
- Monthly average of 72 by March 31st 2013

These targets should ensure Oxfordshire is no longer in the bottom quartile of authorities.

We are currently 1% off hitting the first target which is well within the fluctuations that happen from week to week. This means that it was quite reasonable for Councillor Rose to respond as he did."

Supplementary: Councillor Hannaby sought assurances that patients released would receive care at home or care in a nursing home as

appropriate. Councillor Fatemian gave an assurance that no-one would be fast tracked unless appropriate care packages were in place.

83/12 PETITIONS AND PUBLIC ADDRESS

(Agenda Item. 5)

The following requests to address the meeting had been agreed

- Item 6 – Councillor Dr Paul Bryant, Royal Berkshire Fire Authority;
Councillor Zoe Patrick, Opposition Leader;
Rachel Dobson,
- Item 7 – Councillor M Altaf-Khan, Shadow Cabinet Member for Education;
- Item 8 – Councillor Michael Waine, Chairman of Children’s Services Scrutiny Committee;
Councillor M Altaf-Khan, Shadow Cabinet Member for Education;
- Item 12 – Councillor Janet Godden, Shadow Cabinet Member for Children & the Voluntary Sector;
- Item 13 - Dr Annabel Kay, Head at The Warriner School;
- Item 14 – Councillor Charles Shouler, speaking as a local member;
Councillor Michael Waine, speaking as a local member;
Damian Booth Head at St Edburg’s School;
- Item 16 - Councillor Zoe Patrick, Opposition Leader;
Councillor Charles Mathew, speaking as a local member.

Councillor Michael Waine, speaking as a local Councillor spoke in support of the proposal under Agenda Item 14 for the permanent expansion of St Edburg’s CE (A) Primary School, Bicester and the alteration to its lower age range with effect from 1 September 2014.

84/12 FUTURE ARRANGEMENTS FOR CALL RECEIPT, MOBILISING & INCIDENT MANAGEMENT FOR OXFORDSHIRE COUNTY COUNCIL FIRE & RESCUE SERVICE

(Agenda Item. 6)

Cabinet considered a report seeking approval to The Thames Valley Fire Control Service (TVFCS) programme which would deliver a single joint control room with a fully functional secondary control room and “remote buddy” Fire and Rescue Service.

Councillor Dr Paul Bryant, Royal Berkshire Fire Authority and Chairman of the Joint Sponsoring Group spoke in support of the proposals commenting that money would be saved and facilities improved by combining services. He paid tribute to the work of the members and officers involved in the Sponsoring Group.

Councillor Zoe Patrick, Opposition Leader, gave personal thanks to Dave Etheridge for providing a thorough briefing. She commented that the report was comprehensive and that as a Group the Liberal Democrats were

pleased that the national project had been dropped. Councillor Patrick highlighted areas of concern including that the financial consequences and governance of the proposed Programme had to be worthwhile. It should retain and exploit local knowledge and she hoped that this would be helped by having the secondary control room in Kidlington. She felt that the consultation could have been handled better and queried the choice of location for the public meetings. Going forward the Programme needed to be handled sensitively with staff receiving guidance and support. They would be essential to efficient working during the transition and in the future.

Rachel Dobson, Fire Brigade Union, expressed grave concerns that a single joint control room would be able to cope. She opposed the proposals that would affect operational support and impacted on work vital to the efficient running of the service. Ms Dobson highlighted the nature of the role they undertook which included, round the clock responses to: crewing problems, resource management, responding to large public events, emergency road closures and severe weather. She stated that the FBU wished to see a report commissioned to identify the operational support work and that the decision to proceed be deferred until that report was available.

Responding to a question about whether they viewed that the management of resources would be less possible from the new centre, Ms Dobson replied that Berkshire did not cover retained stations as the Oxfordshire Centre did. There would not be enough staff on duty in the joint control room to deal with the fluid crewing situation. There would be half the staff doing twice the duty.

Councillor Judith Heathcoat, Cabinet Member for Safer and Stronger Communities introduced the report, stressing that it was the result of a public and transparent process. She outlined the reasons for recommending that the Programme be agreed and highlighted that the proposed location of the joint control room had been chosen on completely objective grounds. Staff from both authorities would have the same opportunity to apply for jobs in the new control room. She added that wherever possible compulsory redundancy would be avoided and that the direction they were taking was not unique but was a path being followed by others.

Dave Etheridge, Chief Fire Officer, added that improvement for the public was the primary driver. The programme would deliver increased resilience. With regard to workload they had been successful in dramatically reducing the number of incidents and he was confident this would continue. The numbers of incidents was not the whole story as the FBU did not recognise the impact that use of new technology would make. In terms of local knowledge the combined area was still less than some other single services. The technology would identify where calls were coming from.

Mr Etheridge recognised that with non incident related activity there would be significant work needed to align work practices. This was referred to in paragraph 21 and formed a major part of the project.

He confirmed that there would be financial benefits to be gained alongside the prime mover of improved service/resilience.

Mr Etheridge paid tribute and gave thanks to the control room staff who had faced a long period of uncertainty. The Programme would be in place by 2014 and they were committed to enabling staff to compete on a completely level playing field for the jobs available and to providing training opportunities.

During lengthy debate Cabinet:

- thanked local Brigades, including Chipping Norton and referred to the importance of not losing retained staff;
- explored with officers the work needed to ensure operational alignment of work practices;
- recognised that there would be staff across both services that will need support. OCC was a big organisation and an exemplary employer.
- received information on the role of the secondary control room and on the difference between voice and data calls;
- queried what would happen if response times were to drop and stressed the importance of monitoring.

Cabinet Members asked that regular monitoring reports be submitted and the Chief Fire Officer confirmed that regular reports would be submitted to the Safer & Stronger Communities Scrutiny Committee

RESOLVED:

Subject to:-

1. the decision of the Royal Berkshire Fire Authority to approve the relocation of the Royal Berkshire Fire and Rescue Service HQ site from Dee Road, Reading, to Calcot, West Berkshire, and
2. the approval of Royal Berkshire Fire Authority's subsequent decision to proceed with the TVFCS Programme,

to:-

- (a) Approve the progression of the programme to create a joint control room with Royal Berkshire Fire Authority
- (b) Confirm the future location of the primary control room as Calcot, Berkshire
- (c) Confirm the future location of the secondary control room as Kidlington, Oxfordshire
- (d) Approve the apportionment methodology
- (e) Approve the creation of the a Joint Committee and the underpinning legal arrangements
- (f) Delegate to the Chief Fire Officer:-
 - i. authority to sign the legally binding programme partnership agreement which will include the decision of the lead authority for employment matters

- ii. authority to sign the legally binding steady state partnership agreement
- iii. the identification of and arrangements with the remote buddy FRS
- (g) Require the Programme Sponsoring Group to ensure the human resources strategy maximises the opportunities to support control staff throughout the programme
- (h) Require the Chief Fire Officer to ensure business continuity plans are in place to maintain the continued effectiveness of the respective control room up to the point of transition into the single joint control
- (i) Require the Chief Fire Officer to support the appointed Members' of the TVFCS Joint Committee to provide strategic direction and track benefit realisation.

85/12 ACADEMIES STRATEGY - IMPROVING EDUCATIONAL PROVISION IN OXFORDSHIRE THROUGH THE DEVELOPMENT OF ACADEMIES

(Agenda Item. 7)

Cabinet considered a report seeking approval to a policy statement regarding Academies, key principles and the project approach needed to implement the policy and principles.

Councillor M. Altaf-Khan, Shadow Cabinet Member for Education stated that he had previously expressed his concerns around this issue. He was grateful to the Cabinet Member for Education for being willing to discuss the matter with him. He welcomed the seminar that had been held but commented that there had been insufficient time for questions and that some members would have been interested to hear how multi-Trust academies would work. He added that the commercial market place may be cheap but could be unreliable. There was a dilemma there for schools and his local school was not very clear about how services will move forward. Responding to a comment from Councillor Mallon, Councillor Altaf-Khan stated that services could be better but what was needed was a clear plan if services were not better.

Councillor Melinda Tilley, Cabinet Member for Education, introduced the report referring to the fast moving nature of the process. She stressed that the Government had made it clear that they expect all schools will become academies and it was therefore up to the Council to provide information. This would enable schools and particularly primary schools that were somewhat nervous of the process to make a decision based on knowledge. She was willing to consider holding more seminars if needed.

Responding to a comment from Councillor Hilary Hibbert-Biles, the Cabinet Member for Education confirmed that the Council had always said it would protect rural schools and in this context the best way to ensure that was through collaborative Trusts.

RESOLVED: to:

- (a) note the progress made since its last report in February 2012.
- (b) approve the Policy in relation to Academies at Annex 1, and in particular the headline position which is:
 - The County Council wishes to support all schools to become academies. The Council recognises that this is a process and some schools will be at different stages in taking this step.
 - The Council wishes to encourage Governing Bodies and the leadership of the school (Headteachers and leadership teams) to consider how they might become an academy as part of a larger group of schools. This is to ensure that schools are not isolated and are mutually supportive of each other in raising attainment standards.
 - The Council will ensure that support services for schools continue to be available, whether they are provided in-house or through the commercial market place. We will not seek to retain them in-house unless there is strategic value in doing so, but will work with schools to ensure they have access to services.

86/12 EDUCATION STRATEGY

(Agenda Item. 8)

The Education Strategy is designed to support a transformation shift in standards across the county's schools. Cabinet considered a report that provided details on the progress that has been made on the Education Strategy since Children's Services Scrutiny Committee considered the draft strategy in February 2012, together with information on the key strategic strands and sought approval to the document 'Strategy for Change - Improving Educational Outcomes in Oxfordshire.' Cabinet also considered a note on the outcomes from a discussion of the document at the Children's Services Scrutiny Committee on 12 July 2012.

Councillor Michael Waine, Chairmen of the Children's Services Scrutiny Committee welcomed the alignment of the 2 meetings so that he could speak to cabinet but expressed the unhappiness of the Committee that the document did not get to them until the day before their meeting. Communication was the key to the whole strategy. Buy in from the Schools and ownership from within a school was essential. There was a danger of presumption in any data led exercise and the Board must have the power of challenge and intervention. There was a need for more than an annual report. The targets in the draft were aspirational in the extreme and were now realistic and the Committee would continue to review.

Councillor M. Altaf-Khan noted that the City Schools brought the averages down and felt that the Strategy did not address the issue of English as a second language and how these pupils would be targeted. In response to

questions Councillor Altaf-Kan indicated that he would like to see a targeted campaign aimed at helping those pupils with English as a second language. Councillor Hudspeth replied that they were working with the City Council on a range of wider issues that affected attainment such as housing.

During discussion the respective roles of Headteachers and School Governors and the Council were highlighted. In particular the Local Authority had a role in respect of vulnerable learners.

RESOLVED: to agree the Strategy for Change – Improving Educational Outcomes in Oxfordshire.

87/12 TREASURY MANAGEMENT 2011/12 OUTTURN

(Agenda Item. 9)

Cabinet considered a report that set out the Treasury Management activity undertaken in the financial year 2011/12 in compliance with the CIPFA Code of Practice. The report included Debt and Investment activity, Prudential Indicator Outturn, changes in Strategy, and interest receivable and payable for the financial year.

RESOLVED: to note the report, and to **RECOMMEND** Council to note the Council's Treasury Management Activity in 2011/12.

88/12 2012/13 FINANCIAL MONITORING & BUSINESS STRATEGY DELIVERY REPORT - MAY 2012

(Agenda Item. 10)

Cabinet considered a report that focussed on the delivery of the Directorate Business Strategies which were agreed as part of the Service and Resource Planning Process for 2012/13 – 2016/17. It included projections for revenue, reserves and balances as at the end of May 2012 and amendments to the 2011/12 Statement of Accounts that changed the Revenue and Capital Outturn Report considered by Cabinet on 19 June 2012. The report also included Capital monitoring and the Capital Programme Update.

RESOLVED: to:

- (a) note the report;
- (b) approve the virement requests set out in Annex 2a;
- (c) note the updated Treasury Management lending list at Annex 7;
- (d) approve the updated Capital Programme at Annex 9 and the associated changes to the programme in Annex 8c.
- (e) note the updated position for the 2011/12 revenue and capital outturn and the updated position on balances and reserves.

89/12 WITNEY THE WAY FORWARD

(Agenda Item. 11)

Cabinet considered a report that set out the proposed actions following the Secretary of State's decision not to confirm the Compulsory Purchase Order and Side Roads Order for the Cogges Link Road following the Public Inquiry.

Huw Jones, Director for Environment, Economy & Customer Services stressed that he would be talking to key interest groups. He referred to a letter he had received on behalf of the developers setting out their position on a number of matters and indicating that the Council was seeking Counsel's advice.

During discussion Cabinet expressed disappointment over the position taken by the developers. Cabinet emphasised the need to move forward working with all parties to improve traffic conditions for all

RESOLVED: to:

- (a) note the decision not to pursue the extant planning permission in light of the outcome of the Public Inquiry into the Compulsory Purchase Order and Side Roads Orders;
- (b) affirm its commitment to work in partnership with West Oxfordshire District Council to develop and deliver an affordable alternative transport strategy for Witney; and
- (c) instruct officers to seek to re-negotiate developer funding agreements that have an imminent longstop date so any monies held can be used to deliver transport infrastructure improvements in Witney.

90/12 DEVELOPING THE THRIVING COMMUNITIES AGENDA

(Agenda Item. 12)

Cabinet considered a report that set out the proposed direction of Oxfordshire's Thriving Families programme in response to the Government's Troubled Families initiative.

Councillor Janet Godden, Shadow Cabinet Member for Children & the Voluntary Sector referred to the negative position nationally and the positive efforts of the Council locally to maximise resources. It was also positive that the Council had gained the status of a Learning Laboratory. She was pleased that the Council had abandoned the Government's title. She was concerned that locally we had missed an opportunity with regard to discretionary criteria and was concerned also that the programme was for payments by results when local people needed the help for the long haul to achieve positive results. The programme was for 3 years and she queried what would happen at the end of that period.

Councillor Chapman, Cabinet Member for Children & the Voluntary Sector in moving the recommendations stressed that the programme was excellent and the intention was to embed it in the way that the Council worked. It

would build on the Family Intervention Service and she was confident that during the 3 years they would be able to make a difference to breaking the cycle of deprivation. Wider Oxfordshire would benefit and not just Oxford and Banbury.

During discussion Cabinet welcomed the approach and stressed their commitment to all families in Oxfordshire in need of help.

RESOLVED: to note and approve the Council's response to the Government's Troubled Families initiative

91/12 ALTERATION OF AGE RANGE AND ESTABLISHMENT OF SIXTH FORM AT THE WARRINER SCHOOL, BLOXHAM

(Agenda Item. 13)

Cabinet considered a report seeking approval to the extension of the age range at The Warriner School, Bloxham to include post-16 provision, and agreed the Stage 1 (Outline Business Case) project delivery budget of £32K to enable the capital project to proceed to Full Business Case.

Dr Annabel Kay, Head teacher at Warriner School spoke in support of the proposal.

RESOLVED: to approve the extension of the age range at The Warriner School, Bloxham to include post-16 provision, and to agree the Stage 1 (Outline Business Case) project delivery budget of £32K to enable the capital project to proceed to Full Business Case.

N.B. As set out under Rule 17(a) of the Scrutiny Procedure Rules, this decision was exempt from Call-In as it was deemed urgent and any delay would have seriously prejudiced the Council's interests, in that the Cabinet's role would be negated by referral to the Schools' Adjudicator if the decision was not taken within two months of the end of the Statutory Notice, in this case being 30 May 2012.

92/12 ST EDBURGS CE AIDED PRIMARY SCHOOL

(Agenda Item. 14)

Cabinet considered a report seeking approval to the permanent expansion of St Edburg's CE (A) Primary School, Bicester and the alteration to its lower age range with effect from 1 September 2014.

Councillor Shouler, as a local Councillor and Mr Damian Booth, Head at St Edburg's School spoke in support of the proposal.

RESOLVED: to approve the permanent expansion of St Edburg's CE (A) Primary School, Bicester and the alteration to its lower age range with effect from 1 September 2014.

N.B. As set out under Rule 17(a) of the Scrutiny Procedure Rules, this decision was exempt from Call-In as it was deemed urgent and any delay

would have seriously prejudiced the Council's interests, in that the Cabinet's role would be negated by referral to the Schools' Adjudicator if the decision was not taken within two months of the end of the Statutory Notice, in this case being 30 May 2012.

93/12 ST EBBE'S CE (A) PRIMARY SCHOOL, OXFORD EXPANSION TO 2FE

(Agenda Item. 15)

Cabinet considered a report outlining the governing body's wish to publish a statutory notice for the expansion of St Ebbe's CE (A) Primary School, Oxford to increase the school admission number (at F1 entry) from 45 to 60.

RESOLVED: to support the governing body's wish to publish a statutory notice for the expansion of St Ebbe's CE (A) Primary School, Oxford.

94/12 APPOINTMENTS 2012/13

(Agenda Item. 16)

Cabinet considered member appointments to a variety of bodies which in different ways supported the discharge of the Council's executive functions.

Councillor Patrick, Opposition Leader, commented that Councillor Godden was the main representative for the Liberal Democrat Group on the Corporate Parenting Panel with Councillor Fooks attending with the permission of the Chairman. She added that the Oxfordshire County Council South Africa Link Group was still active and met regularly. She continued to monitor the reports of the various Member Champions.

Councillor Mathew indicated that his query had been dealt with outside the meeting.

RESOLVED: to agree appointments as set out in the attached Annex to these minutes.

95/12 FORWARD PLAN AND FUTURE BUSINESS

(Agenda Item. 17)

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.

..... in the Chair

Date of signing

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Division(s): North Hinksey & Wytham

CABINET – 18 September 2012

PROPOSAL TO EXPAND BOTLEY SCHOOL, OXFORD

Report by Director for Children’s Services

Introduction

1. Botley School is a primary school for 3-11 year-olds in the west of Oxford. Botley School’s Admission Number was previously 45, but for the September 2012 intake it was published at 60 due to increased demand for pupil places. For the school to permanently expand to accommodate an admission number of 60 the statutory consultation process must be followed, without which the admission number would have to revert to 45. The Local Authority is now following the statutory consultation process.
2. At the request of the Local Authority, Botley School admitted an additional class (15 places) of F1 (Reception) class pupils in September 2010 to meet demand for pupil places within Oxford city. Demand for pupil places across Oxford city has risen very sharply and the expectation is that the rise in pupil numbers will be sustained. Similarly, the West Oxford partnership of schools, of which Botley School is a member, lies both within and on the outskirts of Oxford itself and is experiencing very high demand for places. Plans for additional housing within the school’s catchment area are included in the draft Vale of White Horse Local Plan, and the district’s current housing projections indicate over 500 homes are expected to be built in the area over the next six years, with significant developments already approved or underway.
3. The proposal to expand Botley School is one part of the county council's strategy to meet the need for primary school places in Oxford and its immediate surrounds.
4. By April this year, 60 places had been allocated at the school for September start, reflecting the extremely high level of demand in Oxford. 30 of these were for children whose parents chose it as their first preference. For September 2011, 36 parents chose the school as their first preference, with 45 places offered.
5. The total number of children at the school in years F1 (Reception) to Year 6 is 271 (May 2012 pupil census) as shown below:

Year Group	Reception (F1)	1	2	3	4	5	6
Pupil Number	44	57	31	48	30	33	28

6. There are five statutory stages for a proposal to expand a school:

- i. Consultation;
- ii. publication of a statutory notice;
- iii. representation;
- iv. decision;
- v. implementation.

This proposal has completed the first consultation stage, and a decision is now sought as to whether to proceed to publication of a statutory notice and representation.

The Proposal

7. The proposal is to increase the school's total capacity from its current 315 places in Reception (F1) – Year 6 to a maximum of 420. This will allow the temporary increase in published admission number from 45 to 60 children to be made permanent.
8. To accommodate this growth in pupil numbers, there will need to be some extension of the school's buildings, and a feasibility study is being carried out to examine the options on how the additional spaces might best be provided.

Representations

9. During the Stage 1 consultation phase (11 June 2012 – 23 July 2012) a public meeting was held at the school for parents to discuss their concerns with an officer from the Local Authority (LA) and the Headteacher and governors of Botley School. A consultation leaflet (Annex 1) was sent to parents of children at Botley School, staff, local councillors, other partnership schools and early years providers in the area, libraries and other stakeholders; it was also available to view and download on the Oxfordshire County Council website.
10. 17 responses were received: 10 respondents supported the proposal in principal, while 6 respondents were opposed to the proposal in principal and raised concerns. One respondent was neutral. A formal response was submitted from Botley School's Senior Leadership Team (Annex 3) and from the Governing Body (Annex 4).

The reasons given for supporting the proposal were:

- Need for additional school places for children living in the local area, particularly in view of proposed housing.
- Belief that a growing school has a positive image in its community and is more attractive to local families.
- Belief that the proposed new building works will enhance the current school building and provide purpose-built spaces for learning.
- More children bring extra funding into the school, enabling it to invest in its pupils.

- Ability to teach without mixed-age classes.

The following concerns were raised by respondents:

- Concern that children from outside the designated area for Botley School are being allocated places at the school due to lack of places elsewhere, and that parents living some distance from the school cannot develop a good relationship with school staff, as their children arrive by taxi. Also concern that when places become available nearer to these children's homes, they leave Botley School causing disruption to class organisation and other pupils. Concern about the amount of taxi travel to Botley School with detrimental effect on traffic in the area and outside the school. Concern over the effect on very young children of travelling without a carer to school by taxi and subsequent impact on being ready to learn.

Officer comment: Over 500 new homes have been or are expected to be approved by the Vale of White Horse District Council in the vicinity of Botley School. Without expansion of the school, the children living in these new homes will not be able to be accommodated at the school. As the new homes come "on stream", more and more pupils at Botley School will live within the catchment area and the expectation is that travel to the school from out of catchment children will reduce. The current level of pupils travelling from outside of Botley School's catchment area is a result of extremely sharp increases in school age population within Oxford city and the fact that Botley School was the nearest school to the children's homes with an available place. In addition to this expansion, primary school capacity within Oxford city elsewhere is also being expanded.

It is expected that as the new housing in Botley School's catchment is built, and other schools are expanded, fewer out-of-catchment pupils will be allocated places at Botley and be transported by car. Local children will always be encouraged to use other means of transport, in line with the school's Travel Plan. The expansion of the school buildings would be the subject of Planning scrutiny including that of Highways.

The LA agrees that it is a far from ideal situation to taxi children from other areas to Botley School, but that this was the nearest school with places available to the children's homes and was therefore the best available option to meet the LA's statutory duty to provide school places. Without expansion of Botley School, children moving into the new housing in the area in the future would face a similar situation, as there is unlikely to be sufficient places at the school for them and they would need to be transported elsewhere to receive their education. It is hoped that expansion of other schools in Oxford will mitigate this very real issue of children being brought to Botley by taxi, which clearly upsets the youngest to a sometimes severe degree. This is a situation which the LA seeks to avoid.

- Concern about the challenge to school staff of the school increasing in size.

Officer comment: *The Senior Leadership Team (SLT) at Botley School say in their formal response to this consultation that they have accepted greater numbers of pupils for the last few years “and we as an SLT have managed this change successfully”. They say they “have successfully managed other big strategic changes such as the merger between Elms Rd Nursery School and Botley Primary School extremely well”. The school’s staff believe that they are very capable of managing the increase to the school pupil numbers that a permanent expansion would engender. Additionally, the Governing Body’s response to the consultation says: “We feel confident that the existing staff will be able to adjust to the changes – we have had a fluctuating roll for many years and being able to be adaptable is one of the features of the school. Leadership was recognised by Ofsted in November 2011 as ‘Good’ and we feel that there is good capacity to continue to improve and take on new challenges. Naturally, with additional children on the school roll there will be the need to recruit additional teachers and we are confident that we can accommodate new staff and expand the teaching teams as necessary.”*

- Concern that relocatable “temporary” units would be installed as opposed to permanent classroom construction. Also concern that the current double-sized classrooms (around 100m²) in the school may be divided to create more, smaller rooms.

Officer comment: *The LA’s policy is to include the option of installing relocatable buildings as one of several options for investigation in every feasibility study relating to school expansion. However, there are many factors which may indicate that this option is not appropriate at any individual school, and all projects and schools are different in this regard. The feasibility study being carried out at Botley School has not been finalised but all options must initially be considered, as per the policy, before being discounted.*

Botley School is not alone in being proposed for growth: every Oxford school is being assessed for growth potential and many have grown already or are in the process of doing so. The exceptional pressure we have on primary school places alongside the much reduced funding to meet the consequential accommodation needs means that we have to look very hard at all of the existing spaces within schools, and where possible bring back into use former classroom spaces. Making the very best use of existing space is important to ensure that we maximise the limited resources and target investment equitably. The potential building work at Botley School is the subject of a feasibility study which has not been completed and so no final decisions have yet been made on design.

11. The following questions and concerns were raised during the parents’ meeting at the school and responded to by the LA officer present:
 - As above, concern regarding children currently arriving at the school by taxi.

- Discussion around the scale of proposed housing developments in the catchment area, how this will affect the school and other Oxford schools.
- Discussion around whether if Botley School were an Academy, the growth could still be “insisted” upon.
- Queries around the nature of the building works to the school being proposed.
- Queries about the statutory process and decision-making on the proposal.
- Discussion around the benefits to class organisation of being 2 form entry, and the financial benefits to the school.

Officer comment: The officer present at the meeting responded to all queries and discussions raised with the points set out previously in this document. As schools become academies the Local Authority maintains a statutory responsibility to ensure sufficiency of school places. It is expected that academies would choose to expand in order to meet the needs of its local population. While the Local Authority would not have the power to insist on an academy expanding, it could ask for the Secretary of State to intervene.

12. As concerns in relation to the proposal have been raised, the decision on whether to publish a formal statutory proposal is referred to the Cabinet rather than the Cabinet Member for Schools Improvement.

Making a Decision

13. Sections 18 to 24 of the Education & Inspections Act 2006 and The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended) [“the Prescribed Alterations Regulations”] establish the procedures that must be followed when enlarging school premises. Local authorities also have a duty to have regard to statutory guidance, in this particular case ‘Expanding a Maintained Mainstream School by Enlargement or Adding a Sixth Form: A Guide for Local Authorities and Governing Bodies (“the Guidance”).
14. The Prescribed Alterations Regulations require proposers to consult interested parties and the Guidance lists these at paragraph 1.3. The Cabinet must be satisfied that the statutory consultation has been properly carried out prior to the publication of the notice. Annex 2 provides details of the County Council’s consultation with interested parties that are required to be consulted with under the Prescribed Alterations Regulations. The period of consultation is not prescribed by legislation, although the Guidance recommends a minimum of 4 weeks. The consultation period was in line with the Guidance having run from 11th June 2012 to 23rd July 2012, thereby exceeding the four week minimum requirement. The consultation was therefore carried out in accordance with the Prescribed Alterations Regulations.

15. A decision is now required as to whether to publish formal proposals for this expansion. If approved, a statutory notice would be published, followed by a formal representation period of four weeks. The decision-making power in terms of determining the notice will lie with the Cabinet or the Cabinet Member for School Improvement, and a report will be put to Cabinet if representations are received, for a final decision in due course.

Equality and Inclusion Implications

16. The Equality Impact Assessment of Oxfordshire's Pupil Place Plan (June 2011) identified that increasing school places at the heart of their communities has a positive impact on equalities through promoting social inclusion and minimising barriers to accessing education.

Financial and Staff Implications

17. The direct financial implication of this report is the cost of the statutory process recommended, which is planned for and met within the normal CEF budget provision. There are no significant financial implications or risks at this stage. If the proposal proceeds, following statutory consultation there would be another report to Cabinet in due course seeking a final decision on whether to expand the school.
18. The longer-term financial implications of the current report are linked to the capital works that would be carried out should the proposals be approved. These will be the subject of a separate detailed project approval, and a further paper for decision will follow in due course, in accordance with the Council's capital governance requirements. Resources to assist with demographic issues on school places have already been identified from contributions secured by the County Council to meet the infrastructure needs arising from local housing developments (S106 contributions). There will also be on-costs for the school for additional staff and increased maintenance requirements.
19. Publication of a statutory proposal to expand the school requires confirmation from the county council that funds will be made available for the necessary capital costs should the proposal be finally approved.

RECOMMENDATION

The Cabinet is RECOMMENDED to approve the publication of a statutory notice for the expansion of Botley School, Oxford.

JIM LEIVERS
Director for Children's Services

Contact Officer: Diane Cameron, School Organisation Officer
01865 816445.

August 2012

- Annex 1: Consultation leaflet
- Annex 2: List of parties consulted
- Annex 3: Formal response from Botley School's Senior Leadership Team
- Annex 4: Formal response from Botley School's Governing Body

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Consultation on the proposal to expand Botley School

11 June 2012 – 23 July 2012

**Produced by Oxfordshire County Council and
the Governing Body of Botley School**

**Open meeting at Botley School on
Wednesday 4th July 2012 at 6.30pm (crèche provided)
Your opportunity to discuss with Headteacher, Governor and Local Authority**

About Botley School

Botley School is a community school for children aged 3-11 in the west of Oxford and forms part of the West Oxford partnership of schools. In 2011 the school merged with Elms Road Nursery School to create a single establishment. The governing body of this school also governs the on-site Children's Centre.

The total number of children at the school in years F1 (Reception) to Year 6 is 269 (January 2012 pupil census) as shown below:

Year Group	Reception (F1)	1	2	3	4	5	6
Pupil Number	42	56	31	49	30	33	28

Why are we consulting?

Botley School's Admission Number was previously 45, but for September 2012 intake it was published at 60. However for the school to permanently expand to an admission number of 60 the statutory consultation process must be followed, without which the admission number would have to revert to 45.

At the request of the Local Authority, Botley School admitted an additional class (15 places) of F1 (Reception) class pupils in September 2010 to meet demand for pupil places within Oxford city. Demand for pupil places across Oxford city has risen and the expectation is that the rise in pupil numbers will be sustained. Similarly, the West Oxford partnership of schools, of which Botley School is a member, lies both within and on the outskirts of Oxford itself and is experiencing very high demand for places. Plans for additional housing within the school's catchment area are confirmed in Oxford City Council's Core Strategy.

The proposal is to expand Botley School to become a 2 form entry school with an Admission Number of 60 on a permanent basis. This would bring the number of children on roll at the school up to possibly 420 children (excluding the Nursery).

We think that this is a school at the heart of its community, which should expand to meet local demand. We want to know your views about whether you are happy to see the school grow.

What we want to do

We are planning to increase the school admission number from 45 to 60 on a permanent basis. Although the published admission number for 2013 has already been decided at 60, this admission number can only formally be confirmed as permanent from 2014.

The school has sufficient classroom accommodation to admit 60 Reception (F1) pupils in September 2012. In September 2013, F1 and Years 1, 2 and 3 would have up to 60 children. Gradually the 60 pupil year groups will progress through the school, so that seven years on, all year groups could potentially have 60 pupils.

If, following this consultation, it is decided to permanently change the admission number to 60, there would be a need for more classrooms to be built. A detailed feasibility study in

full consultation with the governing body is well underway, which looks carefully at the school's site and buildings to see how classrooms could best be provided.

Your views

Because of the increase in the proposed size of the school we need to make sure that the proposal is supported locally. This is a two stage process:

Stage One:

Consultation with parents, local schools and others about a permanent change to the admission number to 60. That will take place until 23rd July 2012. You have until that date to respond (see details below).

This consultation is to help inform the plans. The final decision rests with the County Council. If, as a result of the consultation, they want to go ahead with the expansion, Stage Two will follow.

Stage Two:

The County Council will publish a *public notice* in the local paper and at the school. There will then be a *statutory notice period* of 4 weeks, during which you can send any formal objections to the proposal to the County Council. These will be considered by the County Council Cabinet before making a final decision. If you wish to object to the expansion, you must do so during the statutory notice period even if you have already responded to the consultation during Stage One. We currently expect the statutory notice period to be in September / October 2012.

The County Council Cabinet (if there have been objections) or the Cabinet Member for Schools Improvement (if there are no objections) will then make the final decision on this permanent change, and this is currently planned to be in November / December 2012.

How you can respond to this consultation

The information necessary for an informed response is contained in this consultation document, which is also available online at: <http://myconsultations.oxfordshire.gov.uk>

You can respond in one of four ways:

- complete the response form at the back of this document and send it to the address shown on the response form
- respond online at <http://myconsultations.oxfordshire.gov.uk> - go to the *Consultation portal*
- write a letter and send it to the address shown on the response form
- email your response to:
Botley2012-manager@myconsultations.oxfordshire.gov.uk

Parents are asked to complete only one form, even if you have more than one child at the school. Please return your form as soon as possible, but by **23rd July 2012** at the latest.

Consultation on the proposal for the expansion of Botley School, Oxford

I/we wish to make the following comments:

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.....

Signature

Name

Address (optional)

- Parent of a child at Botley School
- Parent of a child at another school
- Parent of a child not yet at school
- Governor/staff at Botley School
- Local resident
- Other (specify)

Tick all that apply

Please return by 23rd July 2012 to:

School Organisation and Planning

FREEPOST OXFORDSHIRE COUNTY COUNCIL

(No stamp required)

Alternative formats of this publication can be made available. These include other languages, large print, Braille, Easy Read, audiocassette, computer disc or email. Please telephone 01865 816454 or email SchoolOrgPlan@oxfordshire.gov.uk

Consultation with interested parties**ANNEX 2**

The Prescribed Alterations Regulations require proposers to consult interested parties and the Guidance lists these at paragraph 1.3. This annex provides details of the County Council's consultation with interested parties that are required to be consulted with under the Prescribed Alterations Regulations.

The governing body of any school which is the subject of proposals (if the LA are publishing proposals)	Consulted through distribution of consultation leaflets (11 June 2012 – 23 July 2012).
The LA that maintains the school (if the governing body is publishing the proposals).	n/a
Families of pupils, teachers and other staff at the school.	Through distribution of consultation leaflets (to families via children) (11 June 2012 – 23 July 2012), and invitation to a meeting for parents of children at the school (4 July 2012).
Any LA likely to be affected by the proposals, in particular neighbouring authorities where there may be significant cross-border movement of pupils.	The proposals are not judged to affect other local authorities.
The governing bodies, teachers and other staff of any other school that may be affected.	Other Oxfordshire schools consulted through online consultation (11 June 2012 – 23 July 2012). Local primary and secondary schools, and early years providers were sent consultation leaflets.
Families of any pupils at any other school that may be affected.	Consulted through online consultation (11 June 2012 – 23 July 2012).
Any trade unions who represent staff at the school; and representatives of any trade union of any other staff at schools who may be affected by the proposals.	Consulted through online consultation (11 June 2012 – 23 July 2012).
(If proposals involve, or are likely to affect a school which has a particular religious character) the appropriate diocesan authorities or the relevant faith group in relation to the school.	Oxford CE diocese and Birmingham and Portsmouth RC dioceses consulted through online consultation and distribution of consultation leaflets (11 June 2012 – 23 July 2012).
The trustees of the school (if any).	n/a
(If the proposals affect the provision of full-time 14-19 education) the Learning and Skills Council	n/a
MPs whose constituencies include the schools that are the subject of the proposals or whose constituents are likely to be affected by the proposals.	Local MP sent a copy of the consultation leaflet.

<p>The local district or parish council where the school that is the subject of the proposals is situated.</p>	<p>Local district and county councillors consulted through distribution of consultation leaflets and online consultation, and Oxford City Council sent consultation leaflet.</p>
<p>Any other interested party, for example, the Early Years Development and Childcare Partnership (or any local partnership that exists in place of an EYDCP) where proposals affect early years provision, or those who benefit from a contractual arrangement giving them the use of the premises.</p>	<p>Members of the School Organisation Stakeholder Group consulted through online consultation and meetings.</p>



Elms Road, Botley, Oxford. OX2 9JZ.

Tel: 01865 248573 Fax: 01865 244127 office.2569@botley.oxon.sch.uk

Headteacher: Ms Alison Marsh Deputy Headteacher: Mr Simon Jackson

Senior Leadership Team Response to 2FE Consultation

In principle we are in favour of the move to 2FE on a permanent basis for the following reasons:

- We have done this for the last few years and we as an SLT have managed this change successfully.
- As a school we have successfully managed other big “strategic changes” such as the merger between Elms Rd Nursery School and Botley Primary School extremely well, to ensure a smooth transition to Botley School opening in September 2011.
- We believe a growing school gives a positive image to the community and therefore will attract more local children than it currently does.
- We are encouraged by the proposed increase in pupil numbers from local new housing developments to fill our current vacant pupil places.
- In consultation with the LA and Mouchel we believe the proposed building of two new permanent classrooms would further enhance the current school building, providing purpose built spaces for learning.
- Obviously the more children we have does mean more money to be able to invest in the school and its pupils.

However, we do have serious concerns and would like reassurance from the LA that these can and will be addressed to ensure we get strong support should the 2FE go ahead, so there is no negative impact on the good quality of teaching and learning for our children and staff.

- The number of children coming from across the city by taxi is dramatically increasing. This can be quite a traumatic experience for 4 year old children (and their parents, who have minimal daily contact with the school). Many of these children have English as an additional language, who can arrive at school upset and very anxious. This obviously has a negative impact on their learning, and therefore limits their overall performance and progress. This

in turn then impacts on the School's overall attainment and achievement, on which it is judged by Ofsted. Having achieved an Ofsted "good" in November 2011, we are working very hard to continually improve and build on this, but find it even more challenging when some children from across the city are arriving, not fully prepared for learning, having been picked up early by taxi, through no fault of their own.

- Will children who are taxied over to our school for their primary years have any preferable treatment when applying to admissions for secondary schools? If they stay at our school for all their primary years, will they then be able to "move up" with their peers, who they will have built strong relationships with over the past 7 years? If not, it is likely that their performance and progress could be hampered, having the anxious time of moving to a different school, away from their primary school peers. Is this fair on those pupils?
- Our car park is due to be remodelled over Summer 2012 to enable its parking capacity to be increased to provide dedicated spaces for up to 5 taxis at the start and end of the day. However, based on current F1 intake numbers for Sept 12, it is likely that approx. 25 additional children will need to be taxied in from across the city. This is in addition to those taxis already coming on site, which will cause further congestion in the School car park causing emergency access difficulties.
- We are concerned that some internal remodelling (should the 2FE be approved) will mean we will lose our large, bright, spacious classrooms that are an absolute asset and are an integral part of our continual improvement in raising standards. For example one classroom of over 100 sqm could be made into 2 classrooms, for KS 2 children, leaving limited space for withdrawal/SEN inclusion work within the classroom or storage, which will obviously have a negative impact on standards. We are concerned that just providing "minimum requirements" for a 2FE school does not necessarily mean the best learning environment for the children to achieve their potential. The space we have on our current site is very much valued by parents, staff and children and is a key feature of our school.
- We understand the LA is under extreme pressure to find school places for the increased demand, but we would not accept temporary/modular buildings as a measure for providing school places. As we are along the A34 slip road, the noise from the A34 is too loud for such a temporary building to be an option. We would only accept permanent building extensions to house the increased numbers.
- As part of the conversion to 2FE, we will need to turn our current ICT suite into a classroom. This means re-organising our ICT provision, which we have not budgeted for. What financial assistance will the LA provide for this?



Elms Road, Botley, Oxford. OX2 9JZ.

Tel: 01865 248573 Fax: 01865 244127 office.2569@botley.oxon.sch.uk

Headteacher: Ms Alison Marsh Deputy Headteacher: Mr Simon Jackson

The Governors of Botley School have asked me to respond on their behalf to the Consultation on the Change to the Admission Number to 60 from 45.

Governors have discussed this thoroughly at committee and Full Governing Body level over the last three years – since OCC asked the School to take additional children in the F1 year in the academic year 2009/10.

We were initially pleased to be able to be of assistance to the Local Authority as they had too many children for the number of places available in the City Schools. However, although we were allocated significantly higher numbers of children than before the reality was that these children did not attend the school. We assume this was because they were able to find a school place nearer to their home. We know that some schools within the city were able to offer school places at the last minute due to temporary expansion being permitted. We also recognize that some schools within the city are making permanent arrangements to take increased numbers.

We were approached again for the following two years (the last one of which will be September 2012). One year group currently has fewer than 45 children in it and one has 58. Over many years we have had fluctuating year groups ranging from 32 to 45 pupils which has made it very difficult for us to plan for the future in terms of not only class sizes but number of teachers and support staff required. We hoped that increasing our admission number to 60 (even temporarily) would help us to overcome this problem. However, we have yet to experience a steady admission number which leads us to be very concerned about the long term future of admitting 60 pupils.

We took the view that it was better to work with the Local Authority to prepare the school for the possibility that these numbers would increase and that there would be a steady rise in numbers. We are pleased to say that we have been encouraged by the work that has already taken place in planning for the possible change.

Governors have recently received the end of year statistical information from the Senior Leadership Team of the School and are concerned that those children who are attending from across the City appear to be making slower progress than those who are from the locality.

We are concerned that the Local Authority have yet to commit, by way of having plans approved by the Vale of White Horse Planning Department, to permanent additional classrooms. We would

strongly object to having temporary classrooms on site as we feel that they are particularly unsuited to F1 children. As these classrooms would be sited nearer to the A34 we feel that they would be very noisy. Permanent classrooms whilst in the same area could be designed to reduce noise more effectively.

Some Governors were involved in the process for the addition of the Nursery building and replacement classrooms for Botley School which was completed in 2007. However, this had taken over eight years to reach this stage and had faltered several times along the way including major changes being made to the plans due to lack of funding. The additional workload that the building work and preparations over many years had on both Headteachers was significant and we believe had a detrimental effect on Botley children's education. Our remit as Governors is to ensure that this does not happen again, currently we have been reassured that timescales are different and the type of work required is such that delays should not occur.

We recognize that the Local Authority has much better access to numbers of children within the city and also what local building plans are happening which will affect the number of families and children in the immediate locality.

At our recent public meeting many comments were made about the number of children arriving from across the city and the disruption that this causes to the access to the school in the morning and afternoon. Staff have been particularly concerned about the trauma very young children suffer when travelling across the city without a carer. It is true that for most this takes a few weeks for them to adapt but for others it can be on-going. Concern was also raised about the difficulty that these children and families have in becoming part of our school community. However, it was suggested by the Local Authority that with the increased housing within the area these numbers would be reduced as local children would be a higher priority when school places were allocated.

Parents, staff and governors have raised concern about places being available within the school in the future once local housing is completed – families will not be moving into the area with only F1 aged children so we would hope that we would be able to have further discussions with the Admissions Department were we in a position to have to refuse the admission of a local child whilst spaces were being taken by children from across the City.

Governors have also investigated the possibility that further expansion following the merger in September 2011 with the Elms Road Nursery School and taking on responsibility for the Elms Road Children's Centre would cause additional difficulties for staff. We feel confident that the existing staff will be able to adjust to the changes – we have had a fluctuating roll for many years and being able to be adaptable is one of the features of the school. Leadership was recognised by Ofsted in November 2011 as 'Good' and we feel that there is good capacity to continue to improve and take on new challenges. Naturally, with additional children on the school roll there will be the need to recruit additional teachers and we are confident that we can accommodate new staff and expand the teaching teams as necessary.

Governors have responsibility for ensuring standards of education and discussions have taken place around whether the proposed change to the admission number and the required changes to the building will benefit children. We have raised concerns about the size of classroom proposed and with regard to the alterations to the current classrooms. We have been advised that the classrooms sizes are sufficient for the numbers of children. However, we currently have spacious classrooms which enable interventions for SEN pupils or those with EAL to be accommodated easily. We experience few behavioural problems and those that do occur can be dealt with because we have spacious classrooms. Staff and Governors are concerned that behaviour may deteriorate in the future.

Our canteen building has recently failed in our Health & Safety Audit to reach the required standard. This building has been of concern for many years and has far exceeded its estimated life. We would like any discussions around alterations to the main building and new classrooms to include provision for hot school lunches which are a feature of our school and we feel provide an essential service for some of the disadvantaged children that attend Botley School meaning that they are able to concentrate during the afternoon and achieve more. Our recently opened breakfast club provides a similar service which is becoming more popular.

In summary governors feel the benefits are as follows:

- if numbers increase to 60 there would be no need to teach in mixed age classes but this would not happen until there were 60 children in adjoining year groups.
- We feel that the growth of the school is positive and sends a positive message to our local community which is itself going through change with additional housing being built and proposed changes to the nearby shopping centre.
- Governors know that additional children will bring additional funding which in turn will necessarily have to be spent on staffing but can also create opportunities for spending on resources for children.
- We know that funds are made available to the Local Authority through Section 106 for improvements to the local infrastructure when new housing is built. We would like to see that money being spent on educating children by providing a school that is prepared for an increase in families and can provide the best possible start for young children.
- The Elms Road Children's Centre is also one of our responsibilities and we would like to see the continuation of the excellent work that has been established in the last four years for young children and families by ensuring that the Children's Centre continues to have a place within our school buildings.

In conclusion, Governors would like to feel confident that additional numbers of children will continue to arrive at the school and ideally from the local area. It is not ideal that there are children attending from many parts of the city that makes it difficult for families and staff to engage with each other but we continue to strive to be inclusive and always welcome new families to our community. Our role as Governors is to look at the way in which the school is developing in a strategic way and although we have challenged the Local Authority with regard to the numbers we accept that those people with a better understanding of demographics have to give us the best advice possible.

Yours sincerely,

Annette Ahern
Chair of Governors

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Division(s): All

CABINET– 4 SEPTEMBER 2012

NEW ACADEMIES AND FREE SCHOOLS IN OXFORDSHIRE - CREATING NEW SCHOOLS TO MEET HOUSING GROWTH POST EDUCATION ACT 2011

Report by Director for Children's Services

Introduction

1. In February 2012, Cabinet agreed the role of the Local Authority (LA) in future provision of education services as set out below:
 - Ensure sufficiency of high quality places.
 - Champion for children and families in the county.
 - Commitment to improve educational outcomes for those children.
 - Council's support for the conversion of schools to become academies and the establishment of new academies.

2. In July 2012, Cabinet built upon the above statement and reaffirmed its support for the academies programme in Oxfordshire and adopted a formal policy statement on how this would be achieved. The paper is attached as Annex 1. The proposed key principles behind the project are:
 - a) Oxfordshire County Council will continue to see its democratic mandate as having regard for the educational outcomes for all Oxfordshire children and young people in state funded education, regardless of the status of the provider institutions.
 - b) The project supports school governing bodies who are ultimately responsible for deciding whether to move to academy status, except in circumstances where the Council has determined that the Governing Body is failing in its duties to secure an appropriate standard of education for the children and young people attending the school.
 - c) Schools are encouraged to continue to collaborate with each other in order to develop viable and sustainable academy units (Multi-Academy Trusts), particularly at primary level where there is a specific need to raise standards of leadership (including governance) and to achieve economies of scale.
 - d) Individual conversions will not be encouraged unless converting schools join with others under "umbrella" arrangements.
 - e) While all schools will be encouraged to consider academy status, Oxfordshire County Council's resources will be prioritised initially towards supporting the transformation of under-performing schools.

- f) The focus of the collective endeavours of those involved in education in Oxfordshire will be to raise standards and improve outcomes for all children.

Oxfordshire County Council will implement its policy on academies through an Academies Programme Project as part of its overarching Education Strategy. This will focus direction and work over the three year period September 2012 – July 2015. There are three main strands of activity within the project:

- Encouraging and supporting groups of schools to convert.
 - Ensuring that underperforming schools become academies with an appropriate sponsor.
 - Developing new academies and free schools in response to demographic need or parental demand.
3. This paper focuses on the third strand, particularly where demographic growth is due to the provision of new housing.
4. In the next five years the Authority is likely to have to procure a number of new schools due to planned housing growth. The Education Act 2011 determined that all new schools should be academies or free schools unless no provider can be found by the Authority or Department for Education (DfE). The Authority has embraced the idea of academies and free schools and seeks to identify the best provision it can for school places in Oxfordshire. It also retains the role of identifying a preferred provider for which academy provider is chosen, subject to agreement from the Secretary of State. Existing legislation and procedures which apply to the creation of new maintained schools will not be applicable.
5. The purpose of this report is to set out procedures which will allow the Authority to carry out its new role in the context of the new legislation and the Education Strategy.

Creating New Schools Post Education Act 2011

6. It is likely that up to 10 new schools (primary and secondary) will come forward in the next five years from the following list:

Location	Phase of Education
Banbury, Bankside	Primary
Heyford Park*	Primary
Bicester, Gavray Drive	Primary
NW Bicester Ecotown	Primary x 2
Witney	Primary
Oxford, West End	Primary
Oxford, Barton	Primary
Grove Airfield	Primary Secondary
Wantage, Crab Hill	Primary

Location	Phase of Education
Didcot , Great Western Park	Primary Secondary
Didcot , North East	Primary
Didcot, Ladygrove	Primary

*A bid to open a free school at this site in September 2013 (ahead of housing growth) has been successful at interview stage with DfE. Detailed discussions as to whether the school will be approved to enter into a funding agreement and formally approved for opening are in progress and a decision is expected in the Autumn.

In particular, major developments are on site in the towns of Bicester and Didcot and sales continue at a steady pace. To ensure delivery of the schools in a timely fashion, it will be necessary to commence public consultations on some of these proposals in Autumn 2012. A mechanism is required to choose both academy or free school provider and model of school organisation required to suit the needs of the local community.

7. In February 2012, the Council held an event to identify prospective academy providers for new academies in Oxfordshire. The organisations represented at this event included:

- Oxfordshire County Council
- Oxfordshire Secondary Schools Headteachers' Association
- Existing Oxfordshire academies: King Alfred's Academy; Oxford Spires Academy
- Other Oxfordshire schools, including those in process of converting: Faringdon Community College; Burford School; The Cherwell School, Bicester Community College
- Colleges and universities: Oxford & Cherwell Valley College; Abingdon & Witney College; Oxford Brookes University
- Portsmouth (Catholic) Diocese; Oxford (Anglican) Diocese
- Free school and academy promoters: Oxford Pillars School; New Oxford School Trust; Oxfordshire Community Churches/The King's Centre; The Free School Oxford; Aspirations Academies Trust; Chapel Street Community Schools Trust
- Existing academy providers: Academies Enterprise Trust; United Learning Trust; Oasis Community Learning; CfBT Schools Trust

Areas of interest of those involved include: faith provision; community hubs; technical provision; special education provision; 3-19 schools; "traditional" schools; academic support services to academies. Some experience of, plus some interest in providing, all-through schools.

8. The DfE has recently issued guidance on procedures for local authorities in the implementation of this part of the Education Act 2011. The proposed system to be used by the County Council based upon this guidance, along with the outcome of consultation with interested parties, is outlined below:

- a) Undertake a public consultation to identify the academy model to be implemented. First consultations to take place Autumn 2012.
 - LA to identify number of places required, phase of education and date required.
 - Models of school organisation to include all variety of relevant academies, for example, University Technical College, Studio School, 4-11, 4-16, 4-18, 11-16, 11-18 etc.
 - Identify local provision at present and specific local/county issues. This could include the demand, or not, for faith education, mixed sex education, single sex education for example.
- b) Invite initial expressions of interest in running the school through DfE website set up for this purpose.
 - Assess applications received against high level criteria consistent with the position statement and Education Strategy noted above.
 - Criteria to identify track record and size of academy provider operation.
- c) LA assesses expressions of interest and then invites detailed bids from three or less providers to show clear plans of how they will contribute to the raising of education standards, add diversity of choice and which best fits the local requirements and meets the needs of those within groups offered specific protection under s149 Equality Act 2010.
- d) Assess bids against criteria and rank in order of preference. Agree a preferred option to be approved by Lead Member for Education or Cabinet as appropriate.
- e) Submit report to Secretary of State for decision.
- f) Proposal developed with provider approved by Secretary of State through sharing vision of community, county and sponsor.
- g) Statutory notice published and approved.

Financial and Staff Implications

9. The costs associated with the implementation of these processes will be met from existing resources within the Children Education & Families Directorate.

Legal Implications

10. The report has been compiled to allow the Authority to discharge its school place planning obligations under the Education Act 2011.

Equality and Inclusion Implications

11. The report recommends an approach which will ensure that the needs of the local community and those within groups offered specific protection under s149 Equality Act 2010 will be met with high quality places in education. The public consultation process for school organisation changes has already been the subject of an equalities impact assessment.

Sustainability Implications

12. The report is not considered to raise any sustainability issues.

RECOMMENDATION

13. **The Cabinet is RECOMMENDED to approve the process to identify academy and free school providers for new schools in Oxfordshire.**

JIM LEIVERS

Director for Children's Services

Contact Officer: Allyson Milward, Academies Manager (Tel: 01865 816447)

Background papers:

Report to School Organisation Stakeholders Group - 26 March 2012

August 2012

Division(s):

CABINET – 17 JULY 2012

IMPROVING EDUCATIONAL PROVISION IN OXFORDSHIRE THROUGH THE DEVELOPMENT OF ACADEMIES

Report by the Director for Children Services

Purpose of Report

1. To update Cabinet on the work underway to improve educational provision in Oxfordshire through the development of Academies (the Academies Programme).
2. To approve the Council's Policy on Academies which will underpin work over the next three years.

Background

3. This paper builds upon the Cabinet paper and decision of 14 February 2012, which outlined the national policy context (in summary, a Government campaign to encourage, in the case of those deemed to be good, or require, in the case of those deemed to be under-performing, all schools to become Academies) and some of the local challenges, including promoting high standards of education and avoiding an unplanned drift towards Academy status in the absence of a clear Local Authority policy.
4. Over the last three to four months considerable work has been undertaken with schools and others to firm up the Council's position, raise awareness of the issues of conversion and help a significant number of schools to move towards Academy status. Time and effort has been dedicated to working with those schools who need to become sponsored academies due to their ongoing shortcomings either identified in attainment or as a consequence of poor Ofsted inspections

Issues

Policy Statement relating to Academies

5. It is proposed that the statement at Annex 1 is approved as the County Council's policy in relation to Academies.

Implementation of the Project

6. For **all schools**, the current Government position is to consider applications from any school, including special schools that can make a compelling case for Academy status – looking in particular at:
 - Exam performance over the last three years
 - Comparison with local and national exam performance
 - Latest Ofsted reports with a specific focus on ‘capacity to improve’, ‘outcomes’, and ‘leadership and management’
 - For special schools, in addition to the above, other success in supporting the learning of pupils with special educational needs
 - Any other matters that the school may rely on in order to demonstrate that it is performing well

7. **High performing schools** are encouraged to establish a link with a lower performing school. The development of partnerships between high performing schools and lower performing schools will support the plan to deal with under-performance. Oxfordshire County Council will need, therefore, to be able to service the demand for conversion by schools that meet the Government’s criteria.

8. Priority will be given to working with schools that are persistently at, or below, current ‘floor’ targets, and/or are in an Ofsted category or at risk of going into an Ofsted category and, therefore, deemed **under-performing schools**. All schools that fall into this category will be encouraged to move towards sponsored Academy status. The Department for Education (DfE) works closely with Oxfordshire County Council (OCC) in brokering sponsorships and the allocation of a sponsor is ultimately the decision of the Secretary of State. However, the County Council will seek to:
 - Develop local capacity to sponsor schools
 - Make recommendations on its preferred sponsors to the DfE

9. As a first step, under-performing primary schools will be “partnered” with high performing secondary or primary schools that are, or will be, moving to converted Academy status. These partnerships will vary from loose federations retaining separate governing bodies to fully integrated, multi-site Academies under a single governing body. Schools will be encouraged to build these partnerships within the existing contexts of Localities and Area Partnerships. The policy stresses the importance of openness and transparency between schools with regard to their thinking about Academy status.

10. For **Established Academies**, the County Council will fulfil its minimum residual statutory functions (particularly with regard to school admissions and provision for children with SEN and disabilities), and carry out its democratic mandate to champion the needs of parents and children, with regard to state

funded education. It will also support Academies to work in collaboration with other schools to share expertise and resources in order to meet the needs of all children in their communities, and to influence the commissioning of services from other agencies (particularly Health).

11. Over the next three years, the County Council will be operating in a mixed educational economy and the Council will need to continue its commitments to maintained schools. Even at the end of this period, it is likely that a substantial number of schools, particularly primary schools, will not yet have achieved Academy status. While helping schools to become Academies and adjusting services accordingly, the County Council will sustain its capacity, within existing budget allocations, to fulfil its statutory duties and functions in relation to all the schools that have not yet become Academies.

Formal Protocols

12. As the number of proposed Academy conversions has increased, the need to put in place a series of formal protocols has emerged; the intention being that the protocols are followed for all existing and any new Academy conversions. For example, a data sharing protocol between schools and the Local Authority is currently being developed.

The Future Role of Local Authorities

13. In line with the requirements set out in the 2011 Education Act, Oxfordshire County Council will, for all children and young people, including those attending Academies:
 - Ensure fair access to all schools for every child
 - Support vulnerable children to access appropriate education – including looked after children, those with SEN, and those outside mainstream provision
 - Help broker support to implement new curriculum requirements
 - Support the commissioning of post 16 provision, including access for 17 year-olds to full-time education and training from 2013, and for 18 year-olds from 2015
 - Use Members' democratic mandate to stand up for the interests of children and parents

Governance of the Academies Programme

14. The Cabinet Member for Education will be accountable for agreeing the strategy with Cabinet and ensuring that it is implemented. Scrutiny of the countywide strategy will be within the remit of the Children's Services Scrutiny Committee. Individual County Councillors have an important role to play in the engagement of local communities and to monitor the impact on local provision.
15. The Deputy Director, Education and Early Intervention will be accountable to the Cabinet Member for ensuring that there is a cross-service strategy plan

with clear objectives and risk assessments that can be monitored on a monthly basis. The Deputy Director will also ensure, through monthly meetings, that the Director for Children, Education & Families, and the Chief Executive, are informed of progress.

16. A project-based approach will be adopted for each Academy conversion. An Academies Programme Project Group will monitor the implementation of the strategy and report to the over-arching Education Transformation Board, chaired by the Deputy Director.
17. In order to manage and co-ordinate the process of shifting people, land, buildings, and business contracts from the County Council to Academy sponsors and governing bodies, the project group will meet monthly and will ensure co-ordination of the following County Council functions:
 - Learning, including Admissions and SEN
 - Asset Management and Place Planning
 - Financial
 - Legal
 - HR, Pay and Employment
 - Pensions
 - Commercial

Communications and Engagement

19. The following groups will be engaged in, and consulted on, the development and implementation of this strategy:
 - Local Members
 - District and Borough Councils
 - The Diocesan Authorities
 - Existing and potential Academy sponsors
 - The Oxfordshire Governors' Association
 - Head teacher Executives
 - Teacher and Head teacher Associations
20. Both the Birmingham Roman Catholic Archdiocese and the Oxford Church of England Diocese have held events to indicate how each of their respective Education Boards will promote Academy status for their own schools in the future. The County Council held its first event on 20 June for Headteachers and Chairs of Governors. This was the first of a continuing dialogue with schools.

Legal Implications

21. There are a number of national policy changes and initiatives affecting the Children, Education & Families Directorate, including the Academies Act 2010 and the Education Act 2011.

Equality and Inclusion Implications

22. A Service and Community Impact Assessment will be undertaken as part of the project plan.

Risk Implications

23. The County Council has worked hard to mitigate potential issues linked to resources being diverted away from the Local Authority as a result of academy status for schools. Commercialising services to schools, taking a planned approach and supporting new providers to ensure continuity of provision where it is wanted by schools will help a smooth transition. The Council is also working to encourage local sponsors for underperforming schools to ensure high there is a breadth of high quality providers going forward.

Financial and Staff Implications

23. Resources have been allocated through ear marked reserves of £600,000 to support the Academies Programme. This will cover staff costs and any other associated costs. Where the County Council necessarily and demonstrably incurs additional costs in supporting schools to convert, it needs to be determined whether to pass on charges. Consideration also needs to be given to identifying resources if conversion activity peaks at levels that cannot be serviced within the County Council's existing resources.

Conclusion

24. This report highlights the current position within Oxfordshire regarding the delivery of the Government's Academies agenda. Over the last three months considerable activity has taken place to position the Local Authority to enable the ambitions of the Council laid out in February 2012 to be achieved.
25. Although more work is required, the Local Authority is in a robust starting position and has considerable support from both the Council and from interested parties outside to achieve the commitment to improve the standards of attainment for all young people. The agreement of the Policy Statement and the improved clarity of the Council's position will allow further progress to be made over the next three years.

RECOMMENDATIONS

26. **The Cabinet is RECOMMENDED to:**
 - a) **Note the progress made since its last report in February 2012.**

b) Approve the Policy in relation to Academies at Annex 1, and in particular the headline position which is:

- **The County Council wishes to support all schools to become academies. The Council recognises that this is a process and some schools will be at different stages in taking this step.**
- **The Council wishes to encourage Governing Bodies and the leadership of the school (Headteachers and leadership teams) to consider how they might become an academy as part of a larger group of schools. This is to ensure that schools are not isolated and are mutually supportive of each other in raising attainment standards.**
- **The Council will ensure that support services for schools continue to be available, whether they are provided in-house or through the commercial market place. We will not seek to retain them in-house unless there is strategic value in doing so, but will work with schools to ensure they have access to services.**

JIM LEIVERS

Director for Childrens Services

Contact Officer: Frances Craven, Deputy Director - Education and Early Intervention (Tel: 01865 815125)

Background papers:

Annex 1: Academies Policy Statement

Annex 2: Academies Programme to Date

July 2012

Academies Policy Statement

- The County Council wishes to support all schools to become academies. The Council recognises that this is a process and some schools will be at different stages in taking this step
- The Council wishes to encourage Governing Bodies and the leadership of the school (Headteachers and leadership teams) to consider how they might become an academy as part of a larger group of schools. This is to ensure that schools are not isolated and are mutually supportive of each other in raising attainment standards
- The Council will ensure that support services for schools continue to be available, whether they are provided in-house or through the commercial market place. We will not seek to retain them in-house unless there is strategic value in doing so, but will work with schools to ensure they have access to services.

Key Principles

The proposed key principles behind the project are:

- Oxfordshire County Council will continue to see its democratic mandate as having regard for the educational outcomes for all Oxfordshire children and young people in state funded education, regardless of the status of the provider institutions
- The project supports school governing bodies who are ultimately responsible for deciding whether to move to Academy status, except in circumstances where the Council has determined that the Governing Body is failing in its duties to secure an appropriate standard of education for the children and young people attending the school
- Schools are encouraged to continue to collaborate with each other in order to develop viable and sustainable academy units (Multi-Academy Trusts), particularly at primary level where there is a specific need to raise standards of leadership (including governance) and to achieve economies of scale
- Individual conversions will not be encouraged unless converting schools join with others under 'umbrella' arrangements
- While all schools will be encouraged to consider Academy status, Oxfordshire County Council's resources will be prioritised initially towards supporting the transformation of under-performing schools
- The focus of the collective endeavours of those involved in education in Oxfordshire will be to raise standards and improve outcomes for all children

Project Approach

Oxfordshire County Council will implement its policy on Academies through an Academies Programme Project as part of its overarching Education Strategy. This will focus direction and work over the three year period September 2012 – July 2015. There are three main strands of activity within the project:

- Encouraging and supporting groups of schools to convert
- Ensuring that underperforming schools become Academies with an appropriate sponsor
- Developing new Academies and Free Schools in response to demographic need or parental demand

All schools at risk (performing at or below “floor” targets and/or in an Ofsted category) will be supported to engage in the Academy process.

In order to promote the conversion of schools to Academies, Oxfordshire County Council will play a strategic role in developing the culture and conditions, as well as the practical know how in the form of a toolkit that will inform, facilitate and enable schools to achieve Academy status. A co-ordinated approach is needed across a range of County Council Services. The approach will focus on the following key areas:

Conversion to Academy Status

- Support the governing bodies of schools wishing to convert to Academy status
- Manage the transfer of assets and responsibilities to the Academy governing bodies/sponsors
- Encourage schools to ensure that parents and carers are informed and engaged as part of the conversion process
- Be clear with schools at the outset of the conversion process about any charges we might make for services where the County Council necessarily and demonstrably incurs additional costs
- Ensure that converting schools have equality of access to relevant support services which may be provided by Oxfordshire County Council and that any service level agreements and contracts for any services which governing bodies/sponsors purchased are made available

Working Together

- Work with schools to ensure that the benefits of collaboration and cooperation between schools and the Local Authority are maintained. This will be a strategic relationship that will continue to build on the arrangements already in place. This will be with all types of schools, including those in the independent sector
- Strongly encourage schools through the 26 Local Partnerships to be open and transparent with each other about their intentions to convert to Academy status and to build on current local partnerships to develop a cluster-based approach, particularly for primary Academies, to raise standards of leadership and achieve economies of scale
- Work with the relevant Diocese and other stakeholders to enable them to progress their engagement with Academies and ensure a shared understanding of the Academy process
- Be a champion for Oxfordshire residents to ensure that appropriate interventions are undertaken in underperforming Academies

Market Growth

Help to grow the local market for support services for the benefit of all schools. This will include facilitating access to school improvement consultancy in order to nurture and advance the talent of children, young people and communities in the County.

Proactivity and Support

- Identify schools at risk of failing to meet minimum standards and/or failing Ofsted inspections. Concentrate County Council resources on the transformation of underperforming schools through facilitating sponsored Academies and by supporting high performing schools to work with lower performing schools as part of their Academy conversion process, brokering partnerships between the two sets of governors
- Work with governing bodies of under-performing schools to move them towards accepting sponsored Academy status or partnerships with converting Academies, using powers to establish Interim Executive Boards, where necessary
- Help meet the demand for Academy sponsorship by sustaining strategic relationships with current sponsors and developing relationships with other potential sponsors, in collaboration with the DfE. Be proactive in supporting schools to identify sponsors or partners, recognising that it is the DfE who agree the sponsor
- Engage constructively with those wishing to set up new Academies such as Free Schools, Studio Schools and University Technical Colleges and that Free Schools are encouraged to play an active role in Locality and Area Partnership arrangements

In the longer term, the County Council will maintain its role of ensuring the best possible learning outcomes for children and young people resident in Oxfordshire, including those who attend schools in other local authorities. This will ensure that as Academies are rolled out in Oxfordshire high standards are maintained whilst driving improvement.

The Programme to Date

47 schools have either converted or are in the process of converting. Many of these pre-date the new approach, in that they are single school conversions. However, schools agreeing to become Academies most recently (e.g. Pegasus) will do so as part of multi-academy trusts.

Completed Academy Conversions (16)

- North Oxfordshire Academy
- Oxford Academy
- Oxford Spires Academy (formerly Oxford School)
- Wallingford School
- King Alfred's Academy
- Bartholomew School
- Gillotts School
- Chipping Norton School
- Langtree School
- The Cherwell School
- Faringdon Community College
- Hanwell Fields Community School
- Faringdon Infant School
- Faringdon Junior School
- Rush Common Primary School
- The Henry Box School

Academy Conversions in progress with target date (10)

- | | |
|--|----------------|
| • Burford Secondary School | 1 July 2012 |
| • Banbury School) | |
| • Dashwood Primary School) multi academy trust | 1 August 2012 |
| • Didcot Girls' School | 1 August 2012 |
| • Northern House School | 1 Sept 2012 |
| • St Birinus School | 1 Sept 2012 |
| • Lord Williams's School | 1 Sept 2012 |
| • Gosford Hill School | 1 October 2012 |
| • The Marlborough CE School | 1 October 2012 |
| • Cheney School | |

Schools currently consulting on conversion to academy status with target date if known (2)

- Matthew Arnold School
- Iffley Mead School

Schools which have completed change to Foundation status as part of two stage academy conversion (1)

- Chiltern Edge School conversion date tba

Schools currently consulting on conversion to Foundation status as part of two stage academy conversion (1)

- Bicester Community College

Schools which have agreed to become sponsored academies (10)

- The John Henry Newman CE(A) Primary School 1 September 2012
- Cutteslowe Primary School 1 January 2013
- Wheatley CE Primary School 1 January 2013
- Church Cowley St James CE Primary School 1 January 2013
- Cumnor CE Primary School 1 January 2013
- Kingfisher School
- Pegasus School (voluntary Conversion to join a Multi Academy Trust)
- Orchard Meadow School
- Windale Primary School
- Bayards Hill Primary School

Primary schools which may be required to become sponsored academies for reasons related to standards and inadequacies as identified by Ofsted (7)

- Middle Barton School
- Eynsham Community Primary School
- Larkrise Primary School
- Orchard Fields Community School
- Berinsfield Community Primary School
- St Nicholas Church of England Primary School, East Challow
- Millbrook Primary School

Free schools

Free schools are new schools set up by bodies other than LAs to provide state-funded independent education. They may be primary, secondary or special schools, but not nurseries. They represent the government's version of the Swedish Free Schools or the United States Charter Schools. They are established under Academies legislation and as such will have the same freedoms and flexibilities. DfE have established an annual bidding round for submission of proposals of this type. Bids were invited in February this year for proposals to open free schools in September 2013. A number of proposals were considered at a detailed interview with DfE officials in May 2012. A list of those proposals based in Oxfordshire is set out below. Decisions will be made and notified to proposers and LAs in July 2012. The LA will also be formally asked for its views on the proposal at that stage.

- Oxford New School 11-18 years 360 places
- Heyford Park 4-18 years 840 places

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- Harwell Enterprise Academy 11-18 years 800 places
- Aspirations Academy, Banbury 4-11 years 210 places
- Weston on the Green School 4-11 years 105 places
- The Free School, Oxford East 4-11 years 196 places
- Tyndale Community Primary 4-11 years 420 places

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CABINET – 18 SEPTEMBER 2012

2012/13 FINANCIAL MONITORING & BUSINESS STRATEGY DELIVERY REPORT

Report by the Assistant Chief Executive & Chief Finance Officer

Introduction

1. This report focuses on the delivery of the Directorate Business Strategies which were agreed as part of the Service and Resource Planning Process for 2012/13 – 2016/17. Parts 1 and 2 include projections for revenue, reserves and balances as at the end of July 2012. The Capital monitoring is included at Part 3.

Summary Position

2. The current in – year Directorate forecast including the Council elements of the Pooled Budgets is a variation of -£1.408m, or -0.34% against a budget of £417.517m as shown in the table below. This compares to an underspend of -£1.329m or -0.32% forecast at the end of May 2012.

Original Budget 2012/13 £m		Latest Budget 2012/13 £m	Forecast Outturn 2012/13 £m	Variance Forecast July 2012 £m	Variance Forecast July 2012 %
105.814	Children, Education & Families (CE&F)	107.315	106.099	-1.216	-1.13
219.635	Social & Community Services (S&CS)	212.163	211.993	-0.170	-0.08
77.658	Environment & Economy	80.327	80.604	+0.277	+0.34
8.394	Chief Executive's Office	17.712	17.506	-0.206	-1.16
411.501	In year Directorate total	417.517	416.202	-1.315	-0.31
	Add: Underspend on Council Elements of Pooled Budgets			-0.093	
	Total Variation including Council Elements of Pooled Budgets			-1.408	-0.34

3. The following annexes are attached:
 - Annex 1 Original and Latest Estimates for 2012/13
 - Annex 2 Virements & Supplementary Estimates
 - Annex 3 Forecast Earmarked Reserves
 - Annex 4 Forecast General Balances
 - Annex 5 Ring-fenced Government Grants 2012/13
 - Annex 6 Older People & Physical Disabilities and Learning Disabilities Pooled Budgets
 - Annex 7 Treasury Management Lending List
 - Annex 8 Capital Programme Monitoring
4. The Directorate reports which set out the detail behind this report are available from the contact officers named at the end of this report or in the Members' Resource Centre.

Part 1 - Revenue Budget & Business Strategy Savings

Children, Education & Families (CE&F)

5. The directorate is forecasting a variation of -£1.216m. In addition there is a forecast underspend of -£0.808m on services funded by the Dedicated Schools Grant (DSG). Any underspend on DSG will be placed in a reserve at the end of the year for use in 2013/14.
6. An underspend of -£0.991m continues to be forecast on Home to School Transport. A further saving of £0.200m in 2013/14 is already built into the Medium Term Financial Plan. As in previous years the forecast may change during the year as the full effect of the last tendering process become known along with the impact of the new academic year changes.
7. Early Intervention hubs are forecasting an underspend of -£0.317m. A review of the staffing and activity spend at each of the hubs is currently taking place and further information will be included in the next report.
8. Children's Social Care is reporting a net overspend of +£0.180m. This includes underspends on Corporate Parenting (-£0.287m), Referral & Assessment (-£0.179m) and Family Support (-£0.134m) which offset overspends on External Placements (+£0.632m), Asylum (+£0.092m) and Safeguarding (+£0.072m). The overspend on external placements relates to a number of high cost placements being made in July which are anticipated to continue until the end of the year. This service area is subject to significant fluctuations depending on demand so updates will be included in future reports.

Social & Community Services (S&CS)

9. The forecast outturn for S&CS is a variation of -£0.170m. In addition, there is an overspend on the Council elements of the Older People, Physical Disabilities and Equipment Pooled Budget (+£0.750m) and an underspend on the Learning Disabilities Pooled Budget (-£0.843m).

SCS1 Adult Social Care

10. As previously reported Adult Social Care is broadly on track to deliver the business strategy over the next three years and a breakeven position is forecast. Fairer Charging income is expected to be underachieved. It is recommended that Cabinet agree to change the use of the Learning Disabilities Pooled Budget underspend from 2011/12 that is held in reserves so that it can be used to manage this pressure in 2012/13 as well as fund additional staffing resources within the Locality Teams.

SCS2 Community Safety

11. The Cabinet Member for Safer & Stronger Communities, at Delegated Decisions on 3 September 2012, approved a rent of £90.00 per week for nine additional pitches which have been constructed at the Redbridge Hollow Traveller Site. The rent for the existing plots at Council run sites is £63.00. The higher rent recognises the improved facilities provided for the new plots.

SCS5 Fire & Rescue and Emergency Planning

CA8

12. The service is forecasting a variation of -£0.070m. This relates to underspends on the Retained Duty System (-£0.170m) offset by an overspend on fire-fighter ill health retirements (+£0.100m). As in previous years this variation will be returned to balances at the end of the financial year.

Pooled Budgets

Older People, Physical Disabilities and Equipment Pooled Budget

13. As shown in Annex 6 the Older People, Physical Disabilities and Equipment Pooled Budget is forecast to overspend by +£3.372m. +£0.750m relates to the Council's element and +£2.622m to the Primary Care Trust (PCT) (which is shadowed by the Oxfordshire Clinical Commissioning Group).
14. The forecast overspend on the Council elements of the Older People's Pooled Budget (+£0.495m) comprises +£1.4m on care home placements offset by underspends on Home Support, Prevention and Early Support. The care home placements overspend arises from variations to the forecast number of services users.

Learning Disabilities Pooled Budget

15. As set out in Annex 6 the Learning Disabilities Pooled Budget continues to forecast an underspend of -£1.000m, -£0.843m on the Council's element and -£0.157m on the PCT element. The forecast underspend is largely due to underspends on personal budgets. The underspend could increase during the year due to personal budgets starting later than planned or service users not utilising their complete packages. Further updates will be included in future reports.

Environment & Economy (E&E)

16. The directorate is forecasting a variation of +£0.277m.
17. Highways and Transport are forecasting a breakeven position. This position includes an overspend of +£0.500m due to an increase in highway maintenance, vehicle maintenance and rapid incident responses. This is offset by the early delivery of Public Transport contract savings of -£0.500m.
18. An overspend of £0.208m is forecast by Growth and Infrastructure. This includes an overspend on Property and Facilities of +£0.456m which mainly relates to the partial non-realisation of the asset rationalisation strategy savings and additional contract implementation costs.
19. Waste Management are forecasting a breakeven position. However, tonnages for the first three months are above budgeted levels. This has put an estimated pressure on the disposals budget of £0.5m, which can be met within the directorate in year. The on-going impact will be reviewed as part of the Service & Resource Planning process. Some of this pressure may be weather related and therefore the forecast may change throughout the year as more tonnage data is collected.

Chief Executive's Office (CEO)

20. The directorate are forecasting an underspend of -£0.206m which mainly relates to staffing vacancies in Strategy and Communications.

Virements and Supplementary Estimates

21. Virements larger than £0.250m that require Cabinet approval are set out in Annex 2a. These include requests to update the expenditure and income budgets for the revised DSG allocation (see paragraph 21), transfers between the pool and non-pooled budgets within Adult Social Care as decisions have been made on how additional funding is allocated, transfer of budgets from Adult Social Care to Joint Commissioning as part of the restructure of the service, transfer of the Oxfordshire Broadband Project budget from E&E to CEO, and transfer of the Business Systems Teams from E&E to CEO.

Grants Monitoring

22. Ring-fenced grants totalling £390.553m (including £346.949m of DSG) are included in Directorate budgets and will be used for the specified purpose. Changes this month include the latest DSG allocation which has been adjusted for schools that have converted to academy status.

Funding Changes

23. On 17 July 2012 notification was received from the Department for Education on the Government response to the consultation on the Academies Funding Transfer (LACSEG¹) for 2011/12 and 2012/13. This set out the steps taken by the Government to ensure that the deductions from local authority formula grant budgets for 2011/12 and 2012/13 better reflect the pattern of Academy provision across the country. A refund will be paid to any local authority where the amount deducted in 2011/12 or 2012/13 was bigger than it would have been had the deduction been based on the number of Academies in the local authority during that financial year. The Council has since received a refund of £1.298m. Cabinet is recommended to approve the transfer of this additional one-off funding to the Efficiency Reserve to support the Council's Medium Term Financial Plan.

Bad Debt Write Offs

24. There were 142 general write offs to the end of July 2012 and these totalled £19,127. In addition Client Finance has written off 25 debts totalling £27,070.
25. Cabinet is recommended to approve the write off of the balance of £11,441.34 on a deferred interest loan. The loan was for building adaptations to enable a client to remain in the family home. The Head of Law & Culture is satisfied that this debt cannot be recovered.

Treasury Management

26. The latest treasury management approved lending list (as at 14 August 2012) is shown in Annex 7. The maturity limits for the strongest Canadian and Australian banks have been revised upwards to 12 months following the

¹ Local Authority Central Spend Equivalent Grant

consideration of updated guidance from the council's advisors, Arlingclose. In addition, the Swedish bank Svenska Handelsbanken has been reinstated to the lending list ending the temporary suspension which has been in place since December 2011. This recognises the importance of Svenska Handelsbanken to the Swedish economy and the strong credit rating of the bank. A conservative maturity limit of 100 days is in place.

27. The average cash balance during July 2012 was £298.9m and the average rate of return was 0.98%. The budgeted return for interest receivable on balances invested internally is £2.50m for 2012/13, it is expected that this budget will be achieved.

Part 2 – Balance Sheet

Reserves

28. Annex 3a sets out earmarked reserves brought forward from 2011/12 and the forecast position as at 31 March 2013. Forecast reserves are £94.460m which includes the forecast for School Balances as set out in the paragraphs below. Other changes since the last report include the carry forward requests that were agreed by Council on 10 July 2012 transferring from the Carry Forward Reserve and being added to revenue budgets on a one-off basis along with the planned use of the School Intervention Reserve following the agreement of the Education Strategy by Cabinet on 17 July 2012. Requests for new reserves are set out in Annex 3b.
29. The Learning Disabilities Pool Reserve has a balance of £0.804m. As the Pooled Budget Joint Management Group has no commitments against this reserve, it is proposed that it is used to provide one-off funding for the pressures in the Locality Team budget and Fairer Charging income as set out in paragraph 10. The amount required will be in the region of £0.600m. Cabinet is recommended to approve this change of use.

Schools Balances

30. 2012/13 budgets have been received from all 274 maintained schools. Budgets for 259 (95%) out of 274 schools have been validated with follow-up actions notified to the remaining 15 schools, including a number of visits arranged for early September. Six of the remaining budgets are for schools that have submitted deficit budgets where the aggregate balance is £0.159m.
31. The projected net surplus revenue balances for schools with validated budgets is £12.761m. The conversion to academy status process requires the local authority to transfer the school's revenue and capital balances to the academy. The Local Authority has transferred £1.5m to schools that have converted to an academy since 1 April. This is in addition to the £1.7m passed to the five academies that opened in the final month of last financial year.

Balances

32. As set out in Annex 4 current balances are £16.693m taking into account known changes.

Part 3 – Capital Programme

Capital Monitoring

33. The capital monitoring position shows the forecast expenditure for 2012/13 is £50.5m (excluding schools local capital), which is an increase of £0.4m compared to the latest approved capital programme. The table below summarises the variations by directorate.

Directorate	Last Approved Programme * £m	Latest Forecast Expenditure £m	Variation £m
Children, Education & Families	20.9	20.9	0.0
Social & Community Services	3.4	3.5	+0.1
Environment & Economy - Transport	23.2	23.5	+0.3
Environment & Economy - Other	1.7	1.7	0.0
Chief Executive's Office	0.9	0.9	0.0
Total Directorate Programmes	50.1	50.5	+0.4
Schools Local Capital	5.1	5.1	0.0
Total Capital Programme	55.2	55.6	+0.4

* Approved by Cabinet 17 July 2012

34. The main variation in the Transport programme is the inclusion of a new scheme in West Way, Oxford on the A34 Slip Road. This scheme will cost £0.248m and is funded by developer contributions.

Actual & Committed Expenditure

35. As at the end of July actual capital expenditure for the year to date (excluding schools local spend) was £2.7m. This is 5% of the total forecast expenditure of £50.5m, which is around 4% below the expected position compared to the profile of expenditure in previous years. Actual and Committed spend is 33% of the forecast.

Five Year Capital Programme Update

36. The total forecast 5-year capital programme (2012/13 to 2016/17) is now £364.0m, an increase of £1.6m compared to the last capital programme approved by Cabinet in July 2012. The table on the next page summarises the variations by directorate and the main reasons for these variations are explained in the following paragraphs.

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Directorate	Last Approved Total Programme (2012/13 to 2016/17) * £m	Latest Updated Total Programme (2012/13 to 2016/17) £m	Variation £m
Children, Education & Families	138.0	139.2	+1.2
Social & Community Services	23.5	23.6	+0.1
Environment & Economy - Transport	91.3	91.6	+0.3
Environment & Economy - Other	30.0	30.0	0.0
Chief Executive's Office	2.7	2.7	0.0
Total Directorate Programmes	285.5	287.1	+1.6
Schools Local Capital	14.0	14.1	+0.1
Earmarked Reserves	62.9	62.8	-0.1
Total Capital Programme	362.4	364.0	+1.6

* Approved by Cabinet 17 July 2012

37. The increase in the Children, Education & Families Programme is due to the inclusion of external funding at the Stage 2 approval process for projects at Rosehill and Cholsey Primary Schools in the Basic Need Programme.

RECOMMENDATIONS

38. The Cabinet is **RECOMMENDED** to:
- a) note the report;
 - b) approve the virement requests set out in Annex 2a;
 - c) Agree the transfer of the LACSEG refund to the Efficiency Reserve as set out in paragraph 23;
 - d) Agree the creation of new reserves as set out in Annex 3b;
 - e) Agree the change of use of the Learning Disabilities underspend from 2011/12 as set out in paragraph 29;
 - f) Agree the bad debt write off as set out in paragraph 25;
 - g) note the updated Treasury Management lending list at Annex 7;
 - h) Approve the changes to the Capital Programme in Annex 8c.

SUE SCANE

Assistant Chief Executive & Chief Finance Officer

Background papers: Directorate Financial Monitoring Reports 31 July 2012.

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September 2012

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Ref	Directorate	BUDGET 2012/13					Outturn Forecast Year end Spend/Income	Projected Year end Variation	Profiled Budget (Net) July 2012	Actual Expenditure (Net) July 2012	Variation to Budget July 2012	Projected Year end Variance Traffic Light
		Original Budget	Brought Forward from 2011/12 Surplus + Deficit -	Virements to Date	Supplementary Estimates to Date	Latest Estimate						
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	£000 (7)	£000 (8)	underspend - overspend + £000 (9)	£000 (10)	£000 (11)	underspend - overspend + £000 (12)	(13)
CEF	Children, Education & Families											
	Gross Expenditure	563,507	2,457	-13,487	0	552,477	551,261	-1,216	184,707	163,813	-20,893	G
	Gross Income	-457,693	0	12,531	0	-445,162	-445,162	0	-148,142	-143,906	4,236	G
		105,814	2,457	-956	0	107,315	106,099	-1,216	36,565	19,908	-16,657	G
SCS	Social & Community Services											
	Gross Expenditure	259,276	1,122	-9,947	0	250,451	250,281	-170	86,889	78,279	-8,611	G
	Gross Income	-39,641	0	1,353	0	-38,288	-38,288	0	-16,156	-19,062	-2,906	G
		219,635	1,122	-8,594	0	212,163	211,993	-170	70,734	59,217	-11,517	G
EE	Environment & Economy											
	Gross Expenditure	144,307	1,899	-3,937	0	142,269	142,516	247	52,965	41,665	-11,299	G
	Gross Income	-66,649	0	4,707	0	-61,942	-61,912	30	-26,154	-25,530	624	G
		77,658	1,899	770	0	80,327	80,604	277	26,810	16,136	-10,675	G
CEO	Chief Executive's Office											
	Gross Expenditure	16,360	508	9,942	0	26,810	26,604	-206	184,707	163,813	-20,893	G
	Gross Income	-7,966	0	-1,132	0	-9,098	-9,098	0	-148,142	-143,906	4,236	G
		8,394	508	8,810	0	17,712	17,506	-206	36,565	19,908	-16,657	G
	Less recharges to other directorates	-49,078				-49,078	-49,078	0			0	G
		49,078				49,078	49,078	0			0	G
	Directorate Expenditure Total	934,372	5,986	-17,429	0	922,929	921,584	-1,345	509,267	447,571	-61,696	G
	Directorate Income Total	-522,871	0	17,459	0	-505,412	-505,382	30	-338,593	-332,403	6,190	G
	Directorate Total Net	411,501	5,986	30	0	417,517	416,202	-1,315	170,674	115,168	-55,506	G

Ref	Directorate	BUDGET 2012/13				Outturn Forecast Year end Spend/Income	Projected Year end Variation	Profiled Budget (Net) July 2012	Actual Expenditure (Net) July 2012	Variation to Budget July 2012	Projected Year end Variance Traffic Light	
		Original Budget	Brought Forward from 2011/12 Surplus + Deficit -	Virements to Date	Supplementary Estimates to Date							Latest Estimate
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	£000 (7)	£000 (8)	underspend - overspend + £000 (9)	£000 (10)	£000 (11)	£000 (12)	(13)
	Contributions to (+)/from (-)reserves	8,366	-5,986			2,380	4,993	2,613				
	Contribution to (+)/from(-) balances	2,800				2,800	2,800	0				
	Pensions - Past Service Deficit Funding	1,500				1,500	1,500	0				
	Capital Financing	37,001				37,001	37,001	0				
	Interest on Balances	-4,348				-4,348	-4,348	0				
	Additional funding to be allocated					0		0				
	Strategic Measures Budget	45,319	-5,986	0	0	39,333	41,946	2,613				
	Government Grants	-52,964		-30		-52,994	-52,994	0				
	Council Tax	-4,019				-4,019	-4,019	0				
	Revenue Support Grant	-2,193				-2,193	-3,491	-1,298				
	Business rates	-113,119				-113,119	-113,119	0				
	Council Tax Requirement	284,525	0	0	0	284,525	284,525	0				

July Financial Monitoring and Business Strategy Delivery Report: Children, Education & Families
CABINET - 18 September 2012
Budget Monitoring

Ref	Directorate	BUDGET 2012/13					Outturn Forecast Year end Spend/Income	Projected Year end Variation	Profiled Budget (Net) July 2012	Actual Expenditure (Net) July 2012	Variation to Budget July 2012	Projected Year end Variance Traffic Light
		Original Budget	Brought Forward from 2011/12 Surplus + Deficit - £000	Virements to Date	Supplementary Estimates to Date	Latest Estimate						
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	£000 (7)	£000 (8)	£000 (9)	£000 (10)	£000 (11)	£000 (12)	(13)
CEF1	Education & Early Intervention											
	Gross Expenditure	76,372	1,268	1,406	0	79,046	77,650	-1,396	25,719	20,919	-4,799	G
	Gross Income	-29,443	0	-2,859	0	-32,302	-32,302	0	-10,101	-9,774	326	G
		46,929	1,268	-1,453	0	46,744	45,348	-1,396	15,618	11,145	-4,473	A
CEF2	Children's Social Care											
	Gross Expenditure	47,509	649	453	0	48,611	48,791	180	16,087	14,328	-1,759	G
	Gross Income	-6,079	0	-720	0	-6,799	-6,799	0	-2,188	-2,226	-38	G
		41,430	649	-267	0	41,812	41,992	180	13,899	12,103	-1,797	G
CEF3	Quality & Compliance											
	Gross Expenditure	22,299	540	-715	0	22,124	22,124	0	7,375	7,146	-228	G
	Gross Income	-464	0	141	0	-323	-323	0	-107	-76	31	G
		21,835	540	-574	0	21,801	21,801	0	7,267	7,070	-197	G
CEF4	Schools											
	Gross Expenditure	421,211	0	-14,631	0	406,580	406,580	0	135,526	121,420	-14,107	G
	Gross Income	-425,591	0	15,969	0	-409,622	-409,622	0	-135,746	-131,829	3,917	G
		-4,380	0	1,338	0	-3,042	-3,042	0	-220	-10,410	-10,190	G
	Less recharges within directorate	-3,884				-3,884	-3,884	0			0	G
		3,884				3,884	3,884	0			0	G
	Directorate Expenditure Total	563,507	2,457	-13,487	0	552,477	551,261	-1,216	184,707	163,813	-20,893	G
	Directorate Income Total	-457,693	0	12,531	0	-445,162	-445,162	0	-148,142	-143,906	4,236	G
	Directorate Total Net	105,814	2,457	-956	0	107,315	106,099	-1,216	36,565	19,908	-16,657	G

July Financial Monitoring and Business Strategy Delivery Report: Social & Community Services
CABINET - 18 September 2012
Budget Monitoring

Ref	Directorate	BUDGET 2012/13					Outturn Forecast Year end Spend/Income	Projected Year end Variation	Profiled Budget (Net) July 2012	Actual Expenditure (Net) July 2012	Variation to Budget July 2012	Projected Year end Variance Traffic Light
		Original Budget	Brought Forward from 2011/12 Surplus + Deficit -	Virements to Date	Supplementary Estimates to Date	Latest Estimate						
		£000	£000	£000	£000	£000						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
SCS1	Adult Social Care											
	Gross Expenditure	199,968	550	-635	0	199,883	199,883	0	66,676	59,256	-7,420	G
	Gross Income	-45,284	0	148	0	-45,136	-45,136	0	-15,045	-17,921	-2,876	G
		154,684	550	-487	0	154,747	154,747	0	51,631	41,335	-10,296	G
SCS2	Community Safety											
	Gross Expenditure	4,268	12	153	0	4,433	4,333	-100	1,441	1,456	15	A
	Gross Income	-1,196	0	-153	0	-1,349	-1,349	0	-450	-397	53	G
		3,072	12	0	0	3,084	2,984	-100	991	1,059	67	A
SCS3	Quality & Compliance											
	Gross Expenditure	29,753	468	455	0	30,676	30,676	0	10,226	9,618	-608	G
	Gross Income	-1,870	0	174	0	-1,696	-1,696	0	-565	-596	-31	G
		27,883	468	629	0	28,980	28,980	0	9,661	9,022	-639	G
SCS4	Community Services											
	Gross Expenditure	9,985	0	-9,985	0	0	0	0	0	0	0	
	Gross Income	-1,184	0	1,184	0	0	0	0	0	0	0	
		8,801	0	-8,801	0	0	0	0	0	0	0	
SCS5	Fire & Rescue and Emergency Planning											
	Gross Expenditure	25,480	92	65	0	25,637	25,567	-70	8,545	7,948	-597	G
	Gross Income	-285	0	0	0	-285	-285	0	-95	-147	-52	G
		25,195	92	65	0	25,352	25,282	-70	8,451	7,801	-649	G
	Less recharges within directorate	-10,178				-10,178	-10,178	0			0	G
		10,178				10,178	10,178	0			0	G
	Directorate Expenditure Total	259,276	1,122	-9,947	0	250,451	250,281	-170	86,889	78,279	-8,611	G
	Directorate Income Total	-39,641	0	1,353	0	-38,288	-38,288	0	-16,156	-19,062	-2,906	G
	Directorate Total Net	219,635	1,122	-8,594	0	212,163	211,993	-170	70,734	59,217	-11,517	G

July Financial Monitoring and Business Strategy Delivery Report: Environment & Economy
CABINET - 18 September 2012
Budget Monitoring

Ref	Directorate	BUDGET 2012/13					Outturn Forecast Year end Spend/Income	Projected Year end Variation	Profiled Budget (Net) July 2012	Actual Expenditure (Net) July 2012	Variation to Budget July 2012	Projected Year end Variance Traffic Light
		Original Budget	Brought Forward from 2011/12 Surplus + Deficit -	Virements to Date	Supplementary Estimates to Date	Latest Estimate						
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	£000 (7)	£000 (8)	underspend - overspend + £000 (9)	£000 (10)	£000 (11)	underspend - overspend + £000 (12)	(13)
EE1	Highways & Transport											
	Gross Expenditure	54,016	0	-325	0	53,691	53,691	0	17,897	10,138	-7,759	G
	Gross Income	-11,396	0	0	0	-11,396	-11,396	0	-3,798	-3,275	523	G
		42,620	0	-325	0	42,295	42,295	0	14,098	6,863	-7,235	G
EE2	Growth & Infrastructure											
	Gross Expenditure	58,464	1,435	-4,946	0	54,953	55,111	158	18,352	14,059	-4,293	G
	Gross Income	-30,324	0	5,049	0	-25,275	-25,225	50	-8,425	-8,922	-497	G
		28,140	1,435	103	0	29,678	29,886	208	9,928	5,137	-4,790	G
EE3	Oxfordshire Customer Services											
	Gross Expenditure	41,656	419	1,331	0	43,406	43,466	60	14,469	15,253	784	G
	Gross Income	-41,450	0	-342	0	-41,792	-41,812	-20	-13,931	-13,332	599	G
		206	419	989	0	1,614	1,654	40	538	1,921	1,383	A
EE4	Director's Office											
	Gross Expenditure	6,692	45	3	0	6,740	6,769	29	2,247	2,215	-32	G
	Gross Income	0	0	0	0	0	0	0	0	0	0	G
		6,692	45	3	0	6,740	6,769	29	2,247	2,214	-32	G
	Less recharges within directorate	-16,521				-16,521	-16,521	0			0	G
		16,521				16,521	16,521	0			0	G
	Directorate Expenditure Total	144,307	1,899	-3,937	0	142,269	142,516	247	52,965	41,665	-11,299	G
	Directorate Income Total	-66,649	0	4,707	0	-61,942	-61,912	30	-26,154	-25,530	624	G
	Directorate Total Net	77,658	1,899	770	0	80,327	80,604	277	26,810	16,136	-10,675	G

July Financial Monitoring and Business Strategy Delivery Report: Chief Executive's Office
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Budget Monitoring

Ref	Directorate	BUDGET 2012/13					Outturn Forecast Year end Spend/Income	Projected Year end Variation	Profiled Budget (Net) July 2012	Actual Expenditure (Net) July 2012	Variation to Budget July 2012	Projected Year end Variance Traffic Light
		Original Budget	Brought Forward from 2011/12 Surplus + Deficit -	Virements to Date	Supplementary Estimates to Date	Latest Estimate						
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	£000 (7)	£000 (8)	underspend - overspend + £000 (9)	£000 (10)	£000 (11)	underspend - overspend + £000 (12)	(13)
CEO1	Chief Executive & Business Support											
	Gross Expenditure	2,036	116	-461	0	1,691	1,645	-46	25,719	20,919	-4,799	A
	Gross Income	-788	0	0	0	-788	-788	0	-10,101	-9,774	326	G
		1,248	116	-461	0	903	857	-46	15,618	11,145	-4,473	R
CEO2	Human Resources											
	Gross Expenditure	1,484	214	127	0	1,825	1,825	0	16,087	14,328	-1,759	G
	Gross Income	-1,345	0	0	0	-1,345	-1,345	0	-2,188	-2,226	-38	G
		139	214	127	0	480	480	0	13,899	12,103	-1,797	G
CEO3	Corporate Finance & Internal Audit											
	Gross Expenditure	2,429	0	200	0	2,629	2,629	0	7,375	7,146	-228	G
	Gross Income	-2,417	0	35	0	-2,382	-2,382	0	-107	-76	31	G
		12	0	235	0	247	247	0	7,267	7,070	-197	G
CEO4	Law & Governance Services											
	Gross Expenditure	6,987	126	10,065	0	17,178	17,178	0	135,526	121,420	-14,107	G
	Gross Income	-4,050	0	-1,200	0	-5,250	-5,250	0	-135,746	-131,829	3,917	G
		2,937	126	8,865	0	11,928	11,928	0	-220	-10,410	-10,190	G
CEO5	Strategy & Communications											
	Gross Expenditure	2,859	52	11	0	2,922	2,762	-160	0	0	0	R
	Gross Income	-2,492	0	33	0	-2,459	-2,459	0	0	0	0	G
		367	52	44	0	463	303	-160	0	0	0	R
CEO6	Corporate & Democratic Core											
	Gross Expenditure	3,691	0	0	0	3,691	3,691	0	0	0	0	G
	Gross Income	0	0	0	0	0	0	0	0	0	0	G
		3,691	0	0	0	3,691	3,691	0	0	0	0	G
	Less recharges within directorate	-3,126				-3,126	-3,126	0			0	G
		3,126				3,126	3,126	0			0	G
	Directorate Expenditure Total	16,360	508	9,942	0	26,810	26,604	-206	184,707	163,813	-20,893	G
	Directorate Income Total	-7,966	0	-1,132	0	-9,098	-9,098	0	-148,142	-143,906	4,236	G
	Directorate Total Net	8,394	508	8,810	0	17,712	17,506	-206	36,565	19,908	-16,657	G

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CABINET IS RECOMMENDED TO APPROVE THE VIREMENTS AS DETAILED BELOW:

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure + increase / - decrease £000	Income - increase / + decrease £000
CEF	Sep	Pupil premium update	CEF4-1	Delegated Budgets	P	-1,237.2	1,237.2
		The Roundabout Centre Daycare budget approved	CEF1-3	Early Intervention	T	382.8	-382.8
		Update Dedicated Schools Grant allocation following latest academy conversions	CEF1-5	Organisation & Planning	P	0.0	51.2
			CEF4-1	Delegated Budgets	P	-19,712.0	19,712.0
			CEF4-3	Devolved Schools Costs (including licenses, insurances and redundancy budgets)	P	0.0	-51.2
EE	Sep	Property and Facility Client budget restructure for the new contract	EE2-4	Waste Management	T	-285.7	0.0
			EE2-61-67	Property and Facilities excluding FWT/QCS	T	393.6	-107.9
SCS	Sep	Transfer within Mental Health Pool to support Supported Independent Living business case	SCS1-3A	Non-Pool Services	P	-250.0	0.0
			SCS1-3B	Pooled Budget Contributions	P	250.0	0.0
		Virement to distribute Department of Health funds to Equipment Pool cost centre	SCS1-1ABC	Older People Non Pool Services	T	750.0	0.0
			SCS1-1E	Pooled Budget Contributions	T	-750.0	0.0
		Move salaries and operations budgets into Joint Commissioning in preparation for re-allocation as part of Phase 2 of the re-structure.	SCS1-1ABC	Older People Non Pool Services	P	-646.4	0.0
			SCS3-1	Joint Commissioning	P	646.4	0.0
		Move Learning Disabilities Commissioning & Contracts budgets into Joint Commissioning	SCS1-1ABC	Older People Non Pool Services	P	72.6	-72.6
			SCS1-2ABD	Learning Disabilities Non Pool Services	P	-1,010.0	1,010.0
		Increase contribution to Older People and Physical Disabilities Pooled Budgets via Department of Health funds for overspends on Reablement contract 2012-13 and 13-14	SCS3-1	Joint Commissioning	P	937.4	-937.4
			SCS1-1ABC	Older People Non Pool Services	T	0.0	-1,538.0
Inter Directorate	Sep	Collate budgets on new cost centre to manage Oxfordshire Broadband Project	SCS1-1E	Pooled Budget Contributions	T	1,538.0	0.0
			CEO5	Strategy & Communications	T	381.3	0.0
			EE1-1-1-42	Highways & Transport	T	-31.3	0.0
		EE2-2&3	Planning & Regulation and Infrastructure Planning	T	-350.0	0.0	
		Business System Team transfer to CEO	CEO5	Strategy & Communications	P	407.8	-207.8
EE3-3	ICT		P	-407.8	207.8		
Grand Total						-18,920.4	18,920.4

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VIREMENTS REQUIRING CABINET APPROVAL ACTIONED IN THIS REPORT

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure + increase / - decrease £000	Income - increase / + decrease £000
EE	Jun	Transfer of Integrated Transport Unit staff and overhead budgets to Oxfordshire Customer Services	EE1-1-1-42	Highways & Transport	P	-373.8	0.0
			EE3-5	Customer Services	P	373.8	0.0
	Jul	Property & Facility Client budget restructure for the new contract	EE2-61-67	Property and Facilities excluding FWT/QCS	P	2,620.8	-2,620.8
					T	-655.2	655.2
			EE2-61-67	Property and Facilities excluding FWT/QCS	P	-147.0	0.0
					T	36.7	0.0
	FWT/QCS virement part year trading	EE2-68	Food with Thought/QCS Cleaning	P	-9,216.6	9,363.6	
				T	2,304.1	-2,340.9	
SCS	Jun	Reduction of Supporting People funding to Learning Disabilities Pool to meet Supporting People funding pressures	SCS1-2C	Pooled Budget Contribution	T	-337.0	0.0
			SCS3-1	Joint Commissioning	T	337.0	0.0
CEF	Jun	Move cost centres in line with Childrens Social Care service restructure	CEF2-2	Corporate Parenting	P	9,088.3	-121.3
			CEF2-3	Social Care	P	-9,088.3	121.3
	Jul	Set up income and expenditure budget for Thriving Families programme to reflect grant received from the Department for Communities and Local Government	CEF2-3	Social Care	P	941.6	-941.6
			CEF1-1	Management & Central Costs	P	75.6	-75.6
			CEF1-2	Additional & Special Educational Needs	P	500.9	-1,248.4
			CEF1-3	Early Intervention	P	0.0	-318.1
			CEF1-4	Education	P	737.3	-750.6
			CEF1-5	Organisation & Planning	P	21.0	-341.8
			CEF3-2	Children, Education & Families Support Service Non-Negotiable Recharges	P	0.0	14.7
			CEF4-1	Delegated Budgets	P	-15,774.8	15,774.8
			CEF4-2	Early Years Single Funding Formula (Nursery Education Funding)	P	1,464.5	-1,464.5
			CEF4-3	Devolved Schools Costs (including licenses, insurances and redundancy budgets)	P	-175.6	-181.2
CEF4-4	DSG Income	P	-256.4	1,998.1			

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VIREMENTS REQUIRING CABINET APPROVAL ACTIONED IN THIS REPORT

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure + increase / - decrease £000	Income - increase / + decrease £000
Inter-Directorate	Jul	Transfer of Business Systems from CEF to ICT within E&E	CEF3-5	Information Management & Business Support	P	-661.5	40.6
			EE3-3	ICT	P	661.5	-40.6
		Business System Team transfer to E&E	EE3-3	ICT	P	713.9	-207.8
			SCS3-1	Joint Commissioning	P	-713.9	207.8
Grand Total						-17,523.0	17,523.0

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NEW VIREMENTS FOR CABINET TO NOTE

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure + increase / - decrease £000	Income - increase / + decrease £000
CEF	Sep	Britannia Road Children's Centre Budget Approved	CEF1-3	Early Intervention	T	32.3	-32.3
		Salary budget tidy following the Childrens Social Care restructure	CEF2-2	Corporate Parenting	P	24.5	0.0
			CEF2-3	Social Care	P	-24.5	0.0
		Transfer Ten to Two Coordinator budget for one year	CEF1-4	Education	T	-20.7	0.0
			CEF1-5	Organisation & Planning	T	20.7	0.0
		Reverse Ten to Two Coordinator temporary budget transfers	CEF1-4	Education	T	42.5	0.0
			CEF1-5	Organisation & Planning	T	-42.5	0.0
		Transfer ten to Two Coordinator budget permanently	CEF1-4	Education	P	-42.5	0.0
			CEF1-5	Organisation & Planning	P	42.5	0.0
		Budget Allocation to The Orchard Children's Centre	CEF1-3	Early Intervention	T	5.0	-5.0
		Budget allocation to Bicester Children's Centre	CEF1-3	Early Intervention	T	1.0	-1.0
		Transfer of telephony budgets	CEF3-1	Management & Admin	P	41.1	0.0
			CEF4-4	DSG Income	P	0.0	-41.1
		To amend the income and expenditure budgets for Residential Agency budget	CEF2-3	Social Care	P	-65.3	65.3
		Amend recharges following revisions for 2012/13.	CEF2-3	Social Care	P	-1.3	1.3
		Dedicated Schools Grant 2012/13 additional budget	CEF4-3	Devolved Schools Costs (including licenses, insurances and redundancy budgets)	P	72.7	-72.7
		Florence Park Children's Centre budget approved	CEF1-3	Early Intervention	T	0.7	-0.7
		Transfer of administration budgets from Youth Offending Service to Administration cost centre	CEF2-1	Management & Central Costs (including admin and negotiable recharges)	P	87.1	0.0
			CEF2-6	Youth Offending Service	P	-87.1	0.0
		Therapeutic Service budget tidy	CEF1-2	Additional & Special Educational Needs	P	-133.5	133.5
		The Willow Tree Children's Centre budget approved	CEF1-3	Early Intervention	T	0.3	-0.3
		Adjustment to pay protection carry forward allocations	CEF1-3	Early Intervention	T	-26.2	0.0
			CEF2-4	Safeguarding	T	4.6	0.0
			CEF3-1	Management & Admin	T	21.5	0.0
		East Street Premises Plan	CEF1-3	Early Intervention	T	-8.3	8.3
		The Roundabout Centre Budget approved	CEF1-3	Early Intervention	T	6.0	-6.0

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NEW VIREMENTS FOR CABINET TO NOTE

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure + increase / - decrease £000	Income - increase / + decrease £000
CEF	Sep	Butterfly Meadows Children's Centre budget approved	CEF1-3	Early Intervention	T	1.3	-1.3
		Children's Social Care funding towards Chill Out fund	CEF1-3	Early Intervention	T	100.0	0.0
		Reallocate budget in line with actual activity	CEF2-2	Corporate Parenting	T	-100.0	0.0
			CEF2-3	Social Care	T	-82.0	0.0
		Youth Offending Scheme payroll adjustment	CEF2-1	Management & Central Costs (including admin and negotiable recharges)	T	-3.8	0.0
			CEF2-6	Youth Offending Service	T	3.8	0.0
CEO	Sep	Village Hall Grants budget to Cultural Services	CEO4	Law & Governance Services	P	59.1	0.0
		Transfer budget related to Lieutenancy	CEO5	Strategy & Communications	P	-59.1	0.0
			CEO1	Chief Executive & Business Support	P	-1.0	0.0
		Remove budget as no longer going to receive the income	CEO5	Strategy & Communications	P	1.0	0.0
			CEO5	Strategy & Communications	P	-32.5	32.5
		CEO4	Law & Governance Services	T	14.1	0.0	
CEO5	Strategy & Communications	T	-14.1	0.0			
EE	Sep	Transfer of four Integrated Transport Unit staff posts following restructure	EE1-1-1-42	Highways & Transport	P	-98.3	0.0
			EE1-44	Public Transport	P	98.3	0.0
		Growth and Infrastructure restructure realignment of base budgets	EE2-1	Deputy Director	P	-36.9	0.0
			EE2-2&3	Planning & Regulation and Infrastructure Planning	P	36.9	0.0
		Staffing Restructure	EE1-1-1-42	Highways & Transport	P	42.7	-21.4
			EE1-44	Public Transport	P	-42.7	21.4
		Building Transforming Customer Services budget for 2012/13	EE3-1	Management Team	T	130.7	0.0
			EE3-5	Customer Services	T	-104.9	0.0
			EE3-6&7	Human Resources and Adult Learning	T	-25.8	0.0
		Continuing Professional Development allocation within Enironment and Economy 2012/13	EE1-1-1-42	Highways & Transport	T	48.8	0.0
			EE2-1	Deputy Director	T	29.9	0.0
			EE3-1	Management Team	T	1.5	0.0
			EE3-3	ICT	T	25.6	0.0
			EE3-4	County Procurement	T	2.6	0.0
EE3-5	Customer Services		T	11.8	0.0		
EE3-6&7	Human Resources and Adult Learning	T	-122.7	0.0			
EE4-1	Director's Office	T	2.6	0.0			

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NEW VIREMENTS FOR CABINET TO NOTE

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure + increase / - decrease £000	Income - increase / + decrease £000
SCS	Sep	Learning Disabilities Information and Consultation budget changing from a non-pool budget to a budget within the Learning Disabilities Pool	SCS1-2ABD	Learning Disabilities Non Pool Services	P	-52.1	52.1
		Budget tidy following pre-Joint Management Group. Ex - Nightcare Service budget transfer to Home Support Older People and Physical Disabilities Pools	SCS1-1E	Pooled Budget Contributions	P	-60.0	0.0
			SCS1-5A	Pooled Budget Contributions	P	60.0	0.0
		Social and Community Services Joint Commissioning Restructure	SCS1-1ABC	Older People Non Pool Services	P	-105.1	0.0
			SCS3-1	Joint Commissioning	T	12.2	0.0
		P			105.1	0.0	
		Funding for Lead Commissioner Older People	SCS1-1ABC	Older People Non Pool Services	T	-12.2	0.0
					P	-92.9	0.0
		Allocation of Social & Community Services Joint Commissioning Phase 1 budget	SCS3-1	Joint Commissioning	P	92.9	0.0
					P	-1.4	1.4
		Create budget for Primary Care Trust funding received	SCS1-3B	Pooled Budget Contributions	T	54.9	-54.9
		Removal of client income budgets, reduction in Supporting People funding and budget tidy	SCS1-4	Services For All Client Groups	P	-208.8	208.8
		Allocation of Social and Community Service Joint Commissioning Phase 1 budget	SCS3-1	Joint Commissioning	P	112.7	-112.7
		Correction of cost centre for Adult Social Care Continuing Professional Development Allocation 2012/13	SCS1-1ABC	Older People Non Pool Services	T	30.4	0.0
T	-30.4				0.0		
Older People's Health & Wellbeing Resource Centres budget tidy	SCS1-1ABC	Older People Non Pool Services	P	-18.2	18.2		

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NEW VIREMENTS FOR CABINET TO NOTE

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure + increase / - decrease £000	Income - increase / + decrease £000
Inter-Directorate	Sep	To reverse the transfer to Corporate Landlord as Banbury Day Centre is now renting from an external provider and utilities are part of the service charge.	EE2-61-67	Property and Facilities excluding FWT/QCS	P	-5.2	0.0
			SCS1-1ABC	Older People Non Pool Services	P	5.2	0.0
		Transfer budget to the correct property recharge cost centre	CEO1	Chief Executive & Business Support	P	0.0	0.0
			CEO2	Human Resources	P	0.0	0.0
			CEO3	Corporate Finance & Internal Audit	P	-24.3	0.0
			CEO4	Law & Governance Services	P	0.0	0.0
			CEO5	Strategy & Communications	P	0.0	0.0
			EE1-1-1-42	Highways & Transport	P	0.0	0.0
			EE3-1	Management Team	P	0.0	0.0
			EE3-3	ICT	P	0.0	0.0
			EE3-4	County Procurement	P	24.3	0.0
			EE3-6&7	Human Resources and Adult Learning	P	0.0	0.0
		Corporate Landlord Utility Transfers	SCS2-3	Trading Standards	P	0.0	0.0
			CEO4	Law & Governance Services	P	-5.9	0.0
			EE2-4	Waste Management	P	-3.6	0.0
			EE2-61-67	Property and Facilities excluding FWT/QCS	P	15.7	0.0
		Agreed transfers from funds brought forward by Future Jobs Fund	EE3-6&7	Human Resources and Adult Learning	P	-6.2	0.0
			CEO2	Human Resources	T	-36.0	0.0
			CEO4	Law & Governance Services	T	16.0	0.0
		Social Work Improvement Fund grant reallocated	EE3-6&7	Human Resources and Adult Learning	T	20.0	0.0
			CEF2-3	Social Care	T	0.0	-4.0
		Continuing Professional Development allocation 2012/13	EE3-6&7	Human Resources and Adult Learning	T	0.0	4.0
			CEF3-1	Management & Admin	T	58.3	0.0
			CEO1	Chief Executive & Business Support	T	87.9	0.0
			CEO4	Law & Governance Services	T	38.6	0.0
			EE3-6&7	Human Resources and Adult Learning	T	-235.3	0.0
		Procurement staff transferred to Social and Community Services Joint Commissioning as per restructure	SCS3-1	Joint Commissioning	T	50.5	0.0
			EE3-4	County Procurement	T	-134.0	0.0
			SCS3-1	Joint Commissioning	T	134.0	0.0

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NEW VIREMENTS FOR CABINET TO NOTE

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure + increase / - decrease £000	Income - increase / + decrease £000
Inter-Directorate	Sep	Temporary virement to transfer agreed funds to Oxford Youth Enablers	CEF2-5	Services for Disabled Children	T	-15.0	0.0
			SCS3-1	Joint Commissioning	T	0.0	15.0
		Finance structure changes	CEO3	Corporate Finance & Internal Audit	P	15.0	0.0
			EE3-1	Management Team	P	-15.0	0.0
		Transfer of Financial Reporting budgets to Corporate Finance to reflect change in management structure	CEO3	Corporate Finance & Internal Audit	P	209.7	35.2
			EE3-2	OCS Finance	P	-245.0	0.0
		Transfer of funding for Children's Centre and Social & Health Care apprenticeships from Workforce Initiatives to Social Care Apprenticeships cost centre	CEO2	Human Resources	T	-28.5	0.0
			EE3-6&7	Human Resources and Adult Learning	T	28.5	0.0
		Youth Offending Scheme payroll restructure	CEF2-1	Management & Central Costs (including admin and negotiable recharges)	P	48.7	0.0
			CEF2-6	Youth Offending Service	P	-90.4	0.0
SCS3-1	Joint Commissioning		P	41.7	0.0		
Grand Total						-243.8	243.8

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EARMARKED RESERVES

Earmarked Reserves	2012/13			Balance at 31 March 2013 £000	May 2012 Balance at 31 March 2013 £000	Change in Closing Balance Forecast £000	Commentary
	Balance at 1 April 2012 £000	Movement					
		Contributions from Reserve £000	Contributions to Reserve £000				
Children, Education & Families							
Primary	18,085	-9,237	76	8,924	18,085	-9,161	
Secondary	9,469	-6,516	10	2,963	9,469	-6,506	
Special	1,745	-872	1	874	1,745	-871	
Sub-total schools' revenue reserves	29,299	-16,625	87	12,761	29,299	-16,538	The balance at 1 April 2012 includes £0.990m to be transferred to academy converters.
School Loans	-902		289	-613	-902	289	Includes new loan during the year to Langtree School which converted to be an academy on 1 April 2012.
Sub Total	28,397	-16,625	376	12,148	28,397	-16,249	
Schools' Contingency	11			11	11	0	
Schools' Partnerships	247			247	247	0	
Schools' Insurance	276			276	276	0	
Supply Cover	-23			-23	-23	0	
Total Schools' Reserves	28,908	-16,625	376	12,659	28,908	-16,249	Projections will be updated next month.
<u>Self-Financing Services</u>							
Residential Centres	117	-3		114	117	-3	To be used as required in future years.
ICT Service	65	-65		0	65	-65	To be used as required in future years.
Governor Services	115			115	115	0	To be used as required in future years.
Roundabout Daycare	0			0	0	0	New reserve agreed but no contribution made in 2011/12.
Forest School Training	48	-48		0	0	0	To be used as required in future years.
Safeguarding Board	282	-21		261	282	-21	To be used as required in future years.
Joint Use Reserve	319			319	319	0	To be used as required in future years.
<u>Equipment & Vehicles Reserve</u>							
Oxfordshire Rural Children's Centres	28			28	28	0	To be used as required in future years to maintain and replace rural children's centre vehicles.
Youth Management Committee	291	-130		161	291	-130	To be used in 2012/13 by Early Intervention Service for a vehicle at the Witney hub, work at Blackbird Leys and Rose Hill satellites , projects at Riverside, and other spend by satellites.
North Oxfordshire Children's Centre (capital)	79			79	79	0	Contribution to proposed capital works (minor extension and alterations) taking place in 2012/13.
<u>Projects</u>							
Youth Offending Service	0			0	0	0	
ICT Projects	56	-56		0	12	-12	Funding for Framework-I floorwalker. The funding for the Framework I developments, Youth Offending Information System, Single Child Record project and Information Management has now been transferred to E&E as ICT will be managing these projects.
Joint Working with Police	622			622	622	0	To fund a two year project due to anticipated increase in referrals and work . Planned to be spent by March 2014.
School Intervention Fund	1,861	-1,861		0	1,861	-1,861	For school improvement projects in line with Education Strategy. Planned to be spent in 2012/13.

July Financial Monitoring and Business Strategy Delivery Report
CABINET - 18 September 2012
EARMARKED RESERVES

Earmarked Reserves	2012/13			Balance at 31 March 2013 £000	May 2012 Balance at 31 March 2013 £000	Change in Closing Balance Forecast £000	Commentary
	Balance at 1 April 2012 £000	Movement					
		Contributions from Reserve £000	Contributions to Reserve £000				
<u>Other</u>							
Foster Carer Loans	204			204	204	0	To meet Children's Act loans write off and interest costs in future years.
Academies Conversion Support	600	-600		0	0	0	To manage the costs arising in legal services, human resources, property, finance and other areas as a consequence of school conversions to academies, and to provide the opportunity to investigate and implement alternate trust structures for groups of schools considering conversion to academies.
School amalgamations	140			140	140	0	To fund costs incurred by the local authority associated with school amalgamations. These potential amalgamations include the merger of attached nurseries into the associated primary school and the merger of separate infant and junior schools into an all-through primary.
Staff Training & Development	158			158	158	0	Balance of funding agreed by Council in February 2011 for training and staff development towards new ways of working following restructure within CEF. To be spent during 2012/13.
Pay Protection Costs	0			0		0	New reserve being requested this month. Proposing to make contribution of £0.442 (previously called Early Intervention Service Equipment Reserve)
Early Intervention Service (EIS) Reserve : Equipment	369	-25		344	369	-25	To be used as required in future years for maintenance and replacement of equipment across all hubs e.g. minibuses, portable climbing wall.
Teens & Toddlers Project			75	75		75	To be paid in 2013/14.
TRIO & Guideposts			131	131		131	To be paid in 2013/14.
Art Room Project			0	0		0	Self-financing project.
Relocation Allowances			174	174		174	To pay relocation allowances over the next 4 years.
<u>Grants and contributions</u>							
Dedicated Schools Grant	4,717	-1,771	808	3,754	4,140	-386	To be spent within the schools budget. Schools Forum were consulted on the use of £1.771m on 21 June 2012. Of this £1.044m has been agreed with further details being taken to Finance & Deprivation Sub-committee on the remaining items on 5 July 2012. A paper on the remaining underspend balance will be taken to Schools Forum in September.
National Citizen Service	21	-21		0	21	-21	Grant funding.
Therapeutic Service	85	-85		0	85	-85	Funding from PCT.
Young Carers	80	-80		0	0	0	Funding from PCT.
Reducing youth homelessness	49	-49		0	49	-49	Funding from Cherwell DC/DCLG.
National Council for School Leadership	10	-10		0	10	-10	Grant funding.
British Council Grant	11	-11		0	11	-11	Funding for International Office.
Total Non-Schools Reserves	10,327	-4,836	1,188	6,679	8,978	-2,299	
CEF Directorate Total	39,235	-21,461	1,564	19,338	37,886	-18,548	
Social & Community Services							
Older People Pooled Budget and Learning Disabilities Pooled Budget Reserve	6,238	-4,586		1,652	1,738	-86	To be used in future years as agreed by the Joint Management Group
OSJ Client Income Reserve	64			64	64	0	Reserve to provide for client income refunds
Personal Budgets	0			0	0	0	Used to hold under-spends from Personal Budget Allocations no longer required.
S117 Reserve	23			23	23	0	Reserve set up in 2008/9 to cover any S117 re-assessments.
Grants & Contributions	800			800	800	0	
<u>Fire & Rescue</u>							
Securing Water Supplies	70			70	70	0	To be used for unbudgeted fire hydrant work
Protective Clothing	65			65	65	0	Replacement of personal protective clothing
Breathing Apparatus Equipment	230			230	230	0	Renewal of breathing apparatus equipment
Communications Fund	123			123	123	0	Renewal of communications equipment
Vehicles	590	-930	870	530	530	0	Planned renewal of the the Fire & Rescue vehicles.
IT	73			73	73	0	Renewal of IT equipment
Rescue Equipment	26			26	26	0	Renewal of Rescue equipment
Fire Control	1,085			1,085	1,085	0	Funding of the proposed joint Oxfordshire / Berkshire Fire Control Centre. Includes specific revenue grant for this programme.

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EARMARKED RESERVES

Earmarked Reserves	2012/13			Balance at 31 March 2013 £000	May 2012 Balance at 31 March 2013 £000	Change in Closing Balance Forecast £000	Commentary
	Balance at 1 April 2012 £000	Movement					
		Contributions from Reserve £000	Contributions to Reserve £000				
Fire Link	139			139	139	0	Renewal of Rescue equipment
New Dimensions	50			50	50	0	For costs relating to the ownership of New Dimensions specialist vehicles
<u>Emergency Planning</u>							
Vehicle Renewals	42			42	42	0	Renewal of Emergency Planning vehicles
<u>Safer Communities</u>							
Grants & Contributions	26			26	26	0	Contributions from district councils and other partners for Domestic Homicide Review
<u>Trading Standards</u>							
Vehicles Replacement Reserve	7			7	7	0	Renewal of Trading Standards vehicles
General Reserve	15			15	15	0	To be used for costs of complex investigations (e.g. expert witnesses)
Trading Standards Reserve	12			12	12	0	To fund trainee costs
Gypsy & Traveller Services - Site Refurbishment	128	-64		64	64	0	To be used for works at the Redbridge site.
SCS Directorate Total	9,806	-5,580	870	5,096	5,182	-86	
Environment & Economy							
Vehicle Renewals	65			65	65	0	To fund future replacement of vehicles
<u>Highways & Transport</u>							
Highways Winter Maintenance	18			18	18	0	
Transport	250			250	250	0	
Tourism Signs	102			102	102	0	
Area Stewardship	413		600	1,013	413	600	To manage the funding available for the Area Stewardship scheme
On Street Car Parking	1,990	-1,807	1,512	1,695	1,990	-295	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.
Cotswold & Malvern TP Reserve	15			15	15	0	
Grants and Contributions - Community Transport	523	-523	333	333	0	333	£523k Community Transport grant
<u>Growth & Infrastructure</u>							
Countryside Ascot Park	19			19	19	0	
Carbon Reduction	60			60	60	0	
SALIX Repayments	16			16	16	0	
Dix Pit WRC Development	13			13	13	0	
Oxfordshire Waste Partnership Joint Reserve	102			102	102	0	This reserve holds the revenue proportion of the unutilised element of the performance reward grant secured by the Oxfordshire Waste Partnership (OWP)
Dix Pit Engineering Works	567		167	734	734	0	To fund engineering work at Dix Pit waste management site
Waste Management	2,007			2,007	2,007	0	To fund future initiatives to minimise the potential impact of Landfill Allowance Trading Scheme fines (including the bid & planning costs of the Waste Treatment Project)
Landfill Allowance Trading Scheme	0			0	0	0	This reserve represents the value of unused Landfill Allowances under the Landfill Allowance Trading Scheme. LATS finish in 2012/13
Capital Salaries transfer	53			53	53	0	
Property Disposal Costs	159			159	159	0	To meet disposal costs in excess of the 4% eligible to be charge against capital receipts
Developer Funding (Revenue)	237			237	237	0	To meet the costs of monitoring Section 106 agreements
West End Partnership	137	-58		79	137	-58	This reserve is to ring-fence funding relating to the West End Project
Food with Thought / QCS Cleaning	1,471			1,471	1,471	0	To be used to invest in the business plus a contingency for unforeseen costs
Minerals and Waste Project			60	60		60	NEW RESERVE - To fund the Minerals and Waste project
Grants and Contributions - Countryside Services	193	-87		106	181	-75	£193k Countryside Services Grants

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EARMARKED RESERVES

Earmarked Reserves	2012/13			Balance at 31 March 2013 £000	May 2012 Balance at 31 March 2013 £000	Change in Closing Balance Forecast £000	Commentary
	Balance at 1 April 2012 £000	Movement					
		Contributions from Reserve £000	Contributions to Reserve £000				
Oxfordshire Customer Services							
Development Reserve	1,069	-147		922	383	539	Used to fund projects which will contribute to the business strategy
Money Management Reserve	70			70	70	0	Contingency in case of an overspend if income received is less than budget
Oxfordshire - Buckinghamshire partnership	206			206	206	0	This reserve is to ring-fence funding for the Oxfordshire & Buckinghamshire Partnership graduate teacher training programme
Customer Service Centre Reserve	1,892	-400		1,492	1,492	0	Project funding
Schools ICT	10	-10		0	0	0	Funding for the further development of a Learning Platform for Schools
ICT projects	2,109	-1,166		943	943	0	Used to fund the costs of major ICT projects. Includes CEF ICT Projects Reserve which has transferred.
Grants and Contributions - CSC	64	-64		0	0	0	£64k Customer Services Centre
EE Directorate Total	13,830	-4,262	2,672	12,240	11,136	1,104	
Chief Executive's Office							
<u>Chief Executive & Business Support</u>							
Change Fund	771	-612		159	588	-429	For projects that meet criteria set by the Chief Executive for modernisation and change
Big Society Fund	163	-163		0	0	0	Balance of the 2011/12 Big Society Fund to be used in 2012/13
				0		0	
<u>Corporate Finance & Internal Audit</u>				0		0	
CIPFA Trainees	58			58	58	0	This provides cover for any unbudgeted CIPFA trainee costs - pay costs fluctuate according to the
FMSIS Audit	0			0	0	0	To be used for school audits
				0		0	
<u>Human Resources</u>				0		0	
Change Management & New Ways of Working	160	-160		0	0	0	To support the project as it continues in 2012/13
				0		0	
<u>Law & Governance Services</u>				0		0	
Coroner's Service	133			133	133	0	To support various projects that will be completed by 2014
Council Elections	333		129	462	462	0	This will be used for the 2013 election. In years where no County Elections take place any
Registration Service	553			553	553	0	To be used for refurbishing the Registration buildings and facilities
				0		0	
Cultural Services:				0		0	
Cultural Services General	133	-48	59	144	144	0	Reserve includes: Village Hall Grants £67k, Libraries reserve £10k, Museums £23k and Cultural loans £33k
ICT/Digitisation projects	983	-434	132	681	681	0	To be used to update software & hardware to maintain an effective library management system.
Vehicle Renewals	179		52	231	231	0	Library vehicle renewal fund
Donations	54			54	54	0	Donations from the public to Heritage & Arts for the Museums Service and Oxford Records Office
Library Strategy			82	82		82	NEW RESERVE - To support the delivery of the library strategy
CEO Directorate Total	3,520	-1,417	454	2,557	2,904	-347	

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EARMARKED RESERVES

Earmarked Reserves	2012/13			Balance at 31 March 2013 £000	May 2012 Balance at 31 March 2013 £000	Change in Closing Balance Forecast £000	Commentary
	Balance at 1 April 2012 £000	Movement					
		Contributions from Reserve £000	Contributions to Reserve £000				
Corporate							
Grants and Contributions	624			624	624	0	
Insurance Reserve	3,459			3,459	3,459	0	
Carry Forward Reserve	8,410	-8,410	1,315	1,315	9,602	-8,287	
Capital Reserve	16,942		1,000	17,942	17,942	0	
Rolling Fund Reserve	578		1,068	1,646	1,646	0	
Other Reserves	-1			-1	-1	0	
LABGI Reserve	435			435	435	0	
Budget Reserve - Agreed 2009	4,361	-1,020		3,341	3,341	0	
Efficiency Reserve	10,829	-434	9,790	20,185	16,626	3,559	
Prudential Borrowing Reserve	5,033		1,250	6,283	6,283	0	
Corporate Total	50,670	-9,864	14,423	55,229	59,957	-4,728	
Total	117,061	-42,584	19,983	94,460	117,065	-22,605	

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REQUESTS FOR NEW EARMARKED RESERVES

Name of Reserve	Purpose of Reserve
<u>Children, Education & Families</u>	
Pay Protection	It is proposed to create a new reserve to hold the balance of the funding allocation to meet pay protection over the next five years. £0.600m of the carry forward from 2011/12 was agreed to meet pay protection costs of staff following the restructuring within the Directorate. In 2012/13 £0.158m of the carry forward has been allocated so it is proposed to place the balance of £0.442m into the reserve.
Early Intervention Service (renamed from Early Intervention Hub Equipment Reserve)	<p>The Early Intervention Service (EIS) currently has an earmarked reserve for equipment renewal. It is proposed to expand this reserve to contain other earmarked amounts from across the service, therefore in future the reserve will just be called the EIS reserve.</p> <p>A £0.075m contribution will be made in respect of the Teens & Toddlers project which is taking place over two financial years.</p> <p>£0.257m of the carry forward from 2011/12 was agreed to pay for relocation costs of staff working in the EIS. To date claims totalling £0.191m have been submitted by staff. These payments will be paid to staff until 31 August 2015. The balance of the relocation budget will be placed in the EIS reserve as payments will be made to staff over four years.</p> <p>A contribution will also be made to the reserve in respect of the The Art Room project at the Didcot Early Intervention hub. This is a self-financing project with activities taking place at the hub 3 days a week run by The Art Room. The running costs will be in the region of £0.071m per year to cover staff, travel and material costs. The hub will be generating income through charging for sessions and local sponsorship. At this stage it is not possible to forecast the proposed contribution that will be made this year.</p>
<u>Chief Executive's Office</u>	
Library Strategy	It is recommended that a new reserve is created to support the delivery of the library strategy. An initial contribution of £0.082m which was carried forward from 2011/12, will be made to this reserve in 2012/13
<u>Environment & Economy</u>	
Minerals and Waste Project	It is recommended that a new reserve is created to manage the costs of the Minerals and Waste project over several years. A estimated contribution of £0.080m relating to project costs which will be incurred in 2013/14 and 2014/15, will be made to this reserve in 2012/13.

**July Financial Monitoring and Business Strategy Delivery Report
CABINET - 18 September 2012
Year End Revenue Balances**

Date	Forecast 2012/13 £m	£m	Budget 2012/13 £m
Outturn 2011/12	13.893		13.734
County Fund Balance		13.893	13.734
Planned Contribution to Balances		2.800	2.800
Original forecast outturn position 2012/13		16.693	16.534
Additions			
Calls on balances deducted		0.000	0.000
Total calls on balances		0.000	-2.000
Automatic calls on/returns to balances		0.000	
Additional Strategic Measures		0.000	
Other items		0.000	
Net Balances		16.693	14.534
Total Gross Expenditure Budget		972.873	408.616
Balances as a % of Gross Expenditure		1.72%	3.56%
Net Balances		16.693	
Calls on balances agreed but not actioned			
Calls on balances requested in this report		0.000	
		0.000	
Revised Outturn position		16.693	

Consolidated Revenue Balances

Outturn 2011/12

13.893

Less forecast year end balances as at July 2012

-16.693

Forecast movement on County Fund Balance

-2.800

**July Financial Monitoring and Business Strategy Delivery Report
CABINET - 18 September 2012**

Ringfenced Government Grant Details - 2012/13

Directorate	Budget Book	In year Adjustments / New Allocations reported previously reported	In year Adjustments / New Allocations reported this month	Latest Allocation
	£m			£m
<u>Children, Education & Families</u>				
Ringfenced Grants				
Asylum UASC Fieldwork (reimbursement from Home Office)	1.243		-0.168	1.075
Dedicated Schools Grant				0.000
2012/13 Allocation	379.789	-13.185	-19.655	346.949
Intensive Interventions Programme (DfE)	0.195		0.005	0.200
Music	0.704	0.027		0.731
National Citizen Service	0.000	0.184		0.184
Pupil Premium	8.689		-1.352	7.337
Pupil Premium - Summer School Grant	0.000		0.114	0.114
Education Funding Agency – Sixth Form Funding	27.608			27.608
Education Funding Agency – SEN	0.491			0.491
Youth Justice Board	0.924	-0.051		0.873
Thriving Families - Co-ordinator funding	0.000	0.100		0.100
Thriving Families - Attachment Fee	0.000	0.842		0.842
Total Children, Education & Families	419.643	-12.083	-21.056	386.504
<u>Environment & Economy</u>				
Natural England	0.229			0.229
Skills Funding Agency - Adult Education	3.820			3.82
Total Environment & Economy	4.049	0	0	4.049
Total	423.692	-12.083	-21.056	390.553

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Pooled Budgets

Older People, Physical Disabilities and Equipment Pool

Original Budget £m	Latest Budget £m		Forecast Variance July 2012 £m	Forecast Variance June 2012 £m	Change in Variance £m
		Council Elements			
		Older People			
49.644	53.703	Care Homes	+1.688	+1.189	+0.499
26.968	28.863	Community Support Purchasing Budget	-1.193	-1.169	-0.024
		Transfer underspend to reserves	+0.000	+0.000	+0.000
76.612	82.566	Total Older People	0.495	0.020	0.475
		Physical Disabilities			
2.622	2.622	Care Homes	+0.000	+0.000	+0.000
6.158	6.298	Community Support Purchasing Budget	+0.000	+0.000	+0.000
8.780	8.920	Total Physical Disabilities	+0.000	+0.000	+0.000
0.886	1.140	Equipment	+0.255	+0.255	+0.000
86.278	92.626	Total Council Elements	+0.750	+0.275	+0.475
		PCT Elements			
24.549	24.403	Older People	+2.588	+2.432	+0.156
6.331	6.625	Physical Disabilities	-0.049	+0.094	-0.143
0.308	0.803	Equipment	+0.083	+0.083	+0.000
31.188	31.831	Total PCT Elements	+2.622	+2.609	+0.013
117.466	124.457	Total Older People, Physical Disabilities and Equipment Pool	+3.372	+2.884	+0.488

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Pooled Budgets

Learning Disabilities Pool

Original Budget £m	Latest Budget £m		Forecast Variance July 2012 £m	Forecast Variance June 2012 £m	Change in Variance £m
		Council Elements			
50.78	49.607	Personal Budgets	-0.854	-0.854	+0.000
16.050	16.886	Other Services	+0.011	+0.011	+0.000
66.830	66.493	Total Council Elements	-0.843	-0.843	+0.000
12.346	12.424	Total PCT Elements	-0.157	-0.157	+0.000
79.176	78.917	Total Learning Disabilities Pool	-1.000	-1.000	+0.000

July Financial Monitoring & Business Strategy Delivery Report
CABINET 18 September 2012
Oxfordshire County Council's Treasury Management Lending List

as at 23 August 2012

Counterparty Name	Lending Limits			
	Standard Limit £	Group Limit £	Group	Period Limit
PENSION FUND Call Accounts / Money Market Funds				
Santander UK plc - PF A/c	50% Pension Fund Portfolio			O/N
Lloyds TSB Bank plc - Callable Deposit A/c (OXFORDCCPEN)	50% Pension Fund Portfolio			3 mths
Royal Bank of Scotland Liquidity Select A/c	50% Pension Fund Portfolio			O/N
Ignis Sterling Liquidity Fund - (Pension Fund)	50% Pension Fund Portfolio			6 mths
Call Accounts / Money Market Funds				
Santander UK plc - Main A/c	5,000,000	5,000,000	a	O/N
Lloyds TSB Bank plc - Callable Deposit A/c	10,000,000	10,000,000	b	3 mths
Royal Bank of Scotland - Call A/c	10,000,000			O/N
Svenska Handelsbanken - Call A/c	25,000,000			100 days
Goldman Sachs Sterling Liquid Reserves Fund	25,000,000			6 mths
Deutsche Managed Sterling Fund	25,000,000			6 mths
Prime Rate	9,000,000			6 mths
Ignis Sterling Liquidity Fund - (County Council)	25,000,000			6 mths
Legal and General Investment Management	25,000,000			6 mths
Money Market Deposits				
Santander UK plc Time Deposit Facility	5,000,000	5,000,000	a	O/N
Bank of Montreal	25,000,000			12 mths
Bank of Nova Scotia	25,000,000			12 mths
Barclays Bank Plc	15,000,000			3 mths
Canadian Imperial Bank of Commerce	25,000,000			12 mths
Commonwealth Bank of Australia	25,000,000			12 mths
Debt Management Account Deposit Facility	100% Portfolio			6 mths
English, Welsh and Scottish Local Authorities (limit applies to individual authorities)	25,000,000			3 years
HSBC Bank plc	25,000,000			12 mths
JP Morgan Chase Bank	15,000,000			3 mths
Lloyds TSB Bank plc	10,000,000	10,000,000	b	O/N
National Australia Bank	25,000,000			12 mths
National Bank of Canada	10,000,000			6 mths
Nationwide Building Society	15,000,000			3 mths
Royal Bank of Canada	25,000,000			6 mths
Royal Bank of Scotland	10,000,000			O/N
Standard Chartered Bank	25,000,000			3 mths
Toronto-Dominion Bank	25,000,000			12 mths

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Financial Monitoring Report July 2012 (Cabinet September 2012)
Capital Programme 2012/13 to 2016/17

Summary

Directorate	Latest Approved Capital Programme (Council February 2012)			Latest Forecast			Variation			Current Year Expenditure Monitoring				Performance Compared to Original Programme (Council February 2012)		
	Current Year	Future Years	Total	Current Year	Future Years	Total	Current Year	Future Years	Total	Actual expenditure to date	Commitments	Expenditure Realisation Rate	Actuals & Commitments	Current Year	Variation	Use of Resources Variation
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	%	%	£'000s	£'000s	%
Children, Education & Families 1 - OCC	20,886	117,132	138,018	20,886	118,309	139,195	0	1,177	1,177	2,149	5,801	10%	38%	20,102	784	4%
Social & Community Services	3,391	20,129	23,520	3,491	20,119	23,610	100	-10	90	645	1,193	18%	53%	3,041	450	15%
Environment & Economy 1 - Transport	23,157	68,083	91,240	23,470	68,118	91,588	313	35	348	36	6,552	0%	28%	24,115	-645	-3%
Environment & Economy 2 - Other Property Development Programmes	1,749	28,245	29,994	1,749	28,245	29,994	0	0	0	-178	90	-10%	-5%	2,314	-565	-24%
Chief Executive's Office	956	1,781	2,737	956	1,781	2,737	0	0	0	125	351	13%	50%	835	121	14%
Total Directorate Programmes	50,139	235,370	285,509	50,552	236,572	287,124	413	1,202	1,615	2,777	13,987	5%	33%	50,407	145	0%
Schools Local Capital	5,063	8,966	14,029	5,107	8,966	14,073	44	0	44	0	0	0%	0%	5,155	-48	-1%
Earmarked Reserves	0	62,889	62,889	0	62,840	62,840	0	-49	-49					70	-70	-100%
OVERALL TOTAL	55,202	307,225	362,427	55,659	308,378	364,037	457	1,153	1,610	2,777	13,987	5%	30%	55,632	27	0%

Financial Monitoring Report July 2012 (Cabinet September 2012)
Capital Programme 2012/13 to 2016/17

In-year Expenditure Forecast Variations

Project / Programme Name	Previous 2012/13 Forecast* £'000s	Revised 2012/13 Forecast £'000s	Variation £'000s	Comments
Children, Education & Families				
Existing Demographic Pupil Provision (Basic Needs Programme)	2,779	1,398	-1,381	Draw down of budget provision for the projects below - Rose Hill, Cholsey and Cutteslowe.
Oxford, Rose Hill (ED807)	0	410	410	On site.
Cholsey (ED783)	0	1,050	1,050	Stage 2 Approval, forecast start Aug 2012
Oxford, Cutteslowe - (Phase 2) 2 class modular (ED796)	0	375	375	Stage 2 Approval, forecast start Aug 2012
School Structural Maintenance (inc Health & Safety) Health & Safety - CE&F	5,941 44	5,531 0	-410 -44	Total of £435k transferred to Cholsey & Rosehill. Budget provision for Great Tew ED808 transferred to the school.
CE&F TOTAL IN-YEAR VARIATION			0	
Schools Local Capital				
Devoiled Formula Capital	5,063	5,107	44	Budget provision for Great Tew ED808 transferred to the school from H&S provision.
SCHOOLS LOCAL CAPITAL TOTAL IN-YEAR VARIATION			44	
Social & Community Services				
Other Small Changes			100	
S&CS TOTAL IN-YEAR VARIATION			100	
Highways & Transport				
L STF Cycle Improvements	0	100	100	New grant funded scheme.
Oxford West Way - A34 Slip Rd	0	248	248	New S106 funded scheme.
Other Small Changes			-35	
HIGHWAYS & TRANSPORT TOTAL IN-YEAR VARIATION			313	
CAPITAL PROGRAMME TOTAL IN-YEAR VARIATION			457	

* As approved by Cabinet 17 July 2012

Financial Monitoring Report July 2012 (Cabinet September 2012)
Capital Programme 2012/13 to 2016/17

New Schemes & Budget Changes

Project / Programme Name	Previous Total Budget* £'000s	Revised Total Budget £'000s	Variation £'000s	Comments
Children, Education & Families				
Existing Demographic Pupil Provision (Basic Needs Programme)	22,369	21,413	-956	Draw down of budget provision for the projects below - Rose Hill, Choisey and Cuttleslowe.
Oxford, Rose Hill (ED807)	27	470	443	Includes External Funding. On site.
Choisey (ED783)	39	1,800	1,761	Includes External Funding. Stage 2 Approval, forecast start Aug 2012
Oxford, Cuttleslowe - (Phase 2) 2 class modular (ED796)	5	413	408	Stage 2 Approval, forecast start Aug 2012
School Structural Maintenance (inc Health & Safety) Health & Safety - CE&F	29,583 74	29,148 30	-435 -44	£435k transferred to Choisey & Rosehill. Budget provision for Great Tew ED808 transferred to the school.
CE&F TOTAL PROGRAMME SIZE VARIATION			1,177	
Schools Local Capital				
Devolved Formula Capital	19,247	19,291	44	Budget provision for Great Tew ED808 transferred to the school from H&S provision.
SCHOOLS LOCAL CAPITAL TOTAL PROGRAMME SIZE VARIATION			44	
Social & Community Services				
Other Small Changes			90	
S&CS TOTAL PROGRAMME SIZE VARIATION			90	
Highways & Transport				
LSTF Cycle Improvements Oxford West Way - A34 Slip Rd	0	100 248	100 248	New grant funded scheme. New S106 funded scheme.
HIGHWAYS & TRANSPORT TOTAL PROGRAMME SIZE VARIATION			348	
CAPITAL PROGRAMME TOTAL PROGRAMME SIZE VARIATION			1,659	

*As approved by Cabinet 17 July 2012

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Division(s): N/A

CABINET – 18 September 2012

Service & Resource Planning 2013/14 to 2016/17

Report by the Assistant Chief Executive & Chief Finance Officer

Introduction

1. This report is the first in a series on the Service & Resource Planning process for 2013/14 to 2016/17, providing councillors with information on budget issues for 2013/14 and the medium term. The report presents the known and potential financial issues for 2013/14 and beyond which impact on the existing Medium Term Financial Plan (MTFP), the assumptions on which the current MTFP is based and proposes a process for Service & Resource Planning for 2013/14 including a timetable of events.
2. This Service & Resource Planning round comes at a time when a greater degree of uncertainty over future resources is being introduced. Two fundamental changes to the basis of funding local government – the implementation of the Business Rates Retention Scheme and the Localisation of Council Tax Support (discussed below) – will increase the level of volatility in the forecast of funding available and the interaction of both with local economic conditions will increase the associated risks.

The following annexes are attached to this report:

Annex 1a: Details of the Business Rates Retention Scheme

Annex 1b: Details of the Localisation of Council Tax Support

Annex 2: Review of Assumptions in the Existing MTFP

Annex 3: Service & Resource Planning timetable for 2013/14

Government consultations and other initiatives

3. A number of consultations and other initiatives which will have implications for the County Council are summarised below, with more details set out in Annexes 1a and 1b.

Business Rates Retention Scheme

4. From April 2013 the current Formula Grant system is being replaced by a Business Rates Retention Scheme. Under the new scheme business rates will be split between a 50% local share (retained by local government) and a 50% central share (returned to central government). A system of tariffs and top-ups will be used to redistribute business rates from areas which collect more than their assessed need (based on Formula Grant) to areas that don't

collect enough to meet their assessed need. In addition there will be a levy on 'disproportionate growth' in business rates which will be used to provide 'safety net' payments to those authorities experiencing little or negative growth (subject to a threshold).

5. For two-tier areas¹ it is proposed that the local share will be split 80% districts/20% county councils. As a consequence the County Council is a top-up authority and will not pay a levy, whereas the district councils in Oxfordshire are tariff authorities and will pay a significant proportion of any business rate growth as levies. The councils within the Oxfordshire area are currently exploring whether there is a benefit to forming a business rate pool, for which a single levy figure would be applied based on aggregate growth across the whole area. The City Council has now announced that it will not join a pooled arrangement, but the remaining councils are continuing with developing the option.
6. The government announced a Technical Consultation on the details of the scheme on 17 July, with a closing date of 24 September 2012. Further details on this and other recent government announcements on the Business Rates Retention Scheme are provided in Annex 1a.
7. The replacement of the Formula Grant system with the Business Rates Retention Scheme means that the County Council's funding will be harder to predict initially as a number of baseline positions will not be set by Ministers until later in the year, and on-going as local economic conditions will impact on the level of resources receivable. This latter uncertainty will need to be taken into consideration in determining the level of reserves/balances needed.

Localisation of Council Tax Support

8. As part of the 2010 Spending Review the government announced that, from 2013/14, they would localise council tax benefit and reduce expenditure by 10%. Under the new scheme people will get a discount on their council tax bill rather than an amount deducted from their bill. The effect of giving discounts will be to reduce the council tax base used for calculating council tax rates. Councils will receive a grant to help off-set the reduction in the council tax base. Indicative funding allocations show a £2.5m shortfall between the anticipated cost of the scheme and the grant for the County Council.
9. Oxfordshire districts are consulting on adopting the existing council tax benefit scheme as a countywide scheme for 2013/14. This approach does not give rise to any savings from the council tax support scheme itself. Consideration is being given to making savings by reducing discounts/exemptions on certain classes of properties, such as discounts on second homes. Further details on the localisation of council tax support are provided in Annex 1b.

¹ Where the county council has fire & rescue service responsibilities

10. Changes to the council tax benefit arrangements make it more difficult to estimate how much council tax will be collected. Variation in the amount of council tax collected means that districts may use the power to vary agreed council tax precept payments to the County Council and the Thames Valley Police and Crime Commissioner. This again will make it difficult to predict the level of income anticipated/expected.

Pensions

11. There are three areas of Government policy which may impact on the Council's budget over the medium term. These are the changes to the public sector pension schemes, the introduction of auto-enrolment and changes to the State Pension.
12. The proposals for the fire service scheme and teacher's scheme include increased employee contributions from April 2012, with further increases from April 2013 and 2014. It is not expected that employer contributions will reduce, with the saving from increased employee contributions reducing the shortfall between pensions in payments and contributions received which the Government has to fund. There may however be an issue with opt out rates from April 2013.
13. For the Local Government Pension Scheme, the proposed changes from April 2014 involve minimal increases in employee contributions and the introduction of a new 50% option, where employees can pay 50% contributions for 50% of the benefit – employers still need to pay the full 100% contribution. There is therefore a potential for increased membership and therefore increased employer contributions under this element of the proposals.
14. Overall though, the Government Actuary has estimated that costs will reduce under the proposed scheme, largely as a result of the link between normal retirement age and state pension age, with average employer contribution rates reducing by 2.2% of pensionable pay. The impact of the changes will vary between LGPS funds, and between employers dependent on their membership profile. Actuaries will also need to take into account the financial climate at the time of the valuation (March 2013), which could add upward pressure on employer contribution rates. Work will continue with the actuary to establish the likely results from the next valuation, effective from April 2014.
15. Auto-enrolment for the County Council comes into operation from February 2013. Under these arrangements, the Council must enrol all staff into a qualifying pension scheme every three years, though the individual member retains the right to opt out. If all the current employees who have opted out of their pension scheme are auto-enrolled back into the scheme, and choose not to re-opt out, the additional annual contributions required by the County Council would be £4.4m, of which £2.6m would fall on schools, and £1.8m on directorate budgets. Given that all these staff have previously

opted out of their pension scheme, it is likely that the majority if not all will opt out again, and there will be no or limited additional costs to the Council.

16. Finally, the Government has proposed changes to the State Pension arrangements from April 2016, which include a single flat rate state pension, and the ending of the current contracting out arrangements. The ending of contracting out will mean that members of current pension schemes will lose their 1.4% national insurance rebate² and the Council would lose its 3.4% rebate on the same pay. Employers and Unions have raised their concerns about the impact of these increased costs, and it is currently awaited as to how the Government proposes that these are met. Clearly though there is a potential pressure on the Council budget from April 2016.

Local Authority Central Services Equivalent Grant (LACSEG)

17. The Department for Education (DfE) pays a grant, Local Authorities Central Services Equivalent Grant (LACSEG), to academies because there are some central services received by local authority maintained schools which academies may either provide themselves or buy back from the local authority. Some of these services are funded from Dedicated Schools Grant (DSG) and some from Formula Grant. The government announced in June 2012 that, for the DSG element, local authorities will be required to delegate DSG funding for central services within the notional Schools Block straight to maintained schools and academies. For the Formula Grant element, the DfE is consulting on proposals to replace the current LACSEG allocations to academies with a simpler and more robustly based funding system. It is proposed to do this by deducting amounts from local authorities' Formula Grant and providing a new Education Grant on a per pupil basis to academies and local authorities.
18. The new Education Grant is proposed to be based on national average budgeted spend on education budget items by all local authorities during 2011/12. The consultation raises queries of principle about the way that deprivation and area salary differences should be taken into account, which leaves considerable uncertainty about the total amount for each local authority. Based on 1% of the proposed national total, Education Grant for Oxfordshire is currently estimated to be around £12.5m. The degree of uncertainty in the amount could be in excess of £1m depending on the final arrangements applied by DfE and the Department for Communities and Local Government (DCLG).
19. The amount to be deducted from Formula Grant for each local authority will be equal to the total Education Grant to be provided to the local authority and to academies within the local authority area. Accordingly Formula Grant for the County Council will be reduced by an estimated £12.5m.
20. A small amount of Education Grant will be paid to local authorities in respect of residual statutory duties for pupils in academies. The consultation

² On pay between £5,044 and £40,040

proposes that this would be between £8 to £15 per pupil. The County Council might receive £0.6m to £1.1m Education Grant for these duties once all schools have converted to academies.

21. To manage the reduction in Formula Grant it is estimated that the County Council will need to make total savings of some £11.5m to £12.5m as schools convert to academies, of which the first £2.8m is included in the current MTFP. The rate at which such reductions need to be made will depend on the rate of conversion of schools to academies.

National Schools Funding Formula

22. The DfE intends to take first steps towards a national school funding formula from April 2013. These first steps focus only on a radical simplification of each local authority's funding formula and do not include any adjustment to the distribution of resources between local authorities. The simplification removes all targeted funding allocations and replaces them with linear allocations based on pupil numbers, a deprivation factor, a prior attainment factor and a single lump sum for all schools.
23. Schools which were previously in receipt of targeted allocations are therefore anticipated to lose resources, in some cases very significantly. Schools which previously did not receive targeted allocations are likely to receive larger budget shares. Whilst the government's minimum funding guarantee will keep year-on-year changes to no more than -1.5% of previous budget per pupil, the limit on the degree of change also means that some schools could see year-on-year funding reductions over more than a decade before the new formula value is fully implemented.
24. Special schools will see a complete change to the way that they are funded, with a much smaller budget share at the beginning of the year and top ups provided by local authorities in respect of individual pupils. The local authority will come under increased pressure to provide additional funding for pupils with special educational needs, which will be met by allocations from Dedicated Schools Grant retained centrally. Some schools will need considerable extra support from the local authority in order to cope with the changes to the funding regime.
25. Amongst the targeted allocations which will be removed from school budget shares are the allocations for joint use sports facilities. The authority has in the past recovered these targeted allocations from schools in order to meet its commitment to district councils to pay for schools' use of the sports facilities. Funding arrangements for schools' use of joint use sports facilities will need to change from April 2013. The gross cost of the agreements in 2012/13 is £1.5m.
26. Alongside the first steps towards a national school funding formula, DfE is looking to transfer responsibility for the funding of students aged 16 to 24 with higher level needs in further education settings from the Education Funding Agency (EFA) to local authorities. Baseline data about numbers of

students with higher level needs in further education settings will be collected by the end of September 2012. Until that data is assembled it is not possible to assess the budgetary and administrative impact, though it is anticipated that a grant transfer from the EFA will meet most of the cost of allocations to settings.

Public Health

27. The public health function will transfer from Primary Care Trusts (PCTs) to local authorities in 2013/14. Local authorities will be funded for their new public health responsibilities via a ringfenced grant. 2012/13 baseline spend projections for local authorities produced by the Department of Health (DoH) in February 2012 based on 2010/11 expenditure data indicate a shadow allocation for Oxfordshire of £20.9m.
28. Currently PCT allocations are distributed according to a formula set by the Advisory Committee on Resource Allocation (ACRA). ACRA were commissioned by the DoH to develop a formula allocating public health funding relative to population health need. Based on the formula Oxfordshire's share of the £2.2bn national total for 2012/13 would be £22m. Further work is being undertaken on the distribution formula, including a detailed comparison with the estimated baseline spend. Final 2013/14 allocations for the ring-fenced grant will be announced at the end of 2012.
29. Assuming the draft funding allocation is confirmed, there is sufficient funding to maintain the current service. A number of contracts will be retendered prior to the transfer to the County Council and it is assumed that no significant cost pressures will arise from this exercise. The key risks beyond 2013/14 are whether the new public health responsibilities and improved health outcomes for the population will result in pressure to spend more on Public Health; the impact of the next spending review on Public Health and whether the distribution formula will best reflect the population of Oxfordshire.

Social Care White Paper

30. The White Paper "Caring for our future: reforming care and support" was published on 11 July 2012. The paper broadly focuses on quality and access to care and information. The paper has two core principles – firstly, promoting people's independence and wellbeing to prevent, postpone and minimise people's need for formal care and support and, secondly, people should be in control of their own care and support. The paper seeks to consolidate care legislation into one law and seeks to ensure equity of care provision across the country through introduction of a national minimum eligibility threshold. There is a common view that the level will be set at "substantial", this is consistent with Oxfordshire's current practice and so would bring no additional costs. The majority of the detailed points within the White paper build on good practice that Oxfordshire already provides, there may however, need to be some expansion in particular services. The paper commits to additional funding of a further £100 million in 2013/14 and £200

million in 2014/15 in joint funding between the NHS and social care to support better integrated care and support. This amounts to just under £1m in 2013/14 and just under £2m in 2014/15 for Oxfordshire.

31. The government also published a progress report on social care funding reform – ‘Caring for our future: progress report on funding reform’. In this report, the government agrees the principles of the Dilnot Commission’s model – financial protection through capped costs and an extended means test – would be the right basis for any new funding model. The government did however say that the costs associated with such a decision needed to be understood in the context of the broader economic situation and so proposed deferring consideration of funding reform to the next Spending Review. The report also commits to introducing a universal deferred payments scheme to ensure no-one will be forced to sell their home to pay for residential care in their lifetime. This involves the sale of a house being deferred until the person dies. Oxfordshire already offers this service but it may be that uptake will increase.

Independent Living Fund

32. The Independent Living Fund (ILF) is a trust operating under the Department for Work and Pensions providing support for approx. 19,000 disabled people in the UK in the form of direct cash payments. The Government is consulting on devolving ILF funding to local government from 2015, so that the needs of existing ILF users can be met through the mainstream care and support system and personal budgets. The majority of ILF users already have local authority contributions to their care packages as well as ILF contributions.
33. The basis of devolving the funding is not set out in the consultation. Figures as at June 2012 indicate that Oxfordshire has 229 existing ILF users (1.7% of the total for England), with payments of £4.4m per annum (2.0% of the total for England).

Local Welfare Assistance

34. Under the Welfare Reform Act 2012 the County Council takes on a new responsibility for managing the replacement of the discretionary element of the Social Fund by a localised assistance programme (‘Local Welfare Assistance’) from April 2013.
35. Local authorities are being given the flexibility to re-design emergency provision, tailored to local circumstances, to replace two elements of the Social Fund - Community Care Grants and Crisis Loans (loans for items and loans for living expenses). Data for the first six months of 2011/12 indicates that about 7,000 awards are made in Oxfordshire a year, with expenditure on these types of grants/loans totalling approximately £0.9m a year.

36. Funding for this local support will be allocated to upper-tier authorities via an un-ringfenced grant based on the equivalent Social Fund spend for 2012/13. There is not a statutory requirement to provide this service, but the government does have certain expectations for the new funding which are set out in a settlement letter. Indicative funding for 2013/14 is £0.944m (which includes £0.165m for administration).

Healthwatch and NHS independent advocacy services

37. Local Healthwatch will replace Local Involvement Networks (LINKs) as the consumer champion for patients and the public in health and social care. Local authorities will provide local Healthwatch in their area from April 2013.
38. Funding for the new service will be made up of two parts: on-going baseline funding for LINKs and new additional funding for the new service. Since 2011/12 the funding for LINKs has been included within Formula Grant. From 2013/14 this funding will form part of the Business Rates Retention Scheme baseline. Some of the new additional funding will also be included within the Business Rates Retention Scheme baseline, with the route for the remainder yet to be finalised. Indicative allocations suggest the County Council will receive £0.108m of additional funding.
39. The Health & Social Care Act 2012 also transfers a duty to commission NHS independent advocacy services from the Secretary of State for Health to individual local authorities with effect from April 2013.
40. Actual funding for the provision of independent advocacy is still to be confirmed. However, indicative grant allocations suggest the County Council will receive £0.134m of un-ringfenced grant for the provision of this service.

Police and Crime Commissioners

41. On 15 November 2012 elections are being held for police and crime commissioners for the 41 police force areas across England and Wales. They will replace police authorities which will be abolished a week later. Police and crime commissioners will have responsibility for appointing the chief constable and holding them to account for the running of the force; setting out a 5 year police and crime plan; setting the annual local precept and annual force budget; and making grants to organisations aside from the police.
42. A variety of community safety funding streams that have previously been available to councils and community safety partnerships will be coming to an end in March 2013. In 2013/14 police and crime commissioners will receive a designated but un-ringfenced grant for commissioning community safety and other activity. From 2014/15 this grant will be rolled into the police grant.

Service & Resource Planning Process

43. Given the current economic climate and the uncertainty over levels of funding for local government in the future, this year the Service & Resource Planning process, MTFP and Capital Programme cover only a four-year period, reflecting the availability of national spending information.
44. 2013/14 will be the third of the four-year directorate business strategies. These were approved by Council in February 2011 and included savings of £119m from 2011/12 – 2014/15. Whilst there have inevitably been some changes, the strategies are being delivered as planned with the majority of the original savings expected to be achieved. Annex 2 summarises the assumptions in the existing [Medium Term Financial Plan](#), including funding for demography and other agreed pressures.
45. Challenge sessions are planned for October 2012. Directorates will need to review their plans for delivering the savings in the 3rd and 4th years of the business strategies to ensure that these are still achievable, along with plans for managing any new pressures.
46. Scrutiny Committees will meet to consider detailed budget proposals in late December 2012/early January 2013. All Members will be able to observe all of the Scrutiny Committees. Briefing sessions will be held prior to the meetings to provide Members with an overview of the latest financial position and the progress to date in relation to the Service & Resource Planning process.
47. The draft Local Government Finance Settlement is expected to be announced in early December 2012 with the final settlement expected in mid-January 2013. This will confirm the starting point for the Business Rates Retention Scheme.
48. A timetable for Service & Resource Planning is attached at Annex 3.

Capital Programme Planning

The Property Asset Management Plan

49. The Property Asset Management Plan is a high level corporate strategy which establishes the role of the Council's property assets in meeting strategic objectives and the business strategy. An implementation programme is currently underway with an aim to:
 - Reduce the cost of the council's non-schools portfolio by 25% whilst using property to deliver the Council's broader objectives and support service delivery
 - Change the portfolio to support and enable locality working
 - Increase co-location of services and sharing with partners and community organisations to improve service delivery
 - Increase the amount of property that is Fit for Purpose

- Reduce energy consumption
50. The Plan is currently being updated in light of the recent changes in the regulatory environment and in order to take advantages of the new property services contract.

The Capital Strategy

51. The Council has a 10 year Capital Strategy which sets out the County Council's capital investment plans and explains how capital investment contributes to the Council's Vision and Priorities. It provides the framework for determining capital spending plans and the effective use of the Council's limited capital resources.
52. It shows how the Council prioritises, targets and measures the performance of its capital programme and sets out six prioritisation principles for capital investment.
53. A light touch review of the Capital Strategy is currently being undertaken and any key changes will be reported to Cabinet in January 2013.

Capital Programme

54. The Council considers the capital investment and programming activity as an integral part of the Council's Service & Resource Planning process. This ensures that the creation of a new asset or investment in the existing assets and infrastructure network is justified through detailed business strategies and delivery models for the service.
55. The capital programme currently shows a balanced position with sufficient level of contingency across the four year period to 2016/17. This is a comfortable position to start the new service and resource planning process. However, the capital budget setting process over the coming years will be challenging given the uncertainties affecting the economic prospect in the UK and across Europe.
56. This year's capital budget setting process will focus on strategic and high-level issues or key operational bottlenecks underpinning the service delivery in the medium term and creating large demands on capital resources. The capital planning period will be set as four year initially to ensure that the programme is planned with no additional resources until there is more certainty about the level of capital resource into the future, especially beyond 2014/15. This is to ensure that the size of the existing capital programme portfolio remains within an affordable envelope.
57. New capital investment pressures are currently emerging. Outline business cases are likely to be brought forward during the coming months to inform this process in October 2012. Councillors will also have further opportunities to contribute to capital prioritisation decisions through the Scrutiny Meetings

which will be held in December/January as part of the Service & Resource Planning process.

Equality and Inclusion Implications

58. The Equality Act 2010 imposes a duty on local authorities that, when making decisions of a strategic nature, decision makers must exercise 'due regard to the need to eliminate unlawful discrimination... advance equality of opportunity... and foster good relations.'
59. As part of the Service and Resource Planning process for 2012/13, a high level Council wide assessment of the broad impact of new budget proposals on service users, staff and communities was produced ahead of the budget being set in February 2012. In addition, initial service-level assessments of the potential impact on vulnerable groups were completed for each proposal where a significant change to the service was proposed. These assessments have since been updated as proposals have been developed further and to reflect feedback received from formal consultations.
60. Where any significant changes to services are proposed as part of the 2013/14 Service and Resource Planning process, Service and Community Impact Assessments will need to be carried out in developing the proposals.

Financial and Legal Implications

61. This report sets out the Service and Resource Planning process for 2013/14, although it is mostly concerned with finance and the implications are set out in the main body of the report. The Council is required under the Localism Act 2011 to set a council tax requirement for the authority. This report provides information which, when taken together with the future reports up to January 2013, will lead to the council tax requirement being agreed in February 2013.

RECOMMENDATION

62. The Cabinet is RECOMMENDED to:

- a) Note the report;**
- b) Approve the Service and Resource Planning process for 2013/14.**

SUE SCANE
Assistant Chief Executive & Chief Finance Officer

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September 2012

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Business Rates Retention Scheme

1. From April 2013 the current Formula Grant system is being replaced by a Business Rates Retention Scheme. Business rates are currently collected by district councils and paid into a central pool which is then redistributed as part of Formula Grant. Under the new scheme business rates will be split between a local share (retained by local government) and a central share (returned to central government). The aim of the scheme is to provide an incentive for local authorities to promote and facilitate growth in their area – through being able to keep a proportion of the growth. The central share will be paid into the central pool as now, and used to fund local authorities through Revenue Support Grant or other specific grants.
2. A system of tariffs and top-ups will be used to redistribute business rates from areas which collect more than their assessed need (based on Formula Grant) to areas that don't collect enough to meet their assessed need. The top-ups and tariffs will increase with inflation. This gives top-up authorities a guaranteed increase in part of their resources from year-to-year and means that a tariff authority will lose resources unless its business rates growth keeps pace with inflation. In addition there will be a levy on 'disproportionate growth' which will be used to provide 'safety net' payments to those authorities experiencing little or negative growth (subject to a threshold).
3. The government will set a baseline position to determine the tariff or top-up for each authority. There will be a funding baseline - based on the current Formula Grant system, and a business rates baseline based on historic contributions to the business rates central pool. These baseline starting positions will determine the levy on disproportionate growth and the level of safety net protection offered.
4. On 17 May 2012 the government published Statements of Intent documents outlining details of various aspects of the Rates Retention Scheme and a Pooling Prospectus.
5. The Statement of Intent on Central and Local Shares indicated that a 50%:50% split of business rates will be used from April 2013 and a number of existing specific grants will be included within the Rates Retention system. This is a lower local share than had been anticipated and means that less business rate growth will be retained by local authorities. On the plus side however it means that local authorities will take less of the risk of fluctuation in business rates. The local share percentage will be fixed until a reset of the system. A reset involves reviewing the baseline funding levels for each local authority to take account of changes in relative need and resource. The government does not intend to reset the system until 2020 at the earliest, except in exceptional circumstances. However, at each five-yearly business rates revaluation, tariffs and top-ups will be adjusted to ensure that an authority's retained rates income is not affected. Longer term, the government remains committed to its aspiration for 10 year reset periods.
6. The specific grants that will be included in the Rates Retention system include:
 - 2011/12 Council Tax Freeze Grant

- Council Tax Support Grant
- Early Intervention Grant (excluding funding for free education for two year olds)
- A proportion of lead Local Flood Authorities Grant
- Learning Disability and Health Reform Grant
- A proportion of Sustainable Drainage System Maintenance Costs funding.

Latest figures indicate the total amount of grant to be transferred into the County Council's funding baseline is £67.7m (including £23.1m for the new Council Tax Support Grant). As well as transferring some grants into the baseline the government is consulting on removing Local Authority Central Spend Equivalent Grant (LACSEG) from the funding baseline – see paragraphs 17 – 21 of the main report.

7. The Statement of Intent on The Safety Net and Levy proposed a 1:1 ratio for the levy, so that for every 1% increase in an authority's rates above the business rate baseline the authority gets to keep no more than a 1% increase in their funding baseline. This means that top-up authorities will not pay a levy because a 1% increase in business rates will never be more than a 1% increase in funding. The government proposes to set the safety net threshold to between 7.5% and 10% below the funding baseline.
8. The Pooling Prospectus set out details of how the pooling of business rates in an area would operate. The locally retained element of the business rates (i.e. 50% of the total collected) in the agreed area would be put into the pool. It would then be for pools to decide how to distribute the aggregate income within the pool. There would be a single levy figure applied to the pool based on aggregate growth across all areas. This allows benefits from investment in economic growth to be shared across a wider area. Pooling also allows local authorities to manage fluctuations in business rates income across an area, e.g. as a result of a major business closing. However, pooling means that eligibility for safety-net payments is calculated at a pool-wide level. The councils within the Oxfordshire area are currently exploring whether there is a benefit to forming a business rate pool. The City Council has now announced that it will not join a pooled arrangement, but the remaining councils are continuing with developing the option.
9. On 17 July 2012 the government published the Business Rates Retention – Technical Consultation. The consultation covers establishing the start-up funding allocation and baseline funding levels (formula updates and transfers in/out of spending control totals), setting up the business rates retention scheme and operation of the scheme following implementation in 2013/14. The consultation closes on 24 September 2012.
10. The consultation sets out the government's intention to split the local share of business rates in two-tier areas: 80% districts/20% county councils with fire and rescue responsibilities. As a consequence the County Council is a top-up authority and the district councils in Oxfordshire are tariff authorities. This means that the County Council will not pay a levy. Conversely, the district councils will pay a significant proportion of any business rate growth as levies, on average (based on current assumptions) 86% of any growth will be paid as a levy.

11. It is proposed that billing authorities (district councils) will be required to notify precepting authorities a provisional forecast of business rate income for the forthcoming financial year by mid-December, with final forecasts notified by the end of January. Estimated surpluses/deficits on collection for the year will be provided alongside forecasts for the next financial year (e.g. estimated surpluses/deficits on collection for 2013/14 will be provided in December 2013/January 2014) to be taken into account in setting the following year's budget. This is a similar arrangement to Council Tax surpluses/deficits.

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Localisation of Council Tax Support

1. As part of the 2010 Spending Review, the government announced that from 2013/14, they would localise council tax benefit and reduce expenditure by 10%. The government also said that local schemes should protect the most vulnerable people, including pensioners. The government set out details of the localisation policy in December 2011 following consultation on the proposals during the autumn.
2. The new scheme will change the way support is provided to people who have difficulty paying council tax. Currently, people are sent council tax bills with their council tax benefit deducted from them. In the new scheme, people will instead get a discount on their council tax bill. The effect of giving discounts will be to reduce the council tax base used for calculating council tax rates.
3. Billing authorities and precepting authorities will receive council tax support grant in proportion to their share of council tax. The grant will reduce the amount each authority has to raise through council tax (i.e. the council tax requirement). This will help to off-set the reduction in the council tax base as a result of discounts provided for in the new scheme, however it is unlikely to offset it in full because of the government's savings plan.
4. In May 2012, the government published statements of intent which set out exemplified council tax support funding for each authority. Whilst these will not be the final grant figures, they provide an indication of the funding. The estimated cost of council tax benefit for Oxfordshire for 2013/14 is £33.6m. This compares to exemplified funding of £30.3m, requiring savings of £3.3m (of which £2.5m falls to the County Council).
5. Given the timescales and the commitment not to disadvantage the low paid, the Oxfordshire districts are consulting on adopting the existing council tax benefit scheme as a countywide scheme for 2013/14. This approach does not give rise to any savings from the scheme itself. The scheme will need to be reviewed for 2014/15 due to the impact of Universal Credit which comes into effect in October 2012 along with further pressures anticipated from increasing council tax and the cost of council tax benefit.
6. The outcome of the consultation on Technical Reforms of Council Tax issued in May 2012, confirmed that local authorities would have the ability to vary the discounts given on certain classes of properties. Reducing the discounts has the effect of increasing the tax base, thereby potentially offsetting the reduction in tax base arising from the new council tax support scheme. Discounts/exemptions on allowed properties across all Oxfordshire districts currently cost £5.1m. Consideration of savings arising from reducing discounts/exemptions will be made by the district councils over the autumn as part of their budget setting process.

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Review of Assumptions in the 2012/13 – 2016/17 Medium Term Financial Plan (MTFP)

Inflation

1. The table below sets out the inflation assumptions built into the current MTFP. These will need to be reviewed in agreeing the MTFP for 2013/14 to 2016/17.

Year	Pay	Non Pay	Contracts	In MTFP
2013/14	2.5%	2.0%	3.0%	£10.2m
2014/15	2.5%	2.0%	3.0%	£10.3m
2015/16	2.5%	2.0%	3.0%	£10.3m
2016/17	2.5%	2.0%	3.0%	£10.6m

2. CPI inflation was 2.6% in July 2012. The annual rate of increase is at its lowest since the end of 2009 and the Bank of England continues to predict that it will fall back to 2% in the long run. In his Autumn Statement, the Chancellor announced a 1% cap on public sector pay for 2013/14 and 2014/15. The reduced cost to the Council is expected to be offset by a reduction in Formula Grant funding.

Previously Agreed Budget Changes

3. The MTFP includes the final two years of the implementation of the Directorate Business Strategies. These were approved by Council in February 2011 and included savings of £119m from 2011/12 – 2014/15. Funding for demographic and other agreed pressures was also built in.

Funding for demographic and other agreed pressures¹	2013/14 £m	2014/15 £m
Children, Education & Families	-0.090	-0.590
Social & Community Services	4.700	5.710
Environment & Economy	4.962	1.328
Chief Executive's Office	0.056	-0.244
Cross Directorate	0.000	0.000
TOTAL	9.628	6.204

Savings	2013/14 £m	2014/15 £m
Children, Education & Families	-1.257	-1.072
Social & Community Services	-6.598	-7.116
Environment & Economy	-7.904	-3.903
Chief Executive's Office	-0.672	-0.188
Cross Directorate	-0.140	1.605
TOTAL	-16.571	-10.674

¹ Where a negative is shown the figure relates to previous years' one-off funding falling out.

Formula Grant

4. The following table shows the estimated amount and decreases of formula grant included in the MTFP.

	2013/14	2014/15	2015/16	2016/17
Estimated Formula Grant £000	110,067	100,039	89,835	82,739
% Decrease from previous year	-4.5%	-9.1%	-10.2%	-7.9%

The Government's current Spending Review runs to 2014/15. The next Spending Review is not due until 2014 however the Government has indicated that it may need to make further expenditure savings in future years. It is not yet clear how this will impact on local government in general or the County Council in particular. For planning purposes, reductions in Formula Grant for 2015/16 and 2016/17 have been estimated based on national spending figures announced in November 2011.

Council Tax

5. The MTFP assumes Council Tax increases of 3.75% in 2013/14 and each of the following years. A 1% change in council tax equates to £2.9m.

Taxbase

6. The MTFP assumes growth in the taxbase of 0.75% each year. A variation of +/-0.25% results in a gain/loss of £0.712m.

Service & Resource Planning Timetable 2013/14

Month	Date	For/From	Action/Event
September	Tues 18th September	Cabinet	Service & Resource Planning Report providing an update on the latest information and proposed process for 2013/14
	Wed 19th September	All Councillors	Briefing on Business Rates Retention Scheme
December	Early/Mid December	Communities & Local Government	Local Government Finance Provisional Settlement - Draft grant figures for Oxfordshire available
	Early/Mid December (tbc)	All Councillors	Briefing - Setting the Budget Part 1 including an update on the Draft Local Government Settlement and Draft Business Rates Forecast (tbc)
	Mid December	District Councils	Draft Taxbase and Business Rate Forecast
	Tues 18th December	Cabinet	Service & Resource Planning Report providing the Review of Charges
	Late December/Early January (tbc)	All Councillors	Briefing on papers to be considered by Scrutiny Committees
	Late December/Early January (tbc)	All Scrutiny Committees	All Scrutiny Committees to consider detailed budget proposals - provide advice to Cabinet. Strategy and Partnerships Scrutiny Committee offers overall view on Cabinet proposed Revenue Budget 2013/14, Capital Programme, Medium Term Financial Plan (MTFP) and Capital Strategy
January 2013	Thurs 24th January	All Councillors	Briefing - Setting the Budget Part 2 - Cabinet Budget Proposals
	Tues 29th January	Cabinet	Cabinet proposes Revenue Budget and Capital Programme 2013/14 and MTFP for 2013/14 - 2016/17 for recommendation to Council and any changes to the Capital Strategy
	End January	District Councils	Notification of Tax Base and Business Rate Forecast
	Late January/Early February	Communities & Local Government	Final Local Government Finance Settlement and notification of Tax Base and Business Rate Forecast from District Councils
	End January/February	Schools Forum	Agree use of Dedicated Schools Grant for 2013/14
February	Fri 8th February	Cabinet, CCMT, Chief Finance Officer	Deadline for publication of Cabinet, Opposition & other groups full budgets
	Tues 12th February	Members	Chief Finance Officer issues commentary on the proposed Cabinet Budget and MTFP and the Opposition & other groups proposals
	Tues 15th February	Members	Deadline for publication of amendments to Cabinet budget by Opposition and other groups
	Tues 19th February	Council	Agrees Revenue Budget 2013/14; Capital Programme 2013/14 - 2016/17; MTFP 2013/14 - 2016/17

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CABINET – 18 September 2012

STAFFING REPORT – QUARTER 1

Report by Head of Human Resources

Introduction

1. This report provides an update on staffing numbers and related activity during the period 1 April 2012 to 30 June 2012. It also tracks progress on staffing numbers since 1 April 2010 as we implement our Business Strategy.

Current numbers

2. The establishment and staffing numbers (FTE) as at 30 June 2012 are 4631.06 Establishment; 4379.82 employed in post. These figures exclude the school bloc, but include cleaning and catering staff based in schools employed within Environment & Economy.
3. We continue to monitor the balance between full time and part time workers to ensure that the best interests of the Council and the taxpayer are served. For information, the numbers as at 30 June 2012 were as follows - Full time 2937 and Part time 3067. This equates to the total of 4379.82 FTE employed in post.
4. The changes in both establishment and staffing numbers since 31 March 2012 are shown in the table below. A breakdown of movements by directorate for this financial year is provided at Appendix 1.

	FTE Employed	Establishment FTE
Reported Figures at 31 March 2012 – Non-Schools	4372.47	4634.75
Changes	+7.35	-3.69
Reported Figures at 30 June 2012 – Non-Schools	4379.82	4631.06

Quarter 1 Changes

5. There are no significant changes to overall staffing or establishment numbers this quarter. The increase to numbers employed in Children, Education & Families and Oxfordshire Customer Services are broadly offset by further reductions in Social & Community Services and Cultural Services .
6. We remain committed to redeploying displaced staff wherever possible via our Career Transitions Service but this is getting more difficult as staffing numbers reduce across the Council. There were 4 successful redeployments this quarter.
7. We also recognise that operational services are critical and cannot be left without any cover. Prudent use of agency staff is therefore deployed to ensure continuity of service – the cost of agency staff this quarter is £892,173. We are not simply replacing directly employed staff with agency workers however and this activity is closely monitored.

Progress since 1 April 2010

8. Staffing numbers have reduced in all key areas since 1 April 2010 as we implement measures contained in our Business Strategy across the Council:-
 - **Establishment FTE** down from 5836 to 4631 – a 20.6% reduction.
 - **Staff employed FTE** down from 5283 to 4380 – a 17.1% reduction
 - **Vacancies FTE** down from 474 to 209 – a 55.9% reduction

Accountability

- 9.. Staffing numbers continue to be monitored rigorously. All new posts are reviewed by the Head of HR on a weekly basis and Deputy Directors are required to check and confirm staffing data for their services on a quarterly basis with appropriate challenge provided by the relevant HR Business Partner .

RECOMMENDATION

The Cabinet is RECOMMENDED to:

- (a) note the report
- (b) confirm that the Staffing Report meets the requirements in reporting and managing staffing numbers.

STEVE MUNN
Head of HR

Contact Officer: Sue James, Strategic HR Officer, 01865 815465.

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DIRECTORATE	Total Established Posts at 30 June 2012	Changes to Establishment since 31 March 2012	FTE Employed at 30 June 2012	Changes in FTE Employed since 31 March 2012	Vacancies at 30 June 2012	Cost of Agency Staff * £
CHILDREN, EDUCATION & FAMILIES	1385.88	31.76	1292.75	29.26	71.96	141,026
SOCIAL & COMMUNITY SERVICES	887.58	-43.33	845.83	-26.23	32.28	278,856
COMMUNITY SAFETY	395.74	-11.46	395.07	-7.12	0.00	20,277
ENVIRONMENT & ECONOMY	795.81	-1.50	773.85	-0.33	27.92	285,943
OXFORDSHIRE CUSTOMER SERVICES	703.97	26.23	646.31	27.22	47.44	132,603
CHIEF EXECUTIVE'S OFFICE	217.05	8.73	198.20	0.12	15.42	33,468
CULTURAL SERVICES	245.03	-14.12	227.81	-15.57	14.19	0
TOTAL	4631.06	-3.69	4379.82	7.35	209.21	892,173

Please note: The vacancies plus the FTE employed will not always be equivalent to the Establishment. Where employees are absent eg on maternity leave or long term sick and have been temporarily replaced, both the absent employee and the temporary employee will have been counted.

* This figure does not necessarily bear a direct relationship with vacant posts.

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Division(s): N/A

CABINET – 18 SEPTEMBER 2012

FORWARD PLAN AND FUTURE BUSINESS

Items identified from the Forward Plan for Forthcoming Decision

Topic/Decision	Portfolio/Ref
Cabinet, 16 October 2012	
<ul style="list-style-type: none"> ▪ Delegated Powers of the Chief Executive - October 2012 <p>To report on a quarterly basis any executive decision taken by the Chief Executive under the specific powers and functions delegated to her under the terms of Part 7.4 of the Council's Constitution – Paragraph 1(A)(c)(i). It is not for scrutiny call in.</p>	Cabinet, 2012/078
<ul style="list-style-type: none"> ▪ Oxford Park & Ride : Thornhill & Water Eaton Introduction of Charging <p>Report on results of public consultation on the Traffic Regulation Officer and seek approval to proceed to the introduction of charging.</p>	Cabinet, 2011/201
<ul style="list-style-type: none"> ▪ Corporate Plan Performance and Risk Management Report for the 1st Quarter 2012 <p>Quarterly Performance Monitoring report.</p>	Cabinet, 2012/067
<ul style="list-style-type: none"> ▪ Oxford Spires Academy New Buildings and Alterations <p>To seek approval of final business case and contract award.</p>	Cabinet, 2012/041
<ul style="list-style-type: none"> ▪ Oxford University Hospitals Trust Application to become a Foundation Trust <p>To determine the response of the County Council to the consultation by the hospital.</p>	Cabinet, 2012/102
<ul style="list-style-type: none"> ▪ Review of Target Banding Rates for Care Homes for Older People <p>To decide on the level of uplift to target banding rates for 2012/13 and to consider how we should progress for 2013/14.</p>	Cabinet, 2012/116
<ul style="list-style-type: none"> ▪ 2012/13 Financial Monitoring & Business Strategy Delivery Report - October 2012 <p>Monthly financial report on revenue and capital spending against budget allocations, including virements between budget heads.</p>	Cabinet, 2012/077
<ul style="list-style-type: none"> ▪ Oxfordshire Residual Municipal Waste Bulking and Haulage Procurement <p>To seek approval for award of contract.</p>	Cabinet, 2012/088
<ul style="list-style-type: none"> ▪ OCC Response to the Consultation on the Cherwell Local Plan <p>To consider a draft response to the Cherwell Local Plan.</p>	Cabinet, 2012/112

- **Oxford City Draft Community Infrastructure Levy (CIL) Consultation Response** Cabinet, 2012/122
To consider response to Oxford City draft Community Infrastructure Levy (CIL) consultation.

Deputy Leader, 11 October 2012

- **Request for Pedestrian Crossing - Marlow Road Henley - Swiss Farm** Deputy Leader, 2012/123
To seek Cabinet Member decision on objections raised on pedestrian crossing/TRO.

Cabinet Member for Adult Services, 16 October 2012

- **Supporting People Commissioning Body** Cabinet Member for Adult Services, 2012/115
Formal winding up of the Supporting People Commissioning Body.

Cabinet Member for Children & the Voluntary Sector, 1 October 2012

- **Chill Out Fund 2012/13 - October 2012** Cabinet Member for Children & the Voluntary Sector, 2012/079
To consider applications received (if any) from the Chill Out Fund.

Cabinet Member for Safer & Stronger Communities, 8 October 2012

- **Draft OFRS Integrated Risk Management Annual Action Plan 2013/14 for Public Consultation** Cabinet Member for Safer & Stronger Communities, 2012/072
To approve the draft OFRS Integrated Risk Management Annual Action Plan 2013-2014 for public consultation.
- **Draft OFRS Strategic Integrated Risk Management Plan 2013/18 for Public Consultation** Cabinet Member for Safer & Stronger Communities, 2012/082
To approve the draft OFRS Strategic Integrated Risk Management Plan 2013-2018 for public consultation.